

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
December 4, 2018,

The **December 4, 2018** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **December 4, 2018** in Temple, Texas @ the **6:00PM** Regular Session time.

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

Board of Trustees

Mr. Steven Wick	Judge James Lively - absent
Mr. Ray Ashby	Ms. Ann King-absent
Dr. Louella Tate	Ms. Sue Faulkner
Ms. Nancy Holle -absent	Judge Joe Carroll- absent
Ms. Alison Esparza	

Teleconference:

None

Absent:

Judge James Lively
Dr. Cheryl Paulhus
Judge Joe Carroll
Nancy Holle

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, Program Specialist IV

Guests:

Rajesh Harripersad
John Kasmir
Rene Rodriguez
Tanya Reed
Dan Mojica
Alex Herring

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 PM by the Regular Session.

REGULAR SESSION

1. Introduction of Guests

2. Review of Board Calendar

The Board calendar was reviewed and no updates were needed.

3. Approval of October 23, 2018 Regular Session Board Minutes

Ann King moved for approval of the October 23, 2018 Board Meeting minutes as submitted, Alison Esparza seconded. The motion carried.

4. Appointment of Board Committee Members and Liaisons

Reappointment of committee members was completed and updated. No changes were made; all appointed Board member and Liaisons will stay in effect for another term. All Board members present agreed.

5. 2nd Floor Renovation and Contract Approval

Johnnie Wardell gave an update on the RFP. Mr. Rodriguez of RM Rodriguez Construction and the MRB Group were awarded the project. Mr. Rodriguez explained in detail the Design Build for the 2nd floor Redesign of the Center to the Board and fielded all questions. The budget presented was in the amount to \$730,000 and indicated expected completion indicated by milestone dates. Final project has an expected time or completion by July 10, 2019. Alex Herring went over the scope of work to include demolition and redesign efforts. He discussed the budget in detail and fielded all questions from the Board.

Jack Tarver asked how this would affect day-to-day operations during construction. Mr. Rodriguez replied with any potential outages that affect the Center would all be coordinated with leadership.

Steve Wick asked due to the age of the building, was it wise to invest this amount of money into the project, and if so, what does the return on investment look like in durability and time? Tanya Mikeska of MRB, replied with confidence in the structure and the integrity of the building and saw no reason to believe this was not a sound decision. They will move

into the direction of demo to learn the condition of the plumbing and bones of the structure to make sure to address anything that arises. She sees no reason or indication as to why this structure would not last another 100 years.

Sue Faulkner asked what the cost of sq. footage of this construction costs. Per Tanya Mikeska, the answer was \$72 a square foot.

Jack Tarver asked if we had prepared a contract. Johnny Wardell stated yes and supplied the contract to Mr. Tarver for final review.

Alison Esparza moved for approval of the 2nd Floor Renovation as submitted, Sue Faulkner seconded. The motion carried with the stipulation that the Center Attorney review the contract.

6. Disaster Response Team

Rajesh Harripersad gave an overview on the responsibility of the Disaster Response Team followed by some examples of our services used in previous disaster situations. He discussed the history and the methods of support we had then to now and how it has changed over the years to include mental health as a major component.

Alison Esparza asked if we responded to the Gatesville tragedy. Rajesh Harripersad stated that we were notified; and had a team on standby for deployment, but did not have to send any support.

7. Contracts Review and Approval

Monica Silcott reviewed the “All contracts, except MOUs” report with the Board and fielded any questions that arose.

Monica Silcott then reviewed and fielded questions from the Board in regards to the “Over 50K report, she asked the Board for approval of this report.

Alison Esparza moved for approval of the contracts “Over 50K” report, report was approved as submitted, Ray Ashby seconded. The motion carried.

8. Certified Community Behavioral Health Clinic-CCBHC

Dr. Ray Helmcamp gave an overview of CCBHC and fielded questions from the Board. As we lose DSRIP monies, the CCBHC is a statewide implementation strategy to balance the funding. This project is on a 22-month timeline and is very aggressive.

Steve Wick asked if there is going to be a presentation to the state legislature of the framework and Ray Helmcamp stated that a presentation to the legislature is scheduled and will need to be approved by this legislature session.

9. Center Forecasting

Dr. Ray Helmcamp went over the Center Goals and the breakout objectives of each major department highlighting our brainstorming methodology and fielded questions from the Board. Further details to come.

