

Agency	Scheib Opportunity Center
Program	Intellectual and Developmental Disabilities
San Marcos Service Address	1200 N Bishop Street, Building 100
Requested	\$33,000
Recommended	\$15,000 COMBINED AS ONE FACILITIES GRANT

Application Completeness Check for HSAB	Scheib Opportunity Center Intellectual and Developmental Disabilities
Questions	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
Required Attachments	
BUDGETS	
1. Agency budget for current fiscal year	Yes
2. Agency budget proposed for next fiscal year	Yes
3. Program budget for current fiscal year	Yes
4. Program budget proposed for next fiscal year	Yes
5. Budget showing the exact uses of the HSAB funding	Yes
BOARD OF DIRECTORS INFORMATION	
6. Board of Directors membership roster	Yes
7. Board of Directors Meeting Attendance Record for current year	Yes
8. Board of Directors City of Residence	Yes
9. Board of Directors membership criteria	Yes
ORGANIZATION INFORMATION	
10. Organizational chart with names and titles of staff	Yes
11. Current IRS Form 990, pages 1 and 2 (not required for churches)	Yes
12. Non-discrimination policy statement	Yes
Preferred Attachments - 3 Letters of Support	
Letters of support from members of the San Marcos Community	Yes, 2/3 mention all programs
Attachments if Applicable	
Latest audit or CPA signed review, if applicable	Yes
Policies and Procedures for the proposed Program, if available	
Note: We are not requiring Texas Secretary of State registration	

CHECKLIST OF REQUIRED ATTACHMENTS

APPLICATION

- ✓ Completed and signed application
- Final Performance Report for 2023 Funding
NOTE this is not Applicable. Scheib did not receive funding in 2023.

BUDGETS

- ✓ Agency budget for current fiscal year = provided under general information packet
- ✓ Agency budget proposed for next fiscal year = provided under general information packet
- ✓ Program budget for current fiscal year
- ✓ Program budget proposed for next fiscal year
- ✓ NEW: Budget showing the proposed uses of HSAB funding

BOARD OF DIRECTORS INFORMATION

- ✓ Board of Directors membership roster – NEW must include city of residence for each Board member
= provided under general information packet
- ✓ Board of Directors Meeting Attendance Record for the current fiscal year = provided under general information packet
- ✓ Board of Directors membership criteria = By Laws provided under general information packet

ORGANIZATION INFORMATION

- ✓ Organizational chart with names and titles of staff = provided under general information packet
- ✓ Current IRS Form 990, pages 1 and 2 (not required for churches) = provided under general information packet
- ✓ Non-discrimination policy statement = provided under general information packet
- ✓ Latest audit or CPA signed review, if applicable
2014 is provided under the general information packet, please note that we are currently undergoing an independent audit and will provide the results for the last fiscal year, once it is completed.

✓ LETTERS OF SUPPORT

- ✓ Letters of support from members of the San Marcos Community (prefer minimum of 3) = provided under general information packet
 1. Sylvia Muzzy
 2. Hill Country MHDD
 3. Charles Blankenship
 4. Ed Kuny

City of San Marcos Human Services Grants
FY 2025 Application

I. SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: Scheib Opportunity Center

Contact Name: Britney Richey Telephone: Cell 512-754-4575

Contact E-Mail Address: scheibcenter@gmail.com and scheibbilling@gmail.com

Website: scheibcenter.org

Mailing Address: 1200 N Bishop Street, San Marcos, Tx 78666

San Marcos Service Address for this Program: 1200 N Bishop Street, San Marcos, Tx 78666

Who is authorized to execute program documents? (Name, Title) Britney Richey, Treasurer, Scheib Opportunity Center

Program Name: Intellectual and Developmental Disabilities

Amount of Funds Requested: \$33,000

What percentage of the cost of this program is requested as funding through this application? 39%

II. QUESTIONS

All questions must be answered. Please type your answers.

OVERVIEW

1. What is the agency's or organization's mission?

The mission of the Scheib Opportunity Center is to promote the general welfare of local individuals who need mental health services and those with intellectual and developmental disabilities. Scheib Opportunity Center promotes a better understanding of developmental disabilities and mental illness in our community. It is our further mission to plan, develop and maintain adequate facilities to house programs to assist those in need of our services.

2. Briefly summarize the program for which funding is being requested and the services it provides.

The Scheib Center provides services to residents in San Marcos to individuals with Intellectual and Developmental Disabilities. (IDD) Most of the clients we serve are without insurance or on Medicaid. With professional services provided by our partners at Hill Country MHDD, our facilities provide programs to assist IDD clients. Our IDD programs are utilizing one and ½ of our four buildings and is located on our 3-acre property at 1200 N Bishop, Building 100 in San Marcos. We provide both medical and therapeutic assistance to our clients with Intellectual and Developmental disabilities. We address the physical, emotional, psychological, and social well-being of IDD individuals. We assist children and adults as well as their families. The Scheib Center is committed to supporting IDD individuals to achieve their goals at home, school, work and in the community. Our IDD program team coordinates and manages the vast array of services for people diagnosed with intellectual and Developmental disabilities. People with IDD face distinct lifelong challenges and often have complex medical, behavioral, physical, and social needs. Many have both physical and mental disabilities and related conditions. We assist our IDD clients to achieve a more interdependent life and help them to live to their fullest potential by providing individualized specialized services. These services may include in-home, community, work and/or behavioral support. We provide day habilitation services for these individuals and their families.

