

CENTRAL COUNTIES SERVICES

Board of Trustees

Minutes of Meeting

March 27, 2018

The **March 27, 2018** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **March 27, 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
Judge Joe Carroll
Mr. Ray Ashby
Dr. Louella Tate
Ms. Ann King

Teleconference:

None.

Absent:

Ms. Nancy Holle
Ms. Sue Faulkner
Judge James Lively

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
Andrea Erskine, Director of Intellectual and Developmental Disability Services
Keith Maxwell, Director of Quality/Utilization
Kristen Jefferson, Chief Financial Officer
Dr. Cheryl Paulhus, Director of Behavioral Health
Rocky Frame, Associate Behavioral Health Director
Julie Fielder, Director of Early Childhood Intervention Services
Monica Silcott, Executive Assistant II

Guests:

James Arnold
John Kazmir

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.

A correction was made to the location of the TX Council Annual Conference

3. Approval of February 27, 2018 Regular Session Board Minutes

- a. Board Meeting Minutes

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

4. Trauma Informed Care Overview

Dr. Cheryl Paulhus gave a presentation to the Board on Trauma Informed Care and fielded questions from the Board.

5. Billing Review Overview

Johnnie Wardell updated the Board on the Center's billing and revenue efforts, which indicate that programs are on track to meet projections for FY18.

6. Consolidated Local Service Plan

Keith Maxwell presented the CLSP overview to the Board and requested approval for submission. This report shows our planning activities over the past year.

Louella Tate moved for approval of the CLSP as submitted. Ray Ashby seconded. The motion carried.

7. TX Council Annual Conference

Ray Helmcamp reminded the Board of the upcoming conference. Monica Silcott presented dates, costs and deadlines for upcoming conference. Conference will be held June 19-21, 2018. Deadline for hotel reservations is Friday, April 27, 2018.

B. CITIZENS' COMMENTS

- a. None.

C. BOARD COMMITTEE REPORTS

1. Medical Committee- Alison Esparza- No Report
2. Personnel Committee- Judge James Lively- Absent
3. Finance Committee- Ann King –No Report
4. Long Range Planning & Facility Committee- Defer report to Johnnie Wardell.

Johnnie Wardell updated the Board on the progress of the IDD Building. She informed them that there would be a meeting in April to prepare the civil package for the parking lot.

Ms. Wardell also informed the Board that we have engaged the MRB group to do a current blueprint of the Killeen Clinic and prepare a recommendation of any modifications that could be made to improve the utilization of and workflow of the current space. The building is crowded, requiring short-term modifications to meet growing staff needs. The Center needs a long-term plan to maximized and have it meet both staff and service delivery needs.

E. PERSONNEL MATTERS

1. ACTION ITEMS:

a. **Caseworker 1 Position**

Kelli Sames discussed the request to approve a new position for Caseworker 1 for Children's Mental Health YES Waiver Program

Alison Esparza moved to approve the position request, seconded by Dr. Louella Tate. The motion carried.

2. NON-ACTION ITEMS:

a. none

F. FISCAL MATTERS

1. ACTION ITEMS

a. **Review and Approval of 2nd Quarter Financials – Form G**

Kristen Jefferson reviewed and fielded questions on the 2nd quarter financials, Form G.

Ann King made a motion to move for approval of the 2nd Quarter Financials-Form G, Ray Ashby seconded. The motion carried.

b. **Review and Approval of the 2nd Quarter Investment Report**

Kristen Jefferson reviewed and fielded questions on the 2nd Quarter Investment Report

Ray Ashby made a motion to move for approval of the 2nd Quarter Investment Report, Joe Carroll seconded. The motion carried.

c. **Review and Approval of FY18 Budget Revision**

Kristen Jefferson reviewed and fielded questions on FY 18 Budget Revision

Joe Carroll made a motion to move for approval of the FY18 Budget Revision Financials, 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. Local Planning Network Development Plan

Keith Maxwell advised the Board on the LPND so that the Board is aware of the public comments section. This plan is to record and solicit input into our Provider Network System.

Steve Wick wanted to add public comments to the plan to address gaps of mental illness and homelessness addressed by Cenikor, and the treatment center of West Texas Counseling Rehab organizations.

2. Planning Network Advisory Committee FY 18 2nd Quarter Summary Report

Keith Maxwell referred to the summary of the PNAC Report and fielded questions from the Board.

3. 1115 Waiver Program

James Arnold presented the 1115 Waiver Program DSRIP Updates and fielded questions from the Board. He discussed highlights of the program and the methods of support of the project needs and expectations. (dark blue sheet)

4. Mental Health (MH) - Dr. Cheryl Paulhus fielded questions from the Board on the Mental Health report.

5. Intellectual and Developmental Disabilities (IDD) – Andrea Erskine fielded questions that the Board had on the IDD report. She added that we had a HCS Audit in March and received a great review with no deficiencies identified.

6. Early Childhood Interventions (ECI) –Julie Fielder fielded questions from the Board in reference to the ECI report, she added that HHSC would be coming to do a financial audit (informational gathering) and report informational findings to ECI State Director.

I. EXECUTIVE SESSION

The Board members went into Executive Session at 7:40PM

J. RECONVENE INTO OPEN SESSION

Board reconvened at 7:48PM The BOT approved the purchase of the building at 208 North Crocket, Cameron, TX for a future Mental Health Clinic for \$215,000.00.

K. OLD BUSINESS

Steve Wick brought up the concern about the media and wanted to ensure the community is more aware of what the Center is doing.

L. EXECUTIVE DIRECTOR COMMENTS.

Ray Helmcamp discussed the Summit 2.0 and the impact it made. It proved to be a successful event and brought a plethora of awareness to community needs.

Ray made the Board aware of all the new signage across the service locations.

Ray Helmcamp advised the Board of the new intern named Elena Jaksic, a UMHB student that is working with Monica Silcott on public outreach activities. Ray Helmcamp also informed the Board that the Center would be showcased on KPLE -TV for panel interviews that have been set up by Monica Silcott for our staff in ECI, IDD and MH/CMH Directors to showcase all divisions of the Center. He also made the Board aware of the New Employee Orientation Training Video created by Monica Silcott that is being used as a tool for all new staff to be introduced to Central Counties Services. Finally, Ray Helmcamp advised the Board of the upcoming follow-up Mathematica health fair will take place May 8-10, 2018.

The Center has been chosen to participate in the TICTOC2 learning cohort. Seven (7) of the our staff will participate in a variety of activities over the next year.

On April 1, 2018 the Center will host a community meeting to discuss initiative to address the gaps in crisis services.

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

Alison Esparza- Great job

Joe Carroll- PowerPoint was very impressive of the Trauma Informed Care presentation.

Steve Wick – commend Dr. Helmcamp for organizing Mental Health Awareness Symposium, and all staff that helped with the planning.

Ray Ashby – Summit was awesome, and appreciated all the hard work.

Ann King - Rotary might be interested in watching the video that Dr. Cheryl Paulhus presented. The Marc run is April 14, 2018 all donations go to the MARC Center.

Jack Tarver – Impressed that we have acquired two pieces of major real estate. He is proud of the Center for this accomplishment.

Louella Tate- thanked everyone for great work and excited about the leadership role the Center is taking.

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 8:02 PM.

S U B M I T T E D B Y:

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.