

CENTRAL COUNTIES SERVICES

Board of Trustees

Minutes of Meeting

August 8, 2017

The July meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on Aug 8, Temple, Texas for @ 6:00 PM Budget Work Session.

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

Board of Trustees

Mr. Joe Carroll
Mr. Steven Wick
Ms. Alison Esparza
Ms. Ann King
Ms. Sue Faulkner
Mr. Keith Maxwell
Ms. Nancy Holle
Mr. Ray Ashby
Judge Carroll

Teleconference:

None.

Absent:

Judge James Lively
Dr. Louella Tate

Center Attorney:

Mr. Jack Tarver

Staff:

Dr. Ray Helmcamp, Executive Director
Darla Hogan, Director of Information Services
Johnnie Wardell, Chief of Operations
Kelli Sames, Director of Human Resources
Julie Fielder, Director of Early Childhood Intervention Services
Dr. Cheryl Paulhus, Director of Behavioral Health
Rocky Frame, Associate Behavioral Health Director
Andrea Erskine, Director of Intellectual and Developmental Disability Services
Monica Silcott, Executive Assistant II
Keith Maxwell, Director of Quality/Utilization
Kristen Jefferson, Chief Financial Office

Guests:

Nicole Williams

Amanda Tindell

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Steve Wick, Chair of the Board of Trustees, at 6:00 p.m. for the Budget Work Session.

B. BUDGET WORK SESSION

1. Review of the Agenda

2. Use of funds reserves as a match for Housing Grant

This grant was written by Amanda Tindell and it is a partnership program. This grant will need 2 full-time Case Managers and a HMIS Data Management system. This grant is totaled at \$415K. It is a 110% match through in-kind or income. It meets a tremendous need in housing and sets the groundwork for a partnership between CCS and Salvation Army for future funding opportunities. The two programs are described as: 1) "Homeless Prevention" where individuals at risk for homelessness can be accommodated through subsidies for utilities, rent, etc., and 2) "Rapid Re-housing" where families are re-homed in transitional housing for up to 12 months (1 year).

Steve Wick asked if this was part of the continuum care. Amanda Tindell stated it is HUD funded and financed by the TDHCA. He asked if children and youth are targeted in this grant. She stated that this grant does not include them, but we could look into that for future funding children and working on those that receive COC funding, as well as anyone experiencing homelessness. Alison Esparza stated that 506 individuals are homeless in Bell County alone, what about the Case Managers that are across the other counties. Amanda Tindell stated that we fall under the continuum care, and we are in communication with the alliance to pick up the other counties. We currently have not made that progress to date, but the intent is there. Ann King asked if the total grant is \$450K per each year from the state, and if Central Counties is required to match a 1/3 of it? Ray Helmcamp stated that our in-kind is made up of vehicles, staff allocation, office space, cell phone, equipment, travel and training and a portion of the database for tracking. Sue Faulkner stated that we are matching \$82K from this budget and the next will come from reserve. The total for our center is \$336K for 2 years, so that would be \$164K per year out of reserves. Steve Wick asked how we are doing in terms of prevention and rapid house as responsibilities. Amanda stated that we are providing 2 Case Managers, and working with the Salvation Army to assist the eligible recipients. The Case Manager would determine which program is feasible. Ann King reiterated that this grant would allow us to serve our community with the most vulnerably and need of the service.

2. Principles of Approach to FY'18 Budget

This budget is made up of 4 different items, review of personnel salary schedule, existing, vacant and reclassification, programmatic needs, and system needs. Currently we have 330 positions and they equate to 302.65 full time staff. We have changed 33 positions that included the

deletions of the 1115 waiver identified staff. We have also reclassified 15 positions and have 8 new positions. This is resulting in a \$749,511 decrease in our salary budget to include salary and benefits. Ann King asked when you reclassified those identified positions, did they not qualify for them. Johnnie Wardell stated, most of them are being re-classed but a few did not qualify for the new responsibilities and have been given the opportunity to move to another position within the Center if applicable.

Kristen Jefferson proceeded on to the financial budget.

- a. We have reviewed the expenses and revenue, and we are moving forward for the development of FY18. We looked at the infrastructure and the capital assessment. Kristen Jefferson stated we are doing better than last year in revenues and expenses. We have cut back on expenses and as a Center have been mindful of departmental line item expenditures. This is showing that we will have a surplus for FY18.
- b. We reviewed the revenues, and the increases, programmatic changes and the 1115 provider system impacts. The new provider system for FY18 begins October 1, 2017. We are addressing 12 cost centers, (11 projects plus 1) which will now be reduced to 5 cost centers related to the outcome measures the Center has chosen. We have 15 measures totaling 30 points that are targeted and highly relevant to the population we serve. The cost centers are: 1) Schizophrenia Team 3) Decrease in Emergency Department visits, 4) Jail Diversion 5) Integrated Care 6) Systems Planning team. HHSC is allowing funding for planning activities and are expected to last about 6-7 months (Spring 2018). We will need to set aside money to the cost center so that we can put our model in place.

3. Proposed FY'18 Budget Presentation

Last year we had a deficit of \$1,545,000 based on a robust hiring scheme in anticipation of lapse funding and increased billing. To balance that, we transferred \$880K out of the reserve fund and \$65K out of 1115 Waiver. By having that, no excesses what not taken out of reserves including the building. Kristen Jefferson and Marisa Mendez developed a historic perspective report of the fund reserves that showcased the usage of the allocations.

Today, we are at a \$1.481k budget in order to balance; we will need to take funds out of reserve and the 1115 waiver accounts. We will draw down \$4.4 million to balance out the funds. To date, we have \$10 million currently in our fund reserves.

On the night of Aug 22, two action items will be presented. A severance pay policy for individuals for those that have been RIF'd, and we will present to the Board for discussion a salary enhancement proposal to all staff of \$1000.00 for this fiscal year. We are projected to have excess revenue over expenses. Julie Fielder is still investigating the possibility of a salary enhancement for her staff and should have an answer mid month. This total will be close to \$250K, and this will affect 210 eligible people including those that have been RIF'd that are still employed at that time. The criteria will be as follows: employed at least 6 months and will be paid at the end of August 2017. We are at 98% on the state pay scale currently. If we bring an increase to salaries across the board will bring the Center closer to the state pay scale ,but that means will have an ongoing expense. We will need to talk about how we are moving towards to

the 100 % of the pay scale as advised the Board was our overall focus that we defined at the beginning of the year for our staff.

Ann King moved to adjourn and Nancy Holle seconded. The motion carried.

ADJOURNMENT

There being no further official business, Steve Wick adjourned the meeting at 7:51 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
Executive Assistant

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