Central Counties Services
304 South 22nd Street
Temple, Texas 76501
Board Room (254) 298-7146
4th Floor Training Room (254) 298-7156
Switchboard 8 a.m. - 5 p.m. (254) 298-7000

BOARD OF TRUSTEES

Regular Session at 6:30 P.M.
May 23, 2017
At
Central Counties Services
Board Room
304 South 22nd Street
Temple, TX
254-298-7000

Meeting Behavioral and Developmental Needs.
❖ **AGENDA** ❖

REGULAR SESSION

A. CALL TO ORDER

Mr. Steven Wick, Chair

1. Introduction of Guests.
2. Review of Board Calendar. (**pages 1-4**)
3. Approval of April 25, 2017 Regular Session Meeting **(pages 5-11)**
4. Health Fair Update **(oral)**
5. Board Training - Central Counties Data Overview - (**presentation**)

B. CITIZEN COMMENTS

C. BOARD COMMITTEE REPORTS

1. Medical Committee – Alison Esparza
2. Personnel Committee – Judge James Lively
3. Finance Committee – Ann King
4. Long Range Planning & Facility Committee – Steven Wick

D. PERSONNEL MATTERS

1. ACTION ITEMS:
   a. Reclassification of Nurse 5 to Manager 5 **(page 12)**

2. NON-ACTION ITEMS:
   a. Reclassification of Director 4 position **(page 13)**

(OVER)

E. FISCAL MATTERS

1. ACTION ITEMS:
   a. Review & Approve Investment Policy **(pages 14-27)**
   b. IDD Need for Health Record Automation **(pages 28-29)**

2. NON-ACTION ITEMS:
   a. Financial Report **(handout)**
   b. MHMR Ratios FY 2016 **(handout)**

F. SPECIAL REPORTS

1. 1115 Waiver Report **(pages 30-31)**
2. Intellectual and Developmental Disabilities (IDD) **(handout)**
3. Early Childhood Intervention (ECI) **(pages 32-33)**

G. OLD BUSINESS

I. EXECUTIVE DIRECTOR COMMENTS

J. BOARD OF TRUSTEE COMMENTS/MEETING EFFECTIVENESS FEEDBACK

K. ADJOURNMENT

Board of Trustees – FY 17 Monthly Planning Calendar

QTR 1 2016	SEPTEMBER 16 9-27-16	OCTOBER 16 10-25-16	NOVEMBER 16 11-22-16
FY 16	Board of Trustee Meeting 6:30 p.m. **- Temple**	Board of Trustee Meeting 6:30 p.m. **- Temple**	Board of Trustee Meeting **- Temple**
	Approval of Quarterly Investment Report	**Clinical Program Report**	Clinical Program Report
	Appointment of Board Committees and Liaisons	Appointment of Board Officers	Reappointment of Board Members & Nomination Committee Report and Election of Officers
	Approval of Local/Quality Management Plan	New Board Member Orientation (as may be needed)	**11-15-16 PNAC**
	Review of Catastrophic Sick Leave Policy	Approval of PPM Board Administration Section	
	Planning and Network Advisory Annual Report	**10-10-16 Staff Appreciation/Awards Picnic**	
	Affidavit of Board Member Conflict of Interest Statement	Approval of Local Contracts	
	Approval of Authorized Signatures		
	Annual Review of Client Abuse Report and Adoption of Prevention Plan		
	Quarterly Approval of Financial Statements		
	9-20-16 PNAC		

Board of Trustees – FY 17 Monthly Planning Calendar

QTR 2 2017	DECEMBER 16 12-27-16	JANUARY 17 1-24-17	FEBRUARY 17 2-28-17
FY 17	Board of Trustee Meeting - 6:30 p.m. Board Room- **Temple**	Board of Trustee Meeting – 6:30 p.m. **Temple**	Board of Trustee Meeting – 6:30 p.m. **Temple**
	Clinical Program Report	Clinical Program Reports	Clinical Program Reports
	Reappointment of Board Members & Nomination Committee Report and Election of Officers	Approval and Acceptance of FY 17 Financial Audit	Approval and Acceptance of FY 17 Financial Audit
		One-Page Draft Report for Legislative Officials/County Judges/Commissioners	One-Page Draft Report for Legislative Officials/County Judges/Commissioners
		Approval of Quarterly Financial Reports	Approval of Quarterly Financial Reports
		PNAC 1st Quarter Report	
		1-17-17 PNAC	

Board of Trustees – FY 17 Monthly Planning Calendar

QTR 3 2017	MARCH 17 3-28-17	APRIL 17 4-25-17	MAY 17 5-23-17
FY 17	Board of Trustee Meeting -6:30 p.m. **Temple**	Board of Trustee Meeting - 6:30 p.m. **Temple**	Board of Trustee Meeting -6:30 p.m.
	Approval of Quarterly Investment Report	Clinical Program Report	Clinical Program Report
			Board Members are Contacted Regarding Reappointment
	Annual Prioritization of Service Needs/Planning	Quarterly Approval of Financial Reports	**File appropriate letter to County regarding Board member whose term will expire on August 31 of current year.**
	Clinical Program Report		**5/16/17 PNAC**
	PNAC 2nd Quarter Report		
	3/21/17 PNAC		

