



MINUTES

Policy Committee

Public Meeting held via videoconference on August 31, 2023 at 1:00 p.m. CT
Pursuant to Texas Govt. Code 551.127 – COVID-19 circumstances

Committee Members Present/(Absent)

Yuejiao Liu, Chair
Michael Benson
Kelly Crook
Brad Sinclair
Diana Thomas†

Guests:
Paige Saenz, General
Counsel

Other Board Trustees Present/(Absent)

(Amy Hunter)
Michael Granof
(Dick Lavine)
Chris Noak†
Anthony B. Ross, Sr.
(Leslie Pool)

Others Present

Staff:
Christopher Hanson
Sarah McCleary
Russell Nash
Mehrin Rahman
David Kushner*
Jenni Bonds
Yun Quintanilla
Michelle Mahaini*

*Present telephonically

† present via videoconference

1 Call roll of Committee members

Chair Yuejiao Liu called the meeting to order at 1:21 p.m. The following Committee members were present in person: Benson, Crook, Sinclair, and Liu. The following Committee member was present via video conference: Thomas.

Chair Liu asked if there were any members of the public who wished to speak, either now or during an agenda item. There were no comments.

2 Review order of business and establish meeting objectives

Chair Liu reviewed the order of business and objectives with the Committee. No changes were made to the order of business.

3 Consider approval of the March 9, 2023 Policy Committee minutes

Chair Liu asked Trustees to review the minutes. Mr. Brad Sinclair moved to approve the March 9, 2023 Policy Committee minutes as presented. Mr. Michael Benson seconded, and the motion passed 4-0 with Ms. Liu abstaining.

4 Discuss and consider Communications Policy

Mr. Christopher Hanson presented proposed revisions to the Communications Policy to the Committee. Trustees noted that the social media platform “Twitter” should be referred to as “X, formerly known as Twitter”. Ms. Kelly Crook moved to recommend to the Board the Communications Policy as amended. Ms. Diana Thomas seconded, and the motion passed unanimously.

5 Discuss and consider administrative budgets including: A. 2023 administrative budget

Mr. Hanson reported on the year-to-date 2023 administrative expenses compared to the Board approved budget. Mr. Hanson reported on upcoming staffing needs of the organization, noting that he will be presenting a recommendation for additional staffing in 2024 when COAERS moves to its new office location. He stated that part of the additional staffing request included a position for a Cybersecurity Analyst within the Information Technology division. Mr. Hanson discussed the need to accelerate the hiring of this position given the significant cybersecurity threats COAERS faced. Mr. Hanson reviewed with the Committee proposed revisions to the 2023 administrative budget necessary to fill the position in 2023 instead of 2024.

Ms. Crook moved to refer to the Board for approval a budget amendment to the 2023 administrative budget of \$28,948 for a Cybersecurity Analyst position and increase the total FTE count to 26. Ms. Thomas seconded, and the motion passed unanimously.

Mr. Benson left the in-person meeting at 1:37 p.m. and rejoined virtually at 1:37 p.m.

B. 2024 administrative budget priorities

Mr. Hanson reported on preliminary priorities for the 2024 administrative budget, including personnel, professional services, building and equipment, information technology, travel and training, communication/member engagement, capital projects, and other administrative expenses. Mr. Hanson stated that the proposed 2024 budget will be presented to the Committee in November for discussion and recommendation to the full Board.

6 Review key meeting takeaways and call for future agenda items

Chair Liu summarized the actions taken and the information discussed during the meeting and asked for any future agenda items.

As there were no further items to address, the meeting adjourned at 1:56 p.m.

These minutes were approved at the November 9, 2023 Policy Committee Meeting.