

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Plano Children's Medical Center

Program: plano's Children medical center - Medical Care for Children
REN

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget

N/A Site /Equipment 8 - 2 or 3 bids *no request for equipment or site made.*

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: 
Staff

3-19-2010 11:55
Date & Time

City of Plano
2010 Program Budget
Plano Children's Medical Clinic

Sick Visits @ \$50 per visit	\$25,000
Medicine, Lab Work	\$20,000
Medical Supplies	<u>\$ 5,000</u>
Total	\$50,000

**PLANO CHILDREN'S MEDICAL CLINIC
BOARD OF DIRECTORS**

MEMBER	AFFILIATION	ADDRESS	TERM OF OFFICE	ETHNICITY
Kendall Brown, M.D.	Pediatric Gastroenterologist	3809 Bow Creek Plano, TX 75075 (972) 618-1421 (H) (972) 566-8844 (O) (972) 566-8839 (F) Email: kobpoop@msn.com	Oct. 2007 – Oct.. 2009 Oct. 2009 - Oct. 2011	Anglo
Kristie Doering	Homemaker	8113 Hazeltine Dr. Plano, TX 75025 (972) 335-1735 Email: kcdoering@sbcglobal.net	Jan. 2010-Jan. 2012	Anglo
Mercedes Mazon	Realtor	6547 La Manga Drive Dallas, TX 75248 (972) 670-2509 (H) (972) 380-3896 (O) (972) 670-2509 (C) Email: mercedesmazon@ebby.com	June 2009 – June 2011	Hispanic
Rachel Merritt	Hospital Administration		Feb. 2010-Feb. 2012	Anglo
Debbie Parker Secretary	Children's Pastor	1300 15 th Street Plano, Texas 75074 972/424-8551 (O) Email: debbiep@fbcplano.org	June 2007 - June 2009	Anglo
Paula Parker, R.N. President	Homemaker/ Community Volunteer	5604 Shady Elm Circle Plano, Texas 75093 972/250-6589 Home 972/250-6566 fax Email: paula.park@tx.rr.com	Jan. 2004 – Jan. 2006 Jan. 2006 – Jan. 2008 Jan. 2009 – Jan. 2011	African- American
Lisa Suarez	President	612 John Close Murphy, TX 75094 (214) 687-1831 (O) (214) 923-5679 (C) Email: lisa.suarez@n2nsites.com	June 2009 – June 2011	Anglo
Tino Trujillo	Business Owner	2008 Collin Creek Mall Plano, Texas 75075 972/424-2572 (O) 972/881-8687 (H)	Aug. 2007 – Aug. 2009	Hispanic
Kyle Walters	President	4420 Courtney Lane Richardson, Texas 75082 972/231-0351 (H) 972/312-0700 (O) 972/312-0784 (F) Email: kwalters@elliottshardware.com	April 2009 – April 2011	Anglo

Staff

Susan Shuler	Executive Director Plano Children's Medical Clinic	1407 14 th Street Plano, Texas 75074 (972) 801-9689 (O) (972) 801-9015 Fax (972) 442-5116 (Home) (972) 977-2355 (Cellular) Email: susan_shuler@hotmail.com	Ex-Officio	Anglo
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Patricia Petroff, M.D.	Medical Director Plano Children's Medical Clinic	1407 14 th Street Plano, Texas 75074 (972) 801-9689 (O) (972) 801-9015 Fax (972) 442-1346 (Home) (214) 893-7353 (Cellular) Email: ppetroff@plano-cmc.org	Ex-Officio	Anglo
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Board Meetings for 2010

Tuesday, January 12, 2010

Tuesday, February 9, 2010

Tuesday, March 9, 2010

Tuesday, April 13, 2010

Tuesday, May 11, 2010

Tuesday, June 8, 2010

Tuesday, September 14, 2010

Tuesday, October 12, 2010

Tuesday, November 9, 2010

Tuesday, January 11, 2011

Tuesday, February 8, 2011

Tuesday, March 8, 2011

Tuesday, April 12, 2011

Tuesday, May 10, 2011

Tuesday, June 14, 2011

Tuesday, September 13, 2011

Tuesday, October 11, 2011

Tuesday, November 15, 2011

**Susan Shuler
823 Heatherwood
Wylie, Texas 75098
972/442-5116**

Experience:

PLANO CHILDREN'S MEDICAL CLINIC

PLANO, TEXAS

**October, 1991 to September, 1999
September, 1999 to February, 2000
March, 2000 to Present**

**Volunteer
Acting Executive Director
Executive Director**

- Responsible for developing, implementing and supervising a volunteer program
- Outline plan of action for recruitment and retention of volunteers
- Implement policy and procedures manual for all aspects of clinic operation
- Develop volunteer forms
- Responsible for developing, implementing and supervising a public and community relations plan
- Produce informational brochures, fliers and other media as needed
- Speak to civic organizations, churches, clubs, schools and others
- Develop, nurture and utilize media contacts
- Maintain volunteer and donor database
- Responsible for developing financial and human resources within the community
- Research and write grants
- Establish and nurture contacts with individuals and groups who can enhance the mission of PCMC
- Supervise the implementation and use of ICES program (an immunization tracking program)
- Responsible for daily operations of daytime Medicaid Clinic and evening volunteer clinics.

