

CENTRAL COUNTIES SERVICES

Board of Trustees

Minutes of Meeting

August 28, 2018, 2018

The **August 28, 2018** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **August 28, 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

Mr. Ray Ashby

Dr. Louella Tate

Judge James Lively

Ms. Ann King

Ms. Sue Faulkner

Teleconference:

None.

Absent:

Ms. Nancy Holle

Judge Joe Carroll

Ms. Allison Esparza

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

Kristen Jefferson, Chief Financial Officer

Keith Maxwell, Director of Quality/Utilization

Julie Fielder, Director of Early Childhood Intervention Services

Dr. Cheryl Paulhus, Director of Behavioral Health - **absent**

James Arnold, Associate Behavioral Health Director

Rocky Frame, Associate Behavioral Health Director

Monica Silcott, Executive Assistant II

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 6:30PM by the Regular Session.

REGULAR SESSION

1. Introduction of Guests

2. Review of Board Calendar

The Board calendar was reviewed. No updates needed.

3. Approval of July 24, 2018 Regular Session Board Minutes

Ray Ashby moved for approval of the Board Meeting minutes as submitted. Ann King seconded. The motion carried. (Amendment to page 6, 4B-statement by Steve Wick requested verbiage update)

4. IDD Building Update

Johnnie Wardell updated the Board on the IDD Building and approaching certificate of occupancy. Expected move in the week of September 10th. The furniture has arrived, with an exception of a few items. \$17,000 projected total spent on furniture out of requested \$25,000 requested for budget adjustment. Jack Tarver asked for clarification if contractor's on budget. Johnnie replied that they are under budget by \$10,000. Parking lot was delayed due to a significant rain and the City of Belton required a concrete entrance be placed on the property. There is final landscaping that needs to be done to the property, and will be completed when the weather is conducive to installing new plants.

5. Review of Budget FY'19

Dr. Ray Helmcamp updated the Board on budget process for FY19. The budget was finished a week ago and took into account increased rates for property insurance and workmen's compensation, and the decrease in revenue of DSRIP. We implemented 1% raise for staff. Waiting on books to close for FY'18 before considering a salary enhancement in December or January. Jack Tarver asked for clarification on the use of to balance the budget.

B. CITIZENS' COMMENTS

a. None.

C. BOARD COMMITTEE REPORTS

1. Medical Committee- Alison Esparza- No Report
2. Personnel Committee- No Report
3. Finance Committee- Ann King –No Report
4. Long Range Planning & Facility Committee- Long range planning

Steve Wick discussed the Cameron building is temporarily on hold due to a bankruptcy and Jack Tarver is working on this. Gatesville renovation has 50K budgeted for that project and 17K budgeted for the Lampasas update.

E. PERSONNEL MATTERS

1. ACTION ITEMS:

a. **Personnel Item(s)**

2. NON-ACTION ITEMS:

a. none

F. FISCAL MATTERS

1. ACTION ITEMS

a. Review and Approve FY'18 Budget Revision

Kristen Jefferson presented FY'18 Budget Revision for approval and fielded questions; this included the TACOOMI budget revision.

Ann King moved to for approval of FY'18 Budget Revision, Ray Ashby seconded. The motion carried.

b. Review and Approval FY'19 Budget

Kristen Jefferson presented the Review and Approve **FY'19 Budget** of \$24,091,273 for approval and field questions. Kelly Sames discussed the FY'19 Personnel Service Schedule included. Kristen Jefferson presented the financial statement and fielded questions from the Board of Trustees. Jack Tarver's questions about the FY'18 budget and the use of reserve funds were addressed by Dr. Ray Helmcamp and Kristen Jefferson.

Kelli Sames outlined personnel scheduled for FY 19. (Pages 17 and 18).
7 positions deleted, 19 position reclassified and 14 positions that are new.

Dr. Louella Tate moved for approval of FY'19 Budget and FY19'Servcie Schedule, Ray Ashby seconded. The motion carried.

NON-ACTION ITEMS

a. Financial statement

Kristen Jefferson referred to Pages 24-30 and explained surplus. Funds will be coming in until October 31, 2018. We have a surplus due to the planning money received from DSRIP (20%). Dr. Louella Tate asked how much of the funds are going into reserves? Kristen Jefferson stated she forecasts over 1 million. However, we want to wait for final numbers at year-end close before considering any salary enhancements. Steve Wick asked for clarification on DSRIP planning money and commented that we met the goals and congratulated the staff.

G. SPECIAL REPORTS

1. **FY 2018 QM Projects Update-** Keith Maxwell gave a presentation on the FY'18 QM Projects and fielded questions from the Board.
2. **Mental Health (MH)** –Rocky Frame gave an update on Mental Health July activities. No questions.
3. **Intellectual and Developmental Disabilities (IDD)** – Andrea Erskine gave her department's July report.
4. **Early Childhood Interventions (ECI)** –Julie Fielder stated that service hours have decreased in the local program and statewide as well. Julie Fielder fielded questions from the Board.

H. EXECUTIVE SESSION

The Board members discussed the contract renewal of Dr. Ray Helmcamp to include a benefits package.

I. RECONVENE INTO OPEN SESSION

Board reconvened

Dr. Louella Tate made a motion to approve the benefits package and extend the contract for 2 years; the motion was seconded by **Sue Faulkner**. The motion carried.

J. OLD BUSINESS

K. EXECUTIVE DIRECTOR COMMENTS.

Dr. Ray Helmcamp appreciated the work and preparation done by Ms. King on her evaluation. ELT will have a planning retreat in October. Dr. Helmcamp brought attention to recent newspaper articles and the Centerline. We are to receive a historic building marker and a certificate for Central Counties Service. We will have a ceremony on September 25th, at 4:00PM and a reception. We look forward to all our Board members attending the celebration to receive this recognition.

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

Jack Tarver- Appreciate the staff. Gravity is the name of the game. You all got done what needed to do.

Steve Wick –ditto to the list. Thank you Ms. King. Thrilled to death with the number of articles in the newspaper. Handout excellent. Dedication of new building to get the press interested. Possibly inviting press for pre-inspection of building. Thank to staff

Ray Ashby –ditto, thank you Ray.

Ann King - thank you for getting info back to me.

James Lively –2nd what everyone else said.

Sue Faulkner – Thank you too. Thank Dr. Helmcamp.

Dr. Louella Tate – commend staff for ongoing work. The way the programs are going to our consumers. It looks like money left over to enhancing staff salaries. Staff a little more rewarded down the end.

Alison Esparza –absent

Joe Carroll – absent

Nancy Holle – absent

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 7:37 PM.

Ray Ashby moved to adjourn, seconded by Dr. Tate

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.