

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SAN ANGELO, TX, 76901
THURSDAY, JANUARY 28, 2016
5:30 P.M.**

BOARD OF TRUSTEES PRESENT:

John Stokes	Cary Houston
Cary Houston	Dianna Spieker
Linda Kujawski	Tim Davenport-Herbst
Pat Trevino	Jeff Gibson

BOARD OF TRUSTEES ABSENT:

Jacqueline Shannon

1. **CALL THE MEETING TO ORDER AND INVOCATION**

At approximately 5:34 p.m. Mr. Stokes recognized a quorum was present and called the meeting to order. Mr. Stokes gave the invocation.

2. **PUBLIC COMMENTS WILL BE LIMITED TO THREE (3) MINUTES TO AN AGENDA ITEM**

No public comments

3. **PRESENTATION OF THE FY 2015 FINANCIAL AUDIT BY DAVIS, KINARD & CO.**

Ms. Jackie Walker introduced Adelaide Odoteye with Davis, Kinard & Co. Accounting Firm. Ms. Odoteye reported on the 2015 fiscal year and reported that no significant findings were reported. However, submitted a few advisory comments:

- Unexplained variances between the accounts receivable journal, the revenue journal and the cash receipts journal. This is due to previous years reconciliations that had not been performed and were still unresolved. This is a recurring comment. **Management Response:** Management will review and update its journals to ensure that records are accurate and reliable.
- A test of payroll revealed one IDD employee whose cost center on the pay register was 5100 (MR Service Coordination) but whose approved cost center was 4400 (MRLA). His salary was properly coded to 4400. **Management Response:** Management will update cost centers in its software to match approved primary cost centers.
- In testing disbursements, it was noted that two disbursements recorded as FY 2015 expenditures were for services that were provided in August of 2014. **Management Response:** Management will review expenditures and their recording more carefully to avoid future errors.

After consideration, On motion of Ms. Walker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to accept the Audit report as presented. Motion carried.

4. **CONSIDERATION OF THE MANAGEMENT RESPONSE TO THE FINDINGS OF THE FY 2015 FINANCIAL AUDIT**

On motion of Ms. Walker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to accept the response of "no significant findings". Motion carried.

5. **CONSIDERATION OF THE BOARD OF TRUSTEES MEETING MINUTES**

On motion of Ms. Spieker, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to approve the minutes as presented. Motion carried

CONSIDERATION OF THE NOVEMBER AND DECEMBER FINANCIAL STATEMENTS

6. Brian Dunagan, CFO, reported on the November financial report. He noted that the Center experienced a negative margin of -\$34,702 for the month. He reported that revenues for the month resulted in a deficit of \$3,345 compared to budget and expenses under budget by \$2,226. He reported year-to-date negative margin is -\$103,110. Total year-to-date margin is under budget by \$63,686. Total funds: \$2,178,198.56

He noted the following variances in these revenue categories:

- Local & fees under budget by -\$11,156
- HHSC Allocations exceeded budget by \$14,952
- HCS was under budget by -\$15,644
- Medicaid & Medicare exceeded budget by \$9,796

He noted the following variances in these expenses categories:

- Salaries under budget by \$4,654
- Fringes under budget by \$9,020
- Medications over budget by \$6,926
- Client Support Costs exceeded budget by \$11,864

The IDD Services saw revenues of \$337,087 and a negative margin of -\$45,038 and MH Services revenues of \$415,717 and a positive margin of \$40,767.

On motion of Ms. Walker, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to approve the November Financial statement as presented. Motion carried.

Mr. Dunagan, CFO, also reported on the December financial report. He noted that the Center experienced a negative margin of -\$4,591 for the month. He reported that revenues for the month resulted in a surplus of \$43,180 compared to budget and expenses over budget by \$15,616. He reported year-to-date negative margin is -\$107,700. Total year-to-date margin is under budget by \$91,249. Total funds: \$3,678,867 and number of days of operation in fund balance is 125.

He noted the following variances in these revenue categories:

- Local & fees exceeded budget by \$4,430
- HHSC Allocations exceeded budget by \$33,025
- HCS exceeded budget by -\$5,155
- Medicaid & Medicare exceeded budget by \$2,659

He noted the following variances in these expenses categories:

- Fringes under budget by \$8,847
- Medications over budget by \$4,701
- Client Support Costs exceeded budget by \$11,490

The IDD Services saw revenues of \$363,592 and a negative margin of -\$37,549 and MH Services revenues of \$434,249 and a positive margin of \$52,153.

On motion of Ms. Walker, seconded Ms. Spieker, the Board of Trustees unanimously voted to accept the December financial statement as presented. Motion carried.

7. **1st QUARTER FINANCIAL CERTIFICATION**

On Motion of Ms. Spieker, seconded by Ms. Walker, the Board of Trustees unanimously voted to accept the financial certification. Motion carried.

