

BOARD MEETING ☐ FEBRUARY 6, 2018 ☐ 12:30 PM

SUGAR LAND MARRIOTT ☐ 16090 CITY WALK ☐ SUGAR LAND, TEXAS

Board Members in attendance:

Shante Akafia	Cheree Bontrager	Sandra Duran
Lavern Gaines (TML)	Andre Houser	Paula Kutchka
Christi Klyn	Lisa Norris	Jill McAdams
Tadd Phillips (TML Representative)	Veronica Sanchez	Wendy Standorf (Past President)

Absent:

Bonita Hall (TMRS Representative)

- A. President Lisa Norris called the meeting to order at 2:18 PM at the Sugar Land Marriott in Sugar Land, TX. The following minutes are presented in the order of the agenda, not necessarily in the order the items were discussed.**
- B. Approval of October 19, 2017 TMHRA Board Meeting Minutes.** Andre moved to approve the minutes of the Executive Board Meeting held in The Colony on October 19, 2017. Cheree seconded the motion. **MOTION CARRIED.**
- C. Financial Report & Budget Update.** Jill introduced the TMHRA Balance Sheet and asked if there were any specific questions. It was mentioned that IPMA assets are still being accounted for in the TMHRA budget; therefore, the overall budget will look larger than it actually is for a few months until the funds can be transferred to IPMA.
- D. Committee Updates.**
- 1. Programs – Shante**
 - a. Strategic Goals and Progress.** Shante indicated that she had been working on adding a new feature to the TxPELRA conference –a fire side chat.
 - b. TxPELRA/Civil Service.**
 1. **# enrolled for TxPELRA.** Shante reported that 133 people were registered
 2. **# enrolled for Civil Service only.** Shante reported that 238 people were registered
 3. **# enrolled for both.** Shante reported that 371 people were registered for both conferences
 4. **New Fireside Chat.** Shante reported that there were 50 people registered
 5. **Other.** Shante thanked her co-chairs Andre Houser (Civil Service) and Harold Cates (TxPELRA) for their assistance with the conference.
 - c. Annual.**
 1. **1/2 day workshop updates.** Shante reported that the theme of the annual conference was going to be Tactics to Strategy or something very similar to that. There was a general discussion on pre-conference meeting topics for those new to public sector HR. Sample topics could include open records, first amendment rights, fourth amendment rights, FLSA

and 7K exemptions, public safety background checks, Texas Local Government Code, Civil Service, the difference between 457 plans and 401K plans, TMRS, etc.

2. **Event Thursday Evening.** Lisa reported that Holmes Murphy was planning on hosting their annual event. The theme this year will be Denim and Diamonds.
3. **Anything else.** Lisa reported that IPS will sponsor the new member dinner which will be the same night at the Past President's Dinner. TMRS plans to sponsor the Past President's Dinner. Lisa also stated that we were in need of an alcohol sponsor for the Past President's Dinner. She also said that UHC would be sponsoring the awards lunch. Lisa reported that it isn't too late to add additional sponsors and that each board member should reach out to potential vendors.
- d. **Nuts & Bolts.** Shante reported the following dates, locations and hosts for these workshops:
 1. **8/10 –Conroe - Andre Houser**
 2. **8/17 – North Richland Hills-Patrick Hillis**
 3. **9/14- San Marcos-Linda Spacek**

2. Membership Development - *Cheree/Christi*

a. Strategic Goals and Progress:

