

CENTRAL COUNTIES SERVICES

Board of Trustees

Minutes of Meeting

Aug 22, 2017

The August meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on Aug 22, Temple, Texas @ the 6:30 Regular Session.

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

Board of Trustees

Dr. Louella Tate
Mr. Steven Wick
Ms. Alison Esparza
Ms. Ann King
Ms. Sue Faulkner
Mr. Keith Maxwell
Ms. Nancy Holle
Judge James Lively
Mr. Ray Ashby

Teleconference:

None.

Absent:

Judge Joe Carroll

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:

Lisa Stewart, Business Office

Eric Fox, Coryell Sheriff's Office

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Steve Wick, Chair of the Board of Trustees, at 5:30 p.m. for Budget Work Session followed by the Regular Session.

B. REGULAR SESSION

1. Introduction of Guests.

2. Review of Board Calendar

The Board calendar was reviewed and updated.

3. Approval of July 25, 2017 Regular Session Board Minutes.

a. Board Meeting Minutes

Alison Esparza moved for approval of the Board Meeting minutes as submitted. Ann King seconded. The motion carried.

4. FY 2017 QM Projects Update

Keith Maxwell gave an update on the QM projects

5. Approval of Contract for Design Build Team for renovation of Crest View

Johnnie Wardell asked the Board to approve the Design/Build Contract with RM Rodriguez Construction. She explained that this is the next step for the renovation of the Center for Intellectual and Development Disabilities to proceed. Johnnie Wardell offered the complete contract and RFP to the Board for review if necessary. Johnnie Wardell stated the cost design of the design build phase, is at \$145,478.50. This price includes the planning, abatement, permits and working with the City and its processes. The total budget allocated for this project is \$750,000.00. Steve Wick asked if we ever received clarification on the owner of the vacant lot. Johnnie Wardell replied that we are hopeful to have more information for the next meeting. Ann King asked if this costs was a turnkey operation. Johnnie Wardell confirmed that it was. Johnnie Wardell further explained that we will address all issues through a construction manager that will handle the entire process from beginning to end. Johnnie Wardell stated there will be an amendment that will detail construction processes, costs, and timelines as we move forward.

Ann King moved for approval of the Board Meeting minutes as submitted. Ray Ashby seconded. The motion carried.

6. Discussion of Salary Enhancement for FY'17

Ray Helmcamp stated that we are excited about awarding \$1000 for non-ECI Center staff and \$750 for ECI Center staff. It's been a great year. This would be distributed in the paycheck for this Friday, August 25, 2017. The total Center cost is \$246,000.00. Kristen Jefferson stated that we should end up between \$300-500K in surplus, and that we will rollover that into the reserve fund. To date we are at \$10.5 million in revenue. With some up-coming expenses to capital

purchases, i.e. buildings, we should be able to show a reduction of revenues for the state to be adequately balanced in our finances. Alison Esparza stated that she thought we already used some money from reserves. Johnnie Wardell replied that although we approved the money then, we did not need take the funds from reserve because they were accrued in the operating budget..

C. CITIZENS' COMMENTS

- a. None.

D. BOARD COMMITTEE REPORTS

1. Medical Committee- Alison Esparza- No Report
2. Personnel Committee- Judge James Lively- Will report later this meeting
3. Finance Committee- Ann King – No Report
4. Long Range Planning & Facility Committee- Updated by Johnnie Wardell's report.

E. PERSONNEL MATTERS

1. ACTION ITEMS:

- a. Proposed Human Resources Policy, Central Counties Services Reduction in Force (RIF) to include a Severance Pay Section Approval

We are proposing a 4-week severance package resources for staff that are affected by a RIF. This is contingent on the fiscal resources being available. Texas Council Risk Pool has reviewed our policy and did not have any recommendations. Kelly Sames stated that it is our goal to give a 45-60 days' notice for a RIF, so that we can assist those affected with new job placements, resume attention, and support. Ann King asked if a person found another job before their termination date, would they still get the service pay? Kelli answered that yes they would have the same benefit. Ray Helmcamp stated that we have a formal plan in place and that this process will end in HR prior to any approval process for assignment of the severance pay.

Nancy Holle moved for approval of the Board Meeting minutes as submitted. Alison Esparza seconded. The motion carried.

2. NON-ACTION ITEMS:

F. FISCAL MATTERS

1. ACTION ITEMS

- a. FY'17 Budget Revision
Kristen Jefferson presented the yearly report to amend the budget.

Ann King moved for approval as submitted, Sue Faulkner seconded. The motion carried.

- b. FY'18 Budget Approval

Kristen Jefferson reported the FY18 budget to the Board and fielded all question, and the budget passed.

Alison Esparza moved for approval as submitted, Nancy Holle seconded. The motion carried.

NON-ACTION ITEMS

a. Financial report

Kristen Jefferson report the financial report to the Board.

G. SPECIAL REPORTS

1. **Mental Health (MH)**-Cheryl Paulhus
2. **Intellectual and Developmental Disabilities (IDD)** – Andrea Erskine
3. **Early Childhood Interventions (ECI)** – Julie Fielder

No Reports were delivered due the budgetary reporting this month.

H. EXECUTIVE SESSION

Pursuant to Title V of the Government Code, Vernon’s Texas codes Annotated, Subtitle A, Chapter 551, Subchapter D, The Chairperson calls an Executive Session of the Board of Trustees on the 22nd of August, 2017 at 7:23 p.m. to discuss Section 551,071, consultation with Attorney Concerning Personnel and Pending or Contemplated Litigation.

I. OLD BUSINESS

none

J. EXECUTIVE DIRECTOR COMMENTS.

Ray thanked the staff for their help and the Board for their support

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

The Board collectively stated that they were pleased with the outcomes of the staff

Nancy Holle moved to adjourn and Alison Esparza seconded. The motion carried.

J. ADJOURNMENT

There being no further official business, Steve Wick adjourned the meeting at 8:05p.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.