

**CENTRAL COUNTIES SERVICES**  
**Board of Trustees**  
Minutes of Meeting  
**September 22, 2020**  
**Teleconference**

The **September 22, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **September 22, 2020** in Temple, Texas at **6:02 PM**.

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

Board of Trustees

Rita Kelley-present

Dr. Andrejs Avots-Avotins- present

Teleconference

Mr. Steven Wick- teleconference

Mr. Ray Ashby-teleconference

Ms. Virgie Hardeman- teleconference

Ms. Sue Faulkner-teleconference

Dr. Louella Tate-teleconference

Felicia Inman-teleconference

Absent

Judge James Lively-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

Charla Chaney, Director of Human Resources – Present

Keith Maxwell, Director of Quality/Utilization -Present

Monica Silcott, Program Specialist IV –Present

Teleconference:

Johnnie Wardell, Chief of Operations – Teleconference

Kristen Jefferson, Director of Finance- Teleconference

Darla Hogan, Director of Information Services - 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

Cindy Hutson, Director of Budget – Not 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 6:02 PM by the Regular Session.

**A moment of silence was for those affected by COVID-19**

**REGULAR SESSION**

**1. Introduction of Guests –Doug Wells (teleconference)**

**2. Review of Board Calendar**

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

*Dr. Louella Tate moved for approval of the August 25, 2020 Regular Board Meeting minutes as submitted. Ray Ashby seconded. The motion carried.*

**4. DSRIP Measures and Integration to Operations**

James Arnold discussed how the Center has implemented practices and knowledge derived from the DSRIP measures into best practices for service delivery. These practices include physical health care, supportive housing and employment and jail diversion activities. It is also transforming the culture to services dedicated to treating the whole person focused on outcomes as opposed to discreet data sets and isolated services and providers. Mr. Arnold responded to questions from board members on the scope of some of the current measures and how the Center is currently doing on achieving the DSRIP measures. Our success at keeping individuals served out of the judicial system was noted.

**5. Approval of CLSP Consolidated Local Service Plan**

Keith Maxwell presented the Consolidated Local Service Plan by discussing the summary and reviewing the highlights and changes in the plan from previous years' plan. A discussion with the board ensured where the level of community involved and input was addressed that included the judicial system, PNAC and FQHC's.

*Dr. Andrejs Avots moved for approval of the Consolidated Local Service Plan as submitted. Dr. Louella Tate seconded. The motion carried.*

**6. Approval of By-Laws**

Rita Kelley reviewed the proposed changes to the Board of Trustees bylaws. Recommendations were made and the revised document will be presented for approval at the October 2020 board meeting. The board ensured that the requirements for citizen comments was appropriately addressed in the bylaws and received input from Board attorney Jack Tarver.

Action: Approval obtained at the October 2020 board meeting.

**7. Netsmart Update**

Darla Hogan updated the board on the implementation of Netsmart “My Avatar”. The project involves staff from across the agency who are contributing to the development of workflows and other areas critical to a successful system design. Collaboration with Netsmart and other Texas community mental health centers using Netsmart is yielding great opportunities to share lessons learned, knowledge, forms and processes. This was one of the advantages anticipated when we selected Netsmart as our vendor for the new electronic health record.

**B. Citizen Comments**

None

**C. BOARD COMMITTEE REPORTS**

The Board Chair reminded the chairs of the committees that the documents he provided them explained and 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- I have had an opportunity to review all the medical documentation and had a meeting with staff to better understand the practices. I feel confident in the document and it was a great education for me.
2. Personnel Committee- Rita Kelley- addressed earlier in meeting
3. Finance Committee- James Lively- no report- absent
4. Long Range Planning and Facility Committee- no report

**D. PERSONNEL MATTERS**

1. ACTION ITEMS:

**a. Approval of Reclassification of position**

Charla Chaney reviewed the request for approval for the reclassification the position and responded to questions from the board.

*Dr. Andrejs Avots moved for approval of the reclassification of position as submitted. Rita Kelley seconded. The motion carried.*

**b. Approval of HR Policy Updates**

Dr. Ray Helmcamp deferred as no updates were made to policy, but rather procedures that do not require board approval.

2. NON-ACTION ITEMS:

**a. none**

**E. FISCAL MATTERS**

ACTION ITEM

**a. Certification and approval of Form G-4<sup>th</sup> Quarter**

Kristen Jefferson reviewed Form G and fielded questions from the Board.

