

**CENTRAL COUNTIES SERVICES**  
**Board of Trustees**  
Minutes of Meeting  
Sept 27, 2016

The September meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on Sept 27, 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

Ms. Ann King  
Ms. Nancy Holle  
Mr. Steven Wick

Ms. Alison Esparza

Teleconference:

None.

Absent:

Judge Firth  
Judge Carroll  
Mr. Jack Tarver

Center Attorney: Mr. Jack Tarver

Staff:

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

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

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

Guests:

Rod Brown                      Carlos Sanchez

**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 6:28\_ p.m.

Steve Wick opened up the meeting by saying a bitter sweet farewell on behalf of the Board with joy and sadness, but with celebrations to all the accomplishments that Steve Slaughter has done over the years and that he will be greatly missed.

1.     Introduction of Guests. Mr. Wick introduced guests listed above.
2.     Review of Board Calendar  
Mr. Wick addressed that at the October meeting we will have the appointment of Board Officers.
3.     Approval of August 23, 2016 Regular Session Board Minutes  
Alison Esparza stated that in her absence last month, she wanted to compliment the minutes, as she had never read such complete, stellar minutes ever with every single detail written. I knew everything that happened as if I was there, wonderful job. Monica Silcott received and said thank you.

\_\_\_\_Alison Esparza\_\_\_\_, moved to approve approval of the Regular Board of Trustees Meeting minutes as submitted. \_\_Nancy Holle\_\_ seconded. The motion carried.

4. Reappointment of PNAC members

Keith Maxwell stated that they are in a redevelopment phase of PNAC. They are currently evaluating application forms and rewriting expectations for the PNAC committee. They are not reappointing existing members at this time, to allow a choice to continue serving with the new expectations that are being developed. This should roll out during the upcoming January timeframe.

5. Approval of Fiscal Year 17 Contracts

Ray Helmcamp addressed that Contracts are to be tabled at this time, so that we could reevaluate some updates that needed to be addressed in the listing. We will address this topic at the October Board Meeting.

Ray Helmcamp introduced Kelli Sames to the Board, as our new Human Resource Director.

**B. CITIZENS' COMMENTS**

- a. None.

**C. BOARD COMMITTEE REPORTS**

1. Medical Committee – Alison Esparza – No Report
2. Personnel Committee – Nancy Holle - No Report
3. Finance Committee – Ann King – Expressed sadness for Steve’s departure, but congratulated Kristen Jefferson for stepping up and stated that she felt confident that we have been left in good hands.
4. Long Range Planning & Facility Committee –Mr. Wick – Will address further down in the meeting.

**D. PERSONNEL MATTERS**

1. ACTION ITEMS:
2. NON-ACTION ITEMS:

Kelli Sames stated she was going to handout documentation, however decided to wait due some finalization on insurance concerns and broker involvement before presenting. By the next meeting she stated she will be able to provide an up-to-date PowerPoint as an overview. Kelli Sames did mention that there was a 2 hour meeting over claims, experience and history, and to date the general vision appears that they will be presenting a rate increase with the same design. They are working diligently to get an employee assistance plan, and reinvestigating our medical coverage. Meetings are scheduled to discuss all current information and review deliverables with minimal impact to the employees. Feedback since she has been integrated as the Human Resource Director is that the current coverage offered by the Center is what the employees have been happy with.

**E. FISCAL MATTERS**

1. ACTION ITEMS
  - a. FY-16 Budget Adjustments- NO ACTION NEEDED
  - b. FY-17 Budget Adjustments – NO ACTION NEEDED

- c. Approval of Financial Certification (Form G) (**pages 13-19**)  
Steve Slaughter explained that we are required to submit a Financial Statement Certification showcasing the 4<sup>th</sup> Quarter to DAD with a balance sheet and funds analysis for the Center. These reports consist of preliminary numbers and will change considerably before finalizing. We are currently at \$400,000 surplus. Steve Slaughter addressed the balance sheet and that our revenues are totaling \$20,373.00 with expenditures. Steve Slaughter requested the Board give him approval so that he could submit Form G for processing.

\_\_Anne King\_\_ moved to approve, \_\_Susan Faulkner \_\_\_\_ second. The motion carried.