COMMUNITY NEED AND JUSTIFICATION - 20 POINTS

1. Describe in detail the need for this program in San Marcos.

The Scheib Center IDD facility is currently serving 1 City of San Marcos IDD residents. The services provided in Scheib Center IDD facility has had a direct impact on improving the lives of individuals with Intellectual and Developmental Disabilities within the City of San Marcos. The Scheib Center facilities provide adults and children with Intellectual and Developmental disabilities such as Down syndrome, Fragile X syndrome, autism spectrum disorders (ASDs), fetal alcohol syndrome, and Prader-Will syndrome with effective therapy and life enhancing services. Our day habilitation services and programs help maximize a person's independence and increase their skills in daily activities, personal health and safety, making decisions, socialization, communication, recreation, community inclusion, and more. Through the Scheib Center, IDD clients can require acute care and long-term services and support that typically are provided throughout a person's life. Our services for people with IDD are intended to be individualized, foster self-determination, provide community inclusion, and focus on the person's quality of life. Our main goal is to focus on the support of our clients to reside in the community, stay connected to family, introduce friends, provide education, and assist with work opportunities. According to the Texas Disability and Abuse Project, people with IDD experience trauma at a much higher rate than people without a disability. This includes trauma related to abuse, neglect, institutionalization, restraint and seclusion, extended hospitalizations, abandonment, bullying, and other forms of maltreatment. Because of a potentially reduced capacity to process information, including traumatic memories, those with IDD may be at higher risk of developing posttraumatic stress disorder compared to the general population. Additionally, some people with IDD may manifest aggression or externalize behaviors to express an experience of trauma due to a limited ability to verbally communicate. This can often lead to a focus on a person's behavior and creates an opportunity for proper diagnosis and treatment. Proper care and professional programs are essential to providing appropriate identification of the personal needs of IDD clients and for proper therapeutic and medical treatment. Individuals with IDD are also more likely to live at or below the poverty level due to a high unemployment rate, lack of affordable housing, challenges with transportation, sometimes high and expensive medical needs, and limited government benefits. Services to assist IDD individuals at low costs are an essential part of our community.

2. Has the need for this program been increasing in recent years?

With continued increases in diagnosis of individuals with Intellectual and Developmental Disabilities in San Marcos, the need for these programs continue to rise. Texas is home to more than 500,000 children and adults with intellectual and developmental disabilities. A study provided by the State of Texas in 2022 saw an increase of 15% of IDD cases. SMCISD continues to see increases in the needs and number of special education students.

3. Client Information

Definitions:

Direct Client - individuals or families immediately affected or personally served by the helping agency.

Questions:

a. Describe the direct clients for this program.

A direct client for Intellectual and Developmental Disability services are individuals with varying degrees of reduced intellectual ability, different levels of independence and possible physical impairment. Individuals could be adults of any age, adolescents and/or children. Most of these clients are without insurance or on Medicaid. Clients are seeking therapy along with life skill developmental educational opportunities.

b. How is the program marketed to direct clients? How do you find these clients?

Clients are marketed through our website, social media and marketing materials. Some are referred by schools, healthcare providers, community organizations, or loved ones.

c. Expected total annual unduplicated direct clients who are City of San Marcos residents: The Scheib Center Facility is currently serving 18 City of San Marcos residents at the facility at this time and serves nursing facilities with an additional 10 individuals. We anticipate the annual number of residents we can serve will benefit from the improvements requested. Past participant numbers prior to the pandemic were a total of 40 to 50 total IDD clients in San Marcos both at the facility and in nursing care.

IMPLEMENTATION - 15 POINTS

1. How exactly will these funds be used?

The funds will be used to pay for the facility costs of the program.

- Scheib is respectfully requesting \$13,000 as needed to go towards 2025 building 100 property insurance, electric utilities, internet, cleaning services, and property maintenance. This is 22% of the program facility 2025 budgeted cost for these items for building 100.
- We currently need to resurface and redesign our IDD building 100 facility front and back parking lots to allow individuals with disabilities to enter our facility safely. The parking lot is decades old and posing a hazard. The amount we are respectfully requesting for the building 100 parking lot project allocation is \$10,000. This is 29% of the estimated 2025 overall cost.
- We also respectfully request \$10,000 for building 100 repairs including replacing outdoor security doors, creating a lift for handicap access, replace the outdoor sign, and replacing the outdoor gazebo to be handicap accessible for outdoor therapy. This is 35% of the estimated 2025 overall cost.

2. What specific, measurable outcomes or results do you hope to achieve with this program?

- Serving 30 City of San Marcos residents this year with numbers to grow.
- Providing continued services that show improved quality of life for the clients we serve.
- Providing life skills that assist with employment of IDD clients.

3. List the title of each position for which funding is requested and the activities associated with those positions.

The funds are for the costs of providing the Scheib Buildings only. No funds are required for staff.

4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program? \$13,000 is needed for the facility to function.

IMPACT AND COST EFFECTIVENESS - 25 POINTS

- 1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.**

Since 1971, the IDD program of the Scheib Center has historically provided significant impacts on the lives of individuals with intellectual and accompanying physical disabilities. The Scheib Center has improved the lives of thousands of individuals, including those caretakers of IDD clients by assisting with life skills and interdependent therapy. The programs have provided an improved quality life for our clients and those that love them within the City of San Marcos.