Board of Trustees – FY 17 Monthly Planning Calendar

QTR 4 2017	JUNE 17 06-27-17	JULY 17 07-25-17	AUGUST 17 08-22-17
FY 17	Board of Trustee Meeting – 6:30 p.m. **Temple** CANCELLED DUE TO ANNUAL CONFERENCE	Board of Trustee Meeting – 6:30 p.m. **Temple**	Board of Trustee Meeting – 6:30 p.m.
	PNAC 3rd Quarter Report	Review of Texas Council Annual Conference - **Temple**	Executive Director Evaluation
	JUNE 28-30, 2017 Texas Council Annual Staff and Trustee Training Conference, Grand Hyatt San Antonio, San Antonio, TX	MH Block Grant Public Hearing	Board approval of DSHS, DADS, DARS, TCOOMMI Contract
	Follow-Up with Counties on Board Reappointments	Approval of Quarterly Investment Report	Annual Budget Approval
		Follow-Up with Counties on Board Reappointments as Needed	Annual Plan for Board Events/ Development (as needed)
		7/18/17 PNAC	Follow-Up with Counties on Board Reappointments as Needed

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
April 25, 2017

The February meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on April 25, Temple, Texas @ 6:30 PM.

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

Board of Trustees
Mr. Joe Carroll
Judge James Lively
Dr. Louella Tate
Mr. Steven Wick
Ms. Nancy Holle
Mr. Ray Ashby
Ms. Alison Esparza
Ms. Ann King

Teleconference:
None.

Absent:
Ms. Sue Faulkner

Center Attorney: Mr. Jack Tarver

Staff:

Ms. Andrea Erskine	Ms. Julie Fielder	Dr. Ray Helmcamp
Ms. Monica Silcott	Ms. Kelli Sames	Ms. Johnnie Wardell
Ms. Darla Hogan	Ms. Kristen Jefferson	Mr. Eddie Greenfield
Dr. Cheryl Paulhus	Mr. Keith Maxwell	

Guests:

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Steve Wick, Chair of the Board of Trustees, at 6:28 p.m.

1. Introduction of Guests.

2. Review of Board Calendar

   The Board calendar was reviewed and updated.

3. Approval of March 25 2017 Regular Session Board Minutes.
   a. Board Meeting Minutes

Ann King motioned for approval of the Board Meeting minutes as submitted. Nancy Holle seconded. The motion carried.

Comment: Educate the community. Correction accepted. Page 9 section 3

DSHS MH Final Audit Report
Corrective action plans were submitted with a final findings report.

PNAC Recruiting Packet
The PNAC discussion went over several elements in the packet, to include the Recruitment letter, the responsibility expectations, then individual letters to address IDD and MH PNAC member independently

The Board was asked the help identify and reach out to those they felt would be an ideal member to the PNAC committee.

Johnnie Wardell informed the Board that we have placed this packet out on the website. Janna Zepp has done all graphics and design of the packet.

Health Fair Update
Several months ago we received a $25000 grant from SAMHSA. The premise of the study is to look at consumers with integrated healthcare vs. those without. We are the only Texas selected institution to participate. We are representing the controlled group. We have recruited 250 participants to participate in the health fairs which will be held in Temple, May 15-16 and Killeen May 18-19, 2017. They will have a series of biometric test done by a contracted agency. The clients that participate will receive a $25 gift card provided by SAMHSA, a multi bus pass and a meal. We are also having a resource fair to educate all that come through of other community services.

Central Counties Data Overview Board Training
Dr. Ray Helmcamp is using the opportunity to showcase the three divisions and the programs we service to help our community to the Board as an overview. Tonight we will have ECI, IDD BH to cover their part of the support. Tonight we will present ECI and IDD, next month we will showcase BH of the Center and myself on BH health of the community.

Presentation was presented by Andrea Erskine, ID and Julie Fielder, ECI

Andrea Erskine shared a presentation of the IDD overview. CCS holds 2 contracts, DADS, local Authority (intake, case mgmt. etc.) and General Revenue Provider Services - HCS to provide community based services. She continued to break down the slides to showcase the IDD overview and the highlights of those services.

Julie Fielder presented the ECI overview that covered specifics on the population served, how

services are accessed and provided. She also explained how children quality and what supports they access once they leave ECI.

Steve Wick asked what do we do with those that don't qualify, but still need help. Julie stated that we give them referrals of facilities that either don't have as much criteria to meet or are specialized in their needs and we suggest alternate resources as well. Dr. Louella Tate asked how many children are represented as military children in the presentation. Julie Fielder stated the military impact is most reflected in the high number of families that moved either in state or out of state.

B. CITIZENS' COMMENTS

a. None.

C. BOARD COMMITTEE REPORTS

1. Medical Committee- Alison Esparza- No Report
2. Personnel Committee- Judge James Lively- No Report
3. Finance Committee- Ann King – No Report
4. Long Range Planning & Facility Committee- Steve Wick – RFQ was posted on April 12, we had a pre-submittal meeting, 3 companies participated. We are waiting for a statement of qualification, this is due on May 10, 2017.

Steve Wick asked are we were required to follow federal rules and codes. Johnnie Wardell stated we are required to uphold city codes. Johnnie Wardell also stated that she attended a Texas council meeting on procurement and learned that as we move forward, we will be following some procedures that we are now aware of. We will keep the Board involved as we move forward. The potential companies will be required to show us what they have done in respect to projects with similar requirements. Dr. Louella Tate asked how long do we think this will take? Johnnie Wardell replied we are estimating early next year.

D. PERSONNEL MATTERS

1. ACTION ITEMS:

a. Reclassification of Mental Health Clerk III

Reclassification of a AMH Clerk 3 to an Admin Assistant 4 was approved, this reclassification exceeded the 15% allowed under the authority of the Executive Director.

Dr. Ray Helmcamp stated we are taking time to access and align our resources as positions become vacant.

