

CENTRAL COUNTIES SERVICES

Board of Trustees

Minutes of Meeting

January 23, 2018

The **January** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **January 23, 2018** in Temple, Texas @ the **6:30PM** Regular Session time.

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

Board of Trustees

Mr. Steven Wick
Ms. Alison Esparza
Ms. Nancy Holle
Ms. Sue Faulkner
Dr. Louella Tate

Teleconference:

None.

Absent:

Judge James Lively
Judge Joe Carroll
Mr. Ray Ashby
Ms. Ann King
Rocky Frame, Associate Behavioral Health Director

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
Dr. Cheryl Paulhus, Director of Behavioral Health
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
Julie Fielder, Director of Early Childhood Intervention Services-ABSENT

Guests:

James Arnold
Rod Brown

Kristen Zajicek
Lisa Stewart
Andrea Karlek
Tonya Reed
Dan Mojica
Rene Rodriquez
Alex Herring
Ophelia Rodriquez

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Steve Wick, Chair of the Board of Trustees, at 6:30PM by the Regular Session.

REGULAR SESSION

1. Introduction of Guests

2. Review of Board Calendar

The Board calendar was reviewed and updated.

3. Approval of December 5, 2017 Regular Session Board Minutes

a. Board Meeting Minutes

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

4. Approval of the Construction Contract for IDD Building

Johnnie Wardell introduced Renee Rodriguez and the team with MRB Group.

Tanya Reed with the MRB team presented the scope of work, budget and summary showing cost renovations, etc. She showed the deficiencies that will need to be addressed per city code. She also explained the department layout and office setup to include lobby areas.

Louella Tate asked if the office design was flexible to comply with safety awareness. Tanya Reed answered that the office space is flexible as the furniture is free standing.

Rene Rodriquez with RMR Construction discussed the scope of work and budget in detail. He presented the project budget of \$1,287,103 with the possible additional cost of \$18,759 if the BOT desired to purchase a Payment and Performance bond. The project should take approximately eight months (8) to complete turnkey.

Steve Wick asked how many subcontractors are participating in this project? Mr. Rodriguez stated there are many that he is working with and that they have done many

projects together. He explained that they are knowledgeable with the work standards and expectations. Steve Wick also wanted to know if the bonding would cover the subcontractors as well, and Mr. Rodriguez indicated yes. Steve Wick also asked what kind of life expectancy the Center could expect with this new construction? Mr. Rodriguez indicated well over 40+ years.

Jack Tarver asked if they were surprised at the extra cost that has arisen since the abatement. He stated that in fact, he was but they are necessary to complete construction. The issues were not identifiable until the walls were removed. Tanya Reed gave examples of new construction cost vs. rebuild cost showing the benefit and savings of rebuilding the existing structure, and how the cost compares to recent similar projects this team worked on. The team fielded all questions regarding security and furnishings.

B. CITIZENS' COMMENTS

a. None.

C. BOARD COMMITTEE REPORTS

1. Medical Committee- Alison Esparza- No Report
2. Personnel Committee- Judge James Lively- The Personnel committee has been working on a revision of the by-laws.
3. Finance Committee- Ann King – Absent, however Alison Esparza stated that the Finance Committee recommended approval of the audit.
4. Long Range Planning & Facility Committee- Steve Wick- Referred to staff for reporting on Crestview Renovations Project)

E. PERSONNEL MATTERS

1. ACTION ITEMS:

a. none

2. NON-ACTION ITEMS:

a. none

F. FISCAL MATTERS

1. ACTION ITEMS

a. Review and Approval of FY 17 Financial Audit

Kristen Jefferson introduced Tommy Nelson, with Scott Singleton Fincher & Co. Mr. Nelson reviewed the highlights of the audit and moved that it was a clean audit with no findings.

Alison Esparza made a motion to move for approval of the audit, Louella Tate seconded. The motion carried.

b. Review and Approval of 1st Quarter Financials-Form G

Kristen Jefferson reviewed and fielded questions on the 1st Quarter Financials as Form G., She explained the deficit, due to outstanding 1115 waiver revenues. Ray Helmcamp

reminded the Board that next week we are expecting to receive 1.3 million of 1115 Waiver funding by the end of January.

Alison Esparza made a motion to move for approval of the financials, Louella Tate seconded. The motion carried.