8. **1st QUARTER REPORT OF THE CENTER'S INVESTMENTS**

On motion of Ms. Walker, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the investment report as presented. Motion carried.

9. **REPORT OF CHANGES TO THE DSHS PERFORMANCE CONTRACT**

- One-time increase in accordance with Rider 78 - \$2,867,796.00
- Performance Measure Recoupment FY 2015 Quarters 3 & 4 in the amount of \$1939.00
- Outcome Measure Withhold FY 2015 2nd Six Months – amount to be released to the Center is \$176,501

On motion of Ms. Spieker, seconded by Ms. Walker, the Board of Trustees unanimously voted to accept the changes. Motion carried.

10. **REPORT OF THE FINANCE COMMITTEE**

Ms. Walker reported on the following items:

Update of the Goodfellow Commissary Contract – Contract is not generating funds and reviewing for possible terminating the services. Staff will be evaluating the services for the next few months and develop a plan and/or recommendation

11. **REPORT OF THE PLANNING AND NETWORK ADVISORY COMMITTEE**

Ms. Kujawski, PNAC Liaison, that the met on January 27, 2016 and considered the following items:

- Update on the Center's 50th Anniversary Celebration – Staff preparing to participate in the Rodeo Parade and planning to serve 50 hours of community service with Helping Hands. Plans are underway for the June 17th event – Kevin Hines has agreed to be the Keynote Speaker for the night.
- Review of IDD Host Home/Respite Contracts – Five contracts were reviewed and approved for continuation
- Review of Behavioral Health Contracts – Three contracts were reviewed and approved for continuation
- Local Planning and Network Development – Frances Salter presented the plan and request any input/recommendations from the committee. None were made.
- Update Crisis Respite Remodel (Behavioral Health) – Working on a RFB for a construction contractor

- Resignation of Current Member/Seeking Applicants for Vacancy – Ms. Melinda Martin has resigned, therefore, the committee will be seeking applicants.

On motion of Ms. Spieker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to accept the report. Motion carried.

12. **REPORT OF THE PROGRAM COMMITTEE**

Ms. Kujawski reported that the committee met and considered the following items:

- Consideration of the Quality Management Reports – Abuse and Neglect and Complaints reports
- Outcome of the DSHS Mystery Caller Report for FY 2015 – scored a 100%
- Report of the changes to the DSHS Performance Contract – accepted by the Board
- Report of the 1115 Medicaid Waiver Projects – Meeting all targets
- Update of the Recovery-Focused Clubhouse Proposal
- Report of the Renovation project for the adult Mental Health Respite Facility – RFB for Construction Contractor
- Report of the DADS Needs Capacity Assessment – Waiting for response from DADS
- Report of the Planning and Network Advisory Committee

On motion of Ms. Trevino, seconded by Tim Davenport-Herbst, the Board of Trustees unanimously voted to accept the report. Motion carried.

13. **CONSIDERATION OF THE BOARD POLICIES**

- 2.04.02.02-Policy and Procedure Preparation and Formatting
- 2.04.02.05- Board Policy and Administrative Procedure Review
- 3.08.06.01 – Employee Retirement Plan

On motion of Ms. Spieker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to approved the policies as presented. Motion carried.

14. **UPDATE OF THE CENTER'S 50TH ANNIVERSARY PLANS**

Mr. Rowe reported that staff are preparing to participate in the Rodeo Parade and planning to serve 50 hours of community service with Helping Hands. Plans are underway for the June 17th event – Kevin Hines has agreed to be the Keynote Speaker for the night and will be soliciting for Sponsors.

15. **REPORT OF THE EXECUTIVE DIRECTOR**

- New Handgun Law- reported the requirements
- Medicaid Re-enrollment – The Center's has four group NPI numbers and three have been approved for re-enrollment and one is pending.

On motion of Ms. Kujawski, seconded by Ms. Spieker, the Board of Trustees unanimously voted to accept the report. Motion carried.

16. **APPOINTMENT OF A COMMITTEE TO MAKE RECOMMENDATIONS FOR OFFICERS AND COMMITTEE MEMBERS**

Mr. Stokes appointed Ms. Diana Spieker and Mr. Jeff Gibson to serve on a nominating committee and present a slate of officer and committee member at next Board meeting.

17. **REPORT OF THE PERSONNEL COMMITTEE**

No report given.

Mr. Tim Davenport-Herbst did not participate in the Closed Session.

18. **CLOSED SESSION**

At approximately 7:00 p.m. The Board of Trustees convened into Closed Session in accordance with the Texas Government Code Chapter 551 Open Meetings Law under Section 551.074 Personnel Matters – Deliberation of the Executive Director’s Annual Evaluation

19. **OPEN SESSION**

At approximately 7:40 p.m., the Board of Trustees re-convened into open session and Mr. Stokes announced no action was taken during the Closed Session

20. **NEXT MEETING SCHEDULE/ADJUOURNMENT**

The next meeting will be February 25, 2016. At approximately 7:45, the meeting was adjourned.