

**MINUTES  
NORTHEAST HOSPITAL AUTHORITY  
BOARD OF TRUSTEES' MEETING  
February 22, 2024**

The Board of Trustees of the Northeast Hospital Authority met in regular session at Memorial Hermann Northeast, Administrative Conference Room, 4<sup>th</sup> Floor South Tower, 18951 Memorial North, Humble, Texas 77338. The meeting was open to the public as posted on the City of Humble website.

Present:

Roy Hearnberger, President  
Robert Panzarella, M.D., Vice President  
Tim Baker, Treasurer  
Roger Brown, Ed.D., Secretary  
Carol Prince, Board Member  
Mark Mitchell, Board Member

The following were also in attendance:

Michelle Lee	Byers Lee, CPA
Brooke Baugh	Director of Development and Programs
Loren Smith	Olson & Olson, L.L.P.
Philip Boedeker	Olson & Olson, L.L.P.
Jennifer Namie	Olson & Olson, L.L.P.
Kimberly Koehn	AVP of Philanthropy, Memorial Hermann Foundation
David Callendar, M.D.	President & CEO, Memorial Hermann Healthcare System
Anne Neeson	EVP & CEO, Memorial Hermann Foundation
Norman Funderburk	Mayor, City of Humble
Jason Stuebe	City Manager, City of Humble
Josh Urban	SVP Community Hospitals
Justin Kendrick	SVP & CEO, Memorial Hermann Northeast and Memorial Hermann Woodlands

Absent:

Mike Hardage, Board Member

- I. President, Roy Hearnberger, called the meeting to order at 8:07 a.m.
- II. Public Comments

**There were no public comments.**

- III. Memorial Hermann Northeast Report – Justin Kendrick, SVP & CEO, Memorial Hermann Northeast and Memorial Hermann Woodlands
- IV. Presentation by Memorial Hermann regarding community needs.

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- V. Consideration and possible action regarding the minutes from the January 25 2024 meeting.

**Mark Mitchell made a motion to approve the minutes from the January 25, 2024 meeting. Robert Panzarella seconded the motion and the motion carried unanimously.**

- VI. Consideration and possible action to approve the quarterly investment report.

**Tim Baker made a motion to approve the quarterly investment report as presented. Robert Panzarella seconded the motion and the motion carried unanimously.**

- VII. Presentation of the Audit reports by Blazek & Vetterling (Partner Tami Preece).

**This item was taken out of order. Mark Mitchell approved the the audit report. Carol Prince seconded the motion and the motion carried unanimously.**

- VIII. Consideration and possible action regarding funding for a new ambulance for the Atascocita Fire Department.

**Robert Panzarella made a motion to approve funding for a new ambulance at the presented amount of \$290,789.59, pending cost review. Mark Mitchell seconded the motion and the motion carried unanimously.**

- IX. Consideration and possible action regarding IRS Name Change for NHA EIN.

**Mark Mitchell made a motion to change the IRS EIN from Northeast Medical Center Hospital to Northeast Hospital Authority. Robert Panzarella seconded the motion and the motion carried unanimously.**

- X. Consideration and possible action to approve CPE Expense/Travel Expense for Tim Baker's Investment training requirements for the Authority.

**Mark Mitchell made a motion to approve expenses for Tim Baker's investment training requirements for the Authority in an amount not to exceed \$700.00. Robert Panzarella seconded the motion and the motion carried unanimously.**

- XI. Good Oil Days budget ratification by Authority for an amount not to exceed \$5,000.

**Carol Prince made a motion to ratify approval of materials cost in addition to the sponsorship in an amount not to exceed \$5,000.00. Tim Baker seconded the motion and the motion carried unanimously.**

- XII. Consideration and possible action regarding Good Oil Days sponsorship budget and programs.

**No action was taken on this item.**

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- XIII. Consideration and possible action regarding other Authority initiatives budget and programs.

**Carol Prince made a motion to ratify the \$15,000.00 donation to the Humble Livestock Show. Tim Baker seconded the motion and the motion carried unanimously.**

- XIV. Consideration and possible action to amend the job description for Director of Programs and Development.

**Mark Mitchell made a motion to accept the changes to the job description of the Director of Programs and Development as presented. Carol Prince seconded the motion and the motion carried unanimously.**

- XV. Consideration and possible action concerning a budget for shelving and storage containers.

**Robert Panzarella made a motion to approve a budget in the amount of \$250.00 for shelving and storage containers for the Authority's storage unit. Mark Mitchell seconded the motion and the motion carried unanimously.**

- XVI. Consideration and possible action to approve the expenses to create and maintain a Northeast Hospital Authority Website.

**Carol Prince approved the expense of \$2,100.00 to set up a website for the Authority and a monthly service fee not to exceed \$40.00. Robert Panzarella seconded the motion and the motion carried unanimously.**

- XVII. Consideration and possible action to approve the expenses to create and maintain a Northeast Hospital Authority Email Address.

**Robert Panzarella made a motion to approve the expense of \$200.00 to set up an Authority email address and a monthly service fee not to exceed \$40.00. Carol Prince seconded the motion and the motion carried unanimously.**

- XVIII. Consideration and possible action to approve the Authority's investment policy for 2024.

**Carol Prince made a motion to approve the continuation of the Authority's existing investment policy for 2024. Robert Panzarella seconded the motion and the motion carried unanimously.**

- XIX. Foundation Board Report.

**Brooke Baugh presented this report.**

- XX. Other Reports and Visitor Welcome.

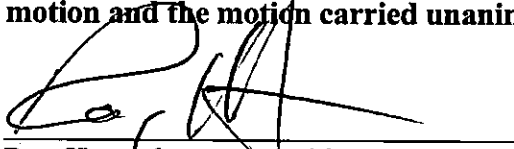
- XXI. President's Report.

- IX. Other Business

- X. Adjourn

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**Tim Baker made a motion to adjourn the meeting at 11:04 a.m. Mark Mitchell seconded the motion and the motion carried unanimously.**



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Roy Hearnberger, President

ATTEST:

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Roger Brown, Secretary

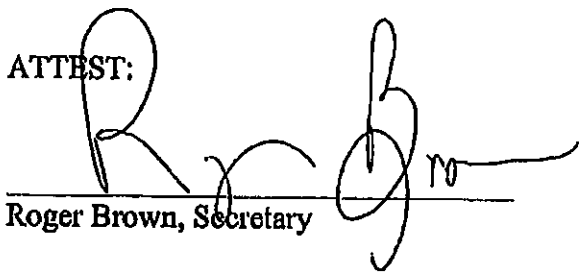
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Roy Hearnberger, Resident

ATTEST:



Roger Brown, Secretary