- 2. Discuss the amount of overhead compared to program costs.**

The Scheib Center facility costs are approximately 10% of the overall value of the facilities.

- 3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.**

All of our current team members are volunteers. We expect to continue to receive funds from grants and donations from individuals, corporations and other nonprofit organizations and continue to look for further funding opportunities. Partnership with Hill Country MHDD allows Scheib Center to operate with a small cost to the community.

- 4. What has your organization done in the past two years to raise different funding for this program?**

Applied for grants, solicited donations and contacted previous donors. Our Treasurer attended and continues to monitor the grant seminar provided by the Greater San Marcos Ripple program.

COMMUNITY SUPPORT – 10 POINTS

- 1. Please submit 3-5 letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application.**

Please find the letters provided under general information

- a. Sylvia Muzzy
- b. Hill Country MDD
- c. Charles Blankenship
- d. Ed Kuny

- 2. How is the Board of Directors selected?**

Applications and/or resumes are submitted to the Nominating Committee for review and consideration. Upon a vacancy, commitment to the Scheib mission is considered and a majority vote of the current Board of Directors is required for acceptance.

- 3. How often does the Board meet?**

A minimum of six times per year

- 4. What actions do Board members take to support the programs of the agency or organization?**

The Board is actively involved with major decisions regarding policy, program review and facility management. The decisions include but are not limited to budgeting, facility repairs, policy approval, financial oversight and general management. The Board reviews the effectiveness and program partnership with Hill Country MHDD.

5. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

9 volunteers spending a total of approximately 1000 hours a year for the entire agency, resulting in an allocation of approximately 330 hours for this program.

COUNCIL PRIORITIES - 30 POINTS

1. How long has this program served San Marcos residents? (10 points if at least 2 years)

Since 1971 = 53 years

2. Does the agency have an office in San Marcos? (10 points if yes)

Yes = 1200 N Bishop St

3. Describe how this funding creates an increase in services or an increase in the number of people served. (10 points)

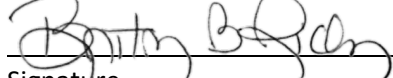
The costs requested are direct costs for our IDD facility = Building 100 at 1200 Bishop St, San Marcos. The program also occupies some space in building 300 that has not been calculated for these purposes due to it being a multipurpose building. The property improvements of building 100 will allow more people to take advantage of our IDD services and help us to provide care for the maximum number of clients every year.

4. II. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTED AND APPROVED BY:



Signature

7/29/2024

Date

Britney Richey

Printed Name

Treasurer, Scheib Opportunity Center

Title

Scheib Opportunity Center Fiscal Year 2024 Budget

IDD Program Expenses

Cleaning Services		30,000.00
Insurance		
Liability Insurance		3,000.00
Property Insurance		6,000.00
Total Insurance	\$	<u>9,000.00</u>
Maintenance Services		2,000.00
Property Management Fees		1,500.00
Utilities		16,350.00
Total Program Expenses	\$	<u>58,850.00</u>

Scheib Opportunity Center

Fiscal Year 2025 PROPOSED Budget

IDD Program Expenses		HSAB Budget Request	
Cleaning Services	30,000.00	\$ 6,600.00	22%
Insurance			
Liability Insurance	3,000.00	\$ 660.00	22%
Property Insurance	6,000.00	\$ 1,320.00	22%
Total Insurance	\$ 9,000.00		
Maintenance Services	2,000.00	\$ 440.00	22%
Property Management Fees	1,500.00	\$ 330.00	22%
Utilities	16,350.00	\$ 3,650.00	22%
Property Repairs Parking Lot	35,000.00	\$ 10,000.00	29%
Property Repairs Back Exterior Lift	4,500.00	\$ 1,600.00	36%
Property Repairs Doors	5,000.00	\$ 1,700.00	34%
Property Repairs Outdoor Sign	5,000.00	\$ 1,700.00	34%
Property Repairs Gazebo	15,000.00	\$ 5,000.00	33%
Total Program Expenses	\$ 123,350.00	\$ 33,000.00	

Scheib Opportunity Center Fiscal Year 2024 Budget

	Total
Revenue	
Contributions	
Corporate Donations	5,600.00
Individual Donations	21,240.00
Non-Profit Contributions	6,000.00
Total Contributions	\$ 32,840.00
Government Grants	
City of San Marcos	0.00
Hays County	42,500.00
Total Government Grants	\$ 42,500.00
Program Revenue - Gross Rents	128,700.00
Total Revenue	\$ 204,040.00
Gross Profit	\$ 204,040.00
Expenditures	
Office Expenses	
Audit	15,000.00
Advertising/Promotional	560.00
IT & Software	1,750.00
Office Supplies	400.00
Postage	400.00
Total Office Expenses	\$ 18,110.00
Program Expenses	
Cleaning Services	60,000.00
Insurance	
Liability Insurance	9,000.00
Property Insurance	18,000.00
Total Insurance	\$ 27,000.00
Maintenance Services	6,000.00
Property Management Fees	5,000.00
Property Repairs	25,000.00
Utilities	49,050.00
Total Program Expenses	\$ 172,050.00
Total Expenditures	\$ 217,160.00
Net Operating Revenue	-\$ 13,120.00
Other Revenue	
Dividend Income	6,000.00
Interest Earned	1,500.00
Total Other Revenue	\$ 7,500.00
Net Other Revenue	\$ 7,500.00
Net Revenue	-\$ 5,620.00