Dr. Louella Tate motioned for approval of position as submitted; Nancy Holle, seconded. The motion carried

2. NON-ACTION ITEMS:

a.

E. FISCAL MATTERS

1. ACTION ITEMS

a. Approval of FY 17 Budget Adjustments

Kristen Jefferson wen to over the affected adjustments

Ms. King motioned for approval as submitted, Esparza seconded. The motion carried.

NON-ACTION ITEMS

a. Financial report

Kristen Jefferson went over the Detail income statement.

b. MHMR Ratios FY 2016

Kristen Jefferson reviewed the comparison of our Center to other Centers. She highlighted a few areas that we are doing very well on.

Dr. Louella Tate stated that she would like a narrative of this report to help better understand its implications for our Center.

F. SPECIAL REPORTS

1. IDD Rate Cut- tabled

2. Mental Health (MH) – Dr. Cheryl Paulhus (handout)

Dr. Cheryl Paulhus discussed the overall Economics of Behavioral Efforts. She praised Dr. Helmcamp in his effort. She also informed the Board that 147 people attended the gathering and Amanda Tindel and Felicia Burden put forth outstanding efforts. She went on to discuss that it was very successful, people really seen us as a central agent and felt we were an entity of support that was recognized. Dr. Cheryl Paulhus further explained that we applied for and were awarded the $251K grant to address supportive employment for Opioid addicts. This grant is dedicated to individuals with Opium Use Disorder and it is an effort to help them with life skills. This is a 2-year project. The Board suggested that we need to get recognition in news release for the accomplishments that we are receiving. Dr. Paulhus further explained that we are also working with the court system in providing some training for the jail staff after consulting with both Coryell and Bell County, this will allow us to become more active with the courts and the judges. Amanda Tindell was named as the Chair Person for the Coalition of the Homeless, and we are very proud of her. Last month the Board approved a position for a Clinical Manager, and we got an amazing candidate. Dr. Gina Gaegan comes to us with 30 years' experience, a Doctrine, EDD, LPCS, and some other amazing talent, she has lot of work in the prison system over-seeing MH programs. She has been the Deputy Warden in Arizona and the vocational program and teaches as well. She will be overseeing the children's school program here at the Center as well.

3. Intellectual and Developmental Disabilities (IDD) – Andrea Erskine (presented in overview)

4. Early Childhood Interventions (ECI) – Julie Fielder (presented in overview)

G. OLD BUSINESS

H. EXECUTIVE DIRECTOR COMMENTS.

Dr. Ray Helmcamp reminded the Board of the Annual Conference winner of the volunteer award. The video shoot for Ms. B is Thurs May 24, 2017 between 9-1p.m., there will be 4 interviews: consumer, board member, staff person and Mrs. B. at the Camp Funshine. There will be video footage of interaction at the camp. It will be shown at the event as a major highlight.

Dr. Ray Helmcamp updated the Board of Trustees on the status of the current legislation as related to our services.

Dr. Helmpcamp and Amanda Tindell are partnering with the Salvation Army in pursuit of a grant of $150K to address housing needs.

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

Nancy Holle- We are moving forward and we truly need this.

Steve Wick- I am pleased with all the efforts of working with other entities. Behavior wellness, 2 grants, the fact that our staff has been elected at Central TX housing alliance. The Children's mental health week coming up May 20th ,2017 at Miller Park. Great work!

Judge Lively- Kudos to Ray Ashby for returning and thank you Dr. Paulhus for working with us at the County level. Judge Lively spoke on some obstacles he has personally seen and feels that these conversations from both perspective and expectations with the Counties are what is needed.

Ray Ashby-Thank you to everyone for what they do. I am still looking forward to getting to know everyone and finding where I fit in.

Dr. Louella Tate-Very informative meeting, appreciate the meeting.

Alison Esparza- Thank you for all the educational information about these programs.

Ann King- stated they raised $30k in one day with the Annual MARC Center Motorcycle Ride. We realize that our "new center" in August will be 17 years old but we still call it new. I am excited about the staff competencies and creativity.

Jack Tarver-Next month presentation should have popcorn; it would be the only way it could get any better.

Mr. Alison Esparza moved to adjourn and Ms. Nancy Holle seconded.

J. ADJOURNMENT

There being no further official business, Steve Wick adjourned the meeting at 8:14 p.m.

SUBMITTED BY:

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Ms. Sue Faulkner
Secretary

Board of Trustees
CCCMHMRS
Recorded by:
Monica Silcott
Executive Assistant

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

Central Counties Services

Meeting Behavioral & Developmental Needs

MEMORANDUM

TO: CCS Board of Trustees
FROM: Cheryl Paulhus, Ed.D, LPC, Behavioral Health Director
Kelli Sames, Human Resources Director
THROUGH: Ray Helmcamp, PhD, CPHQ, Executive Director
DATE: May 18, 2017
RE: Approval of Reclassification of Nurse 5 to Manager 5

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1. **REQUESTED BOARD ACTION:**

   Approval of personnel reclassification of Nurse 5 to Manager 5 that exceeds the 15% amount allowed under the Executive Director's authority.

2. **BACKGROUND:**

   The Nurse 5 position is currently filled by Mr. Dennis Edwards. Since joining CCS in the Fall of 2016 Mr. Edwards has systematically assumed more comprehensive roles and responsibilities than were stated in his initial job description. These activities include quality assurance and improvement processes, chairing the committee charged with implementing the Behavioral Health Quality Measures, contract compliance and most recently the assumption of the administrative oversight of CCS's prescribing staff. In this most recent role as administrator of the medical staff he will serve as the liaison with our Medical Director, Dr. Jane and be responsible for recruiting future medical providers. This role and responsibility was previously performed by Eddie Greenfield and has been shifted 100% to Mr. Edwards. This higher level of responsibility with regard to medical services and staff has been accepted and executed by Mr. Edwards with a high degree of efficiency, effectiveness and professionalism.

