

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
Aug 23, 2016

The August meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on Aug 23, 2016, Temple, Texas.

The following members of the Board, CCS Staff and Guests were present:

Board of Trustees

Ms. Sue Faulkner
Dr. Louella Tate
Judge James Lively

Mr. Joe Carroll
Judge John Firth
Mr. Steven Wick

Ms. Ann King
Ms. Nancy Holle

Teleconference:

None.

Absent:

Ms. Alison Esparza

Center Attorney:

Mr. Jack Tarver

Staff:

Ms. Andrea Erskine
Mr. Keith Maxwell
Ms. Darla Hogan

Mr. Eddie Greenfield
Mr. Steve Slaughter
Ms. Kristen Jefferson

Dr. Ray Helmcamp
Ms. Johnnie Wardell
Ms. Monica Silcott

Guests:

Lori Green, Cameron Office was present via teleconference

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Mr. Steven Wick, Chair of the Board of Trustees, at 6:30 p.m.

1. Introduction of Guests. Mr. Wick introduced guests listed above.
2. Review of Board Calendar
Nothing to report
3. Approval of July 26, 2016 Regular Session Board Minutes. __Judge Firth__, moved to approve approval of the Regular Board of Trustees Meeting minutes as submitted. __Ms. King__ seconded. The motion carried.

B. CITIZENS' COMMENTS

- a. None.

C. BOARD COMMITTEE REPORTS

1. Medical Committee – Alison Esparza - Not Presents
2. Personnel Committee – Nancy Holle - Nothing to Report
3. Finance Committee – Ann King -No Report

4. Long Range Planning & Facility Committee –Mr. Wick - No Comment

D. PERSONNEL MATTERS

1. ACTION ITEMS:

a. FY17 Personnel Changes

Julie Fielder discussed a re-classification of one of her positions. Position of Speech Language Asst. to a Speak Language Therapist, this includes more than 15% change. Board approved re-classification.

___Ann King___ moved to approve, ___Nancy Holle___ second. The motion carried.

b. ECI Salary Enhancement

Johnnie Wardell explained that we have exceeded our revenue projections and need to spend the funds from the state before we can carry over other funds to the next year. Julie Fielder requested that the board allow the department to utilize funds as a one-time increase across the board for a salary enhancement of \$40,000 dollars. Judge Firth asked if the raise was earned by the staff. Julie Fielder explained the staff has gone above and beyond in order to perform the best outcomes for the patients.

___Sue Faulkner___ moved to approve, ___Ann King___ second. The motion carried.

2. NON-ACTION ITEMS:

a. None.

E. FISCAL MATTERS

1. ACTION ITEMS

a. Reserve Fund Policy Changes

Steve Slaughter proposed changes to the reserve fund policy. He explained that we are removing the commitment for excess 1115 waiver funds to only be used for 1115 purposes. This will create an allowance to spend funds for other programs, which is possible because it is earned income. He further explained that he added clarity to the calculation for our other commitments, updated definitions to capital equipment, and deleted our commitment for managed care. He increased our percentage to building acquisition, by rolling the amount in managed care over to this account. Mr. Slaughter reminded the board that with reserved funds this could be changed at any time and does not give any spending authority to spend these funds.

Ms. Louella Tate asked where we were on the unassigned funds. Steve said our policy and cash flow are up to \$107k unassigned funds, with the projection of the incoming programs, we could be up to the \$120K. This will always vary depending on the revenue and cash flow that is generated. Judge Carroll asked if other institutions utilized their funds like this. Mr. Slaughter stated yes and that this was earned money. Steve Slaughter duly noted that this would be a fluctuation of funds from year to year with respect to the 1115 waiver, but to date the reserve has been built up. Mr. Slaughter advised the Board that he felt secure in this decision.

___Judge Lively___ moved to approve, ___Nancy Holle___ second. The motion carried.

b. Approval of Auditor for FY 16 Budget Adjustments

Steve addressed an increase of use to the ECI budget to provide for the salary enhancement and he reminded the Board they previously approved this request. Mr. Slaughter discussed the

increase two additional line items as an effort to get the funds allocated appropriately before the year ends. These funds must be allocated so that they can be moved over to next year. This will result in an increase to the budget of \$48,785.00 from reserves (ECI FY16 budget).