#### Financial Reports.

Steve Slaughter pointed out that he is transitioning those items to Kristen Jefferson and she will report on the Financial Reports. Kristen Jefferson stated that it shows that the text pool investment , text pool prime, CD's and the averaging time is 389 days, and the average monthly yield is at 6.1%. CFO consortium recommended that our numbers are in a safe place and recommended that the Center stay there.

Quarterly news letter is attached for the Board to review.

\_\_Nancy Holle\_\_ moved to approve, \_\_Alison Esparza\_\_\_\_ second. The motion carried.

## 2. NON-ACTION ITEMS

#### Non Action Financial Report

Steve Slaughter referenced pg16-17 as an overview of revenue at \$20,720,000, leaving us with a surplus of \$431K. Closing out accounts will go down but remain in the black. 1115 revenues, collected 1 million more than budgeted.

## F. SPECIAL REPORTS

1. Keith Maxwell discussed the Fiscal Consumer Abuse report, action items etc; on pg 25 it indicates that the majority of these were involving IDD services, home computer based programs. Two exception cases dated March 27, June 16 involved MH cases, because of these reports actions were further taken and training is being implemented as a result. Action Step: The perpetrator is no longer a Center employee. Mr. Wick asked if we ever compared reports against other Centers. Keith indicated we don't have access to those details. Mr. Wick informed us we should evaluate other institution due to other institution dealing with the same population and may incur the same issues. Keith stated that our staff does not really have a lot of issues; these are reports that are made that don't typically involve actual employees. Other instances are reported by family, but Department of Family Protect Services typically takes care of the allegations that are reported by our staff. In the last 12 years Keith Maxwell explained that we do not have confirmations on these cases, these are typically calls that are called in by our staff due to clients involving us. We would never receive outcome information on those cases.
2. Keith Maxwell discussed the PNAC summary. He stated, it includes action items that were indicated in July's meeting, and this is a collective summary of those items. Mr. Wick stated that he is excited about the new upcoming changes involving PNAC and that he looks forward to hearing about it.
3. Andrea Erskine reported the IDD (orange handout) Performance Summary. She made note that it will roll out Nov. 1 with Manage Care for Star KIDS. We are expected to have an influx in the department and they suspect IDD anticipate referrals because of it. The other focus in her

department is Crisis, Carlos is crisis intervention specialist and he is learning case consultation and services. He will be spending time with staff and consumers to become a valuable support and spending most of October educating people on his availability and utilizing his past contacts with law enforcement.

4. ECI, (blue handout) feels good about where they ended this year. Julie Fielder started with the state requirements in September consisted of a delivery of 2.3 hours of service. They decreased in January and finish in August this year with 2.5 hours. Julie Fielder stated that we are almost there and we are making staff adjustments and needed requirements. The enrollment number was 473 in August. Contact for this year ended at 480 and this was an acceptable rate for State expectations. The state has a unique requirement rule that reads 12 below or 12 above can earn or lose, so we are staying within the sweet spot. She was happy to report no staff vacancies, and most of her staff went to training in August. This worked out perfect because she was able to tell the team that they were receiving a salary increase that was approved by the Board. They in return sent a message with her to thank the Board on their behalves. Her final update was that the new pay rate decrease may potentially be cut for Pediatric Therapy with the Texas Supreme Court. There is one last effort of HSSC to determine the next step in Medicaid and Medicare services with the Attorney General; however and the proposal could be rejected. We will have to wait for the outcome on whether or not to reduce the Texas proposal.