3. **FUNDING REQUIRED:**

   The funding required for this reclassification is approximately $3,500 for the remainder of FY 17. This position will be funded for FY 18 in the regular budget.

4. **SOURCE OF FUNDS:**

   The funds are from lapsed salaries in both the children's and adult mental health program.

5. **TRENDS/IMPLICATIONS:**

   The reclassification of a Nurse 5 to Manager 5 position will bring a higher degree of oversight to current processes and ensure that CCS's medical services/staff has oversight, advocacy and accountability.

Central Counties Services

Meeting Behavioral & Developmental Needs

Memorandum

To: Board of Trustees, Central Counties Services
From: Ray Helmcamp, PhD, CPHQ, Executive Director
Date: May 19, 2017
Subject: Reclassification of Director 4 Position

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1. Board Action Requested:
   No action is required by the Board as reclassification is well within the 15 % approval threshold granted to the Executive Director by the Board. This is for informational purposes only.

2. Background:
   Effective September 1, 2016, the State of Texas changed its classification schedule for the Executive Director from a Director 5 to a Director 6. The personnel records were updated to reflect a title change only as the ED's contract was classified at a Director 6 level. The evaluation of a potential reclassification of the Director 4 Position, Chief of Operations, was postponed during the 2017 budget planning process, as were the other Director's. In the past 12 months, the role of the Chief of Operations has been expanded to include the following:

   - Oversight of Managed Care contracts.
   - Oversight of Facility Management.
   - Oversight of Billing Operations.
   - Increased hands-on involvement in Center wide contract management to include working in collaboration with various departments to ensure relevant stakeholders involving regulatory requirements, contract standards, cost targets etc… are evaluated.
   - More involvement in data management activity.
   - Increased involvement in collaboration of Center quality improvement and process improvement initiatives.

   As a result we are taking steps to reclassify the Chief of Operations from a Director 4, Pay Group 44, Step 3 to a Director 5, Pay Group 45, Step 2.

3. Funding Required:
   The annual budget requirement for this reclassification is $4,980.00 and the amount needed for the remainder of this fiscal year is $1,245.00.

4. Source of Funds
   Funds will be taken from a line item account within the Central Administration budget. Will be budgeted for FY '18.

5. Trends and Implications
   This reclassification aligns the operational efforts and position requirements of the Chief of Operations. Strategies to assess front line positions within MH will also be carried out in preparation for the Center budget session. Front line positions in IDD were assessed and acted upon last year.

CENTRAL COUNTIES CENTER FOR MHMR SERVICES
INVESTMENT POLICY

This policy is hereby enacted pursuant to Chapter 2256 (as amended) of the Texas Government Code, the Public Funds Investment Act (PFIA). The Executive Director is hereby charged with the responsibility of investing any and all funds under the control of the Center, and managing prudently and properly the investment. These funds will be called upon for current operational needs, thus they must be rather liquid. Moreover, these funds must be invested only in investments, which are appropriately authorized under Chapter 2256, and more specifically within this Investment Policy. This Investment Policy addresses eligible investments, as well as the methods, procedures and practices which must be exercised to ensure effective and sound fiscal management.

SCOPE

This policy shall apply to the investment of financial assets of specified funds over which the Center exercises financial control. The specified funds to which this policy shall apply are listed in Appendix I.

OBJECTIVES

The Center's principal investment objectives in order of importance are:

1. Preservation of capital and the protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated disbursements and cash flows.
3. Attainment of a rate of return consistent with market conditions at the time.

In addition, the Center intends to conform with all Federal, State and other legal requirements, and to avoid incurring unreasonable risks regarding securities owned.

DELEGATION OF AUTHORITY

The ultimate responsibility and authority for investment transactions involving the Center resides with the ~~Executive Director~~ Board of Trustees which, in turn, authorizes the Executive Director to conduct appropriate and prudent investment transactions. The Executive Director may appoint other members of the Center staff to assist him/her in the cash management and investment function. Other persons who are authorized to transact business and wire funds on behalf of the Center are listed in Appendix II to this policy. An outside Investment Advisor may be appointed to assist the Executive Director in the management of Center funds, and may be granted limited investment discretion within the guidelines of this Investment Policy.

The Executive Director shall be responsible for all investment decisions and activities, and shall establish written administrative procedures for the operation of the Center's investment program consistent with this Investment Policy. The Chief Financial Officer shall serve as the Center's Investment Officer. The Investment Officer acting within

these procedures shall not be held personally liable for specific investment transactions conducted consistent with this Investment Policy.

PRUDENCE

The standard of prudence to be used for managing the Center's assets is the "prudent investor" rule which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." Investment activities should always be made with the pre-knowledge and approval of the Board of Trustees. However, should timing be a factor, pre-knowledge and approval may be made by the Executive Committee of the Board of Trustees.

TRAINING

The Investment Officer shall attend at least one training session relating to investment controls, security risks, strategy risks, market risks, and compliance with the Public Funds Investment Act containing at least 10 hours of instruction within 12 months after assuming duties and at 10 hours every two fiscal years thereafter.