__Ann King__ moved to approve, __Sue Faulkner____ second. The motion carried.

c. Approval of FY-17 Budget

Ray Helmcamp took the lead in reference to addressing the budget. He congratulated the staff for a job well done and the efforts to keep the Center moving forward. He addressed the board with an overview of the growth, development and transformation focus and gave a topical view of what was reviewed at the Budget Work Session Meeting in August. He highlighted our best practices, performance, leadership, culture, process and value system, explaining that this allows us to continue with the growth development and overall Center focus. He explained that we passed out Center Goals and Objectives, with the outcomes associated with those goals, to include the hurdles and obstacles facing the departments. He talked about the internal and external factors and the adaptability to overcome those challenges. He discussed the center's relationships with other institutions and the need to address, in reference to assessment, efficiencies and positive changes moving forward. He expressed the willingness to continue to evaluate and improve logistics towards provisions as a business care model. He talked about the revenue and the changes that created an opportunity to continue to grow in this transformation. He stated this is a journey and as a Center we will continue to evaluate, test, adapt, plan and implement positive changes of quality improvement moving forward. He spoke of our approach to this year's budget, and highlighted what had occurred this year during the momentum of change and growth. Further he explained the change to the infrastructure, and moving from a community MH IDD Center to Behavior Healthcare Model which supports integrated care and business management practices. He expressed how Johnnie Wardell explained the changes to our systems and processes, and the actions to that streamlined our efficiencies and overall operations. He explained how Dr. Cheryl Paulhus highlighted our Mental Health operations and the changes of improved processes within programs; member's served, face to face encounters, intakes, assessments, revenue, and staff performance. He continued to explain that Andrea Erskine's overview of IDD roles that were discussed and the concepts of authority roles vs. Provider roles. He also told of how resources cannot keep up with the community need in terms of behavioral support, community supports, rotations and appointment settings, etc. He explained that IDD services are highly requested and the demand being significant including provider support and the services in terms of cost. He spoke of the reality in Fee for Service programs, the residential component 24/7 and the low Medicaid rates. This showcased the continuous challenges faced every year and the impacts of that within the IDD department. Ray Helmcamp wants to continue this momentum improving the Center's infrastructure, so that we can be more of a force in the city and a statewide level with a positive presence.

FY17 Personnel Changes

Johnnie Wardell provided information on the Personnel Changes for FY17 and explained her consolidation report which included all changes that corresponded with the budget in reference to staffing changes. Johnnie Wardell provided the financial details per each division that the personnel changes will cost, this showcased reductions to the overall budget cost. The total cost of the proposed changes is \$212,150.00, and the total number of FTE's in the budget is 290. Mr. Steven Wick asked how much of an increase is that over the time, Ms. Wardell explained that it is actually a decrease of five positions over all. It is related to the deletion of nine/ten positions that were deleted due to the Wood Group Services. We had not officially removed them and they are not holding any financial funds attached so with removal reduced the number of FTEs overall.

NON-ACTION ITEMS

a. Financial Reports.