Scheib Opportunity Center Proposed 2025 Budget

	Total
Revenue	
Contributions	
Corporate Donations	5,700.00
Individual Donations	25,000.00
Non-Profit Contributions	6,000.00
Total Contributions	\$ 36,700.00
Government Grants	
City of San Marcos	75,000.00
Hays County	42,500.00
Total Government Grants	\$ 117,500.00
Program Revenue - Gross Rents	128,700.00
Total Revenue	\$ 282,900.00
Gross Profit	\$ 282,900.00
Expenditures	
Office Expenses	
Audit/Review	9,000.00
Advertising/Promotional	560.00
IT & Software	1,750.00
Office Supplies	400.00
Postage	400.00
Total Office Expenses	\$ 12,110.00
Program Expenses	
Cleaning Services	60,000.00
Insurance	
Liability Insurance	9,000.00
Property Insurance	18,000.00
Total Insurance	\$ 27,000.00
Maintenance Services	6,000.00
Property Management Fees	5,000.00
Property Repairs	94,500.00
Utilities	49,050.00
Total Program Expenses	\$ 241,550.00
Total Expenditures	\$ 280,660.00
Net Operating Revenue	\$ 2,240.00
Other Revenue	
Dividend Income	6,000.00
Interest Earned	1,500.00
Total Other Revenue	\$ 7,500.00
Net Other Revenue	\$ 7,500.00
Net Revenue	\$ 9,740.00

Scheib Opportunity Center Board of Directors

Name	City of Residence	Meeting 11/2/2023	Meeting 2/29/2024	Meeting 3/21/2024	Meeting 5/30/2024	Meeting 7/25/2024
Vicki Alvord	Wimberley	1	1	1		
Landon Campbell	Kyle	1	1	1	1	
Nicolas Costilla	San Marcos	1		1	1	1
Amanda Erwin	Wimberley	1	1	1		
Pam Fietz	San Marcos		1 RESIGNED			
Brad Kennedy	Driftwood	1	1	1		1
Jim Mattox	Buda				APPOINTED	1
Britney Richey	San Marcos	1	1	1	1	1
Jessica Sanchez	San Marcos	1	1	1	1	
Danel Souyoto	Seguin			APPOINTED	1	1
Tacie Zelhart	Kyle	1	1	1	1	1
		8	8	8	6	6

SCHEIB CENTER, INC. San Marcos, Texas

BY-LAWS As amended June 29, 2023

ARTICLE I – VOTING PROCEDURES

Section 1 A quorum is a majority of the duly elected directors at the time of a meeting. A quorum of directors must be present for a meeting to occur.

Section 2 The Directors decide all issues concerning Scheib Center, Inc, herein after Scheib, by Board approval. Board approval is reached for all issues, except the five events explained in Article 1 Section 3, by majority vote of a quorum of Directors.

Section 3 Only the following five events require two-thirds (2/3) majority vote of the duly elected Directors:

- 1) buying, selling, transferring and mortgaging property
- 2) changing the By-Laws
- 3) changing the Constitution
- 4) impeaching a Director or Officer
- 5) distribution of Scheib assets in the event of a dissolution

Section 4 Directors may cast a vote in person, but not by proxy.

Section 5 When the Chairperson determines that a vote on a matter is needed before a board meeting is scheduled or can be called, all Board members will be notified by telephone or e-mail of the proposed action, including a date and time when the vote must be completed. Board members may vote by e-mail or by U.S. Mail addressed to the Scheib board office. When a majority of Board members vote in favor of the proposal, it becomes an action of the Board. Proxy votes are not allowed.

ARTICLE II – ELECTION OF OFFICERS

Section 1 Officers are elected by a majority vote of a quorum of Directors.

Section 2 The annual general election of new Directors will occur before August 31st.

Section 3 The nominating committee must provide a slate of names for possible new Directors at least 30 days prior to the annual general election. Nominations can only be generated by the nominating committee, the Chairperson, or a Board Member.

Section 4 All Board Directors serve a two (2) year term beginning on September 1. A Director can only be elected three (3) times in a row. A Director can be re-elected after the passage of at least one (1) year between the third successive term and reelection.

Section 5 In the event of a Board vacancy, normal rules for nominating and electing Directors apply.

Section 6 Should an officer take office at any time other than September 1, then the following method will determine whether the partial year will count as 1 year of the two-year term. If a new Board member is elected to fill a vacancy between September 1 and February 28, then the partial year will count as a full year within the two-year term. If a new Board member is elected to fill a vacancy between March 1 and August 31, then this partial year will not count as a full year and thus the beginning of the two-year term will begin Sept 1. 2

ARTICLE III – DUTIES OF THE BOARD OF DIRECTORS

Section 1 A minimum of six (6) Board Meetings per calendar year is required. Only the Chairperson can call additional meetings. All board directors must be provided seven (7) days' notice before each meeting. A Director who misses two regularly scheduled monthly meetings and does not furnish a legitimate excuse acceptable to the Board forfeits membership on the board of directors.

Section 2 The Board reserves the right to hold an executive session in which only board members may be present.

