

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

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

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

Board of Trustees

Teleconference:

Mr. Steven Wick- present
Mr. Ray Ashby-present
Ms. Sue Faulkner-teleconference
Dr. Andrejs Avots-Avotins- present
Dr. Louella Tate-teleconference
Ms. Virgie Hardeman- present
Felicia Inman-absent
Rita Kelley-present
Judge James Lively-present
Lampasas Ex Officio- Sherriff Jesus Ramos- present
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 - **Present**
Kristen Jefferson, Director of Finance- **Teleconference**
Darla Hogan, Director of Information Services - **Teleconference**
Charla Chaney, Director of Human Resources - **Teleconference**
Andrea Erskine, Director of Intellectual and Developmental Disability Services –
Teleconference
Keith Maxwell, Director of Quality/Utilization -**Present**
Julie Fielder, Director of Early Childhood Intervention Services - **Teleconference**
James Arnold, Associate Director of Adult Behavioral Health - **Absent**
Rocky Frame, Director of Behavioral Health - **Teleconference**
Cindy Hutson, Director of Budget - **Teleconference**
Dennis Edwards, Medical Services Director- **Teleconference**
Monica Silcott, Program Specialist IV –**Present**

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 –None present

2. Review of Board Calendar

Texas Council Annual Conference is scheduled for December 17-19, 2020.

3. Approval of June 23, 2020 Regular Session Board Minutes

Dr. Louella Tate moved for approval of the June 23, 2020 Regular Board Meeting minutes as submitted. Dr. Andrejs Avots seconded. The motion carried.

4. FY2020 Behavioral Health Quality Management Desk Review Summary Rpt.

Keith Maxwell presented the report to the Board and went over the findings. He informed the Board that the report is not finalized and that we will still need to have a corrective action plan implemented. When allowed, the auditors will come on site and do a physical review to include interviewing clients to complete this review. He discussed some findings and what the Center is doing to remedy those findings and responded to questions from Board members.

5. LIDDA Quality Assurance Review –

Andrea Erskine updated the board on the annual LIDDA review and fielded questions from the Board.

6. Board Membership Update-

Ray Helmcamp gave an update on the Board members that were up for renewal. Dr. Louella Tate, Sue Faulkner, Ray Ashby and James Lively have all been re-appointed by the appropriate commissioners' courts to serve another two (2) years on the board of trustees.

7. Impact of COVID-19 on Service Delivery- A Trend Analysis

Ray Helmcamp discussed the impacts of COVID-19 on the Center. He discussed the trends prior to the virus and the three months after. He discussed each Division and the impact in terms of a decrease in billable services. The decrease ranged from 21% to 31% and the result to collected revenue is significant. He explained some of the reasons behind the decrease in billable services that include less visits to the MH clinics, parents not willing to receive telehealth, closure of Day Habilitation sites and suspended community services. He expressed the we are making phone calls and it has been problematic to keep people on line long enough to bill, which has caused a major impact financially. Dr. Helmcamp explained that if you project the billable services forward into Fiscal Year 2021, we are looking at a potential decline in revenue that could approach \$3 million.

Dr. Avots asked if we are eligible for COVID-19 relief funds? Kristen Jefferson stated we have received funds for the Care Act 1 and now are in the portal for Care Act 2. We are waiting a response.

Rita Kelley asked how was the impact of the Cares 1 act? Kristen Jefferson stated the funds were very low and it totaled about \$8000 dollars.

Steve Wick asked if the state leadership agencies are doing anything about the impact of COVID—19 to the Community Center structure? Dr. Helmcamp stated that the State is struggling with policies and for the past three months the State has approved Medicaid approved tele health and telephonic services only at the last instant. We are waiting for an extension approval since the current State policy on service delivery ends in three days. Dr. Helmcamp stated that the Texas Council is advocating for us, so we are at an unknown.

Dr. Andrejs Avots stated that since there is a decline in our revenue, what about our expenses? Dr. Helmcamp stated that we do show a significant decline in expenses especially travel expenses due to the fact staff are working from home. The charge was given to the directors that our overarching budget strategy goal is to align the revenue and expenses going into FY 2021. If this is not possible then the Director should seek to decrease any deficit by 50 %. Dr. Helmcamp gave an example of collaborative work done by the ECI director and her supervisors. He explained that ECI projects a decrease in revenue for FY 2021 of \$975,000. Problem solving by ECI staff resulted in a savings of \$750,000 by addressing staff vacancies and reduction in salaries. ECI also cut travel expenses by 50% and made up the difference by decreasing expenses in other areas. When asked by Dr. Avots why are the parents not willing to use the tele health equipment, Julie Fielder responded with it is by choice they are choosing to not participate, which contribute to these lack of services.

8. Budget Strategies

Ray Helmcamp discussed the strategies for FY 2021. They are using a variety of techniques. The efforts included revenues in line with expenses, assess staff work performance, assess revenues for the past three months and project the next year's growth in revenues at 20% beginning March 2021. Budget strategies also included staff reallocation, re-classifications and RIFs. Dr. Helmcamp further discussed that they went through the specific strategies by departments; in reallocation of staff, shifting of essential job functions changing staff work locations, deletion of vacant positions, funding partial year timeframes for specific positions, reduction in salaries while still maintaining benefits, RIFs and reduction of divisional expenses.

Charla Chaney shared that this included 19 RIFs, 14 unfilled positions deleted, 2 vacancies that will not be filled, 7 we are not filling for 6 months and 1 position will be filled only 3 months out of the year. We have employees that through assessment are not working a full time position and have a reduction in salary but they can maintain their benefits and their jobs in hopes to be reinstated back to 100%. Charla Chaney explained the humanistic way the RIF was delivered to the staff and then shared the Reduction in Force policy to the Board.

Rita Kelley asked if a RIF employee's position is filled; the response was that the position would not be filled because it was part of the overall budget strategy to decrease expenses. Filling the position would counteract this strategy.

Dr. Andrejs Avots asked for an example of a position that would only use half a year of funding. Johnnie Wardell gave an example to the Board and fielded the questions in regards to this specific inquiry.

B. Citizen Comments

None

C. BOARD COMMITTEE REPORTS

The Board Chair reminded the chairs of the committees of the documents he provided them with that described their 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- Personnel committee met and are working on the board by-laws. There will be a draft of the proposed revisions presented at the next board meeting.
3. Finance Committee- James Lively-no report
4. Long Range Planning and Facility Committee- Johnnie Wardell shared that we do not have a dedication date due to COVID-19 for the Cameron Mental Health Clinic. We are still in the holding pattern for the renovation for the 3rd floor. Copperas Cove Mental Health Clinic will start seeing patients next week.

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.

F. SPECIAL REPORTS

- a. None

G. EXECUTIVE SESSION- Pursuant to Title V of the Government Code, Vernon's Texas Codes Annotated, Subtitle A, Chapter 551, Subchapter D, the Chairperson calls and Executive Session of

the Board of Trustees on the 28th of July at 7:00 P.M. to discuss Section 551.071, Consultation with Attorney Concerning Personnel and Pending or Contemplated Litigation.

H. OLD BUSINESS

None

I. EXECUTIVE DIRECTOR COMMENTS

J. ADJOURNMENT

K. COMMENTS/MEETING EFFECTIVENESS FEEDBACK

No comments recorded due to Adjournment after Executive Session.

N. ADJOURNMENT

There being no further official business, Steve Wick adjourned the meeting at 7:25 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.