

STATE OF TEXAS
COUNTIES OF POTTER
AND RANDALL
CITY OF AMARILLO

On the 30th day of January 2017, the Amarillo Hospital District Finance Committee met at 4:00 p.m. in regular session in Room 306, located on the third floor of City Hall at 509 S.E. 7th Avenue, Amarillo, Texas.

VOTING MEMBERS	PRESENT	NO. OF MEETINGS HELD SINCE APPOINTMENT	NO. OF MEETINGS ATTENDED SINCE APPOINTMENT
SMITH ELLIS	Yes	14	11
SAM LOVELADY	Yes	7	7
DEAN FRIGO	Yes	3	3

Also in attendance were the following:

MICHELLE BONNER	ASSISTANT CITY MANAGER, CITY OF AMARILLO
ANDREA MCDONALD	RECORDING SECRETARY, CITY OF AMARILLO
STELLA KNICKERBOCKER	SR. VICE PRESIDENT/TRUST OFFICER, AMARILLO NATIONAL BANK

Mr. Ellis established a quorum, called the meeting to order at 4:00 p.m., and the following items of business were conducted:

ITEM 1: Consider Procedure and Checklist for Contacting Participants. Ms. Bonner explained that a procedure and checklist for contacting participants of the Retirement Plan for Employees of Northwest Texas Healthcare System had been drafted by the Plan attorney. She reviewed that the contractor working for the Plan, staff from the City of Amarillo, and staff from Amarillo National Bank had all reviewed and recommended approval of the proposed procedure and checklist. Ms. Bonner added that the procedure and checklist would facilitate the usage of electronic searches and steps necessary to locate a participant. A motion was made by Mr. Lovelady, seconded by Mr. Frigo and unanimously carried to approve adoption of the procedure and checklist as presented.

ITEM 2: Consider First Amendment to Retirement Plan for Employees of Northwest Texas Healthcare System. Mr. Ellis noted that a Plan Amendment was needed in order to facilitate the procedure and checklist for contacting participants approved in Item 1. Mr. Frigo made a motion to approve the First Amendment to Retirement Plan for Employees of Northwest Texas Healthcare System as presented. Mr. Lovelady seconded the motion and it carried unanimously.

ITEM 3: Consider Resolution to Approve Payment of Reasonable and Necessary Administrative Expenses of the District. Ms. Bonner explained that the proposed resolution would authorize the Chairman of the Amarillo Hospital District Board of Managers to approve payment of reasonable and necessary administrative expenditure on behalf of the District, up to fifteen thousand dollars. She added that approval of this resolution would be aligned with best practices in that payments could be approved in between meeting dates, without the need to call a special meeting. Ms. Bonner noted that any approved payments would be required to stay within the District's budget. Mr. Lovelady made a motion to approve the resolution to approve payment of reasonable and necessary administrative expenses of the District. The motion was seconded by Mr. Frigo and unanimously carried.

ITEM 4: Public Forum. There were no public comments.

Minutes

AHD Finance Committee

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There, being no further business, Mr. Lovelady made a motion to adjourn the meeting. Mr. Frigo seconded the motion and the meeting adjourned at 4:09 p.m. This meeting was recorded and all comments are on file with the City Finance Department.



Smith Ellis

ATTEST:



Sam Lovelady