Section 3 The Board of Directors is authorized to:

- A. Receive, buy, sell, transfer and mortgage property;
- B. Determine and implement the policies and general plans of the corporation;
- C. Assess the long-term maintenance and growth needs for all facilities and, working in conjunction with its tenants, to make action plans to meet these needs;
- D. Keep the following in the Board Office at 1200 N. Bishop in a manner that is accessible and organized with clarity for current and future board members:
 - i. Books of all minutes;
 - ii. Books with all bank statements, receipts, invoices and check stubs;
 - iii. Records of the names and addresses of all Directors, the date their terms expire and if they are eligible for a re-election;
 - iv. Book containing all audits whether inside or outside;
 - v. Building plans, drawings, surveys that are current and complete;
 - vi. Collection of current procedures, forms, and organization information; and,
 - vii. History of all approved Budgets.

Section 4 Directors are responsible for approving the next year's budget.

Section 5 Reimbursements in amounts over \$500 require Board approval. All reimbursements require proper receipts and documentation.

Section 6 Contracts, including addenda and extensions to contracts, requiring more than one (1) year for completion or that extend for more than one (1) year require Board approval.

Section 7 Board approval is required for expenditures exceeding \$2,000 to be made to non-approved vendors.

ARTICLE IV – DUTIES OF OFFICERS

Section 1 The Chairperson will preside over all meetings. If the Chairperson cannot be present the Vice-Chairperson or the Secretary will assume the responsibility. If the Chairperson misses more than 2 meetings per fiscal year, he forfeits his position as an Officer of the Board.

A. The Chairperson, with the advice of the Board of Directors, will appoint all standing and ad hoc committees.

B. The Chairperson will be an ex-officio member of all committees except the Nominations Committee and the Fiscal Committee and will exercise general supervision over the work of all committees and that of other officers in order to assure that the objectives of Scheib are executed in the best possible manner.

C. When two (2) signatures are required for authorization, any combination of the Chairperson, Vice-Chairperson, and Treasurer is valid. 3

D. The Chairperson will present to the Board a current year's annual budget summary and a proposed budget for the upcoming year.

Section 2 Duties and Responsibilities of Vice-Chairperson

A. In the event the Chairperson does not complete his term, the Vice-Chairperson will succeed and complete the remainder of the term. Upon completion of the partial term, the Chairperson position will be filled by way of normal election procedures. If a partial term is less than 6 months, the partial term will not count as a full year served as Chairman.

B. If the Vice-Chairperson must complete an unexpired term for the Chairperson, then the unexpired Vice-Chairperson position should be filled. This vacant position will then be filled through normal election procedures. If a partial term is less than 6 months, the partial term will not count as a full year served.

Section 3 Duties and Responsibilities of the Secretary

A. Keep an accurate record in the on-site Scheib Board Office of the proceedings and business transacted at all Board Meetings:

B. Submit the Board Meeting minutes to the Chairperson within 10 days after each meeting and furnish a copy to all Directors at the next meeting; and,

C. Maintain accurate records of Board membership and all pertinent contact information.

Section 4 Duties and Responsibilities of the Treasurer

A. Will supervise receipt of all revenues of Scheib, will be primarily responsible for collection of dues, rents, income, donations, and fees and issuance of receipts;

B. Will assure that an accurate account of all funds received and disbursed is kept;

C. Will assure that a financial statement is prepared and presented at each scheduled Board meeting;

D. Provide oversight of the financial activities of the Board and the Financial Reports and financial practices of the Executive Director, if one is hired, and of the Deputy Treasurer;

E. The Treasurer will review each financial statement as well as all year end reports and will conduct spot checks at least semi-annually of any records. The Treasurer can ask any Board member to participate in the checks and review;

F. The Treasurer, conjointly with the Chairperson, Vice-Chairperson, or Deputy Treasurer, as the limitations of the financial institution allow, has the authorization to sign checks drawn on Scheib. If a financial institution has numeric limits on the individuals able to be placed on financial accounts, the order of precedence for placement shall be Chairperson, Treasurer, Deputy Treasurer, then Vice-Chairperson; and,

G. The Treasurer must have knowledge of budgets, banking, and record keeping. He must familiarize himself with the accounting/ budget program used by Scheib in order to review and oversee the Board's financial interest.

Section 5 Duties and Responsibilities of the Deputy Treasurer

A. Act in conjunction with the Treasurer and aid in the pursuit of all Duties and Responsibilities of the Treasurer.

B. The Treasurer shall have general supervisory authority over the specific responsibilities assigned to the Deputy Treasurer amongst the enumerated duties listed in Section 4 A-G.

Article V-Executive Director

Section 1 The Board of Directors may hire an Executive Director for the support of all activities and functions of the Board of Directors.

Section 2 The responsibilities of the Executive Director are to be established by the Board if an Executive director is hired.

Section 3 The Executive Director shall report to the Chairman and all Directors and shall cooperate with the Treasurer in his efforts to spot check and review any and all financial reports/documents.

ARTICLE VI- COMMITTEES

Section 1 Standing committee members must be current Directors. The Board is open to make suggestions for standing committees; however, the Chairperson will make final appointments.

Section 2 Committee members will serve one (1) year terms.

Section 3 Committees will consist of a minimum of three two (2) members.

Section 4 The standing committees are, but not limited to the following committees:

A. Nominating Committee: It is the duty of the nominating committee to continuously seek possible future board members, be able to provide nominees as needed and to provide a slate of nominees for every Director vacancy during the entire year.

