



December 11, 2025

The Board of Trustees of Community Healthcore met on Thursday, December 11, 2025, at Synergy Park 100 N. Bolivar Street, 2nd Floor, Marshall, Texas 75670.

Call to Order

The Vice Board Chair, Jay Mitchell, called the meeting to order at 4:51 pm. The opening prayer was led by Rick Roberts.

Pledge of Allegiance

Rick Roberts led the group in the Pledge of Allegiance.

Citizen's Comments

There were no citizen comments.

Roll Call

The meeting was conducted in person with a quorum present. The following members were present:

Members Present

Sidney Burns	Kelly Crane	Linda Hooks	Randi Leffall
Rick Lively	Jay Mitchell	Nell Smith	Leldon Williamson
Sheriff Larry Webb			

Staff Present

Steve Archer	Patti Brady	Christy Cravey	Cindy Goodson
Rachel Harrington	Richard Marks	Sue Rathbun	Rick Roberts
Tom Suess	Sandra Taylor	Inman White	

Guests Present

Harrison County Judge Chad Sims and his daughter.

Security Present

John Justice, Greystar Security Services

MEETING MINUTES

Approve October 23, 2025, Board Meeting Minutes

On a motion made by Leldon Williamson and seconded by Kelly Crane, the Board approved the October 23, 2025, board meeting minutes.

FINANCIALS

Approve September 2025 Final Unaudited Financials and Investments

On a motion by Sidney Burns and seconded by Leldon Williamson, the Board approved the September 2025 final unaudited financials.

BOARD OF TRUSTEES UPDATE			
SEPTEMBER 2025 FINANCIAL SUMMARY			
RESERVES - OTHER FUNDS			
FUND	SEPTEMBER BAL	AUGUST BAL	CHANGE
BUILDING MAINTENANCE	\$ 552,060.46	\$ 541,603.26	\$ 10,457.20
IT	\$ 916,276.24	\$ 916,959.53	(\$ 683.29)
VEHICLE	\$ 301,862.15	\$ 301,862.15	-0-
1115 WAIVER	\$ 4,402,829.46	\$ 4,501,408.51	(\$ 98,579.05)
INTERNAL SERVICE	\$ 1,592,074.59	\$ 1,644,633.07	(\$ 52,558.48)
TOTAL	\$ 7,765,102.90	\$ 7,906,466.52	(\$ 141,363.62)
DAYS OF OPERATIONS			
	SEPT BAL	AUG BAL	CHANGE
General Fund Reserves	83	98	(15)
NET INCOME COMPARISON			
	SEPT 2025	SEPT 2024	CHANGE
Month	\$ 74,304	\$ 29,840	\$ 44,464
Year-to-Date	\$ 74,304	\$ 29,840	\$ 44,464

The IT Fund expense was for the purchase of stands for the Board tablets.

The Vehicle Fund will be moved back to the General Fund since we are now leasing.

Days of Operations reduced by 15 days in September because the contract revenue was not in place when the original budget was prepared. A budget adjustment will be presented at the January meeting.

RECOMMENDATIONS FOR CONSIDERATION

Approve Contract Increase for HLH Build and Design, LLC

On a motion made by Kelly Crane and seconded by Linda Hooks, the recommendation was approved.

It was recommended that the Board of Trustees increase the contract with HLH to \$490,000 to include the expenses for construction documents, inspections, city permits, and other life safety requirements for the renovation of 2920 Tuttle Blvd. Longview, Texas.

On 4/25/2024, the Board of Trustees approved the Tuttle Renovation project for an amount not to exceed \$4,000,000. On 12/12/2024, the Board of Trustees authorized the Center to negotiate with the team of HLH Build and Design (HLH) & Johnson and Pace Engineering (J&P) to renovate the Tuttle using a design-build model for construction. A contract was negotiated for the Design portion not to exceed \$160,000. The cost of that phase came in under budget at \$136,365.

As the renovation moves beyond the design phase, there is a need to increase the contract with HLH to fund construction documents, inspections, city permits, and other life safety requirements. We expect these costs not to exceed \$350,000. This will be added to the existing contract YTD expense of \$136,365 for a total of \$486,365, rounded up to \$490,000.

Approximately 14 weeks after the approval of this recommendation, a more exact cost of the construction will be presented to the Board for approval. The total project cost of the renovation is still anticipated to be under \$4,000,000.

DINNER AND SERVICE AWARDS

After dinner, the following awards were presented by Inman White, CEO:

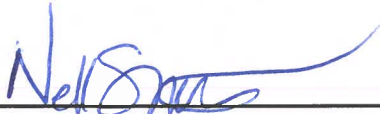
Sue Rathbun, CFO – 35 Years of Service.

Randi Leffall, Retiring Board Member – Service Recognition


UPCOMING EVENTS

A. Next Board Meeting – Thursday, January 22, 2026

B. The meeting adjourned at 7:30 PM.



Nell Smith
Board Secretary/Treasurer



Cindy Goodson
Recording Secretary

Date approved by the Board of Trustees: January 22, 2026