ELIGIBLE INVESTMENTS

The Center will limit its investments to the following types of investments:

Obligations of or Guaranteed by Governmental Entities:

1. The following are authorized investments under this section:

   (a) obligations of the United States or its agencies and instrumentalities;

   (b) direct obligations of this state or its agencies and instrumentalities;

   (c) collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;

   (d) other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities; and

   (e) obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

   Examples of the above are:

(1) United States Treasury Obligations (T-Bills, T-Notes, T-Bonds).
(2) Treasury Strips (book-entry U.S. Treasury securities whose coupon has been removed) with maturities not exceeding two years.
(3) Federal Agencies and Instrumentalities
- Federal National Mortgage Association (FNMA);
- Federal Home Loan Bank (FHLB);
- Federal Home Loan Mortgage Corporation (FHLMC).

2. The following are not authorized investments under this section:

(a) obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;

(b) obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;

(c) collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and

(d) collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Certificates of Deposit:

A certificate of deposit is an authorized investment under this policy if the certificate is issued by a depository institution that has its main office or a branch office in this state and is:

1. fully guaranteed or insured by the Federal Deposit Insurance Corporation or its successor; or
2. fully guaranteed or insured by the National Credit Union Share Insurance Fund or its successor; or
3. fully secured by Securities described above as eligible investments within this Policy, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described in section 2 above; or
4. secured in any other manner and amount provided by law for deposits of the investing entity.

In addition to the authority to invest funds in certificates of deposit issued by a depository institution as defined above, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

1. the funds are invested by an investing entity through:
   (a) a broker that has its main office or a branch office in this state and is selected from a list adopted by the Center,
   (b) a depository institution that has its main office or a branch office in this state and is selected by the Center.

2. the broker or the depository institution selected by the Center above arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the Center:

3. the full amount of the principal and accrued interest of each of the certificates of deposit is insured by United States or an instrumentality of the United States; and

4. the Center appoints the depository institution selected or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the Center with respect to the certificates of deposit issued for the account of the Center.

5. The Investment Officer shall verify FDIC coverage prior to purchase and monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the Center based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer shall immediately contact the banks and liquidate any brokered CD which is above the FDIC insurance level.

Repurchase Agreements:

Repurchase agreements include direct security repurchase agreements and reverse security repurchase agreements. Repurchase agreements may not exceed 90 days after delivery of the repurchase agreement.
Fully collateralized repurchase agreements are authorized investments under this policy if the repurchase agreement:

1. has a defined termination date; is secured by Securities described above in this Policy;
3 securities (collateral) must be pledged to the Center;
4 securities must be transferred to and held by the Center, or in the Center's account with a third party selected and approved by the Center for safekeeping;
5 purchase must be made from a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in the State of Texas.

Bankers' Acceptances:

A bankers' acceptance is an authorized investment under this subchapter if the bankers' acceptance:

1. has a stated maturity of 270 days or fewer from the date of its issuance:

2. will be, in accordance with its terms, liquidated in full at maturity;

3. is eligible for collateral for borrowing from a Federal Reserve Bank; and

4. is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least one nationally recognized credit rating agency.

Commercial Paper:

Commercial paper is an authorized investment under this Policy if the commercial paper:

1. has a stated maturity of 270 days or less; and
2. is issued on U.S. corporations which are rated A-1 by Moody's or P-1 by Standard & Poor's, or an equivalent rating by at least two nationally recognized credit rating agencies; or
3. one nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States or any other state.

Mutual Funds:

No-load money market mutual funds are authorized investments under this policy if the fund is:

1. registered and regulated by the Securities and Exchange Commission; and
2. a fund that includes in its investment objectives the maintenance of a stable net asset value of one dollar for each share; and
3. invested exclusively in the obligations approved within this Policy; and
4. has a dollar-weighted average stated maturity of 90 days or fewer.

In addition to no-load money market mutual funds, a no-load mutual fund is an authorized investment under this Policy if the mutual fund is:

1. registered by the Securities and Exchange Commission; and
2. as an average weighted maturity of less than two years: and
3. invested exclusively in obligations approved within this Policy; and

4. is continuously rated as to investment quality of AAA or its equivalent; and
5. comply with information and reporting requirements for investment pools as described in the PFIA;
6. limited to 15% of investing entity's monthly average fund balance, excluding bond proceeds, reserves, and other debt service funds;
7. ineligible for investment of bond proceeds, reserves, and debt service funds;

The Center may not own more than 10% of the fund's total assets.

Guaranteed Investment Contracts:

A guaranteed investment contract is an authorized investment for bond proceeds under this policy if the guaranteed investment contract:

1. has a defined termination date;
2. is secured by obligations described in this policy in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. is pledged to the Center and deposited with the Center or with a third party selected and approved by the Center.

Investment Pools:

The Center may invest its funds in an investment pool authorized by the Board of Trustees. To be eligible to receive funds from and invest funds on behalf of the Center, the investment pool must furnish to the investment officer or other authorized representative of the Center, an offering circular or other similar disclosure instrument that contains, at a minimum, the following information:

1. the types of investments in which money is allowed to be invested;
2. the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;
3. the maximum stated maturity date any investment security within the portfolio has;
4. the objectives of the pool;
5. the size of the pool;
6. the names of the members of the advisory board of the pool and the dates their terms expire;
7. the custodian bank that will safe-keep the pool's assets;

100% in qualified Investment Pools

INVESTMENT MATURITY AND LIQUIDITY

Investments shall be limited to maturities not exceeding two years for all funds except restricted Debt Service Reserve Funds which may not exceed five years. The Center shall at all times maintain a minimum of fifty percent of its total investment portfolio in instruments maturing in ninety days or less. The investment maturity schedule shall correspond with the Center's cash flow needs.

