

Joyce Hudman
County Clerk
Brazoria County, Texas

REGULAR MEETING
Brazoria County Children's Protective Services Board
201 E MULBERRY ST, STE 200
ANGLETON, TEXAS 77515
Telephone: (979) 864-1997

Date: Monday, December 13, 2021; Time: 1:00 pm (post-Christmas party)
Location: Northway Baptist Church 1421 Buchta Rd, Angleton, TX 77515

AGENDA

- I. Call to Order / Acknowledgement of Visitors
- II. Public Appearances
- III. Approval of Previous Meeting Minutes
- IV. Staff Report / Statistical Report
- V. Financial Report
- VI. Committee Report(s)
 - 1. Adoption Committee – National Adoption Day (November)
 - 2. Children's Christmas Party (December)
 - 3. Staff Christmas Party (December)
 - 4. Go Blue Committee (April)
- VII. Unfinished Business
 - 1. Updates from Region 6 Meeting on 11/16
 - 2. Nominations Committee
- VIII. New Business
 - 1. Winter board meeting schedule
 - 2. Date, Location, and Topics for Annual Training
- IX. Special Requests
- X. Adjournment – Next meeting – January 24, 2022 at 4PM

BOARD MEMBERS

MR. FRANK GOODOFF, CHAIRPERSON
MS. LIZ SITTA, VICE- CHAIRPERSON
MRS. SHARON WILKERSON, SECRETARY
MS. SHARON DICKERSON, TREASURER
MRS. MARY JONES, PARLIAMENTARIAN
MS. MICHELE ALLISON
MS. FREDDIE ARCHIE

MRS. NANCY DAVIS
MRS. TAMMY MCGAUGHEY
MS. MARCIA NELSON
MRS. ELISA REID
MRS. TONNI VALE
MRS. NANCY WOLLAM

BRAZORIA COUNTY CHILDREN'S PROTECTIVE SERVICES BOARD

Meeting Minutes

November 15, 2021

Members In Person Attendance: Liz Sitta, Sharon Wilkerson, Sharon Dickerson, Mary Jones, Michelle Allison, Freddie Archie, Nancy Davis, Marcia Nelson, Nancy Wollam, Tonni Vale, Elisa Reid, Tammy McGaughey

Members In Virtual Attendance: Frank Goodoff

Also In Attendance: Fannie Williams and virtual attended: Leslie Hagemeyer and Kristy Belluomini

Liz Sitta called the Hybrid meeting to order at 4:02

Minutes for previous meeting was presented and accepted as written. Nancy Wollam moved to accept the minutes with corrections. Nancy Davis seconded the motion, the motion carried.

Leslie Hagemeyer shared the Staff and Statistical Report.

Sharon shared the Financial Report.

Website Committee – Liz Sitta reported for the committee. The updates for the website is available. The board will discuss what information should be on the website at November meeting.

Adoption Committee – National Adoption Day is Friday November 19, 2021. Nancy shared that the Exchange Club will provide Teddy Bears for each of the 8 children to be adopted, and Marcia will put baskets that will include a gift card together for each child from the board.

Children's Christmas Party – December 4th at Camp Mohawk from 12pm – 2pm. Decorating at 10 am. On Wed. Dec. 1st.

Staff Christmas Party – December 13, 2021 at Northway Baptist Church. Nancy has taken care of the Sponsors, Turkey Dressing & trimmings including dessert, and Poinsettia's for gifts/décor. The December monthly meeting will be at 1:00 pm following the party.

Go Blue will be in April – The board will be making plans in the next couple of months.

Nominations Committee; Nancy Davis, Sharon Dickerson, and Freddie Archie agreed to serve on the Nominations Committee.

Region 6 Meeting is on 11/16 at 10 am. Frank is attending virtually and urges anyone wishing to attend to please do so.

The Special Request made for funds for a modeling competition and was not resubmitted.

The Boards next meeting will be December. Mary provided an attendance log for us to view showing how she is logging attendance hours. All hours need to be turned in monthly so she can turn it in to the state, All volunteers hours for the board.

Nancy Wollam motioned to close the meeting, Mary Jones seconded the motion. Motion passed

Meeting Adjourned at 4:50 pm.