Kristen Jefferson added that if we went to an accrual structure instead of a cash basis structure this would improve the Center's real numbers. She explained to the Board that a team would need to be created in order to see how this could be implemented. She expressed that FY2020 might be the best timeframe to implement. Nancy Holle asked if this would be a benefit despite the work. Kristen Jefferson stated that it would be a better solution overall. Kristen Jefferson reviewed the recommendation for the Center to move to an accrual basis from a cash basis, which is the current practice. She took questions from the board.

c. Review and Approval of 1st quarter Investment Report

Kristen Jefferson fielded questions on the Investment Report.

Louella Tate made a motion to move for approval, Sue Faulkner seconded. The motion carried.

d. Review and Approval of reserve policy

Kristen Jefferson reviewed and fielded questions on the Reserve Policy.

Nancy Holle made a motion to move for approval, Sue Faulkner seconded. The motion carried.

e. Review and Approval of Investment Policy

Kristen Jefferson reviewed and fielded questions on the Investment Policy.

Louella Tate indicated there was a typo under the "delegation of authority" that needed addressing. She also pointed out the section under the "Prudence section", where she said that we needed to include officers for clarification to existing document.

Alison Esparza made a motion to move for approval, Sue Faulkner seconded. The motion carried.

f. Review and Approval of Fiscal Year 18 Budget Revision

Kristen Jefferson reviewed and fielded questions on the Budget Revisions. She indicated that this revision is due to some grants that the Center received.

Louella Tate made a motion to move for approval, Alison Esparza seconded. The motion carried.

NON-ACTION ITEMS

a. Financial statement

Kristen Jefferson reviewed the financial statement and fielded questions from the Board of Trustees.

G. SPECIAL REPORTS

1. **1115 Waiver Update-** James Arnold updated the Board on the Waiver 2.0. He discussed the background, renewal, DSRIP (1115 waiver 2.0), the HHSC Rate analysis. He also discussed the waiver 2.0 current activities and the waiver 1.0 current activities. He addressed some audits that are currently being conducted on 2 projects by Meyers and Staffer.
2. **MH Quality Management Report-** Keith Maxwell presented the results of the quality management report.
Project one: Aftercare from a State Mental Health Facility (SMF)-ongoing
Project two: Resource Limitations and Medicaid- New
3. **Mental Health (MH) -** Dr. Cheryl Paulhus reported on her program's performance and fielded question from the Board.
4. **Intellectual and Developmental Disabilities (IDD) –** Andrea Erskine reported on her programs performance and December data. She indicated that the Center did not meet the monthly target in December due to high cancellations and no-shows. However, she expressed that we increased our target and case management numbers. We had a compliance review with HHSC as a follow up to our previous local audit and we implemented the corrective action plan. Our next review is scheduled in June 2018.
5. **Early Childhood Interventions (ECI) –**Julie Fielder –Absent, Ray Helmcamp presented her program performance stats and reiterated that December is always a historically low delivery month.

I. EXECUTIVE SESSION

The Board members discussed the contract for the renovations to the property at 1103 Mary Jane in Belton, Texas.

The Board also discussed purchasing a facility in Cameron, Texas.

RECONVENE INTO OPEN SESSION

Board reconvened

Louella Tate moved to approve the contract for renovations as provided with the Payment and Performance Bond included, seconded by Alison Esparza. The motion carried.

J. OLD BUSINESS

none

L. EXECUTIVE DIRECTOR COMMENTS.

Dr. Helmcamp updated the Board on the activities and services of the Housing Grant. The 2017 Annual Report was produced by Monica Silcott, and distributed to all key stakeholders.

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

Alison Esparza said we are doing a great job.

Louella Tate asked that we spotlight the independent departments and or individuals as we move forward and record in the minutes. She expressed that she was excited to see the partnerships with the community and the building consultant firm. She also wanted to commend the Managers, Directors and all staff of the Center.

Steve Wick appreciated the work that has gone into the reporting and kudos to Kristen Jefferson and her team in their deliverables.

Nancy Holle gave kudos to Monica Silcott for her supporting work on her deliverables.

Sue Faulkner said she agrees with the accolades.

Jack Tarver stated it was a great meeting, and accolades to Kristen Jefferson and her team.

N. ADJOURNMENT

There being no further official business, Steve Wick adjourned the meeting at 9:03PM.

SUBMITTED BY:

Ms. Sue Faulkner
Secretary

Board of Trustees
CCCMHMR
Recorded by:
Monica Silcott
Executive Assistant

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