
Executive/Finance Committee Meeting

Coastal Bend Food Bank-5442 Bear Lane
Large Conference Room
Corpus Christi, Texas 78405

Join Zoom Meeting

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Meeting ID: 602 310 6124
Passcode: 205402

Wednesday, May 20, 2026 – 1:00 pm

AGENDA

- I. **Call to Order:** *Gloria Perez, Chair*
- II. **TOMA Rules:** *Sarahi Vasquez*
- III. **Roll Call:** *Lance Brown, Secretary*
- IV. **Announcement on Disclosure of Conflicts of Interest**
Any Conflicts of Interest or Appearance of a Conflict of Interest with items on this agenda shall be declared at this time. Members with conflicts will refrain from voting and are asked to refrain from discussion on such items. Conflicts discovered later in the meeting shall be disclosed at that time. Note: Information on open meetings is included at the end of this agenda.
- V. **Public Comments**
- VI. **Discussion and Possible Action on Minutes of the February 18, 2026, Executive/Finance Committee Meeting**
- VII. **Chair Report:** *Gloria Perez*
 - Board Updates, Key Meetings, Items of Interest, and Communication
- VIII. **President/CEO Report:** *Ken Trevino*
 - Business Development, Public Relations and Organizational Update
- IX. **CFO Report:** *Shileen Lee*

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X. Committee Reports

- | | |
|-------------------------|----------------------------------|
| * Child Care Services | <i>Marcia Keener, Chair</i> |
| * Youth Services | <i>Dr. Leonard Rivera, Chair</i> |
| * Workforce Services | <i>Randy Seitz, Chair</i> |
| * Public Relations | <i>C. Michelle Unda, Chair</i> |
| * Ad Hoc Administration | <i>John Owen, Chair</i> |

XI. Discussion and Possible Action to Approve FY25-26 Budget Amendment #3: *Shileen Lee*

XII. Discussion and Possible Action to Approve September 30, 2025 & 2024 Annual Financial Audit: *Shileen Lee*

XIII. Discussion and Possible Action of Policy Updates: *Shileen Lee*

- 1.0.116.03 Approval Process for Micro-Purchases
- 2.0.102.02 Property Management-Inventory
- 2.0.103.02 Property Management-Receiving and Record Keeping

XIV. Discussion and Possible Action on Annual Performance Evaluation of the President/CEO (Discussion of this item may be conducted in Closed Session Pursuant to TOMA Section 551.074: Personnel Matters)

XV. Information Only

1. Subrecipient Contract and TWC Contract Logs: *Robert Gonzales*
2. Update on Procurements & Contracts: *Robert Gonzales*
3. Facilities & IT: *Shileen Lee*
4. Performance Measure Update: *Alba Silvas*
5. Draft Agenda for the May 20, 2026, Board of Directors Meeting: *Ken Trevino*

XVI. Adjournment

Notice: The Chair of the Executive Finance Committee will be at 5442 Bear Lane, Corpus Christi, Texas where the Chair will preside over the Meeting.

Notice: One or more members of the Executive Finance Committee and the Board of Directors may attend via video conference

Note: Except for expressly authorized closed sessions, meetings, discussions, and deliberations of the Board or Committees will be open to the public. Voting in all cases will be open to the public. Board members are advised that using personal communication devices to discuss Committee and Board business during the meeting may be a violation of the Texas Open Meetings Act. Such communications also may be subject to the Texas Public Information Act.

Closed Session Notice. PUBLIC NOTICE is given that the Board may elect to go into executive session at any time during the

meeting in order to discuss matters listed on the agenda, when authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. In the event the Board elects to go into executive session regarding an agenda item, the section or sections of the Open Meetings Act authorizing the executive session will be publicly announced by the presiding officer.

Texas Open Meetings Act (TOMA). All public meetings are required to follow all parts of the Texas Open Meetings Act. Therefore, we will be holding this meeting in-person at our Coastal Bend Food Bank, 5442 Bear Lane, Corpus Christi, Tx. 78405-**Large Conference Room** and **ZOOM**. With this format, comes some changes to what is required of board members and the public.

- The presiding member (Chair or designee) must be in-person at the meeting location, Coastal Bend Food Bank, 5442 Bear Lane, Corpus Christi, Texas. 78405.
- Board members must be visible on camera in order to count toward the quorum and in order to vote.
- The public and all presenters will need to be visible while presenting information.

This hybrid meeting format will allow us to meet TOMA rules, while still ensuring the safety of those who must attend.