

**CENTRAL COUNTIES SERVICES**  
**Board of Trustees**  
Minutes of Meeting  
**April 28, 2020**  
**Teleconference**

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

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

Board of Trustees

none

Guests:

Linda Brown – teleconference

Teleconference:

Mr. Steven Wick-teleconference

Mr. Ray Ashby-teleconference

Felicia Inman-teleconference

Ms. Sue Faulkner-teleconference

Dr. Andrejs Avots-Avotins-teleconference

Dr. Louella Tate-absent

Rita Kelley-teleconference

Judge James Lively- teleconference

Ms. Virgie Hardeman - teleconference

Lampasas Ex Officio- Sherriff Jesus Ramos- absent

Bell County Ex. Officio Sherriff Bob Reinhart-absent

Center Attorney:

Mr. Jack Tarver -**Present**

Staff:

Dr. Ray Helmcamp, Executive Director -**Present**

Darla Hogan, Director of Information Services -**Absent**

Johnnie Wardell, Chief of Operations - **Teleconference**

Charla Chaney, Director of Human Resources -**Absent**

Andrea Erskine, Director of Intellectual and Developmental Disability Services -**Absent**

Kristen Jefferson, Director of Finance-**Present**

Keith Maxwell, Director of Quality/Utilization -**Present**

Julie Fielder, Director of Early Childhood Intervention Services -**Absent**

James Arnold, Associate Director of Adult Behavioral Health -**Absent**

Rocky Frame, Director of Behavioral Health -**Absent**

Cindy Hutson, Director of Budget -**Absent**

Dennis Edwards, Medical Services Director-**Absent**

Monica Silcott, Program Specialist IV –**Present**

**A. CALL TO ORDER**

A quorum being present, the meeting was called to order via teleconference by Steve Wick, Chair of the Board of Trustees, at 6:02 PM by the Regular Session.

**REGULAR SESSION**

- 1. Introduction of Guests –Linda Brown**  
Steve Wick took a moment of silence for us to reflect on those affected by Covid-19.
- 2. Review of Board Calendar**  
The Board calendar was reviewed.
- 3. Approval of March 24, 2020 Regular Session Board Minutes**

*Dr. Andrejs Avots moved for approval of the March 24, 2020 Regular Board Meeting minutes as submitted. Ray Ashby seconded. The motion carried.*

Next month we will have a review of the Board Members that are up for reappointment and will begin to request appointments from the county Judges and Commissioners Courts.

- 4. Approval of the Quality/Utilization Management Plan-**  
Keith Maxwell presented and highlighted key points of the report and fielded questions from the Board.

Steve Wick asked how this plan differs from the policies and procedures? Keith Maxwell replied that the Center's policy and procedures addresses the implementation of our performance contracts and some of which are included in this QM plan. Everything that is listed in the table of contents is required by our state contracts or Texas administrative code. Steve applauded the effort on the documents and the staff.

Jack Tarver asked what is the mandate for this document? Keith Maxwell replied the plan is one of our deliverables to the state and that has been a requirement per our state contract for many years.

*Rita Kelley moved for the approval of the Quality and Utilization Management Plan as submitted. Dr. Avots seconded. The motion carried.*

**B. Citizen Comments**

None

**C. BOARD COMMITTEE REPORTS**

The Board Chair reminded the chairs of the committees of the document he sent them with a description of the committees' roles and responsibilities that he would have them review and be prepared to discuss at a later date.

1. Medical Committee- Dr. Andrejs Avots- no report
2. Personnel Committee- Rita Kelley- no report
3. Finance Committee- James Lively-no report
4. Long Range Planning and Facility Committee-no report

**D. PERSONNEL MATTERS**

1. ACTION ITEMS:

a. Approval of Position(s) -none

2. NON-ACTION ITEMS:

a. none

**E. FISCAL MATTERS**

ACTION ITEM

a. none

NON-ACTION ITEM

a. Financial Statement

Kristen Jefferson went over the financial statements and fielded questions from the Board.

