

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
December 6, 2016

The August meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on December 6, 2016 Temple, Texas.

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

Board of Trustees

Ms. Sue Faulkner
Mr. Steven Wick

Ms. Ann King
Ms. Alison Esparza

Ms. Nancy Holle
Louella Tate, Ph. D

Teleconference:

None

Absent:

Judge John Firth
Judge James Lively
Judge Joe Carroll
Eddie Greenfield

Center Attorney:

Mr. Jack Tarver

Staff:

Ms. Andrea Erskine
Mr. Keith Maxwell
Ms. Darla Hogan
Dr. Cheryl Paulhus

Dr. Ray Helmcamp
Ms. Johnnie Wardell
Ms. Kristen Jefferson

Ms. Julie Fielder
Ms. Kelli Sames
Ms. Monica Silcott

Guests:

Rod Brown

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.
Rod Brown
2. Review of Board Calendar
3. Approval of October 25, 2016 Regular Session Board Minutes.
Dr. Louella Tate moved to approve approval of the Regular Board of Trustees Meeting minutes as submitted. Ann King seconded. The motion carried

Corrections requested to the minutes are as follows

Page 6, No Alison Esparza- Change to No Report

Page 8, Alison Esparza asked to remove comment due to it being an Executive Session, Remove No Action Taken

Board Officer Report-Election of New Officers

Reappointed of New Officers

Chair - Steve Wick, Vice Chair – Judge John Firth, Secretary/Treasurer - Sue Faulkner

____Ann King_____, moved to approve approval of the Regular Board of Trustees Meetings minute as submitted. _Louella Tate _ seconded. The motion carried.

Jack Tarver administered the Swear in of the officers.

Review of Board of Trustees By-Laws

Sue Faulkner investigated and found that the bylaws in the book that are currently distribute are dated 1989. Newer ones were redone nicely; the only thing represented was the old ones stipulated the treasure to be a separate individual, now it is combined, according to the years that we serve. According the years of service, it is not documented that you serve for 2 years off one and then serve for 2 more years. It was proposed, but never approved; therefore it will remain the same. Jack Tarver stated the proposal didn't really make sense. Therefore we will use the governing by-laws. Steve Wick asked the Board to take a look at the bylaws and other elder documents and come back to the Board with some recommendations. The by-laws are a living document and the last revision was in 2007, so it is time to take another look at improving the by-laws so that we can continue to move forward, as well as other documents. Dr. Louella Tate stated that other documents had time constraints on them, so the need to look at that schedule should also be done, in case the board needs to be addressing any. She suggested that we revisit those documents to set up review assessment cycle. She recalled that she believed particular documents come up every 2 years or so as a scheduled initiative. The Board identified that the by-laws really need to be taken a look at.

Sue Faulkner directed the Board to Page 12 for example, and went through some of the document, clarification was needed, and therefore they have decided that they need to revamp the by-laws. Personnel committee members are Judge Lively, Steve Wick, Ann King and Nancy Holle.

B. BOARD TRAINING

Health of well being of our staff and well being

Johnnie Wardell discussed the highlights and the safety strategies for the delivery to the service staff. She explained that valuable initiatives are being implemented, and that we have always trained staff at new employee orientation. The members felt that it was important to check and evaluate the skills to see if we were providing quality deliverables, such as... Are they still using safety procedures adequate, etc.? So we took a spot check in our staff practices, to validate those assessments.

Steven Wick asked about Johnnie Wardell's document in reference to number 6, he stated is there is a connection with the PNAC committee, if not that should be investigated. Johnnie Wardell stated No, 6 references that if one experiences behavior warnings, or external sources then we would want to be made aware of this and other community people, so that other team members are adequately prepared.

Dr. Louella Tate asked to explain the abbreviation of PBAM, Prevention and Management of Aggressive Behavior. She recalled an incident where we can put our self in a vulnerable position and agreed that it is important to be ready for the triggers and or know the action for those initiatives, etc. "I think we talked about numbers, but we always need to remain mindful that we are talking about the human beings that we are helping, Louella Tate said". She thanked the committee for taking the time to keep a look on the valuable quality of our humans who are our most valuable capital that we have.

Johnnie Wardell explained that we want to have and provide more tangible, verifiable, measured deliverables for the staff so that we can quantify are solutions and verify our impact of our services.

Steve Wick reminded them about a bomb threat situation that occurred that went well that he recalled. Keith Maxwell stated that we had a recent bomb threat and followed the protocol as written. It in turn delivered a successful outcome and showed us to be complaint with our procedure as it is written.

C. CITIZENS' COMMENTS

- a. None.

D. BOARD COMMITTEE REPORTS

1. Medical Committee – Alison Esparza – No Report
2. Personnel Committee – Nancy Holle - No Report
3. Finance Committee – Ann King – No Report.
4. Long Range Planning & Facility Committee –Mr. Wick – will discuss later

E. PERSONNEL MATTERS

1. ACTION ITEMS

- a. Review of Contracts

Ray Helmcamp advised the Board that we are tabling this because we want to take the time to do this right. Johnnie Wardell added that Monica Silcott is created a contract management tool to use as a function tool to better manage Contracts. The Contracts Management is to be postponed till next Board meeting.