B. Fiscal Committee: The Treasurer shall be the Chair of this committee and the Deputy Treasurer shall be the Vice-Chair of this Committee. Financial records will be provided by the Executive Director, or the Treasurer if there is no Executive Director. This committee may write its own report or approve the one written by the Treasurer. This should be done annually after the close of the fiscal year, but no later than the October meeting. The committee must recommend to the Board a Certified Public Accountant to be contracted to conduct a financial audit at least once every five (5) years.

Section 5 Ad Hoc Committees are study and/or action committees designated by the Chairperson. The Board may make suggestions for Ad Hoc committees; however, the Chairperson will make final appointments and is not restricted to current Board members. Ad Hoc committee members should be interested and/or skilled persons within the community. The Chairperson will define the duties of each committee and fix the duration of its activities to the benefit of Scheib.

ARTICLE VII- FISCAL YEAR

Section 1 The fiscal year begins September 1 and ends August 31. Fiscal Budgets must be approved by the Board prior to May 31 every year.

ARTICLE VIII- PARLIAMENTARY AUTHORITY

Section 1 Robert's Rules of Order, Revised, current revision, will govern the conduct of business at meetings of Scheib and the Board of Directors in all cases in which they are applicable and not in conflict with the Constitution or By-Laws.

ARTICLE IX – AMENDMENTS

Section 1 These By-Laws may be altered, amended, or replaced by an affirmative vote of two-thirds (2/3) of the Board of Directors.

These are the current By-Laws as amended June 29, 2023 by an affirmative vote of two-thirds (2/3) of the Board of Directors for which written notice of the proposed action was given seven (7) days prior to the meeting.



Landon Campbell, Chair



Nicholas Costilla, Secretary

Scheib Center Organizational Chart

<u>Name</u>	<u>Title</u>
Tacie Zelhart	Chairperson
Landon Campbell	Vice Chairperson
Britney Richey	Treasurer
Vicki Alvord	Deputy Treasurer
Nicolas Costilla	Secretary
Amanda Erwin	Board Member
Brad Kennedy	Board Member
Jessica Sanchez	Board Member
Danel Souyoto	Board Member
Jim Mattox	Board Member

Note that all are Volunteers

No Staff is paid

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2022

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2022 calendar year, or tax year beginning _____, **2022, and ending** _____, **20**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization Doing business as		D Employer identification number
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	E Telephone number
	City or town, state or province, country, and ZIP or foreign postal code		G Gross receipts \$
F Name and address of principal officer:		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input type="checkbox"/> No	H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: _____ **H(c)** Group exemption number _____

K Form of organization: Corporation Trust Association Other **L** Year of formation: _____ **M** State of legal domicile: _____

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: _____		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	
	5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	
	6 Total number of volunteers (estimate if necessary)	6	
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b		
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) _____		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
19 Revenue less expenses. Subtract line 18 from line 12			
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)		
	22 Net assets or fund balances. Subtract line 21 from line 20		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer _____	Date _____
	Type or print name and title _____	

Paid Preparer Use Only	Print/Type preparer's name _____	Preparer's signature _____	Date _____	Check <input type="checkbox"/> if self-employed	PTIN _____
	Firm's name _____			Firm's EIN _____	
	Firm's address _____			Phone no. _____	

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? **Yes** **No**
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? **Yes** **No**
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4b (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4c (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4d Other program services (Describe on Schedule O.)
(Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4e Total program service expenses



Scheib Non-discrimination Statement and Policy

Adopted by the Board of Directors on 12/15/2016

Scheib Opportunity Center does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Scheib Opportunity Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Keith D. Lauderdale. CPA

Board of Directors
Scheib Opportunity Center, Inc.

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying statement of assets, liabilities and net assets - modified cash basis of Scheib Opportunity Center, Inc. (Scheib) as of August 31, 2014 and the related statement of revenue, expenses and changes in net assets - modified cash basis for the year then ended. These financial statements are the responsibility of Scheib's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 2, these financial statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets - modified cash basis of Scheib as of August 31, 2014, and the revenue, expenses and changes in net assets - modified cash basis for the year then ended, on the basis of accounting described in Note 2 to the financial statements.

31 July, 2015
San Marcos, Texas

174 S Guadalupe, Sute 102
San Marcos, Texas 78704
Phone: 512 392 4984
www.keithcpa.com

SCHEIB OPPORTUNITY CENTER, INC.
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS-
MODIFIED CASH BASIS

July 31, 2014

ASSETS

Cash	\$134,582
Investments	<u>256,221</u>
	<u>\$390,803</u>

NET ASSETS

NET ASSETS UNRESTRICTED	\$384,139
NET ASSETS TEMPORARILY RESTRICTED-BUILDING FUND	<u>6,664</u>
	<u>\$390,803</u>

The accompanying notes are an integral part of this financial statement presentation.