OTHER INVESTMENT GUIDELINES

Each investment transaction, other than qualified mutual funds, must be competitively transacted. For the acquisition of a repurchase agreement, a Master Repurchase Agreement must be executed between the Center and a Primary Dealer or financial institution before a repurchase agreement shall be transacted with that institution.

The purchase and sale of all securities, including repurchase agreements, shall be on a delivery versus payment basis (i.e., monies will not be released by the Center until securities are received at the Federal Reserve Bank).

SELECTION OF FINANCIAL INSTITUTIONS AND BROKER/DEALERS

The Investment Officer shall maintain a list of authorized broker/dealers and financial institutions which are approved for investment purposes, and it shall be the policy of the Center to purchase securities only from those authorized institutions and firms. To be eligible for authorization, a broker/dealer must:

1. have been given a copy of this Investment Policy; and
2. have received and thoroughly reviewed the Investment Policy of the Center; and
3. acknowledged in writing that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the Center and the organization; and
4. for the acquisition of repurchase agreements the dealer must be recognized as a Primary Dealer by the Federal Reserve Bank of New York.

The Investment Officer of the Center, or any Center employee who is authorized to conduct investment transactions and wire transfers of funds, who has a business relationship with an entity seeking to sell an investment to the Center shall file a written statement to the Center's Board of Trustees disclosing that personal business interest prior to conducting business with that entity. The Investment Officer of the Center, or any Center employee who is authorized to conduct investment transactions and wire transfers of funds, who is related, either directly, or indirectly through marriage, to an individual seeking to sell an investment to the investment officer's Center shall be required to file

with the Texas Ethics Commission as well as providing the above described disclosure to the Center's Board of Trustees prior to conducting business with that individual.

SELECTION OF MUTUAL FUNDS

Mutual Funds shall be selected by reviewing the Prospectus of the fund to determine qualifications as compared to the requirements of this Policy.

SAFEKEEPING

Investment securities purchased by the Center will be delivered by either book entry or physical delivery and held in third-party safekeeping by a Federal Reserve member financial institution designated as the Center's depository. The Center may designate more than one depository. A Safekeeping Agreement shall be executed with each depository prior to the Center utilizing the depository's services.

It is the intent of the Board that all securities be perfected in the name of the Center. All book entry securities owned by the Center shall be evidenced by:

1. a safekeeping receipt issued to the Center by its custodial bank. This document will be signed by the appropriate officer at the custodian bank and shall state that the securities are held in the Federal Reserve system in a trust department account; and

2. the custodian bank will also furnish to the Center a copy of the delivery advice received by the custodian bank from the Federal Reserve. This document shall state that the name of the customer for whom the securities are held is the Center.

REPORTING

An investment report shall be prepared, at least quarterly, listing all of the investments held by the Center, the current market valuation of the investments, transaction summaries and performance results. The quarterly investment report shall be submitted in a timely manner to the Board of Trustees. A record shall be maintained of all bids and offerings for securities transactions in order to insure that the Center receives competitive pricing.

PERFORMANCE REVIEW

The Investment Officer shall annually review the portfolio's adherence to appropriate risk levels and shall compare the portfolio's total return to the established investment objectives and goals.

The Investment Officer shall periodically establish a benchmark yield for the Center's investments which shall be equal to the average yield on the U.S. Treasury security which most closely corresponds to the portfolio's actual weighted average maturity. When

comparing the performance of the Center's portfolio, all fees and expenses involved with managing the portfolio should be included in the computation of the portfolio's rate of return.

PROFESSIONAL SUPPORT SERVICES

The Executive Director may engage the services of outside professionals to enhance the Center's cash management and investment function. Such professional services may include independent rating services, credit analysis reports, investment advisory services provided by SEC registered firms, third party custodian services, and safekeeping arrangements.

ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment of Center funds shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Executive Director any material financial interests in financial institutions that conduct business with this Center, and they shall further disclose any personal financial/investment positions that could be related to the performance of this Center's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the Center, particularly with regard to the timing of purchases and sales.

POLICY REVISIONS

This Investment Policy will be reviewed annually by the Board of Trustees and may be amended as conditions warrant. The data contained in the Appendices to this document may be updated by the Executive Director as necessary, provided the changes in no way affect the substance or intent of this Investment Policy.

Dated: _____

Signed: _____
Chair

APPENDIX I

Funds Covered by the Investment Policy

This Investment Policy shall apply to all contract revenues of the Center and other revenues, including proceeds from the issuance of bonds, with the exception of the Debt Service Reserve Funds relating to bond issues, that may be from time to time be authorized by this Board of Trustees.

8. whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation;

9. whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;

10. the name and address of the independent auditor of the pool;

11. the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool; and

12. the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios.

To maintain eligibility to receive funds from and invest funds on behalf of the Center, the investment pool must furnish to the Investment Officer or other authorized representative of the Center:

1. investment transaction confirmations; and

2. a monthly report that contains, at a minimum, the following information:

   (A) the types and percentage breakdown of securities in which the pool is invested;

   (B) the current average dollar-weighted maturity, based on the stated maturity date, of the pool;

   (C) the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;

   (D) the book value versus the market value of the pool's portfolio, using amortized cost valuation;

   (E) the size of the pool;

   (F) the number of participants in the pool;

   (G) the custodian bank that is safekeeping the assets of the pool;

   (H) a listing of daily transaction activity of the Center;

(I) the yield and expense ratio of the pool, including how yield was calculated;

(J) the portfolio managers of the pool; and

(K) any changes or addenda to the offering circular.