*Virgie Hardeman moved for approval of the Certification and approval of Form G-4<sup>th</sup> Quarter as submitted. Dr. Louella Tate seconded. The motion carried.*

**b. Certification and approval of Investment Report-4<sup>th</sup> Quarter**

Kristen Jefferson reviewed the 4<sup>th</sup> quarter investment report and fielded questions from the Board.

*Ray Ashby moved for approval of the Certification and approval of Investment Report-4<sup>th</sup> Quarter as submitted. Felicia Inman seconded. The motion carried.*

**NON-ACTION ITEM**

**a. July Financial Statement**

Kristen Jefferson reviewed the July 2020 financial statements and fielded questions from the Board.

Ms. Jefferson also informed the board that the Center has received a total of \$487,808 in Cares Act funds. These funds will be recognized as FY20 revenues and help offset the decreased revenues and increased expenses due to COVID-19.

Ray Helmcamp acknowledged Kristen Jefferson's effort in applying for and monitoring the process for obtaining these funds.

**F. SPECIAL REPORTS**

**a. FY2020 PNAC Summary Report**

Keith Maxwell reviewed the FY2020 PNAC Annual Summary Report and fielded questions from the Board.

**b. Quality Management Project Activities Report**

Keith Maxwell reviewed the Quality Management Project Activities Report and fielded questions from the Board.

**H. OLD BUSINESS**

**a. None**

**I. EXECUTIVE DIRECTOR COMMENTS**

Dr. Ray Helmcamp shared that we sent out a position statement for staff to come back on site and community visits to start resuming with COVID safety practices. This will be a slow shift. The IDD day-habs were opened up in Temple and Killeen a few days a week. Andrea Erskine shared that we will do the same for Copperas Cove and the Marc Center beginning October 5.

The Center will participate in a dissertation study by a student of Texas A&M University, Corpus Christi in the form of a survey. The survey will gather information from our mental health case managers on mental fatigue related to their job, specifically compassion fatigue.

The FEMA grant with Bluebonnet Trail is going well with 1000's of contacts and supports being provided to Central Texas residents. Monica Silcott created a highly effective video that has been approved by HHSC to be used for public awareness of the program.

The Center has received a First episode psychosis grant that calls for data to be collected and presented to the University of Texas.

CCBHC application has been accepted by HHSC and the first conference call with key Center staff will be January 11 2021.

Center leadership met with Robert Lerma CEO of Canyon Creek Behavioral Health and toured the new facility. 17 BS&W psychiatrists will be housed there, and as such the inpatient psychiatric unit at BS&W will move over there in time.

Misty Thompson has been in communication with Dell Medical School and the Copperas Cove ISD for TCHAT through Telehealth, and as part of this effort they would pay for our staff.

**J. ADJOURNMENT**

**K. COMMENTS/MEETING EFFECTIVENESS FEEDBACK**

Dr. Andrejs Avots-Avotins – I have learned about TCHAT and there is interest from SW psychiatrists as well. James, I appreciate your presentation and all the treatment process in detail you shared.

Felicia Inman- I also appreciate the DSRIP presentation. I am impressed with the overall theme amongst everything still going on. I am excited to hear about the Center reopening.

Ray Ashby – Echoed Ms. Inman’s response and is happy to be a part of it all. Great job on the Cares Act efforts and excited to hear about the TCHAT and the DSRIP presentation. Everybody keep up the good work and appreciate all the work.

Sue Faulkner –I would like to thank everyone for their participation.

Rita Kelley- I’m excited that we are opening up for staff and clients and confident that the staff will make sure it is done in the safe way.

Louella Tate- Very pleased that the bylaws are out for review. This is the foundation for our organization. I would like to commend the chair and the members for the participation in this meeting. This was very interesting and informative.

Virgie Hardeman- Proud of staff and excited about the funding. Very good news about the TCHAT effort.

Steve Wick- I am so impressed by all the activities that are going on during this pandemic and the challenges faced. I am really impressed with Kristen’s effort. The type of continuous effort to take the initiative to look at the details. Reminder that Staff Appreciation will be October 12, 2020.

Jack Tarver- History on the by-laws, they were created 53 years ago and they have with stood scrutiny and they are going to outlive me.

**N. ADJOURNMENT**

There being no further official business, Steve Wick adjourned the meeting at 7:32 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.