**E. SPECIAL REPORTS**

a. Planning and Network Advisory Committee FY2020 2<sup>nd</sup> Qtr. Summary Report

Keith Maxwell reviewed the PNAC FY2020 2<sup>nd</sup> Quarter Summary Report and fielded questions. He also added that we held our PNAC meeting successfully via teleconference and that we will continue to offer attendance via video conferencing, which may help with attendance.

**F. OLD BUSINESS**

**G. EXECUTIVE DIRECTOR COMMENTS**

Ray Helmcamp thanked the Board for their participation in the meeting via teleconference. As a Center he stated we are doing good. Our staff is settling into the new way of doing business. Face to face suspension has been extended till May 31 and tele-med services have been approved going forward. We are in a planning phase, while still practicing social distancing. Gov. Abbott is reopening Texas in a variety of ways. We will remain working from home. We will be assessing our business models for the month of April and assess our revenues vs expenses. We have extended salary and benefits indefinitely and do not foresee furloughs at this point. The ELT meets remotely every Tuesday at 9:00AM. We initiated "A Mental Health Minute" and the intro had a 100 interactions and 9 shares. We reached out to KWTX and KCENTV on a PSA effort, so more to come on that. We are moving forward on the Cove site and will be up and running in a month or so. We had a reduction of force that affected one psychiatrist as part of our plan of utilizing more mid-level providers. The May 26 Board meeting will be conducted via teleconference. The Texas Annual Conference has been rescheduled for December 17-19, 2020 at Grand Hyatt in San Antonio, Texas. We are partnering with Bluebonnet Trails for a FEMA grant. The

other initiative we are currently involved in involves Dr. Baker and Dell Medical School and is focused on expanding Texas Children Healthcare Access through a tele-medicine. This is part of SB10 and increasing access for children in rural areas to mental health services.

## **H. ADJOURNMENT**

### **COMMENTS/MEETING EFFECTIVENESS FEEDBACK**

Steve Wick –I appreciate the amazing document on the QM/UM efforts. Really appreciate the staff for the Mental Health Minute and the pursuit of community reach. This document can be provided to our community in times like this as a preventive aspect of our work and I appreciate the efforts. Hopefully you will have a chance to go over the committee reports. Thank you to the board for their full attendance. Wish you all the best and keep you and your family safe and healthy.

Ray Ashby – Echoes everyone’s comments. QM/UM plan was an excellent document and thank you to those that had input. Mental health minutes are going to be great. The TCHAT is a great effort. Looking forward to seeing that in EVANT ISD and looking forward to getting back to normal.

Dr. Andrejs Avots-Avotins- I wanted to thank Ray and his team for his recent email about the Mental Health Minute it is fantastic and timely. I have been working with Judge Blackburn and others to show how we deal with a positive case in our detention facility. Anxiety and stress came up not only by the employees but the jail and employees, kudos to your team for putting that out.

Dr. Louella Tate – I am sending some information on what every board needs to know as a board member. It is an easy to read and explains the decision making efforts. I think you will find it usable. Be on the lookout for that, it is written in laymen language and explains what is going on with communities statewide.

Rita Kelley- Commend Ray and the staff on how well they have been managing services, clients and that the staff are taken care of. In this time of unknown, they are doing a fantastic job.

Virgie Hardeman- It was good that the Center won’t be rushing to reopen and take protection of the staff and clients as priority, keep up the good work.

Felicia Inman- Seems like everyone is doing amazing and exciting that everyone is moving forward and sustainable. Kudos to the leadership team. I love the idea of the Mental Health minute and the public awareness and service announcement. Glad to hear about the Cove site and moving forward. So glad to hear about the partnership and eager to see the things move forward. Great job guys!

Sue Faulkner – I am floored at the way you are doing this as the way the world is, and happy on how you take care of your staff and shows your heart, thank you.

Jack Tarver- Very impressed with QM/UM report. It is practical and I really commend Keith and Ms. Brown on the work. For those of you that have not read it, please do, it is excellent.

James Lively- I really wanted to remark that I have been concerned about the morale and it was nice to hear the staff is doing so well.

Sherriff Jesse Ramos- absent

Lieutenant Bob Reinhart- absent

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 6:45PM.

SUBMITTED BY:

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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.