The Center by contract may delegate to the investment pool the authority to hold legal title as custodian of investments purchased with its funds. Yield shall be calculated in accordance the Investment Act of 1940. If the investment pool is a public funds investment pool created to function as a money market mutual fund, it must mark its portfolio to market daily, and to the extent reasonably possible, stabilize at a one dollar net asset value. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, portfolio holdings shall be sold as necessary to maintain the ratio between 0.995 and 1.005. A public funds investment pool created and managed by a state agency shall establish an advisory board composed of participants in the pool and other persons who do not have a business relationship with the pool. A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

OTHER INVESTMENTS

It is the intent of the Board that the foregoing list of authorized securities be strictly interpreted and that any deviation from this list must be pre-approved by the Executive Director in writing.

The Board acknowledges that securities other than those listed above may be owned by the Center at the time this policy is adopted. Existing investments may be liquidated in the normal course of business; however, any new investment transactions shall be made in accordance with the guidelines of this policy.

INVESTMENT DIVERSIFICATION

The Center's objective is to diversify the investment instruments within the portfolio to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual financial institutions, or maturities. The asset allocation in the portfolio should, however, be flexible depending upon the outlook for the economy and the securities markets.

The Center may invest to the following maximum limits:

75% in qualified Money Market Mutual Funds
100% in U.S. Treasury Obligations
100% in Repurchase Agreements collateralized by U.S. Treasury Obligations
50% in Federal Agencies or Instrumentalities
25% in qualified Certificates of Deposit
25% in qualified Commercial Paper
25% in qualified Bankers' Acceptance

APPENDIX II

Authorized Personnel

The following persons are authorized to conduct investment transactions and wire transfer funds on behalf of the Center.

Kristen Jefferson Chief Financial Officer

Lisa Stewart Chief Accountant

POLICY REVIEW

The Board of Trustees reviewed the Investment Policy on April 28, 2015.

Date:_____

Signed:_____

MEMORANDUM

TO: **BOARD OF TRUSTEES**
FROM: **Andrea Erskine, Director of IDD Services**
THROUGH: **Ray Helmcamp, Executive Director**
DATE: **May 10, 2017**
RE: **Request for Fund Reserves**

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1. **REQUESTED BOARD ACTION:**

A request is made for a one-time withdrawal of fund reserves in the amount of $50,000 for the purchase of equipment to allow the IDD department to move forward with automation of client records.

2. **BACKGROUND:**

It is the goal of the IDD Division to move towards fully implementing an Electronic Health Record (EHR) for all clients receiving IDD services. At this time only about 50% of the IDD staff access the EHR for documentation purposes. The largest provider services, Home and Community-based group home and community staff, as well as staff at all four day habilitation sites, still utilize hand-written service tickets. This requires that service tickets travel from staff location to a centralized data entry, in which only the billing strip is entered into the EHR. There is a desire to discontinue this practice and allow for all staff to do direct data entry, resulting in a full client EHR. In order to do so, computers will be required for staff to be able to complete their work. In addition, part of automation is having the ability to obtain electronic signatures. The Center did purchase several signature pads based on department need. The unassigned signature pads will be distributed as we move forward, with the expectation being that very few additional signature pads will need to be ordered.

3. **FUNDING REQUIRED:**

The cost is as follows:

- Laptops for each staff (16) at 4 day habilitation sites=$24,000
- Laptops for 6 group homes=$13,500
- Shared computers for HCS Community staff=$2,200
- The additional $10,300 will be used to add drops, purchase additional signature pads, and to help cover the cost of MiFi for the remainder of the fiscal year. This ongoing cost for MiFi will be added into the budget for next fiscal year.

4. **SOURCE OF FUNDS:**

Request for use of reserve funds for "start-up" of this initiative to move towards a EHR. Ongoing cost for MiFi will be added to department budget next fiscal year. The periodic upgrade of equipment will also become part of the ongoing center budget, as determined by the IS department.

6. **TRENDS/IMPLICATIONS:**

There are many layers to the implications of moving towards a fully EHR.

- Cleaner data, both from a cosmetic standpoint and a billing standpoint-handwritten notes are difficult to read and do not have a uniform look. Standard texts templates, assessments and prompts will be used in the EHR to ensure that staff are documenting in the same fashion.
- More timely data- Approximately 2,500-2,800 service tickets are sent to centralized data entry each month. While we have sound processes in place to ensure that all notes make it from work sites to centralized data entry, there is still the possibility that notes are misplaced or lost in the shuffle of that much paperwork. More importantly, there is a significant delay from the time that a staff handwrites a note, submits to centralized data entry, entry is completed, forwarded to records and then filed in the paper chart. Direct data entry should cut this time down by weeks.
- Staff accountability-Staff have direct responsibility to ensure data entered is done so correctly. Direct data entry also provides leadership the ability to review productivity and timeliness practices, which in turns allows for realistic expectations to be set. Access to more timely and accurate reports also allows leadership to identify trends to determine staff training needs, distribution of workloads and gaps in service.
- Establishes a true treatment team environment-Many IDD clients are "touched" by several different staff in the IDD department. Allowing for direct data entry and access to assigned clients EHR allows for staff to be fully in-tune with what is happening with a client.

It is recognized by the IDD management team that this will be a shift in practice for many of our direct care staff. The IDD management team is fully committed to providing the necessary support and training during this time of transition. Each unit has been tasked with identifying "champions" to serve as a peer-to-peer mentor, as an additional support aside from the direct supervisor, data manager and department director.