Respectfully submitted,

Sharon Wilkerson



Budget to Actuals for Year 2022

10/1/2021 thru 9/30/2022 [18%]

Business Unit: BRAZO

Department: 46000

Fund: 10000

Account	Account Description	Original Budget	Adjustments	Total Budget	Requisitions	Purchase Orders	Expenses	Remaining	% Used
Fund: 10000-General Fund									
46000 Children Protective Services									
521100	Office Supplies	3,500.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0%
521200	Books, Supplements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
525000	Food	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0%
526000	Clothing	90,000.00	0.00	90,000.00	0.00	(15,730.80)	(1,058.90)	73,210.30	18.7%
542000	Repairs, Maintenance	10,000.00	0.00	10,000.00	0.00	20.00	(20.00)	10,000.00	0.0%
554100	Building Rental	20,000.00	0.00	20,000.00	0.00	(14,175.00)	(3,150.00)	2,675.00	86.6%
572100	Public Notices	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
572400	Boarding Care	600.00	0.00	600.00	0.00	0.00	0.00	600.00	0.0%
572800	Prescriptions	3,500.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0%
573400	Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Operating Expenditures		133,600.00	0.00	133,600.00	0.00	(29,885.80)	(4,228.90)	99,485.30	25.5%
Transfers									
890100	Transfers - Uses	85,000.00	0.00	85,000.00	0.00	0.00	0.00	85,000.00	0.0%
Total Department: 46000		218,600.00	0.00	218,600.00	0.00	(29,885.80)	(4,228.90)	184,485.30	15.6%
Total Fund: 10000									
Report Total		218,600.00	0.00	218,600.00	0.00	(29,885.80)	(4,228.90)	184,485.30	15.6%



Budget to Actuals for Year 2022

10/1/2021 thru 9/30/2022 [18%]

Business Unit: BRAZO

Department: 46000

Fund: 30800

Account	Account Description	Original Budget	Adjustments	Total Budget	Requisitions	Purchase Orders	Expenses	Remaining	% Used
Fund: 30800-HHS-CPS-Title IV- E-FCM									
46000 Children Protective Services									
500100	Salary Expense	46,502.00	0.00	46,502.00	0.00	(38,429.87)	(8,244.76)	(172.63)	100.4%
500300	Longevity	1,000.00	0.00	1,000.00	0.00	0.00	(160.56)	839.44	16.1%
502000	TCDRS	5,975.75	0.00	5,975.75	0.00	0.00	(1,057.39)	4,918.36	17.7%
502100	AUL	2,931.58	0.00	2,931.58	0.00	0.00	(505.79)	2,425.79	17.3%
502200	Group Health Insurance	12,000.00	0.00	12,000.00	0.00	0.00	(2,304.36)	9,695.64	19.2%
502250	Group Health Ins - EE Clinic	480.00	0.00	480.00	0.00	0.00	(92.17)	387.83	19.2%
502300	Medicare	688.78	0.00	688.78	0.00	0.00	(110.77)	578.01	16.1%
502400	Workers Compensation	100.00	0.00	100.00	0.00	0.00	(14.82)	85.18	14.8%
502500	Unemployment	76.00	0.00	76.00	0.00	0.00	14.60	90.60	(19.2%)
502600	401-h Retiree Health Insurance	712.53	0.00	712.53	0.00	0.00	(126.08)	586.45	17.7%
Salaries & Benefits		70,466.64	0.00	70,466.64	0.00	(38,429.87)	(12,602.10)	19,434.67	72.4%

