

CENTRAL COUNTIES SERVICES

Board of Trustees

Minutes of Meeting

July 24, 2018

The **July 24, 2018** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **July 24, 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
Judge Joe Carroll
Ms. Sue Faulkner

Judge James Lively
Mr. Ray Ashby
Ms. Ann King

Teleconference:

None.

Absent:

Ms. Alison Esparza
Dr. Louella Tate
Ms. 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
James Arnold, Associate Behavioral Health Director
Dr. Cheryl Paulhus, Director of Behavioral Health
Rocky Frame, Associate Behavioral Health Director
Monica Silcott, Executive Assistant II

Guests:

Misty Thompson
Rod Brown

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Ann King, Vice-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.
Anne King will take the lead of the Director evaluation process.

3. Approval of May 22, 2018 Regular Session Board Minutes

Joe Carroll moved for approval of the Board Meeting minutes as submitted. James Lively seconded. The motion carried.

4. Budget Discussion

Dr. Ray Helmcamp addressed the Board in regards to the budget discussions.

a. Budget Process & Fund Reserves

Dr. Ray Helmcamp explained the budget process and Fund balance initiatives. Dr. Ray Helmcamp explained if expenses are over revenue dollars then we plan to use finances out of the Fund reserve to balance the budget. If revenues are over expenses, then this results in dollars being placed into the Fund reserve.

b. DSRIP-1115 Waiver

James Arnold addressed the funding methodology from last year in comparison to this year. Central Counties will be able to draw down 3 million dollars this year and a potential 6 million dollars next year. This is based on 100% of outcome measures met. James Arnold fielded questions from the Board.

James Arnold explained that they would be discontinuing the Gatesville Crisis Respite program and Steve Wick stated that his recollection was that the Gatesville Crisis Respite program has never achieved the number of clients expected. Steve Wick asked if there are any concerns in using the monies for a different venue then what was originally intended, i.e. different housing locations. James Arnold stated we could make modifications to our plan of action. Dr. Ray Helmcamp advised the Board that we no longer have projects, will are now providing interventions. A letter will be sent to the owner of the Wood Group and end the current contract on 9/30/18.

c. Overview of FY19' Budget

Dr. Helmcamp explained that each director assess revenues and expenses with consideration of growth, service delivery needs and personnel needs as part of the budgeting process. He also gave an overview of the infrastructure, growth and

improvements including Cameron, Lampasas, second floor of Temple Main building and upcoming Copperas Cove and Gatesville improvements.

Dr. Ray Helmcamp also stated we are planning for a 1% raise for all staff, which will align us with the state minimum. We will also use the fund reserve to balance the budget if needed. Dr. Ray Helmcamp advised the Board that the budget work session is not necessary this year. We will have a final budget to present at the Board meeting on August 28, 2018.

B. CITIZENS' COMMENTS

- a. None.

C. BOARD COMMITTEE REPORTS

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

Johnnie Wardell explained that we have about 17K in costs for updating the Lampasas office, which will consist of replacing floors and painting office as an effort to control the air quality. Gatesville will undergo a renovation effort to update and improve the facility. We are going to budget 50K to update the current mental health offices with new paint, better lighting and new flooring. Eventually, we hope to find a new location for Gatesville, but this should buy us several years. Cameron will have an RFP for site renovations this year as will the 2nd floor of Temple Main. We intend to move the AMH Clinic from the 4th floor to the 2nd floor. We are working with MRB for a redesign to create an integrated environment. We met with Diane Drussol, from Economic Development Services, toured a few locations of Copperas Cove to determine if they met the needs of an outpatient mental health clinic for Copperas Cove.

E. PERSONNEL MATTERS

1. ACTION ITEMS:

a. **Personnel Item(s)**

Kelli Sames requested approval for an Administrative Assistant 4 to serve the Integrated Care/Medical Services division.

Ann King moved for approval of the position as submitted. Sue Faulkner seconded. The motion carried.

