

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
August 25, 2020
Teleconference

The **August 25, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **August 25, 2020** in Temple, Texas at **6:00 PM**.

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

Board of Trustees

Mr. Steven Wick- present

Mr. Ray Ashby-present

Ms. Virgie Hardeman- present

Rita Kelley-present

Teleconference

Ms. Sue Faulkner-teleconference

Dr. Andrejs Avots-Avotins- teleconference

Dr. Louella Tate-teleconference

Felicia Inman-teleconference

Judge James Lively-teleconference

Absent

Lampasas Ex Officio- Sherriff Jesus Ramos-absent

Bell County Ex. Officio-Sherriff Bob Reinhart-absent

Guests:

Doug Wells-teleconference

Center Attorney:

Mr. Jack Tarver -Present

Staff

Dr. Ray Helmcamp, Executive Director -Present

Johnnie Wardell, Chief of Operations - Present

Kristen Jefferson, Director of Finance- Present

Darla Hogan, Director of Information Services - Present

Charla Chaney, Director of Human Resources – Present

Keith Maxwell, Director of Quality/Utilization -Present

Cindy Hutson, Director of Budget - Present

Monica Silcott, Program Specialist IV –Present

Teleconference:

Andrea Erskine, Director of Intellectual and Developmental Disability Services – Teleconference

Julie Fielder, Director of Early Childhood Intervention Services - Teleconference

James Arnold, Associate Director of Adult Behavioral Health - Teleconference

Rocky Frame, Director of Behavioral Health - Teleconference

Dennis Edwards, Medical Services Director- Teleconference

A. PUBLIC HEARING

Opened public hearing to citizens-no citizens present.

Keith Maxwell presented the Block Grant Fund to the public and Board to seek comments – No citizens were present, no comments.

Closed public hearing.

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

A moment of silence was taken to reflect all those in need.

1. Introduction of Guests –Doug Wells

2. Review of Board Calendar

October 12, 2020 is a staff appreciation awards day. Reminder of the Texas Council Dec 17-19, 20

3. Approval of July 28, 2020 Regular Session Board Minutes

Dr. Andrejs Avots moved for approval of the July 28, 2020 Regular Board Meeting minutes as submitted. Ray Ashby seconded. The motion carried.

4. Use of Technology for future Board Meetings

Darla Hogan shared the desire of the Center to provide the members of the Board of Trustees with access to technology that would create ease and efficiency of receiving board meeting information and attending meetings remotely. Darla, in coordination with her team and Monica, will be reaching out to all board members via a survey to get feedback on each members knowledge and comfort level with available technology.

5. Approval of Fiscal Year 2020 Local Planning and Network Development Plan (LPND)

Keith Maxwell presented the report in detail and shared the breakdown of the plan and its purpose. He highlighted some details of the plan and fielded questions from the Board in regards to the plan.

Rita Kelley moved for approval of the LPND as submitted. Virgie Hardeman 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 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-
Rita Kelly discussed that the Personnel Committee has reviewed the BOT By Laws and has some recommended changes. Virgie Hardeman and Steve Wick and I, with assistance from Ray Helmcamp have worked on the revisions and updates. The revised by-laws will be on next month's agenda for approval
3. Finance Committee- James Lively-
James Lively deferred report to the Approval of the FY21 section of the meeting.
4. Long Range Planning and Facility Committee- Steve Wick deferred to Johnnie Wardell. Johnnie Wardell shared that there are no facility updates to report. The infrastructure project currently underway is the Netsmart implementation. We have a go live date of September 1, 2021.

D. PERSONNEL MATTERS

1. ACTION ITEMS:

- a. Approval of Position(s) -none

2. NON-ACTION ITEMS:

a. **Personnel Summary Schedule**

Charla Chaney updated the Board on the changes to the personnel schedule. She went over the FY21 personnel summary schedule and fielded questions from the Board. This included position deletions, RIFFs, reclassification and new positions. The methodology for setting salaries was also explained by staff and included references to the Texas State Auditors Job Classification System and the Center's longevity benefit.