521100	Office Supplies	29,450.00	0.00	29,450.00	0.00	0.00	0.00	29,450.00	0.0%
521200	Books, Supplements	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.0%
521300	Audio Visual Supplies	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0%
522000	Postage and Freight	500.00	0.00	500.00	0.00	0.00	(9.76)	490.24	2.0%
523000	Computer Software less than 5K	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0%
523500	Comp Equip Less Than 5K	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0%
525000	Food	3,500.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0%
526000	Clothing	115,000.00	0.00	115,000.00	0.00	(7,105.05)	(367.27)	107,527.68	6.5%
542000	Repairs, Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
552100	Communications	2,000.00	0.00	2,000.00	0.00	0.00	(127.66)	1,872.34	6.4%
554200	Equipment Rental	5,161.80	0.00	5,161.80	0.00	(1,642.92)	0.00	3,518.88	31.8%
561100	Travel	2,694.00	0.00	2,694.00	0.00	0.00	0.00	2,694.00	0.0%
571300	Professional Services	1,320.00	0.00	1,320.00	0.00	0.00	0.00	1,320.00	0.0%
572100	Public Notices	15,000.00	0.00	15,000.00	0.00	0.00	(1,224.40)	13,775.60	8.2%
572200	Subscriptions	200.00	0.00	200.00	0.00	0.00	0.00	200.00	0.0%
573400	Court Costs	7,000.00	0.00	7,000.00	0.00	0.00	(85.00)	6,915.00	1.2%
Operating Expenditures		186,325.80	0.00	186,325.80	0.00	(8,747.97)	(1,814.09)	175,763.74	5.7%



Budget to Actuals for Year 2022

10/1/2021 thru 9/30/2022 [18%]

Business Unit: BRAZO

Department: 46000

Fund: 30800

Account	Account Description	Original Budget	Adjustments	Total Budget	Requisitions	Purchase Orders	Expenses	Remaining	% Used
890100	Transfers - Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Department: 46000		256,792.44	0.00	256,792.44	0.00	(47,177.84)	(14,416.19)	195,198.41	24.0%
Total Fund: 30800		256,792.44	0.00	256,792.44	0.00	(47,177.84)	(14,416.19)	195,198.41	24.0%
Report Total		256,792.44	0.00	256,792.44	0.00	(47,177.84)	(14,416.19)	195,198.41	24.0%



Report: GLA005
12/09/2021
10:16 AM

Statement of Revenues, Expenditures and Changes in Fund Balance

Business Unit: BRAZO - Brazoria County
From Fund: 10850 CPS-Donations To 10850 CPS-Donations

Actuals Fiscal Year: 2021
Accounting Period: 12
Rev Budget Period: 2021
Adjustments (998): Included

Exp Budget Period: 2021
Exp Budget Ref:
Exp Fiscal Year: 2021

Account Id	Account Description	Actuals MTD	Actuals YTD	Budget	Variance (+/-)
Fund 10850 CPS-Donations					
REVENUES:					
	<i>Investment Income</i>				
460100	Interest	\$0.59	\$36.89	\$350.00	(\$313.11)
	Total Investment Income	\$0.59	\$36.89	\$350.00	(\$313.11)
<i>Contributions</i>					
465100	Donations	\$140.00	\$3,078.29	\$9,538.46	(\$6,460.17)
	Total Contributions	\$140.00	\$3,078.29	\$9,538.46	(\$6,460.17)
	Total Revenues:	\$140.59	\$3,115.18	\$9,888.46	(\$6,773.28)
EXPENSES:					
Dept 46000-Children Protective Services					
<i>Operating</i>					
521100	Office Supplies	\$0.00	\$0.00	\$100.00	\$100.00
521300	Audio Visual Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00
542000	Repairs, Maintenance	\$0.00	\$32.99	\$1,000.00	\$967.01
572600	Donations	\$2,162.23	\$5,342.76	\$10,000.00	\$4,657.24
572900	Outreach, Public Education	\$0.00	\$60.00	\$10,438.46	\$10,378.46
	Total Operating	\$2,162.23	\$5,435.75	\$22,538.46	\$17,102.71
	Dept 46000-Children Protective Services Totals	\$2,162.23	\$5,435.75	\$22,538.46	\$17,102.71

Report: GLA005
12/09/2021
10:16 AM



Statement of Revenues, Expenditures and Changes in Fund Balance

Business Unit: BRAZO - Brazoria County
From Fund: 10850 CPS-Donations To 10850 CPS-Donations

Actuals Fiscal Year: 2021 10/01/2020 Exp Budget Period: 2021
Accounting Period: 12 09/01/2021 thru 09/30/2021 Exp Budget Ref:
Rev Budget Period: 2021 Exp Fiscal Year: 2021
Adjustments (998): Included