2. NON-ACTION ITEMS:

a. none

F. FISCAL MATTERS

1. ACTION ITEMS

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

Kristen Jefferson presented the Third Quarter Financials – Form G for approval and field questions.

Ann King made a motion to move for approval of the Third Quarter Financials – Form G, Joe Carroll seconded. The motion carried.

b. Review & Approval of Third Quarter Investment Report

Kristen Jefferson presented the Third Quarter Investment Report – Form G for approval and fielded questions.

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

c. Review and Approval of Auditor Engagement Fiscal Year 19

Kristen Jefferson presented the Auditor Engagement Fiscal Year 19 for approval and fielded questions.

Ray Ashby made a motion to move for approval of the Auditor Engagement Fiscal Year 19 Ann King seconded. The motion carried.

d. Review and Approval of FY18 Budget Revisions

Kristen Jefferson presented the FY18 Budget Revisions for approval and fielded questions.

Sue Faulkner made a motion to move for approval of the FY18 Budget Revisions, Joe Carroll seconded. The motion carried.

NON-ACTION ITEMS

a. Financial statement

Kristen Jefferson presented the financial statement September 1, 2017 – June 30, 2018 and fielded questions from the Board of Trustees.

G. SPECIAL REPORTS

- 1. PNAC FY 2018 3rd Quarter Summary Report-** Keith Maxwell gave a presentation on the 3rd Quarter Summary Report and fielded questions from the Board.
- 2. Mental Health (MH)** –Dr. Cheryl Paulhus explained the reporting documentation and fielded questions and comments from the Board on her report. Misty Thompson, Coordinator of Children’s Services gave a presentation on Children’s Mental Health Division. She responded to question from the board.
- 3. Intellectual and Developmental Disabilities (IDD)** – Andrea Erskine fielded questions that the Board had on the IDD report. Andrea Erskine discussed the annual audit results that

assessed PASSR, HCS Service Coordination and Texas Home Living Service Coordination. She explained the scoring and stated they are pleased with the results.

4. **Early Childhood Interventions (ECI)** –Julie Fielder fielded questions from the Board in reference to the ECI report. Julie Fielder stated they have hired new staff, and are excited about the team.

H. OLD BUSINESS

L. EXECUTIVE DIRECTOR COMMENTS.

All board members that were to term have been approved by their county courts to serve (2) two more years. Committee members will be appointed at the next board meeting.

Dr. Helmcamp expressed condolences over the Gatesville Hospital explosion and that we were ready to assist with any mental health needs.

Annual Conference – Ann King gave highlights on the Annual Conference. She stated she enjoyed the conference. Steve Wick also stated the workshops were great. Ray Helmcamp addressed some of the challenges with the hotels and we were working through those events. He also stated we would be changing our processes slightly have better outcomes next year.

The Fleet Award was presented to CCS for an outstanding achievement for Fleet safety by the Risk Management Fund.

Ann King stated that Ms. B would be celebrating her 90th birthday at the Wilson Recreation Center during Fun Night activities.

Future upcoming topics for the Board

Operation efficiencies, Act Team, MCOT , Behavioral Supports in IDD, Emergency Response Team, CCCBHC model.

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

Jack Tarver- Crisis Respite situation in concerning and not sure of the budget impact. Good meeting

Steve Wick – Delighted to hear children’s report, especially addressing our counties concern of children neglect as well as the education system. We are harvesting our neglect so I think its contingent upon us to put focus on our children and our future now. Good to see the emphasis on our efforts and shows the need.

Ray Ashby – Thank you for all that you do. Great to hear children’s report. Thanks for being proactive and looking at a long-term solution and the transparency.

Ann King – Gatesville Respite is concerning.

James Lively – Typically I am spoiled by hearing one success story after another and it is hard for us to hear an unsuccessful story, but am confident that this is a step in a forward position.

Sue Faulkner – Enjoyed the reports, appreciate the efforts

Joe Carroll – same comments

Alison Esparza – absent

Dr. Louella Tate – absent

Nancy Holle – absent

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 8:03 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.