Mr. Slaughter presented the Financial Reports located in the packet on page 22-27 as information items. Steve Slaughter referred to the budget in reference to these changes, highlighting changes of compensation scale and moving the centers compensation scale to 98%, were are presently at 96%, continuing with last years' commitment to get to 100%, and this is across the board would provide a 2.08% increase per employee. Overall FY-17 Budget Overview, Expenditure Budget totals \$22,524,581 Revenue Budget totals \$21,643,036, Deficit of \$881,545 which included \$195,614 for one time expenditures (equipment, remodeling, vehicle, etc); \$119,419 projected FY-16 carry-over of ECI funding; \$566,512 for operations. Highlight: Moved Center's Salary Scale to 98% of State Scale from 96% (2.08% increase); Utilizes excess DSRIP funds for MH and IDD operations (\$627,734); No increase in Center's portion of Health Insurance premium in budget; Ambitious increase in projected Medicaid, Case Management and Rehab payments; Includes increased software cost for Business Office (\$21,545) and HR (\$63,738). Changes to Reserve Policy: Deleted commitment for excess 1115 Waiver funds so that these funds are allowed to be spent on other activities; Add clarity for calculations of commitment amounts.; Updated definitions of Capital Equipment; Deleted commitment for Managed Care readiness; Increased commitment percentage for Building Acquisitions. As stated there is no increase in the budget for health insurance premiums currently. Ms. Louella Tate brought up the vehicle expense of leasing; Mr. Slaughter stated in was not cost effective to utilize this method. Mr. Slaughter proceeded to state that we need to stay on top of vehicle inventory, and that we need to replace vehicles as they hit three years plus and remove inoperable vehicles, from inventory. He proceeded to explain that that the fleet has improved over the last three years. Judge Carroll brought up the concern of not including an increase of health care cost, he expressed that the media talks about health care premiums rising, and expressed that he didn't want the employees to be impacted and voiced his concern, Ray stated that we are investigating costs, and if there is a rate increase we will address the numbers and later address the board. Steve stated we have been funding the full rate, our liability is limited at a 125% of claims, and we have \$565,802.00 (a little over 3 months) that is built up in the case of need. Louella Tate also discussed reviewing the prior years to see what happened to the excess al located over the years in reference to cover potential health care cost. Mr. Slaughter stated for a previous DSHS auditing purposes reminded him to express specifics for the 1.05% raised to get to 96% for last year's budget, so that monies are documented specifically reference to the allocated funds. Ms. Wardell expressed as of today we are working on modifications, our goal is to make this a feasible and the changes made last year are allowing us flexibility to stay close to our budget. Steve Slaughter discussed the total revenue at end of July 2016 \$18,304,000.00, total expenditures of \$18,121.00 in surplus \$182,000.00 and we are on target for year end. This includes a \$2.49 million excess millions in 1115 as reserves. The next document is the Funding Source which breaks down our revenue by the programs individually and who earned those revenues, collecting showing total for revenues, total for expenses on program and the allocated administrative costs and the free local funds (interest income) and totals deficit for each program, MHA total deficit of \$ 845,000, \$47,000 for children \$79,000 for IDD \$345,000 HCS, etc. No major concerns are being seen to date. Ms. Louella Tate asked with the 1115 and we have extended our services to the counties, if we can up our rates from the counties, Judge Lively stated the chances are slim to none, due to budgeting constraints the counties are experiencing. She felt that the counties need to recognize the services we offer and if there are funds left on that table (in-kind) we raise those concerns and needs for the Center. Judge Carroll expressed that he would like to see someone going to the Commissioners and make them aware of the services that we provide. Judge Firth stated he believes they are receiving communication, Mr. Ray Helmcamp stated he attends meetings and continues to keep them in the loop.

__Louella Tate__ moved to approve, __Ann King__ second. The motion carried.

F. SPECIAL REPORTS

1. Mental Health (MH) – Dr. Cheryl Paulhus advised the Board that she was not going to go over the report in detail because of the earlier Work Session presentation, but reiterated she would be happy to answer any questions the Board may have. Mr. Steven Wick voice that the Workshop was excellent.
2. Intellectual and Developmental Disabilities (IDD) – Andrea Erskine seconded what Dr. Cheryl Paulhus stated.
3. Early Childhood Intervention (ECI) – Julie Fielder stated she provided a copy of where we are and reported that progress is being made and things are going well.

G. EXECUTIVE SESSION

Pursuant to Title V of the Government Code, Vernon’s Texas Codes Annotated, Subtitle A, Chapter 41, Subchapter D, the Chairperson calls an Executive Session of the Board of Trustees on the 23rd of August at 7:16PM p.m. to discuss Section 551.071, Consultation with Attorney Concerning Personnel and Pending or Contemplated Litigations.

H. RECONVENE INTO OPEN SESSION:

The Board of Trustees reconvened it Open Session on the 23rd of August 2016 at 7:55 P.M.

I. OLD BUSINESS.

Resolution by Judge Carroll- Board unanimously voted that they would like to congratulate Ray Helmcamp for his hard work and look forward to the future of “Good to Great!”

J. EXECUTIVE DIRECTOR COMMENTS

Mr. Ray Helmcamp advised the board of a New HR Director to start, named Kelly Sames, who came from the City of Cove, and was previously the HR Director for the HOP. Ms. Johnnie Wardell also stated that this is a special year for the Center. The Center will be 50 years old next September and we are planning a PARTY, we will inform everyone and reported that she is working with Janna Zapp in reference to venues. She also advised the Board that a new logo will be unveiled at that time. The potential date for this event is September 28th.

K. BOARD OF TRUSTEE/STAFF COMMENTS/MEETING EFFECTIVENESS FEEDBACK

L. ADJOURNMENT

There being no further official business, Mr. Wick adjourned the meeting at __8:08__ p.m.

S U B M I T T E D B Y:

Ms. Sue Faulkner
Secretary

Board of Trustees
CCCMHMRS
Recorded by:
Monica Silcott
Administrative Assistant

NOTE: The reference material disseminated during the meeting will be archived with the official Minutes.