

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
June 23, 2020
Teleconference

The **June 23, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **June 23, 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

Teleconference:

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

Guests:

none

Center Attorney:

Mr. Jack Tarver -**Present**

Staff:

Dr. Ray Helmcamp, Executive Director -**Present**
Johnnie Wardell, Chief of Operations - **Teleconference**
Kristen Jefferson, Director of Finance-**Present**
Darla Hogan, Director of Information Services -**Absent**
Charla Chaney, Director of Human Resources -**Absent**
Andrea Erskine, Director of Intellectual and Developmental Disability Services -**Absent**
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 6:00 PM by the Regular Session.

REGULAR SESSION

1. Introduction of Guests –

Steve Wick gave an update on COVID-19 activity in Bell County. With no guests being in attendance, the Board chair held a moment of silence and prayer for those affected by Covid-19.

2. Review of Board Calendar

The Board calendar was reviewed. Terms of Board membership are up for members Louella Tate, James Lively, Sue Faulkner. All 3 have recommitted for another two year term pending appointment by the appropriate county commissioners' courts.

3. Approval of May 26, 2020 Regular Session Board Minutes

Dr. Louella Tate moved for approval of the May 26, 2020 Regular Board Meeting minutes as submitted. Ray Ashby seconded. The motion carried.

B. Citizen Comments

None

C. BOARD COMMITTEE REPORTS

The Board Chair reminded the chairs of the committees of the documents he provided them with the descriptions of the committees' roles and responsibilities. He asked that they review them and be prepared to discuss at a later date.

1. Medical Committee- Dr. Andrejs Avots- no report
2. Personnel Committee- Rita Kelley- Mrs. Kelly reported that she has reviewed the information provided by Mr. Wick and will be reporting out on recommendations at the next board meeting.
3. Finance Committee- James Lively-no report
4. Long Range Planning and Facility Committee- Johnnie Wardell updated the Board that the opening of the Copperas Cove site. The facility itself is ready for use and staff have been hired and assigned, but given the impact of COVID-19 on the delivery system we are not sure when services will begin.

Infrastructure update: EHR Netsmart is moving into an implementation phase, committees are being developed and under the project management of Darla Hogan. We are deploying the leased vehicles to programs still traveling in the community and working to reduce our owned fleet. Dr. Louella Tate has asked if we have looked into net savings since we are not going into consumers' homes

and how can we reinvest those savings. Johnnie Wardell stated that the program has received the most savings from ECI in mileage reimbursement savings. IDD and MH are also experiencing savings due to reduced travel and the reduced fuel and maintenance costs.

D. PERSONNEL MATTERS

1. ACTION ITEMS:

a. Approval of Position(s) -none

2. NON-ACTION ITEMS:

a. none

E. FISCAL MATTERS

ACTION ITEM

a. Form G- 3rd Quarter Financial Certification

Kristen Jefferson went over the **Form G-3rd Quarter Financial Certification** and fielded questions from the Board.

Rita Kelley moved for approval of the Form G-3rd Quarter Financial Certification as submitted. Dr. Avots seconded. The motion carried.

b. Investment Report – 3rd Quarter Report

Kristen Jefferson went over the **Investment Report 3rd Quarter Report** and fielded questions from the Board.

Virgie Hardeman moved for approval of the Investment Report 3rd Quarter Report as submitted. Felicia Inman seconded. The motion carried.

c. Auditor Engagement Letter

Kristen Jefferson went over the **Auditor Engagement Letter** and fielded questions from the Board.

Ray Ashby moved for approval of the Auditor Engagement Letter as submitted. Sue Faulkner seconded. The motion carried.

NON-ACTION ITEM

a. Financial Statement

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

E. SPECIAL REPORTS

a. PNAC 2020 3rd Quarterly Summary Report

Keith Maxwell went over the **PNAC 2020 3rd Quarter Report** and field questions from the Board.

F. OLD BUSINESS

none

G. EXECUTIVE DIRECTOR COMMENTS

Ray Helmcamp gave an overview of the prevalence and impact of COVID-19 locally and reported that the Center has had one person test positive for the virus to date. She has received medication from her health care provider and she is responding.

We are still working remotely and awaiting what will happen on June 30, 2020 regarding an extension of telehealth services from HHSC. Texas Council has advocated to extend those practices until a vaccine is approved or for 6 months, which will take us to December 31, 2020.

