

CENTRAL COUNTIES SERVICES
Board of Trustees
Minutes of Meeting
October 27, 2020
Teleconference

The **October 27, 2020** meeting of the Board of Trustees for Central Counties Services (CCS) was held at the Temple Main facility on **October 27, 2020** in Temple, Texas at **6:02 PM**.

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. Virgie Hardeman- teleconference
Ms. Sue Faulkner-teleconference
Dr. Louella Tate-teleconference
Felicia Inman-teleconference
Rita Kelley-teleconference
Dr. Andrejs Avots-Avotins- teleconference
Judge James Lively-teleconference

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
Keith Maxwell, Director of Quality/Utilization -Present
Monica Silcott, Program Specialist IV –Present

Teleconference:

Johnnie Wardell, Deputy Executive Director – Teleconference
Charla Chaney, Director of Human Resources – Absent
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

A. CALL TO ORDER

A quorum being present, the meeting was called to order by Steve Wick, Chair of the Board of Trustees, at 6:01 PM by the Regular Session.

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

REGULAR SESSION

- 1. Introduction of Guests-** None present
- 2. Review of Board Calendar-** Next board meeting scheduled for December 8, 2020.

All meeting attendees agreed upon the new date. Dr. Ray Helmcamp shared that the Texas Council Annual conference has been cancelled and a new date has not been confirmed.

- 3. September 22, 2020 Regular Session Board Minutes**

Dr. Louella Tate moved for approval of the September 22, 2020 Regular Board Meeting minutes as submitted. Dr. Avots seconded. The motion carried.

- 4. Approval of Board of Trustee By-Laws**

Rita Kelley confirmed that the revised by-laws as published are being presented for approval by the board.

Virgie Hardeman moved for approval of the Board of Trustee By-Laws as submitted. Ray Ashby seconded. The motion carried.

- 5. Approval of FY21-23 IDD Quality Management and Local Plan**

Item tabled until the December board meeting.

- 6. Required Notification to Commissioner's Court: Executive Director's Salary, Staff Salaries, Approved FY2021 Budget**

Johnnie Wardell advised the board that the Commissioner's Courts will be notified of the required information per the Health and Safety Code.

- 7. Agreement with Netsmart for Revenue Cycle Assessment**

Dr. Ray Helmcamp shared that we have engaged with Netsmart consultant services to perform a Revenue Cycle Assessment. Johnnie Wardell provided details of the process and expected outcomes.

B. Citizen Comments

None

C. BOARD COMMITTEE REPORTS

The Board Chair reminded the chairs of the committees to review the document that describes roles and responsibilities of the committees.

1. Medical Committee-Dr. Andrejs Avots-no report
2. Personnel Committee- Rita Kelley- noted above.
3. Finance Committee- James Lively-no report
4. Long Range Planning and Facility Committee- Steve Wick deferred to Johnnie Wardell, who reported that work with MRB Group will be scheduled to restart the process of renovating the 3rd floor for a CMH Clinic and to upgrade/repair the Center's main elevators addressing safety and longevity concerns.

D. PERSONNEL MATTERS

1. ACTION ITEMS:

a. Approval of Position(s) - none

b. Report on Staff Work Percentages

Johnnie Wardell reviewed the memo, which detailed the Center's progress on restoring full time status to staff that had their work percentage reduced due to the impacts of COVID on service delivery.

2. NON-ACTION ITEMS:

a. none

E. FISCAL MATTERS

ACTION ITEM

a. Approval of Budget Revisions FY21

Kristen Jefferson requested approval of the **Budget Revisions FY21** and fielded questions from the Board.

*Dr. Louella Tate moved for approval of the **Budget Revisions FY21** as submitted. Rita Kelley seconded. The motion carried.*

NON-ACTION ITEM

a. Financial Statement

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

F. SPECIAL REPORTS

a. FY2020 Consumer Abuse, Neglect and Exploitation Executive Summary Report

Keith Maxwell reviewed the FY2020 Consumer Abuse, Neglect and Exploitation Executive Summary Report and fielded questions from the Board.

H. OLD BUSINESS

a. None

Steve Wick shared his concern that we have not had any statistical reporting for several months and would like to have that information presented at future board meetings.

I. EXECUTIVE DIRECTOR COMMENTS

Dr. Ray Helmcamp highlighted the recent Staff Appreciation Event and thanked the staff for a job well done. Monica Silcott shared the staff attendance numbers and the overall success of the virtual event. Steve Wick stated that he was amazed in the efforts that went into this production. Also noted was that DeWayne HaGans, our new CFO, will start November 30, 2020 and Kristen will stay until end of January per Dr. Ray Helmcamp.

J. ADJOURNMENT

K. COMMENTS/MEETING EFFECTIVENESS FEEDBACK

Dr. Andrejs Avots-Avotins – I like these short meetings. I hope everyone stays warm and a reminder to everyone that we are not done with COVID. The numbers are increasing, please wash your hands and get your flu shots.

Felicia Inman- I wanted to say overall we are doing well. I was glad to hear about the employees returning to 100%. I feel a little out of the loop with the committee meetings.

Ray Ashby – I want to thank everyone for all the hard work. We got our county reports today and we are seeing a spike in COVID. It is not over. Wash your hands. I like hearing about Netsmart and the work percentage of staff was great news. We appreciate the short meeting as well.

James Lively- I enjoyed the short meeting. I appreciate the efforts and looking forward to the 3rd floor renovation.

Louella Tate- Ray and staff, please remember that we are using an abbreviated meeting time, we still have a fiduciary responsibility to know how are our consumers are doing and this should be a priority. The board also has responsibility of the welfare of the Center and staff and we need to know about state and federal compliance and the reserves. This includes collection of fees. Thank you to Steve Wick for recognizing the need for keeping the board in the loop. Training efforts on the Deputy Director plan still need to be shared. We need a summary of those topics. I hope the staff knows that we have the same passion and compassion for them and our consumers. Jack Tarver thank you for being here and we need you.

Virgie Hardeman- I would like to say great job on the video. Just continue to move forward and do great things.

Rita Kelley- From what I did hear, I agree and I like to stay abreast of what is happening to our consumers. Now more there ever we need to be aware especially during COVID and I am glad to be a part of this organization.

Steve Wick-I want to thank everyone involved on the staff appreciation committee. I want to thank Ms. Kelley for updating the bylaws and the committee's efforts. I know of another agency that almost jeopardized their institution in regards to their bylaws. This was one of my goals to accomplish during my time as Chair.

Sue Faulkner –absent

Jack Tarver- I appreciated your comments and the concern for me. The best medicine has been this meeting being under one-hour meeting.

N. **ADJOURNMENT**

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

SUBMITTED BY:

APPROVED

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.