

**CENTRAL COUNTIES SERVICES**  
**Board of Trustees**  
Minutes of Meeting  
**March 24, 2020**  
**Teleconference**

The **March 24, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **March 24, 2020** in Temple, Texas @ the **6:00** PM via a Teleconference Session.

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

Board of Trustees

Judge James Lively- absent  
Ms. Virgie Hardeman - absent  
Lampasas Ex Officio- Sherriff Jesus Ramos-  
Bell County Ex. Officio Sherriff Bob Reinhart-absent

Teleconference:

Mr. Steven Wick-teleconference  
Mr. Ray Ashby-teleconference  
Felicia Inman-teleconference  
Ms. Sue Faulkner-teleconference  
Dr. Andrejs Avots-Avontis-teleconference  
Dr. Louella Tate-teleconference  
Rita Kelley-teleconference

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 **-Present**  
Charla Chaney, Director of Human Resources **-Present**  
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 –None present**

A moment of silence was held for those affected by the corona virus

**2. Review of Board Calendar**

The Board calendar was reviewed.

No news on rescheduling the Annual Conference at this time.

**3. Approval of February 25, 2020 Regular Session Board Minutes**

*Louella Tate moved for approval of the February 25, 2020 Regular Board Meeting minutes as submitted. Rita Kelley seconded. The motion carried.*

**4. Six Month Budget Review-Tabled**

**5. Approval of the Quality/Utilization Management Plan- Tabled**

**B. Citizen Comments**

None

**C. BOARD COMMITTEE REPORTS**

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. Approval of Financial Certification Form G Second Quarter**

Kristen Jefferson requested approval of the Certification Form G, fielded questions from the Board.

*Ray Ashby moved for approval of the **Approval of Financial Certification Form G Second Quarter** as submitted. **Sue Faulkner** seconded. The motion carried.*

**b. Approval of Second Quarter Investment Report**

Kristen Jefferson requested approval of the Second Quarter Investment Report, fielded questions from the Board.

*Louella Tate moved for approval of the **Approval of Second Quarter Investment Report** as submitted. **Sue Faulkner** seconded. The motion carried.*

NON-ACTION ITEM

a. Financial Statement -Tabled

**E. SPECIAL REPORTS**

a. Quality Management Project Report for FY2020-Tabled

**F. OLD BUSINESS**

**G. EXECUTIVE DIRECTOR COMMENTS**

Ray Helmcamp thanked the Board for their participation in the meeting via teleconference. He informed them of the memo that was distributed to our stakeholders, county judges and sheriffs making them aware of current operations, including clinic hours across the catchment area. Mental health clinics are operating with essential staff only. Our consumers are being greeted by a nurse, assessed for symptoms of illness and routed inside for care or sent home based on their health symptoms. We are experiencing a reduction in on site visits and calls for service. Across all 3 divisions the majority of services are being provided by telephone or tele-video. Johnnie and I will be here at the Center with a split schedule to last till April 3, 2019 and all staff will receive full salary and benefits until that time as well. We discussed the next phase that will provide the same level of pay and benefits until April 24, 2019. We will be assessing information as it is available. With an expected dip in revenue we will discuss concerns on a weekly basis and assess the financial impact on the Center's financial status. We are considering a hiring freeze and have mandated that no travel out of the catchment area or in person conferences will occur until further notice. We are also giving careful review to all Center purchases during this time for cost and necessity. I commend my leadership and Program Directors and all staff for their response to the new structure we have put in place. We will analyze the new paid leave acts that are being considered and will keep the Board updated on events and decisions.

Ray Helmcamp fielded questions by the Board. Communication to the Board will continue as is via email. If a special session is needed, we will pull together via teleconference.

**H. ADJOURNMENT**

Tour of Integrated Care Clinic Main Center (2<sup>nd</sup> Floor) -Tabled

**COMMENTS/MEETING EFFECTIVENESS FEEDBACK**

Steve Wick – Thanked the staff and mentioned he enjoyed the 2019 Annual Report.

Ray Ashby – Thanks for all your work. We have an exemplary staff and I have 100% confidence in you all.

Dr. Andrejs Avots-Avotins- Wash your hands, continue to practice physical distance and shelter in place.

Dr. Louella Tate – Echoed Dr. Avots, continue to care for the staff and be concerned about our consumers and the vulnerable population we serve. Please go the extra mile for the population.

Rita Kelley- I just want to say thank you for the work the staff is doing. Proud to be a part of this and thankful for the communications.

Virgie Hardeman- absent

Felicia Inman- Impressed that on the efforts being organized and taking care of the staff.

Sue Faulkner – I concur with Dr. Tate, I want to thank everyone for keeping up their end of the bargain.

Jack Tarver- I like the teleconference and we need to continue to do this.

James Lively- absent

Sherriff Jesse Ramos- absent

Lieutenant Bob Reinhart- absent

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at \_6:35 PM.

S U B M I T T E D   B Y :

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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.