We are losing 180,000 dollars of revenue per month. The most significant issues impacting this reductions are; in BH, it is hard to maintain a 22-minute conversation in order to bill; some ECI families that will not accept a telehealth visit and in IDD we have had to close the Day Hab sites.

We have tasked Directors to reallocate staff and reduce costs as part of the plan to adjust expenses in light of the reduced revenues. These strategies will carry over into FY2. We also acknowledge that 75% of our budget is allocated to staff salary and benefits, which forcing us to talk about a reduction in force.

Dr. Louella Tate asked if we had initiated a hiring freeze? Dr. Helmcamp stated we have an informal hiring freeze. Dr. Louella Tate stated that we need to do a hiring freeze before we do a reduction phase. Johnnie Wardell stated that we instituted early on that any position must be vetted with Ray, Charla Chaney and myself to ensure the necessity of the position. This week will be the first new employee orientation since March 2020. Dr. Charla Chaney has had very intense conversations with leadership in regards to their vacant positions and to see if they are truly needed.

Dr. Ray Helmcamp stated that another thing we have looked at is how much time staff are actually performing job related work and it is all over the scale. Many are working 50 to 60% time and getting full time pay, so this is where we are focusing on to see how we reassign our workforce to meet Center needs. We are drafting an email to all staff that will define our financial reality and the need to get the expenses in line with revenues. We will be as transparent with staff as is possible.

We are finalizing our safety plan that will be the Center's guideline to come back to work as safely as possible. We are going to screen staff and consumers as they come in the door as well as provide social distancing and hand sanitizing, etc. As leadership we take our values, respect and dignity and culture serious. We are also going to create a diversity council that will dovetail into the diversity requirements of CCHBD and the Trauma Informed Care initiative.

The board was asked if 5:30PM would be a more effective time to hold the monthly Board of Trustees meeting in the future.

H. ADJOURNMENT

I. COMMENTS/MEETING EFFECTIVENESS FEEDBACK

Steve Wick –We would like to start receiving the statistical reporting that we use to since we are now getting a reduction in services. This way we can see firsthand on how the COVID-19 is effecting our community. I want to express to Dr. Helmcamp and the leadership how pleased I am about the diversity council and feel it is so important in these days. Back when I was 15 living in Minneapolis we were raising money for the freedom writers and it changed me to see what has happened to the very city when I was young and it is upsetting to see we are not much further than we were back then. It shows that we need sensitivity towards the deep wounds of our world.

Ray Ashby – Echo what everyone is saying and this is such a crazy time. I want to thank Dr. Helmcamp and leadership. I am looking forward to our new normal and getting back on track.

Dr. Andrejs Avots-Avotins- I appreciate Ray’s leadership and the team during this stressful time. Management is at a premium and utilization of staff at this time and I appreciate that. I am pleased to hear about the diversity council and no longer hiding behind the walls of silence. I hope that Central Counties takes the lead on this effort. I am concerned about the increasing number of infections and urge to keep our social distancing and continue to wear masks because the virus is here to stay and we want the economy to stay open so we have to be accountable.

Dr. Louella Tate – As your Texas Council Representative, we have to be prepared that the governor has said they are looking at a 5% reduction. The governor said to all agencies to work out a 5% reduction across the platforms, we are excluded from this because of our services. I was surprised to hear that some staff are receiving full pay for not working full time. In my world we reallocated positions to move around staff to better serve and I do hope that the staff appreciates that, but as a management position we need to make sure the moves are very critical. Dr. Ray Helmcamp shared that we have made adjustments to our pay code that shows us who is using the code as a provision He added that there will be less money this year because of oil and gas reduction due to the 5% reduction Dr. Tate mentioned. .

Sue Faulkner – I am pleased with the diversity council and overwhelmed with how well we do things when it is so hard and I appreciate it. Thank you so much to all of you.

Rita Kelley – apologized for missing last month’s meeting. Very proud of how Central Counties is handling all the issues. Although the Center is not doing in person services and I have a family member that was affected and you all quickly responded to the needs by using telehealth services.

Virgie Hardeman-I would like to give the leadership a comment about the great job they are doing and keeping up with the trends and taking care of the staff.

Felicia Inman- I want to apologize for missing last month. Impressed with the ideas still being generated and proud of the Center and glad to hear about the diversity efforts. I am impressed with still being able to serve our community and consumers.

James Lively- Absent

Jack Tarver- no comment

N. ADJOURNMENT

There being no further official business, Steve Wick adjourned the meeting at 6:52 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.