1. **Create/Distribute survey to solicit members on Committee interest and HR Roundtables.** Cheree stated that the survey went out on Monday, February 5, 2018. There was a general discussion regarding how the Roundtable concept came about. Lisa thanked Cheree and Christi for all of the work that they have put into the Roundtables. She said that both had spent many hours on ensuring that the Roundtables would kick off and be successful.
2. **Revised online and hardcopy of membership application.** Christi handed out a draft copy of the suggested revisions to the application. She asked that Board Members review it and return any suggested changes to her by Friday, February 9, 2018.
3. **Engage TML member cities without TMHRA representation.** There was a discussion regarding ways that this could be accomplished. It was decided that once the survey results were in there would be ways that this item could be addressed. In addition, it was noted that Cheree and Christi continue to connect new members with the TMHRA board members via email after their membership applications have been approved.
4. **HR Roundtable meetings and resources for various regions.** There was a discussion regarding ideas for resources to be given out at the Roundtables. Some suggestions included providing participants with a listing of the benefits associated with meeting on a regular basis in the form of the Roundtables. Additional resources may include providing a list of the benefits associated with THMHRA and pamphlets or business cards listing who the TMHRA Board Members are and how to best get in touch with them. It was also suggested that if a TMHRA Board Member is in the region, an effort should be made to attend the Roundtable.

b. HR Roundtable Development –Update

1. **Plans to update members at conferences.** Lisa indicated that she would work with Cheree and Christi to put together a communication plan for the annual conference.
2. **Adding to TMHRA website.** Cheree indicated that the website now has information about the Roundtables on it.
3. **Connecting new and existing members.** There was a discussion about ways to connect new and existing members at the annual conference. Suggestions included the possibility of badge tags for each region and having members sit at tables by region during the lunches at the annual conference.
4. **Templates created.** Cheree indicated that the templates for the Roundtables were complete and Lavern stated that they would be uploaded on the TMHRA website.

5. **Upcoming Roundtables.** The following locations have Roundtables coming up: Schertz, Central Tx, Pearland and Irving. Irving's session is a meeting of local HR directors. Lisa and Jill indicated that they will be attending the Irving meeting.
 - c. **Member Survey Issuance and Update.** Cheree and Christi reported that the survey was sent out to membership on Monday, February 5, 2018.
 - d. **New member dinner at Annual.** Cheree and Christi indicated that they will begin working on this dinner closer to the annual conference.
- 3. Member Engagement-Jill/Sandra**
1. **Increase member participation on Committees.** Sandra indicated that once the survey results were in the plan was to coordinate with Cheree and Christi to get information pertaining to members' interest and reach out to them.
 2. **Increase TMHRA visibility by attending HR Roundtables.** Sandra stated that it will be important for Board Members to attend the Roundtables in their region. She also stated that we could send out email blasts to the various regions informing them of upcoming Roundtables in the area.
 3. **Create a new award category for TMHRA to recognize HR Departments.** Jill reported that the Strategic HR Department of the Year award had been created and now up on the TMHRA website. She said that the award recognizes HR Departments' contributions that further the mission of the City and align programs, practices and policies with the mission, vision and values of the organization.

The TMHRA Board took a break at 3:50 PM. The meeting reconvened at 3:57 PM.

4. **Sponsorships-Lisa/Wendy.**
 1. **3 new sponsors.** Lisa reported that we have secured three new sponsors: Compass, Hays consulting and LeaderSelect. Each is sponsoring at the \$2,500 level.
 2. **Improve Sponsor Application.** Lisa indicated that she has been working with Lavern on the online application. She indicated that the paper application is still needed because the sponsors need a copy for their records.
 3. **Better connect with sponsors at the conferences.** Lisa and Wendy indicated that they are preparing a post conference survey.
 - a. **New sponsors and Level.** Lisa reported that there are three new sponsors at the \$2,500 level. Those sponsors are Compass, Hays Consulting and LeaderSelect.
 - b. **2018 # of Sponsors.** Lisa reported that there are 25 sponsors.
 - c. **2018 \$ Sponsor Total:** Lisa reported that total sponsorships are \$69,750.00.
 - d. **2017 # of Sponsors.** Lisa reported in 2017 there were 27 sponsors.
 - e. **2017 \$ Sponsors.** Lisa reported in 2017 total sponsorship dollars were \$66,250.00.
5. **Legislative-Paula/Andre.** Paula indicated that she and Andre are waiting until the results of the membership survey to see which members are interested in participating on this committee. She said their goal is to form focus groups to find out who would be interested in monitoring legislative affairs and also who would be interested in drafting correspondence for members to send out as needed. There was also a general discussion about HB 214 and the implications of this abortion legislation will have on fully insured health plans.
6. **Nominating-Veronica/Lisa.**