Account Id	Account Description	Actuals MTD	Actuals YTD	Budget	Variance (+/-)
Total Expenses:					
		\$2,162.23	\$5,435.75	\$22,538.46	\$17,102.71
	Excess (Shortage) Revenues to Expenses:	(\$2,021.64)	(\$2,320.57)	(\$12,650.00)	(\$10,329.43)
	Fund Balance or Retained Earnings (Beginning of Year)		\$22,859.84		
	Net Period Activity		\$0.00		

Fund 10850 Balance as of: 09/30/2021

\$20,539.27

(476.92)

\$20,062.35

Statement of Revenues, Expenditures and Changes in Fund Balance

Report: GLA005
12/09/2021
10:18 AM



Business Unit: BRAZO - Brazoria County
From Fund: 10850 CPS-Donations To 10850 CPS-Donations

Actuals Fiscal Year: 2022 10/01/2021 Exp Budget Period: 2022
Accounting Period: 2 11/01/2021 thru 11/30/2021 Exp Budget Ref:
Rev Budget Period: 2022 Exp Fiscal Year: 2022
Adjustments (998): Included

Account Id	Account Description	Actuals MTD	Actuals YTD	Budget	Variance (+/-)
Fund 10850 CPS-Donations					
REVENUES:					
	<i>Investment Income</i>				
460100	Interest	\$0.00	\$1.46	\$350.00	(\$348.54)
	Total Investment Income	\$0.00	\$1.46	\$350.00	(\$348.54)
<i>Contributions</i>					
465100	Donations	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
	Total Contributions	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
	Total Revenues:	\$0.00	\$1.46	\$8,350.00	(\$8,348.54)
EXPENSES:					
Dept 46000-Children Protective Services					
<i>Operating</i>					
521100	Office Supplies	\$0.00	\$0.00	\$100.00	\$100.00
521300	Audio Visual Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00
542000	Repairs, Maintenance	\$0.00	\$0.00	\$1,000.00	\$1,000.00
572600	Donations	\$478.38	\$478.38	\$10,000.00	\$9,521.62
572900	Outreach, Public Education	\$0.00	\$0.00	\$8,900.00	\$8,900.00
	Total Operating	\$478.38	\$478.38	\$21,000.00	\$20,521.62
	Dept 46000-Children Protective Services Totals	\$478.38	\$478.38	\$21,000.00	\$20,521.62

Statement of Revenues, Expenditures and Changes in Fund Balance

Report: GLA005
12/09/2021
10:18 AM



Business Unit: BRAZO - Brazoria County
 From Fund: 10850 CPS-Donations To 10850 CPS-Donations
 Actuals Fiscal Year: 2022 10/01/2021 Exp Budget Period: 2022
 Accounting Period: 2 11/01/2021 thru 11/30/2021 Exp Budget Ref:
 Rev Budget Period: 2022 Exp Fiscal Year: 2022
 Adjustments (998): Included

Account Id	Account Description	Actuals MTD	Actuals YTD	Budget	Variance (+/-)
Total Expenses:					
		\$478.38	\$478.38	\$21,000.00	\$20,521.62
Excess (Shortage) Revenues to Expenses:					
		(\$478.38)	(\$476.92)	(\$12,650.00)	(\$12,173.08)
Fund Balance or Retained Earnings (Beginning of Year)					
			\$0.00		
Net Period Activity					
			\$0.00		

Fund 10850 Balance as of: 11/30/2021
(\$476.92)



Happy Holidays!