February, 1998 to February, 2000

**Hunt Petroleum Corporation
Dallas, Texas**

- Responsible for typing all correspondence and agreements
- Assist the Production Manager and Safety Manager in departmental duties
- Make travel arrangements
- Interaction with other departments
- Communicate with outside contract employees and business partners
- Assist Human Resource Department with the planning of various company functions

September, 1995 to January, 1998

**City of Wylie
Wylie, Texas**

City Secretary

- Maintained Official Records
- Attended and prepared minutes of official meetings
- Liaison to the school district and senior citizen's group
- Prepared correspondence and news media articles
- Coordinated city events with businesses and special interest groups
- Supervised department personnel and trained clerical staff
- Performed personnel functions evaluating performances of department employees
- Coordinator of volunteers for emergency operations team
- Published quarterly newsletter

March, 1995 to September, 1995

**City of Wylie
Wylie, Texas**

Administrative Assistant to City Manager

- Prepared correspondence, weekly reports and scheduled appointments
- Made all travel arrangements
- Interacted with community

November, 1983 to March, 1995

**CXY Energy Corporation
Dallas, Texas**

June, 1982 to October, 1983

**General American Oil Company
Dallas, Texas**

January, 1980 to June, 1982

**U.S. Companies
Dallas, Texas**

June, 1978 to January, 1980

**New York Life Insurance
Dallas, Texas**

November, 1971 to May, 1978

**Dr. Pat Cox
Plano, Texas**

Education:

- Collin County Community College taken various courses
- Elkin Institute, Dental Assistant Graduated October, 1971
- Grayson County College 1970 to 1971
- Lancaster High School Graduated 1970

Interests:

- Wylie Independent School District Board of Trustees – 1998 to present
- Nominated Volunteer of the Year in Collin County, 1994
- Selected Collin County's Outstanding 21 Leaders of 21st Century – 2001
- Miss Texas Organization Board of Trustees – 2007 to present
- Plano Rotary Club President, 2009-2010

CITY OF PLANO
2008 BUFFINGTON COMMUNITY SERVICES GRANT
QUARTERLY REPORT

October 1, 2008 - September 30, 2009

Section 1: Basic Grant Information

AGENCY NAME Plano Children's Medical Clinic

Grant Amount \$ 37,420

Allowable expenses: Salary/Benefits State Caseworker, Medicine, medical services and lab work

Reporting on: People Families

Section 2: Table of Total Expenditures and Demographics

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
1st Quarter Totals	\$18,554.00	2,335	186	408	20	89	1,632
2nd Quarter Totals	\$14,817.76	2,966	193	536	41	98	2,098
3rd Quarter Totals	\$4,048.24	231	18	86	6	10	111
4th Quarter Totals	\$0	0	0	0	0	0	0
Annual Totals	\$37,420.00	5,532	397	1030	67	197	3841

Section 3: Specific Grant Expenditures

1st Quarter

October 1 thru December 31, 2008: **Due by January 31, 2009**

Salary State Caseworker - \$2,928

Medicine, Lab Work, Medical Services - \$15,626

2nd Quarter

January 1 thru March 31, 2009 : **Due by April 30, 2009**

Salary State Caseworker - \$2,928

Medicine, Lab Work, Medical Services - \$11,889.76

Grant monies used to date: \$33,371.76

Funds left on the grant: \$4,048.24

3rd Quarter

April 1 thru June 30, 2009 : **Due by July 31, 2009**

Medicine, Lab Work, Medical Services - \$4,048.24

All grant funds have been used.

4th Quarter

July 1 thru September 30, 2009 : **Due by October 31, 2009**

All funds were used by the third quarter.

End of Year Accomplishments

The clinic was very pleased to be awarded the amount of funds to take care of the children of Plano. As you can see by the third quarter all of the funds were used. If we had additional funding it would have been used for medicine, lab work and medical services. The amount used for the fourth quarter was more than \$12,000. The H1N1 flu took a toll on the clinic this year. Normally the flu is over around March but this year we have had cases of H1N1 from March and still have patients come every day that have the flu. We have had to order more flu test this year than we do normally. Each box of 25 flu test cost \$325.00. With the great numbers of flu and the testing, this dramatically increased our medical supplies. We also order Tamiflu to be given to those patients who could not afford it at the pharmacy. Each box of Tamiflu cost the clinic \$50. We ordered 15 boxes. This also increased our medicine supply order as well.

We want to thank the City of Plano and the Buffington Community Services Grant Committee for providing us with the opportunity to serve so many children and provide services that were needed.