SCHEIB OPPORTUNITY CENTER, INC.
STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS-
MODIFIED CASH BASIS

July 31, 2014

REVENUE	Unrestricted	Temporarily Restricted	Total
Individual contributions	\$82,327	\$0	\$82,327
Corporate contributions	205,600	0	205,600
Corporate grants	66,124	0	66,124
Government grants	258,651	199,901	458,552
Rental income	77,719	0	77,719
Special events	35,253	0	35,253
Sale of lot	31,080	0	31,080
Investment income	33,896	0	33,896
Other revenue	776	24	800
Net assets released from restrictions	0	(403,273)	(403,273)
	<u>\$ 791,426</u>	<u>\$ (203,348)</u>	<u>\$ 588,078</u>
EXPENSES			
Salary related expenses	66,067	0	66,067
Facility expenses	136,814	0	136,814
Meetings and travel	16,698	0	16,698
Purchase respite home	180,004	0	180,004
David activity hall project	409,147	0	409,147
Contract expense	16,503	0	16,503
Suplies	9,373	0	9,373
Other	27,039	0	27,039
	<u>861,645</u>	<u>0</u>	<u>861,645</u>
CHANGE IN NET ASSETS	(70,220)	(203,348)	(273,568)
BEGINNING NET ASSETS	454,359	213,224	667,583
ENDING NET ASSETS	<u>\$384,139</u>	<u>\$6,664</u>	<u>\$390,803</u>

The accompanying notes are an integral part of this financial statement presentation.

NOTE 1: ORGANIZATION

Scheib Opportunity Center, Inc. (Scheib) is a 501(c)(3) non-profit corporation organized in the state of Texas. The mission of Scheib is to promote the general welfare of local individuals whom are mentally ill or intellectually developmentally disabled. The Scheib aims to educate the public and establish a better understanding of developmental disabilities and mental illness. In addition, the Scheib maintains the facilities housing the programs, services and staff helping the intellectual developmentally disabled and to those in need of mental health services in San Marcos and Hays County. In order to accomplish these goals, the Scheib enlists the support of public, private, religious, and professional groups and agencies at the local, state, and federal levels. Funding is primarily from grants from the City of San Marcos and Hays County, from rental activities, and contributions.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF ACCOUNTING

Scheib uses the modified cash basis of accounting which recognizes revenue when cash is received and expenses when cash is paid. However, investments are recorded at fair value not at cost.

FINANCIAL STATEMENT PRESENTATION

Scheib is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets, as applicable. No permanently restricted activity occurred during the year. Contributions received are recorded as unrestricted, temporarily restricted or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

CONTRIBUTIONS

Scheib reports contributions of cash as restricted support if they are received with donor stipulations that limit their use, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of revenue, expenses and changes in net assets-modified cash basis as net assets are released from restrictions.

USE OF ESTIMATES

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, or disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

The accompanying notes are an integral part of this financial statement presentation.

SCHEIB OPPORTUNITY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FEDERAL INCOME TAXES

Scheib is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provision has been made for Federal income taxes in the accompanying financial statements.

INVESTMENTS

Investments are carried at fair value,

SUBSEQUENT EVENTS

Scheib has evaluated subsequent events as of DATE, the date the financial statements were available to be issued.

NOTE 3: INVESTMENTS

Mutual funds	\$111,622
Unit trusts	98,497
Other	46,102
	<u>\$256,221</u>

Investment Income:

Net realized and unrealized gain	\$XXXXXX
Interest and dividends	XXXXXX
	<u>\$XXXXXX</u>

NOTE 4: FUNCTIONAL EXPENSES

Program	\$740,023
Administrative and general	119,177
Fundraising	2,445
	<u>\$861,645</u>

NOTE 5: CONCENTRATIONS

Two grantors make up 100% of grant revenue, one contributor makes up 74% of total contributions and rental income is 100% from one renter.

The accompanying notes are an integral part of this financial statement presentation.

SCHEIB OPPORTUNITY CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

NOTE 6: FAIR VALUE DISCLOSURES

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual funds	\$111,622	\$0	\$0
Unit trusts	98,497	0	0
Other	46,102	0	0
	<u>\$256,221</u>	<u>\$0</u>	<u>\$0</u>

NOTE 7: SUBSEQUENT EVENTS

<p>Subsequent to for year-end Scheib entered into a \$372,675 construction contract agreement on the construction of a new building construction</p>

The accompanying notes are an integral part of this financial statement presentation.

SCHEIB OPPORTUNITY CENTER, INC.

Supplementary Information

Schedule of David 's Activity Hall Project

	Year 1 9/1/2012- 8/31/2013	Year 2 9/1/2012- 8/31/2014	Year 3 9/1/2012- 8/31/2015	Project Totals
Revenue				
Grants and contribuions	\$213,200	\$0	\$0	\$213,200
Community development block grant	0	199,901	0	199,901
Other income	0	24	0	24
Total Revenues	\$213,200	\$199,925	\$0	\$413,125
Expense				
Facility improvement planning	\$0	\$3,392	\$0	\$3,392
Facility & equipment expense:	7,500	73	396	7,969
Building remodel	0	399,808	6,268	406,076
Total expenses	\$7,500	\$403,273	\$6,664	\$417,437
Net	205,700	(203,348)	(6,664)	(4,312)

The accompanying notes are an integral part of this financial statement presentation.



SYLVIA MUZZY
Former Scheib Center Chair

125 William Moon Way
San Marcos, TX 78666
(512) 738-2053
sylviaemuzzy@gmail.com

LETTER OF SUPPORT

To Whom It May Concern:

Please accept this letter of support for the Scheib Center. As a former Chair that served in different positions during my time on the Board, I learned how valuable this nonprofit is to our community.

The Board is tasked with the upkeep of the grounds on N. Bishop St., along with the Youth Respite home nearby. These buildings house important programs that help some of our most vulnerable residents.

At the main facilities, you can find the Mental Health Center where community members receive the help they need for their mental wellness from mental health professionals. Medications can also be provided at this site.