5. Cheryl Paulhus updated the Board on Mental Health. She stated that we are gaining momentum in revenue and services. August was an 18% increase from a year ago, a little under 2k. Revenue that came in compared to a year ago, was a 60% increase in cash receipts. Structure, billing and coding has been improved and streamlined with the help of Johnnie Wardell's analysis and efforts. Crisis Respite Census has been an underutilized resource, Dec 2015 had 84 bed days, and in August 257 bed days, which mean census significantly increased 210% during that timeframe. This means the Center is doing a better job of getting the word out and advertising our services as well as educating our community. It has been used mores since the community initiatives of changing our language to include this as an option to our consumers. This is an indication that being in the community more allows us to become a used resource as IDD and MH working together for the dually diagnosed. Dr. Louella Tate asked what the capacity is on bed days, Cheryl Paulhus state 16 beds, (16x30=480). Cheryl Paulhus indicated that intakes were at 129 as opposed to 71 a year ago. CMH interest did more business in Aug 2016, but revenue was down, this created an awareness effort, so she will continue to investigate this further. We have 50% more children in the YES program and 22 clients are in school programs from zero (0) being involved a year ago. She advised the Board that they have a lot of vacancies in MH, and are still having a hard time filling those positions. The next step is to investigate ways to be more creative when filling those positions. This will include getting people in that have some credentials, not all, but putting them through an expectancy of getting their credentialing done within a specified time frame. This will allow the Center to be more flexible with opportunities to hire in talent. We had 20 social work students come in and Eddie Greenfield worked with them to create excitement about CCS. We also have some wellness fairs coming up for participation. In August, they will have a quarterly training and an effort to increase professional development. Cheryl Paulhus invited the Board to attend the event that they are participating in conjunction with CIGCOG. It is to be held on Oct. 28 about Opium Overdose Prevention training, with a speaker and leader in the Austin area, as well as our own experts within the surrounding counties. This event will be from 9-noon. (See information sheet). Mr. Wick asked about she could explain the advertisement efforts that caused the significant increase. She stated staff was delivering that this resource was available more intently, which increased awareness and utilization in the community and that they are pushing RESPIT. Having social workers in the ER has created more awareness. Eddie Greenfield added to the explanation that our MCOT has got more of the word to with Law Enforcement which has impacted the success of

the resource. They worked with staff to explain in a more positive effort and also gave credit to the Woods Group, in reference to their care.

Before the Executive Session was to begin, Mr. Wick gave Steve a farewell with a very moving appreciation, trusting judgment and respect and appreciation of his success for the Center. Celebration and we commenced with Cake for Steve Slaughter's Retirement.

**G. EXECUTIVE SESSION- Postponed due to lawyer needing to be present**

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 23<sup>rd</sup> 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 23<sup>rd</sup> of August 2016 at 7:55 P.M.

The Board made the Center aware that we could not have the Executive Session due to the absence of the Attorney. A special board meeting will need to be called so that we can address this particular issue. Five (5) people, a quorum must physically be in attendance in one given spot for this special meeting to occur. She asked if we could research if we could do a proxy vote; Monica Silcott advised we would need at least seven (7) days to post on the website when a date for the impromptu meeting was identified.

**I. OLD BUSINESS.**

**J. EXECUTIVE DIRECTOR COMMENTS**

Mr. Ray Helmcamp advised that on October 10, Columbus Day, the Center was having a staff appreciation day at the Belton Harris Center in Belton. He stated, we will have a special speaker, CEU opportunity, prizes and an overall celebration of staff. A venue to learn more about benefits and health awareness, etc. We will mail invitation to the Board.

Johnnie Wardell reported that PayCom went live on 9/1 for both systems. The Center is scheduled to do their first payroll through PayCom last Friday. During this migration we encountered an unavoidable glitch on Wednesday that would not be reconcilable in time. We made the announcement to staff expeditiously, so that they would be aware. We also announced that anyone who would experience any financial hardship would be allowed to have a check cut directly to them on that pay day. 95 checks were distributed to staff. The remaining staff will be paid on this coming Friday. PayCom will be present to make sure the process runs smoothly.

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

Ann King stated this was great meeting! Nancy Holle stated farewell to Steve Slaughter. Sue Faulkner said ditto. Steve Wick thanked Steve Slaughter again and expressed thankfulness that Kristen will do fine. Alison Esparza stated she enjoyed working with Steve Slaughter. Judge Lively stated his farewell. Dr. Louella Tate stated that Steve Slaughter was always steadfast. That he was strategic and always stated the facts and through his work the clients have got the best care. The Board extended a heart-felt thank you for his service and wished him well.

**L. ADJOURNMENT**

There being no further official business, Mr. Wick adjourned the meeting at \_\_7:35PM  
\_\_ p.m.

SUBMITTED BY:

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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.