

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
January 28, 2020

The **January 28, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **January 28, 2020** in Temple, Texas @ the **6:00 PM** Regular Session time.

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

Board of Trustees

Mr. Steven Wick	Judge James Lively
Mr. Ray Ashby	Felicia Inman
Ms. Sue Faulkner- absent	Dr. Andrejs Avots-Avontis- absent
Dr. Louella Tate	Lampasas Ex Officio- Sherriff Jesus Ramos
Ms. Virgie Hardeman	Bell County Ex Officio- Sherriff Bob Reinhart- absent
Ms. Rita Kelley	Jack Tarver

Teleconference:

None

Center Attorney:

Mr. Jack Tarver

Staff:

Dr. Ray Helmcamp, Executive Director
Darla Hogan, Director of Information Services
Johnnie Wardell, Chief of Operations
Charla Chaney, Director of Human Resources
Andrea Erskine, Director of Intellectual and Developmental Disability Services-**absent**
Kristen Jefferson, Director of Finance
Keith Maxwell, Director of Quality/Utilization
Julie Fielder, Director of Early Childhood Intervention Services
James Arnold, Associate Director of Adult Behavioral Health
Rocky Frame, Director of Behavioral Health
Cindy Hutson, Director of Budget
Dennis Edwards, Medical Services Director
Monica Silcott, Program Specialist IV

Guests:

Joann Cospers
Cintia Arnold
Janice Cowan
John Kazmir
Elizabeth Churchill
Whitney Onyango
Diana Garcia

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

Steve Wick introduced the guests to the Board of Trustees

2. Review of Board Calendar

The Board calendar was reviewed.

3. Approval of December 10, 2019 Regular Session Board Minutes

James Lively moved for approval of the December 10, 2019 regular Board Meeting minutes as submitted. Rita Kelley seconded. The motion carried.

4. Approval of Electronic Health Record – EHR

Johnnie Wardell, Darla Hogan and Joann Cosper facilitated a presentation and discussion for the Centers' RFP process for a new EHR. The executive summary contained the basis for information and a PowerPoint presentation summarized the highlights and benefits of the recommended Netsmart platform. The presentation concluded in a request for approval of 7 year and \$2 million dollar contract.

Rita Kelley moved for approval and purchase of the Electronic Health Record – EHR (Netsmart) as submitted Louella Tate seconded. The motion carried.

5. Approval of FY'19 Audit

Tommy Nelson of Scott Singleton, Fincher and Company joined the meeting at 7:00pm via videoconference. He reviews the FY19 audit with the board including the management letter. He reported that it was a clean audit with no findings. There was a recommendation to establish better oversight and documentation of local match for the Centers' grant funds.

Ray Ashby moved for approval of the Approval of FY'19 Audit Louella Tate seconded. The motion carried.

6. Approval of updated contracts >\$50,000

Johnnie Wardell presented the updated contracts to the Board and fielded questions.

Felicia Inman moved for approval of the report of updated contracts>\$50,000; Ray Ashby seconded. The motion carried.

B. Citizens Comments

None

C. BOARD COMMITTEE REPORTS

1. Medical Committee- Dr. Andrejs Avots- none
2. Personnel Committee- Rita Kelley- none

3. Finance Committee- James Lively-none
4. Long Range Planning and Facility Committee-Steve Wick- Johnnie Wardell explained that we are continuing to work on the 3rd floor renovations and should have a final design document in March. We will also be working on a virtual tour of our facilities to share.

C. PERSONNEL MATTERS

1. ACTION ITEMS:

a. Approval of Position(s)

Charla Chaney discussed the reclassification of the Administrative Assistant 2 position to a Safety Officer 2. Keith Maxwell advised the Board of the increased requirements and expectations of this position, as well as the organizational need for these skills and services.

Rita Kelley moved for approval of the approval of position as submitted Virgie Hardeman seconded. The motion carried.

The second position referenced in the board packet did not require Board approval.

2. NON-ACTION ITEMS:

a. none

D. FISCAL MATTERS

ACTION ITEM

a. Review and Approval of 1st Quarter Financial Statements-Form G

Kristen Jefferson went over the 1st Quarter Financial Statement-Form G and fielded questions.

Louella Tate moved for approval of the 1st Quarter Financial Statements-Form G as submitted. Virgie_Hardeman seconded. The motion carried.

b. Review and Approval of 1st Quarter Investment Report

Kristen Jefferson went over the 1st Quarter Investment Report and fielded Board questions.

Virgie Hardeman moved for approval of the 1st Quarter Investment Report as submitted. James Lively seconded. The motion carried.

c. Review and Approval of Investment Policy

Kristen Jefferson went over the Investment Policy and fielded Board questions.