- b. Approval of new position Adult MH

Adult Mental Health Position

Kelli Sames discussed an open item of hiring an Adult Mental Health position.

____Alison Esparza_____, moved to approve approval and _Nancy Holle __ seconded. The motion carried.

- c. PNAC Membership Reappointment of Current Board Members

Keith Maxwell stated traditionally we ask for reappointment of currently members, which is what we are requesting today, because we had not requested that to date. Keith Maxwell referenced point 4, in this discussion, we realized that we had never reappointed anyone on September 1, 2016 so we are asking to reappoint our current members for a length of term through May 31, 2017 for and IDD and MH Committee. Seven members were approved to remain on PNAC.

____Alison Esparza_____, moved to approve approval, Anne King __ seconded. The motion carried.

2. NON-ACTION ITEMS:

- a. None

E. FISCAL MATTERS

1. ACTION ITEMS

- a. Budget Amendment for New AMH Position

TCOOMI modification is required, but we do not have the line item breakdown or signed amendment at this time, so will do that next month.

NON-ACTION ITEMS

- a. Financial Report (**handout-Pink Sheet**) We did transmit the travel through Blackbaud, and that is completed and processed; we have a scheduled meeting tomorrow for the budget module, and the electronic purchasing. The balances are now in Blackbaud, loaded and

verified. Next month (January 24) Davis and Kennard will be here to present financial Audit FY16. Kristen shared the presentation of what the new reporting paperwork would look like.

Jack Tarver asked why the revenues are so much lower than last year; Kristen Jefferson stated we are behind in billing. Funds came in late and salaries are lower. She explained that they have gone to the biweekly 9-15 payrolls, went back into the last fiscal year so 2 weeks of salary is missing, IDD funds did not come in till later which impacted this report. Payroll is running about 550k every 2 weeks and it is in the rears.

F. SPECIAL REPORTS

1. Mental Health (MH) – Dr. Cheryl Paulhus
Cheryl Paulhus highlighted the new hire of our Nurse Manager, coming from Waco Center for Youth and Director of Quality Mgmt as a Clinical Nurse, showcasing his talents, and accolades to his performance so far. She presented special housing reports on children, and a special report of youth empowerment. We were able to give some impressive community presentations at UMHB on Trauma and 8 Dimensions of Wellness and we had staff attending some professional development seminars called ESPRT which entailed breaking down behavior health disorder and assessment of disorders, and trainings on substance abuse disorder, as well as tobacco dependence programs.
2. Intellectual and Developmental Disabilities (IDD) – Andrea Erskine - IDD- (orange)
Andrea Erskine wanted to make a correction on reporting on the last meeting as we did meet the September target. Our HCS program has undergone a billing audit. The audit reported that they will do a recoupment of the 6k dollars in penalties we received. We are in appealing mode; we expect to get it back and all clear.
3. Early Childhood Intervention (ECI) – Julie Fielder - ECI (blue)
Julie Fielder stated the surplus could go down in November as an FYI. Medicaid reduction review last October were impacted, it deleted the reduction of Medicaid review, after a legal processes on 11-10-16 the Supreme Court sent the case back to HHSC. On 11-28, HHSC issued a statement that the rate reduction would go into effect and ECI would not be carved out. On 11-29 Speaker Joe Strous, over chamber would seek to adjust in that they felt the cut was in error. Julie Fielder stated we are hopeful. Rate reduction will go into effect soon. She also put an article called “Left Out”, for the Board it is an attempt to educate the value of ECI and the importance and what the reduction that legislature made has an effect on our services for children. We do expect those rates to go down by December 15, 2017 and the effected cost is about \$55,000. The good news is we are about the contract with S&W for our services, when this happens this may offset those reimbursements. She explained a document that she provided that explains why the series we provide are so essential for the Board to read and review that helps breakdown the importance and the need. Also, last Tuesday, Channel 25 picked up the story on fund reduction and Julie Fielder was interviewed on the 25th on the 10PM news and it was aired again on 5:30AM that next morning. They want to come back and do another interview/article with the family on Thursday of that week. We will notify the Board so that we can make you aware of that news.

Steve Wick asked if NAMI was involved in advocacy, Julie Fielder state they have not been. Steve Wick is pleased with ECI because it will pay off in the long run for the client.
4. 1115 Medicaid Waiver – Ray Helmcamp
Ray Helmcamp stated that we are in DY6 started Oct 1, 16 - Dec 31,17 Center for Medicaid and Medicare, approving a 15 month extension for State of Texas, and what we don't know is how the presidential elect and their approach of the Obama care act and the 1115 Waiver Project. We have a regional meeting next week, but we can 't and not do anything, so we are planning if a

decision won't be met, our project team leads will advise if a decision has not been made, waver 2.0 there will be 25% reduction beginning in January 2018 which is on the books. We think a decision will be made, but we still have to have a contingency plan in effect. The end of this extension plan is a year away so we should have more answers in the spring.