MEMORANDUM

To: Board of Trustees, Central Counties Services
From: Ray Helmcamp, PhD, Executive Director
Date: May 17, 2017
Subject: 1115 Waiver Update

1. Board Actions Requested:
   N/A

2. Background:
   We are currently in Demonstration Year (DY) 6 that ends 12/31/17. The State Health and Human Services Commission (HHSC) has requested a 21 month extension from the Center on Medicare and Medicaid Services (CMS). This has not been approved. However, HHSC and the Texas council are proceeding as if it will be approved by developing methodologies for the DY 7-8 period which begins January 1, 2018. The 1115 Waiver changes are outlined on the attached page entitled 1115 Waiver Changes for DY 7—8. The changes will reflect the evolution of the DSRIP program from project-level reporting to provider Core Activities supporting Performing Provider-level outcomes that measure continued transformation of the Texas healthcare system

3. Funding Required:
   Not Applicable

4. Findings
   These strategy and format changes for the Waiver present a unique opportunity for Central Counties. Instead of 11 different projects that have essentially acted as silos within our system, we have the opportunity to create interventions and core activities to achieve the outcome measures which have yet to be finalized. The State will assign Central Counties Services a point threshold. Each outcome measure will be assigned points and we will have to choose the appropriate outcome measures to achieve the threshold. The drawdown of funds will be based on achieving measurable outcomes for consumers and not based on reporting number of persons served or encounters.

5. Trends and Implications:
   Currently, we are identifying and reinforcing Center and community needs. Because the project terminology will no longer exist after 1/1/18, we will be planning to use the maximum drawdown to "create" our provider system. Carryover of DY 6 milestones can occur but only if the milestones are expected to be achieved. The State's new definition of a "provider system" focuses on mental health and substance abuse disorders and not IDD. The two IDD projects are in jeopardy of being terminated going forward. We have extreme flexibility, however, to create a new provider system and the interventions to meet the outcome measures.

Central Counties Services
1115 Waiver Changes for DY 7-8

What we know:

- Currently in DY 6 which ends 12/31/17
- HHSC has formally requested a 21 month extension from January 1, 2018 to September 30, 2019.
- Center for Medicare/Medicaid has not approved this request
- HHSC developing protocols and training on them for the extension period (as if it will be approved.)
- DY 7-8 as proposed will change the format and strategy for the Waiver

Changes:

- Terminology of 1115 Waiver projects will no longer exist
- Each provider will have an established "provider system"
- Payments will be for system performance and positive consumer outcomes
- Proposed outcome measures are attached
- Each provider "system" will be assigned a point threshold based on the Waiver allocation
- A provider system for a Center is all persons receiving at least one MH or SUD face to face contact in the reporting period
- Each outcome measure will be assigned a point value
- Each Community Center will create their own measure "bundles"
- Each measure will follow standard measure specifications

Assumptions:

- More funding earned through performance measures not just reporting
- Earning the money will be more complicated but more flexible

5/15/17

To: Board of Trustees, Central Counties Services

From: Julie Fielder Director of ECI

Through: Dr. Ray Helmcamp, Executive Director

Subject: Summary December Data and ECI Update

Date: May 18, 2017

The information below is a summary of ECI services for the months of March and April. This information is related to Performance Contact Requirements, as well as ECI updates.

The enrollment for the month of March was 477. This increase of 13 children from our February enrollment of 464 brings us back into the acceptable range for our contract. In April our enrollment number was 493 which is 13 above our contract number.

Our delivered services hours for March were at 2.58. In April we improved and delivered hours to 2.69. We have recently made a few changes to our performance targets for staff and hope this will help us in our move toward 2.75 hours of delivered service.

Our service coordinators are struggling with meeting timelines for transition notification and conference. This data is being reviewed with staff with the expectation those numbers will increase.

We are pleased that we have been able to hire an Occupational Therapy Assistant and a Speech Language Pathologist. For the first time in a long time we had several applications for the Speech Pathologist and more than one applicant for the Occupational Therapy Assistant.

Staff have been attending training and we are exploring the possibility of sending a few staff to Infant Message training this summer. Infant Message is a great way to strengthen the child care giver bond. Parents of a child with special needs struggle sometimes to bond with their baby for many reasons and this is a great way to help be successful in building a relationship with their child.

ECI Performance Measures
Fiscal Year 2017

Measure	Criteria	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17
Enrollment	**480**	482	492	482	476	476	464	477	493				
45 Day Timeline	**100%**	96.72%	100.00%	100.00%	100.00%	100.00%	97.44%	96.73%	100.00%				
28 Day Service	**100%**	97.14%	95.83%	92.00%	92.00%	87.27%	85.87%	89.19%					
Natural Environments	**98%**	98.00%	98.00%	98.00%	98.00%	98.00%	98.00%	98.00%	98.00%				
Transition Plans	**100%**	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	95.45%				
Transition Conferences	**100%**	92.00%	95.83%	95.24%	88.89%	94.74%	88.46%	82.76%	81.82%				
Transition Notifications	**100%**	96.00%	95.83%	95.24%	94.44%	94.74%	88.46%	79.31%	81.82%				
Delivered Services	**min 2.75 hrs/child**	2.61	2.61	2.68	2.29	2.55	2.57	2.58	2.69				
Therapy Utilization	**40%**	54.00%	56.14%	56.64%	56.47%	55.34%	55.26%	54.27%	54.42%				
Timely Data Entry	**100%**	99.36%	99.57%	98.79%	99.50%	100.00%	100.00%	100.00%					