Ray Ashby moved for approval of the Investment Policy as submitted. Virgie Hardeman seconded. The motion carried.

d. Review and Approval of Reserve Policy

Kristen Jefferson went over the Reserve Policy and fielded questions. Ray Helmcamp explained that the current policy required 90 days of operation costs, while the new policy raises this threshold to 120 days of operations costs.

Rita Kelley moved for approval of the Reserve Policy as submitted. Felicia Inman seconded. The motion carried.

e. Review and Approval of FY'20 Budget Revisions

Cindy Hutson discussed the budget revisions for FY'20 and fielded questions.

Louella Tate moved for approval of the FY'20 Budget Revisions as submitted. Rita Kelley seconded. The motion carried.

NON-ACTION ITEM

a. Comparison of Actual to Budget through December 2019

Cindy Hutson reviewed with the Board the actual vs. budget data and the variances.

b. Financial Statement

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

E. SPECIAL REPORTS

a. FY'20 1st Qtr. PNAC Summary Report

Keith Maxwell gave the **FY'20 1st Qtr. PNAC Summary Report** and fielded questions from the Board.

F. OLD BUSINESS

G. EXECUTIVE DIRECTOR COMMENTS.

Ray Helmcamp shared that the Copperas Cove mental health clinic lease is currently with Jack Tarver for approval. Behavior Health Directors are looking at the alignment of staff the clinic. There will be a town meeting on Feb 6, from 5:30-7:30PM in Cameron to address rural mental health issues and access. Behavioral Health Summit 4.0 is on April 1, 2020 from 8:30AM-4:00PM. This Summit will be about the understanding of the social determinants of health with a focus on transportation and hunger. We are in collaboration with the local Chambers, Advent Health, Indigent Health, Bell County and local law enforcement and BS&W. Julie Fielder has been working on a request for application (RFA) for ECI services. The RFA has a governance questionnaire for the Board members. The requirement were explained to the Board members and signatures were obtained.

COMMENTS/MEETING EFFECTIVENESS FEEDBACK

Steve Wick – I thought we would have resistance on the EHR proposal, but it will put us far into the CCBHC requirements and although it is a lot of money, it takes money to keep money and make money. We had such a terrific audit and this speaks highly of the staff and their stewardship. Rocky, special kudos to you for going after this one item to get the data needed for the audit. The Center was one of the cosponsors of the Summit, which was a wonderful conference. We are pleased to have had our name as one of the main sponsors. This will get the word of who we are and what we do.

Ray Ashby – I agree and appreciate all you do.

Dr. Louella Tate – The staff must have the tools in order to take care of the service needs and the need to evaluate our services moving forward. When I heard the million-dollar request, I decided to watch Mr. Tarver. It is a lot of money, but the time is now and the sooner the better. On the reporting, we have to stay within our limitations to policy initiatives. When it comes to operation and procedure efforts, we only have one employee. Dr. Ray Helmcamp employs the staff, not the Board. I felt good about the questions asked because we do care as a Board. The audit was such a good report and we need to work on the public relations part of PNAC, letting the community know about what we are and what we do. We are progressive and we want the Center to have the tools they need.

Dr. Andrejs Avots-Avotins- **absent**

James Lively- Congratulation on a great audit and a new software package. I agree with Jack, as I get antsy when we dip into the reserves. However, it is important to pick a realistic number and if you exceed that then use it to support the consumers. I am more than happy to spend the money for us to have what we need for the staff.

Rita Kelley- Donna from Bell County and myself put together that original match funds for Bell County. With there being so many new people at Bell County, I am glad that Rocky was able to relay and explain what was needed in order to support the request, because the history was difficult to understand. So kudos to Rocky for getting the information. It is a lot of money to get the EHR updated, but it will increase time and effort for the staff. There will be grumbling, but this is a learning curve as with any new system it will get better and will be a better service for the clients and Center.

Virgie Hardeman- I think the staff is doing a fantastic job, with the work of the software and the audit. I checked on the Cameron Center and it needs to have some kind of soft opening, along with a sign out front. I have visited the clinic and it is very nice.

Felicia Inman- I was excited about the EHR and getting to see that move forward. The data that comes with that will be a great benefit. Thank you for letting me ask all my questions.

Jack Tarver- Great presentation and we need it and got to have it and now we do.

Sue Faulkner – **absent**

Sherriff Jesse Ramos- Congratulation to the Board on how you all move things along and we appreciate the staff's hard work.

Lieutenant Bob Reinhart- **absent**