PNAC summary report

Keith Maxwell reported that he took a look at what other networks and the performance contracts looked like and found that one of the issues is that other Centers have a combined committee. The requirement of a committee is (9) nine members, if combined them you would have to have equal representation. We looked at the combined requirements and are concerned that there may not be enough representation for all the needs. We looked at what are we was required. How can we enhance the involvement of the PNAC members? HOT did this look a year ago? We have discussed that the IDD, MH and PNAC could potentially meet separately 4 times a year and potentially come together twice a year. We really want to enhance our membership and stakeholder participation, such as Hamilton, Lampasas, etc. We could possibly change the meeting times to better accommodate, etc. I would like to see if anyone would like to add any people to a potential list that they know might be interested. Ray Helmcamp stated that we need to have a robust membership that goes out in the community and participates in strategic planning with the public so that we can bring back what the community is doing to the Board.

Steve Wick stated the PNAC committee is the spokespersons for the Center and communicates our services and what we do as a whole. They will need to be able to speak on our expertise. I hope that we always preserve that integrity of the Center.

Keith Maxwell said that this can be addressed in the orientation of the committee members as a responsibility of serving. Nancy Holle stated that the commitment is a great concern and looks forward to doing just that. Alison Esparza- asked how we are going to get more volunteers, and from where? Steve Maxwell advised that we are looking for input of the trustees; Keith Maxwell also listed other community advisory committees that we could reach out to get representatives, etc. We will start there. If you had a referral to please share and we would be able to contact them.

Dr. Louella Tate stated that we have to keep them educated and informed to improve the engagement is that we need to be outcome driven. Keith Maxwell discussed that this is a major discussion and understands the awareness as it is a high topic of importance. We believe that we can do better on the engagement initiatives. She expressed concerns about dividing the committees up in references to getting that number to (9) nine on both sides instead of collectively. She was excited to hear about the focus being on the Center as a whole rather than individualizing the needs. There is some work to be done on the engagement to increase the participation so that it is a gratifying participation.

Ray Helmcamp stated that we need to access the breakout of the PNAC committee. We need to develop a formal methodology to gain a robust membership. We will inform the board and the outcome will be a robust effort.

Ann King stated that if you have a committee that wants to discuss specifics about their interests then this is a good start.

Dr. Louella Tate stated that we need some ambassadorship. She indicated that our PR employee Janna Zepp needs to work and be more closely linked to PNAC, utilizing a cross pollination of community education. Steve Wick seconded that Janna Zepp needs to be more involved to actively help streamline or initiative solutions.

CORE Medicaid Self-Audit Results for Fiscal YR2016 Report

Kevin discussed the background of the Managed Care organizations, Medicaid services report. The Summary and results are identified as \$2,273.96 in Medicaid payments to be recouped. The actual amount to be recouped after the complete of the audit is \$1472.84. This resulted in a net savings of \$801.12 that did not need to be recouped. FY 2016 self audit identified that \$1077.89 in Medicaid payments was to be recouped was \$119.91. The corrective action is that the recoupment for FY 2016 was \$1592.75. The CORE reports for FY 2016 do not reflect Medicaid service managed through the Managed Care Organization. The MOC program was implemented in FY 2015. The recoupment for FY 2015 was \$1664.39. The Center continues to implement processes to reduce the amount of recoupment.

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 October at __6:52__ P.M. to discuss Section 551.072, Deliberation to Discuss Real Property.

H. RECONVENE INTO OPEN SESSION

The Board of Trustees reconvened its Open Session on the 25th of October 2016 at __8:01__ P.M.

Motion to purchase property located at 1103 Mary Jane, Belton, Texas purchase of 250K, accepted the motion of acceptance.

__Sue Faulkner__, moved to approve __Louella Tate__ seconded. The motion carried.

I. OLD BUSINESS.

J. EXECUTIVE DIRECTOR COMMENTS

Ray Helmcamp reminded the Board of the January Impact of Obama care and that they are awaiting the affordable care perspective and how that addresses education. Ray Helmcamp personally thanked of the board

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

Jack- great meeting, great result, exciting and scary

King- agree with Jack, we have been here before

Nancy Holley great work together, Merry Christmas

Sue Faulkner agrees

Steve Wick - I am also excited about this for the Center and the amazing growth, numbers look good, number being serviced, and the board, PNAC and everyone associated with the committee. He looks forward to being Chair for another year.

Susan Esparza, new word for the month "cross-pollination"

Dr. Louella Tate thank you for all the work we do, Dr. Louella Tate stated that we care deeply and I hope that it is never seen as critical to the rest of the staff, because she loves making a difference and helping.

L. ADJOURNMENT

There being no further official business, Mr. Wick adjourned the meeting at __8:35__ p.m.

SUBMITTED BY:

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.