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 –Ms. King absent
4. Long Range Planning & Facility Committee- addressed earlier in the meeting.

E. PERSONNEL MATTERS

1. ACTION ITEMS:

a. **Approval of New Position(s)**

Kelli Sames requested approval for the five (5) positions for 1st Episode Psychosis Program.

Alison Esparza moved for the approval of new positions for 1st Psychosis program (5 requested) as submitted, Sue Faulkner seconded. The motion carried.

b. The Center also required Board approval of the CCBHC Director of Comprehension Care position.

Ann King moved for the approval of new position for CCBHC Director of Comprehension Care, as submitted, Ray Ashby seconded. The motion carried.

2. NON-ACTION ITEMS:

a. **Salary Enhancement Memo**

Kelli Sames went over the Salary Enhancement with the Board and fielded any questions.

F. FISCAL MATTERS

1. ACTION ITEMS

a. **Approval of Budget Revision FY'19**

Kristen Jefferson presented the Budget Revision FY'19 for approval and fielded questions from the Board. This included TCOOMI adjustment, and the move of \$70K that we had previously approved, but did not use. Therefore moving those funds to the reserves for the budget of FY'19.

Ray Ashby moved for approval of Budget Revision FY'19 and movement of unused monies to FY 19 reserves, Sue Faulkner seconded. The motion carried.

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NON-ACTION ITEMS

a. Financial statement

Kristen Jefferson presented the Center's financial statement and fielded questions from the Board.

G. SPECIAL REPORTS

1. CORE Medicaid Self-Audit Results for FY'18

Keith Maxwell updated the Board of the CORE Medicaid results for FY'18 to the Board and fielded questions from the Board.

2. DSRIP Update

James Arnold gave an update on DSRIP and the drawdown of the financial funds expected to be received. He fielded all questions from the Board. He also shared with the Board that we received an email from Judge Deputy as a thank you for our support with the Forensic Assertive Community Treatment (FACT) team. The Board acknowledges the letter and plans to reach out to Judge Rebecca DePew as a response. The letter also wanted to congratulate the team for their efforts and support in creating this relationship with successes.

3. Mental Health (MH) –Rocky Frame (for Dr. Cheryl Paulhus) gave an update on Mental Health services and an overall report on processes and practices underway in the Behavioral Health department. Rocky Frame indicated that we have filled some vacant positions that we had outstanding. He also updated the Board on the transitional housing project. Dr. Louella Tate asked if she could get a referral system setup so that this could help in the routing of clients in need.

4. Intellectual and Developmental Disabilities (IDD) –Ray Helmcamp gave a report for Andrea Erskine. He indicated that IDD numbers were low, so they are going to address people on the waiting list to assist in reaching their goals. They are getting 98% of their goals on face-to-face initiatives.

5. Early Childhood Interventions (ECI) –Julie Fielder reviewed the ECI's October performance report and stated that the number of enrolled children was down in October. A plan has been put into place to ensure that there are additional evaluation times to replace those times that will be missed because of staff vacations and holiday. Our direct services hours were higher this month, which is positive.

H. OLD BUSINESS

I. EXECUTIVE DIRECTOR COMMENTS.

Dr. Ray Helmcamp wished the Board a Happy Holiday. He advised the Board that East Temple beautification project is approaching. Ave C. is primed for renovations for sidewalks

and walking paths for this area and will be a gateway for Wilson Park and downtown Temple. Surveys will be on site for this project. We look forward to the results.

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

Jack Tarver- Impressed with the 2nd floor renovations.

Steve Wick – Excitement over all the reports and where we are heading in the community.

Ray Ashby – Impressed with Raj’s report. He was excited about the letter from Judge Depew and was excited about the efforts we are making in our changes with jail diversion.

Sue Faulkner – Impressed with the quality of the reports.

Alison Esparza – Everybody does a fabulous job. Impressed with Raj’s report

Ann King – It is an exciting time with all the renovations.

Dr. Louella Tate – Moved by that letter and the efforts of jail diversion. She wants to spotlight the efforts that we do with the community. She requested to keep the news abreast of the efforts made in the jail diversion. The reports provided are fabulous.

Joe Carroll – absent

Nancy Holle –absent

James Lively –absent

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 7:44 PM.

King moved to adjourn, seconded by Faulkner

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.