- a. **Strategic Goals and Progress:**
 1. **Identify diverse members interested (from survey or others) interested in serving.** Veronica explained the nomination process and told Board Members to let her and Lisa know of anyone that is interested in serving in a Board capacity.
 2. **Connect with them and engage them in committees if not already.** Lisa stressed the importance of diversity on all committees.
 3. **Streamline communication and timing for transition of old board to new board to more smoothly transition from year to year on all committee tasks in progress and upcoming.** There was a general discussion of the importance of making sure the new executive board members are ready to take office and that a year doesn't seem like enough time to get the officers up to speed before the officers transition. Lisa indicated that there would be some proposed amendments to the constitution to allow these positions to serve two years instead of one year. This would help in that transition.

7. **IPMA TX Chapter Update-Lisa/Veronica.** Lisa reported that IPMA has officially separated from TMHRA. As a result TMHRA Board Members no longer have to be a member of IPMA if they do not desire to do so. Lavern stated that the financial aspects will be completed by mid-March. Veronica wished IPMA well.

8. **Chapter 143 Coalition Update-Andre/Paula.** Andre stated he wants to take 2-3 legislative items at a time. He stated that he will be looking for committee participants but not advertising it. Lisa mentioned that it may be better for us to send police and fire issues and the chiefs his direction if the Board feels it's worthwhile and adventitious. Andre discussed arbitrator lists and providing for that. Lisa mentioned that the work needs to start early on that. Tadd said the next legislative session starts in 2019 so TML will be naming their committee soon. Therefore, the work on contacting the chiefs needs to start now.

9. **TML Board Rep-Tadd.** Tadd reported that the TML Board meeting will be later in February. AN audit was had and Tadd participated. The Governor said he was running on 2 ½% commission so TML will communicate a natural stance. Lisa confirmed that Tadd is willing to serve in this capacity again next year.

10. **TMRS Rep-Bonita.**
 - a. **Role Clarification.**
 1. **Not a Board Member (is assigned by the Board)**
 2. **Non-voting, but will continue to attend board meetings when possible to stay informed and provide in-person updates.**

Lisa confirmed with several that TMRS Rep is not a voting member but it would be a good idea for this rep to attend when possible for feedback. Lisa wanted to seek Board input on this. The Board discussed the creation of both TML and TMRS reps. Lisa asked everyone to look at the proposal to amend the constitution and consider this as an addition to that proposal. Included in the proposal are the immediate past president clarifications. After consideration, and possible approval, it would need to be approved by TML and the TMHRA membership. The Board discussed the pros and cons. Lisa stated that feedback is due by the end of February. There was also a discussion of the need for two or more trustees on the TMHRA Board.

III. **New Business**

A. **TML Service Agreement**

1. **Review draft of 2018-2019 service agreement which includes TxPELRA admin services.** Lisa has asked everyone to review this. The service agreement will be ready by April.

B. **Financials**

1. Lisa pointed out that for 2018/2019 we will need to update/remove references and sections related to IPMA-HR Texas prior to the annual meeting. She stated that we should include a note in the budget of the IPMA-HR separation and that the draft budget will be provided at the annual conference for a vote in June.
2. **Board Reimbursements needed for conference expenses.** Lisa indicated there was a process for this and if it is needed to please speak to her.

IV. **Other Business**

- a. **Conference App.** Lisa presented a handout and information from Craig Barnes regarding the conference app.
- b. **TxPELRA Board Appointment. Shante made a motion** to add Craig Barnes as a Board Member to the TxPELRA Board. **Tadd seconded the motion. Motion Passed.**
- c. **Awards Communication.** Lisa made an announcement that Jill and Craig are working on the awards nomination communication and that it would go out shortly.
- d. **Next Meeting.** Lisa announced that the next meeting would be in San Antonio on May 1st from 1 P.M. -6 P.M. at the Westin Hotel and to have updates ready.

The meeting adjourned at 5:11 P.M.

Respectfully Submitted,

Jill McAdams
Secretary/Treasurer