

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
February 25, 2020

The **February 25, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **February 25, 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 - absent	Felicia Inman
Ms. Sue Faulkner - absent	Dr. Andrejs Avots-Avontis
Dr. Louella Tate	Lampasas Ex Officio- Sherriff Jesus Ramos- absent
Ms. Virgie Hardeman	Bell County Ex Officio- Sgt. Chris Ellis
Ms. Rita Kelley	for Sherriff Bob Reinhart
	Jack Tarver- absent

Teleconference:

None

Center Attorney:

Mr. Jack Tarver -**absent**

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
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:

Doug Wells

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 January 22, 2020 Regular Session Board Minutes

James Lively moved for approval of the January 22, 2020 Regular Board Meeting minutes as submitted. Virgie Hardeman seconded. The motion carried.

4. Approval of a PNAC Appointment

Keith Maxwell presented the request for approval of the applicant to the PNAC committee. He fielded questions from the Board.

Rita Kelley moved for approval of the PNAC Appointment as submitted. Dr. Andrejs Avots seconded. The motion carried.

5. Texas Risk Management Fund

Johnnie Wardell presented the overview of the Texas Risk Management Fund and their partnership. She explained that they are our insurance provider and resource in assisting in the knowledge of leadership training. She is the Center's representative on the TRMF Advisory Board. She explained the level of support and education provided to the Center. She covered loss control initiatives and provided a graph of workers' compensation claim and utilization for our Center over the past 5 years.

Judge Lively asked about Cyber Security training and if we are doing it. Darla responded with yes and we are engaged.

Dr. Andrejs Avots asked if we are going up or down in claims and Johnnie Wardell stated that we are going up in claims relative to our increase in the number of employees. He asked, if there a common denominator in regards to the claims? Johnnie Wardell stated we are investigating trends and analyzing the causes. We will use the new Safety Officer to help implement process improvements and do this analysis.

6. Attestation of Board Member Training

Ray Helmcamp went over the Attestation of Board Members Training. In preparation for an upcoming HHSC audit, we need to be compliant with this requirement. Board signatures were gathered.

B. Citizens Comments

None

C. BOARD COMMITTEE REPORTS

1. Medical Committee- Dr. Andrejs Avots- We have met and still have work to do, no report to provide.

2. Personnel Committee- Rita Kelley- Requesting a meeting to get some guidance a week from this Friday.
3. Finance Committee- James Lively-no report
4. Long Range Planning and Facility Committee-Steve Wick updated the Board on renovations that are in the final planning stages. Cove clinic will be operational this April. He suggested that we need to set up a grand opening in May for Mental Health awareness month for Cameron clinic. A FACT sheet with statistics and primary services that we offer has been requested. He also commented on the pros and cons of hiring a public relations officer in light of the Center currently over serving in many programs.

D. PERSONNEL MATTERS

1. ACTION ITEMS:

a. Approval of Position(s)

Charla Chaney discussed the position Behavior Analyst II

Charla Chaney discussed the position Licensed Vocational Nurse III

Charla Chaney discussed the position Case Worker 1 for Temple & Cameron Clinic

Charla Chaney discussed the position Case Worker 1 for Cove Clinic

Charla Chaney discussed the position Case Worker 2 for Youth Empowerment Service waiver program. She requested approval for all positions and fielded questions from the board.

Dr. Andrejs Avots moved for approval of the all requested positions as submitted. Virgie Hardeman seconded. The motion carried.

2. NON-ACTION ITEMS:

a. none

E. FISCAL MATTERS

ACTION ITEM

Approval of FY20 Budget Revisions

Cindy Hutson discussed the budget revisions and the changes to the Budget that address the increased revenues for Mental Health General Revenue and Private Psychiatric Bed days. Sgt. Chris Ellis said this resource (private psych bed funds) is helping meeting the needs especially with the reduction of Bell County Indigent Health Care funds. The Center has been easy to work with.

Rita Kelley moved for approval of the Approval of FY20 Budget Revisions as submitted. Dr. Andrejs Avots seconded. The motion carried.

NON-ACTION ITEM

a. Comparison of FY20 Year to Date Actual vs. Budget

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

Questions were asked about budget variances and pharmaceutical costs. Andrea Erskine, Kristen Jefferson and Dennis Edwards responded.

b. Financial Statement

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

E. SPECIAL REPORTS

a. First Episode Psychosis

Doug Wells presented the First Episode of Psychosis program overview and showcased the success of the system. He fielded questions from the Board. Ray Helmcamp applauded the processes and the successes of the team.

b. Qtr. 1 Compliance Program Update

Ray Helmcamp presented Qtr.1 Program Compliance updates and went over the highlights of each program, the targets. He fielded questions from the Board.

F. OLD BUSINESS

G. EXECUTIVE DIRECTOR COMMENTS

Ray Helmcamp reinforced the annual training conference on June 24-26, 2020. He reminded everyone about the Community Health Summit 4.0 on April 1, 2020, and thanked Dr. Andrejs Avots and his staff for their partnership on this event.

H. COMMENTS/MEETING EFFECTIVENESS FEEDBACK

Steve Wick – We used to struggle to meet the stated goals and now the amazing work the Center is doing and the ability to increase our staff to provide more services. I hope that our decision makers are seeing the need for our consumers. It takes good solid people to do it and you people are doing it.

Ray Ashby –absent

Dr. Louella Tate – absent

Dr. Andrejs Avots-Avotins- thanks for the update on first episode psychosis. Thanks for supporting the need.

James Lively- Everything has already been said, it always amazes me at how well you do.

Rita Kelley- I continue to be amazed with how much the Center does with so little and keeping the budget in place.

Virgie Hardeman- Thanks for providing the explanation on the budget and meeting the target goals and the sign for Cameron Clinic is up.

Felicia Inman- I was most excited about the new positions, it was a sufficient amount for those roles, and the cost associated, because those positions are hard to fill without the money. I am excited about the new PNAC member.

Lieutenant Bob Reinhart (absent) Sgt. Ellis represented- In regards to public relations we are educating those we can and out there we are not utilizing the Center like we should but we are glad about the programs and will be using the beds.

Sue Faulkner – **absent**

Sherriff Jesse Ramos- **absent**

Jack Tarver- **absent**

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 6:55PM.

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.