Down the hill you'll find the IDD Center, a place for adults to gather and connect with others that have Intellectual Developmental Disabilities. This is my favorite program; the smiles of the faces of these young men and women is beautiful. They have a place they can gather outside of their home with others just like them.

Down the street is the Youth Respite home where professional staffers offer a safe place 24-hours a day for our youth during times of conflict in their homes.

Thank you for supporting the Scheib Center and all the Board does to keep this valuable resource in our community available for residents.

Sylvia Muzzy



Caring People Dedicated to Quality Service

819 Water Street, Suite 300, Kerrville, Texas 78028

Tel: (830) 792-3300, FAX: (830) 792-5771

CRISIS HOTLINE: 1-(877)-466-0660

Website: www.hillcountry.org

BOARD OF TRUSTEES

Chair

Judge Tully Shahan

Vice-Chair

Mr. Charles Campise

Secretary

Judge Keith Lutz

Commissioner Donna Eccleston

Judge Brett Bray

Judge Lewis Owens

Judge Rob Kelly

Judge Charlie Bradley

Mr. Bryce Boddie

Sheriff Al Auxier

CHIEF EXECUTIVE OFFICER

Tod Citron

COUNTIES SERVED

Bandera, Blanco, Comal, Edwards, Gillespie, Hays, Kendall, Kerr, Kimble, Kinney, Llano, Mason, Medina, Menard, Real, Schleicher, Sutton, Uvalde, & Val Verde

July 29, 2024

To Whom It May Concern,

Hill Country Mental Health and Developmental Disabilities Centers (HCMHDDC) provides a full array of trauma-informed, culturally competent, person-centered outpatient services. This request for resources will support the San Marcos Mental Health Clinic, Developmental Disabilities Center, and Youth Respite Center to meet the growing demand for comprehensive mental health services to Hays County residents who struggle with persistent and severe mental illness. The San Marcos Mental Health Clinic currently provides a variety of services including psychiatric care, medication training and supports, psychosocial rehabilitation services, skills training, case management services, psychotherapy, peer support and family partner services, substance abuse counseling, crisis services as well as other specialty programs. Whereas the majority of individuals active in services to date are indigent or are covered through state insurance; alternatively, HCMHDDC utilizes a sliding scale to establish a reasonable fee for services.

While our agency continues to assess community need and address gaps in services, we know that much still needs to be done to ensure individuals experiencing mental health struggles have affordable access to care. Therefore, we fully support this request for additional resources to fill any gaps in resources that may exist to those individuals who call Hays County home.

Please do not hesitate to contact me directly with any questions or concerns you may have regarding this letter of support.

Respectfully,

Amy Lowrie

San Marcos Mental Health Clinic Director
1200 N. Bishop Street, Building 200
San Marcos, Texas 78666
512-392-7151, ext 1238

Our Vision:

To Empower People – Foster Hope – Support Choice – Celebrate Success

July 26, 2024

City of San Marcos TX

Funds Allocation Committee

Ladies and Gentlemen:

I am writing in support of the Scheib Community Mental Health-Developmental Disability Center and their application for funding.

I have been closely associated with the Scheib Center since 2002, serving on the Board for two six year terms, and President for three years. I have seen Scheib's caseload grow from 1500 clients per year to nearly 4000, this growth demanding larger and highly upgraded facilities. The Scheib Community Clinic board is charged with providing and maintaining the facilities.

During my term serving as Vice-President of the Texas Chapter of the National Alliance on Mental Illness I travelled the State of Texas. I am proud to say that Hays County/San Marcos are fortunate to have one of the best Mental Health/DD Clinics in the State.

I highly recommend Scheib Community Center's application for funding.


Edwin F Kopy

600 Leah Ave.#1601

San Marcos, TX 78666

CHARLES E BLANKENSHIP

2710 DEES STREET
SAN MARCOS, TEXAS 78666
CHARLES@BLANKENSHIP.COM

29 July 2024

In 1976, as a newly minted resident of San Marcos, I was approached by a gentleman who told me that he thought I would like to meet with a group of concerned citizens about the status of mental health and mental retardation (now developmentally disabled) in Hays County.

That meeting led to a twenty-year dedication to Scheib followed by a fifteen-year tenure as your Hays County representative to Hill Country MHDD.

Scheib provides counseling for mental health clients and medication as needed. The center also supports a youth respite center, which provides temporary housing and care, allowing their caregivers needed time off.

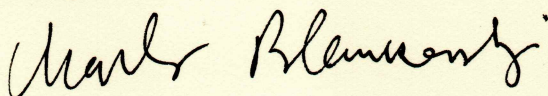
Scheib has had deep roots for many years within the San Marcos community. The McCoy family, to mention one of many, have supported the center generously, allowing Scheib to expand beyond their original location at 1200 North Bishop in order to serve hundreds of residents in need in the San Marcos area.

Scheib personnel work very closely with the San Marcos Police Department and the Hays County Sheriff's Department for crisis situations.

As we all are aware, there is a mental health crisis in our country that has been intensified by the pandemic. The needs are greater than ever and grants are necessary to maintain the high level of service provided to the community.

Scheib Opportunity Center has been a beacon of hope for those in need for over fifty years, and I hope and trust that you will see fit to include them in the upcoming budget.

Warm regards,



City of San Marcos Community Development
Human Services Advisory Board
630 E Hopkins
San Marcos, Tx 78666