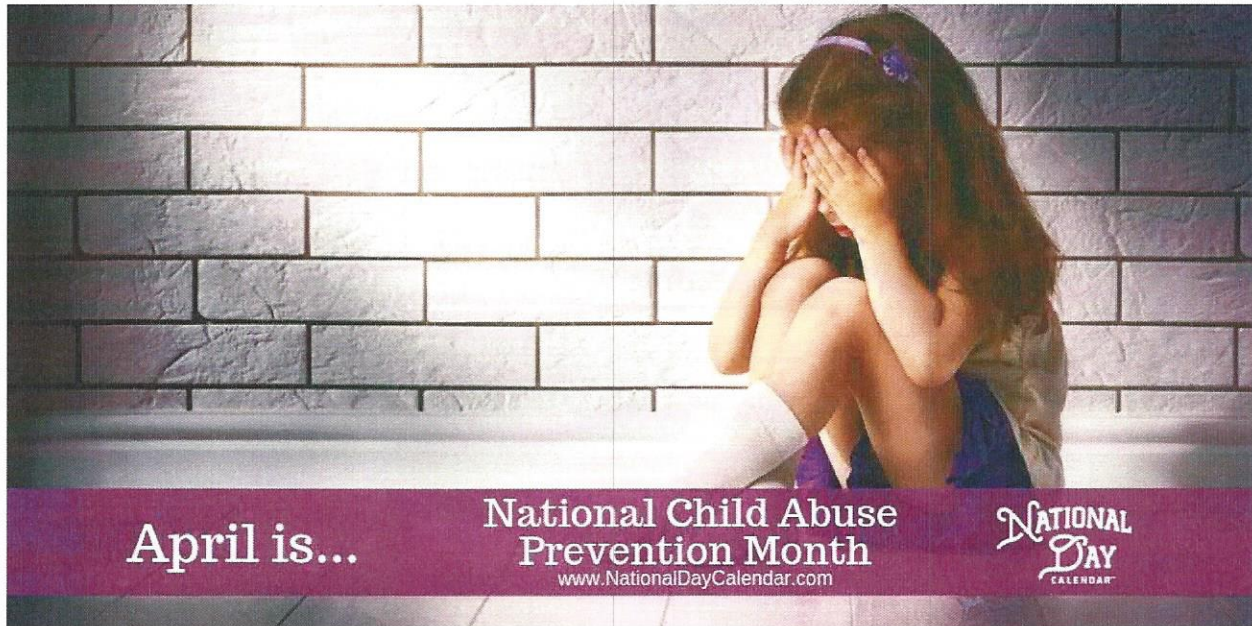
Please Join Us For
Our Annual
Christmas Lunch

Northway Baptist Church
1421 Buchta Rd ~ Angleton, Tx
Monday, December 13, 2021
11:00 a.m. – 1:00 p.m.

Turkey & Dressing
With All The
Trimmings!
Catered by Filipp's Cafe

Door Prizes

*Hosted by
Brazoria County Child Welfare Board*



NATIONAL CHILD ABUSE PREVENTION MONTH

Every April, Child Abuse Prevention Month is an opportunity to learn about the signs of child abuse and how to prevent it. Communities around the nation come together to support families and children by reinforcing strategies that are working. Outreach programs, resources, and activities offer tools for identifying abuse and neglect. With each opportunity, we bring hope to families and come closer to an end for child abuse and neglect.

January 2022

January

February

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1/1

New Year's Day (Obse) New Year's Day
New Year's Eve

2	3	4	5	6	7	8
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9	10	11	12	13	14	15
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16	17	18	19	20	21	22
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Martin Luther King D:

23	24	25	26	27	28	29
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30	31	2/1	2	3	4	5
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Groundhog Day

February 2022

February

March

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

30

31

2/1

2

Groundhog Day

3

4

5

6

7

8

9

10

11

12

13

14

Valentine's Day

15

16

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18

19

20

21

Presidents' Day

22

23

24

25

26

27

28

3/1

2

3

4

5

Topics for Annual Training

Topic	Leader of This Section of Meeting	Length of Time (minutes)
Welcome	Board chair	
Review of agenda*	Board chair	
Introduction of participants	Each person introduces themselves	
Overview of organization*	Executive director reviews mission, history, programs and introduces key staff	
Orientation to board manual*	Board chair	
Roles and responsibilities of governing board*	Board chair reviews overview of roles, and role of the CPS Development Manager	
Overview of board structure	Review listing of current officers, committees, and committee chairs	
Overview of board operations*	Board chair reviews key points from bylaws and board policies, board operations calendar, sample committee work plans, and sample meeting agenda and minutes	
Review of strategic plan*	Board chair reviews format of plan, highlights from the plan and key points about status of implementation of the plan	
Administrative activities	For example, set the schedule for next year's board meetings, refine the board operations calendar, update the list of board members, etc.	
Next steps	Board chair poses reminders of upcoming activities and events	
Meeting evaluation	Board chair	

Open Meetings Act Training

Learn about important legislative changes to the Open Meetings Act made during the past session.