E. FISCAL MATTERS

ACTION ITEM

a. **Approval of Banking Resolution**

Kristen Jefferson discussed the Banking Resolution and fielded questions from the Board. This is required to apply changes to the authorized signatures on behalf of the Center.

*Ray Ashby moved for approval of the **Banking Resolution** as submitted. Virgie Hardeman seconded. The motion carried.*

b. **Approval of the FY 21 Budget**

James Arnold discussed the reduction of the DSRIP revenues over the next 2 fiscal years and how the Center is actively employing strategies to reduce dependency on these funds to cover operational costs. He also gave a brief history of the DSRIP initiative.

Ray Helmcamp explained the impact of the COVID19 health crisis on our service delivery system and revenues and how these were accounted for in the FY21 budget. Cindy Hudson reviewed the FY21 budget, she highlighted some of the expenses and revenues that were a variance over past years.

Steve Wick stated the budget was reviewed in the finance committee and recommended that the budget be approved.

Dr. Louella Tate moved for approval of the FY 21 Budget as submitted. Rita Kelly seconded. The motion carried.

NON-ACTION ITEM

a. July Financial Statement

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

The Center has received \$8000 from the Cares Act. The Cares Act 2 application deadline has been extended and we have already submitted for more funds. Based on our Medicaid revenue we should be eligible for \$488,000.

The annual audit is currently under way and all is going well so far.

F. SPECIAL REPORTS

a. None

H. OLD BUSINESS

a. None

I. EXECUTIVE DIRECTOR COMMENTS

Part of our safety plan is in regards to staff visiting communities. We are going to expand our service to include our communities. He made the Board aware that Kristen Jefferson will be moving from full time employment to part time to help the Center during the transition to hiring a full time CFO. He invited Darla Hogan and Monica Silcott to share the following:

Darla Hogan shared the news and excitement about the Netsmart implementation.

Monica Silcott shared the details of Staff Appreciation Day set for October 12, 2020.

J. ADJOURNMENT

K. COMMENTS/MEETING EFFECTIVENESS FEEDBACK

James Lively- Fantastic work on the budget. It is amazing how you can work and shift money around and present a stable outcome. I was prepared for it to be tough, but was encouraged. Good job and keep fighting the good job.

Ray Ashby- Good meeting and good workshop for the budget. The Cares Act money is good news. Judge lively said we will come out leaner and stronger and I concur for our future.

Sue Faulkner- I am so happy about the energy in the voices of our staff and other Board members. These are horrible times, but we have good energy and thank you for what you have done.

Rita Kelley-I continue to be amazed on how well this Center is run, especially in the times of challenges. I want to commend all the staff and leadership and how we are taking care of people.

Dr. Avot-Avotins- Our future is bright and I'm excited about this. We have a good budget and amazed that we can get this passed, that's good news for us. Thank you for all the hard work and commitment.

Felicia Inman-Overall impressed in both the budget meeting and the efforts of the Center and staff on the creativity and the decision making, considering COVID and kudos to everyone.

Louella Tate-You are adding to our knowledge base and just be cautious using acronyms for our Board. Great job, Thank you.

Virgie Hardeman-Thankful to the staff and leadership and even though we had some RIFFS we were able to hire 18 people back and that was good. The Cares Act will be great to receive. Thank you Kristen for staying on staff.

Steve Wick- Back in 2011, when this 1115 monies became available we were concerned about the responsibilities of providing the services and mostly will this funding last. Three years into it they change the rules and moved towards quality of service, and now we have to account for services, etc. You have all met the requirements beautifully and that is amazing and it benefits the Center and the people we serve. In spite of the RIFFs there has not been significant numbers of loss. We have lost some staff and time but still delivering the needs. Kudos to all and keep up the great work.

Jack Tarver- I will commend Steve Wick for having a one-hour meeting.

Jesus Ramos-absent

Bob Reinhart -absent

N. **ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 7:00 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.