Members of a governmental body subject to the Open Meetings Act (OMA) are required to participate in education training sessions pursuant to section 551.005 of the Texas Government Code. The training requirement applies to all elected or appointed officials who participate in meetings subject to the OMA. However, it does not apply to public officials who do not conduct business in meetings subject to the OMA. For example, law enforcement officials, auditors, or county clerks are not required to complete training under the OMA.

The law requires that members subject to the OMA complete training within 90 days of taking the oath of office or otherwise assuming the responsibilities of office. The training must include information regarding the:

1. General background of the legal requirements for open meetings;
2. Applicability of the Open Meetings Act to governmental bodies;
3. Procedures and requirements regarding quorums, notice, and recordkeeping under the OMA;
4. Procedures and requirements for holding an open meeting and for holding a closed meeting under the OMA; and
5. Penalties and other consequences for failure to comply with the OMA.

The Office of the Attorney General's training video includes information on each of these elements and satisfies the requirements imposed by section 551.005 of the OMA. A public official may obtain a course completion certificate by following the directions at the end of the training video. The certificate must be maintained by the member's governmental body and made available for public inspection upon request.

After completing the training course, you may [print your certificate](#).

Open Government Hotline

[\(512\) 478-6736](tel:(512)478-6736)

Toll Free: [\(877\) 673-6839](tel:(877)673-6839)

Public Information Act Handbook

[Download the Public Information Act Handbook \(PDF\)](#)

Open Meetings Act Handbook

[Download the Open Meetings Act Handbook \(PDF\)](#)

Special Request

Bccps board

BRAZORIA COUNTY CPS BOARD
131 E Live Oak St., Angleton, Texas 77515



Request for Funds

Requester Information

Case ID Number:	<u>48840458</u>	Date:	<u>11/30/2021</u>
Child's Name:	<u>Haley</u>	<u>W</u>	<u>17</u>
	<i>First</i>	<i>Last Initial</i>	<i>Child's Age</i>
Caseworker Name:	<u>Trisha West</u>		
Project Number	<u>GameStop</u>	Make Check Payable to	<u>Before Christmas</u>
			Date needed by
Amount Requested:	<u>\$300.00</u>	Fund:	
Account:	<u>526000</u>	Department:	<u>CPS - 46000</u>

Detail Description of request:

Haley' Xbox 1X was placed in caseworker's office when she was placed in Dallas. When caseworker and Haley went to retrieve it, it was gone. It has been reported stolen to Pearland PD. Haley's mother saved up money to buy it for her while she is on disability because it is a coping mechanism for her. Haley struggles with mental health issues and poor self esteem, and she uses her xbox to assist her in managing her mood and behaviors. It is also a way for her to bond with other children. The xbox also had sentimental value for Haley because her mother bought it for her from a pawn shop when she has little money to spare. Her mother cannot afford to buy her a new one, as she is currently looking for a trailer so Haley can return home.

Comments:

Trisha West

Caseworker Signature

11/30/2021

Date

Approvals

Supervisor Signature:	<u>[Signature]</u>	Program Director Signature:	<u>-NA -</u>
	<i>CPS Board Member Signature</i>		<i>Date</i>

Office Use Only

Comments:

Brazoria County Child Welfare Board IN-KIND CONTRIBUTION FORM

Month/Year: _____

Name: _____

Volunteer Status Board Member Community Volunteer TDFPS/Staff

Area of Volunteerism (check all that apply)

Meeting Travel Project/committee Speaker Public Relations
 Professional Community Other _____

Day	Hours	Comments/Notes/Merchandise Donated
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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23		
24		
25		
26		
27		
28		
29		
30		
31		
Total Hrs. 0		Current Volunteer Value per hour = \$25.43
Total Value \$0.00		
Donations		

Signature of Contributor: _____ Date _____

Updated
Contact
Information _____