

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SAN ANGELO, TX, 76901
THURSDAY, MARCH 3, 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
Jacqueline Shannon	

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

At approximately 5:35 p.m. Ms. Shannon recognized a quorum was present and called the meeting to order.

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

No public comments

3. **CLOSED SESSION**

At approximately 5:36 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

4. **OPEN SESSION**

At approximately 6:33 p.m., the Board of Trustees re-convened into open session and Ms. Shannon announced no action was taken during the Closed Session

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

On motion of Ms. Walker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the minutes as presented. Motion carried

6. **CONSIDERATION OF THE JANUARY FINANCIAL STATEMENT**

Brian Dunagan, CFO, reported on the January financial report. He noted that the Center experienced a positive margin of -\$134,228 for the month. He reported that revenues for the month resulted in a surplus of \$17,537 compared to budget and expenses under budget by \$801. He reported year-to-date positive margin is \$26,528. Total year-to-date margin is under budget by \$109,587. Total funds: \$4,229,280

He noted the following variances in these revenue categories:

- HHSC Allocations exceeded budget by \$3,800
- HCS was exceeded budget by -\$4,536
- Medicaid & Medicare exceeded budget by \$12,595

He noted the following variances in these expenses categories:

- Consumable supplies under budget by \$4,799
- Contracted support costs exceeded budget by \$12,336

- Medications over budget by \$7,206
- Client Support Costs exceeded budget by \$10,987

The IDD Services saw revenues of \$412,018 and a positive margin of -\$12,895 and MH Services revenues of \$506,923 and a positive margin of \$147,243.

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

7. **REPORT OF THE FINANCE COMMITTEE**

Ms. Spieker 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.
- Report of the Renovation Project for the Adult Mental Health Respite Facility – recommend to the Board of Trustees the selection of Consolidated Contractors, Inc.

At approximately 6:33 p.m., Ms. Pat Trevino left the meeting.

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

At approximately 6:36 p.m., Mr. Davenport-Herbst stepped out of the meeting and returned at approximately 6:40 p.m.

8. **CONSIDERATION OF THE SELECTION OF A CONSTRUCTION CONTRACTOR FOR THE ADULT MENTAL HEALTH FACILITY RENOVATION PROJECT**

On motion of Mr. Stokes, seconded by Mr. Davenport-Herbst, the Board of Trustees voted in the following manner 7 yays to accept the bid submitted by Consolidated Contractors, Inc. and 0 nays and Mr. Cary Houston abstained from voting. Motion carried.

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

Ms. Kujawski, PNAC Liaison, that the met on March 2, 2016 and considered the following items:

- Consideration of a Construction Contractor for 244 North Magdalen, Bldg 40, Adult Mental Health Respite
- Review of IDD Host Home/Day Habilitation Contracts – no issues with contracts
- A request for proposal for pharmacy services will solicited.
- Update on the Center's 50th Anniversary Celebration –Rodeo Parade was a great success 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.

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

10. **REPORT OF THE PROGRAM COMMITTEE**

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

- Consideration of the Quality Management Reports – It was reported that the Civilian Response Active Shooter Event (CRASE) training will be implemented centerwide. So far both mental health clinics have taken the training.
- Update of the Recovery-Focused Clubhouse Proposal – no response yet
- Report of the Renovation project for the adult Mental Health Respite Facility – RFB for Construction Contractor – Staff will be recommending the bid from Consolidated Contractors, Inc.
- Outcome of the Home and Community-Based Services Survey and Certification – The program was surveyed by the Department of Aging and Disability Services, Regulatory Services, Waiver Survey & Certification and the result was that the program is full compliance. No citations were given.
- Report of the DADS Needs Capacity Assessment – Waiting for response from DADS
- Report of the Planning and Network Advisory Committee

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

11. **CONSIDERATION OF THE BOARD POLICIES**

- 2.01.00.00-By-Laws

No action was taken, the Policy will be reviewed for changes by the Executive Committee.

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

Mr. Rowe reported that staff participated in the Rodeo Parade and it was a great success. The Center will also participate in the Helping Hands building project on April 2, 2016. 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. Discussion was held regarding name change/new logo and it was the consensus of the Board that current logo and name remain.

13. **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Gregory J. Rowe reported the following items:

- LOSS Team Workshop hosted by the West Texas Counseling Services and MHMR Services for the Concho Valley
- Received proclamations from the City of San Angelo and Tom Green County designating March as IDD Awareness Month.
- The Annual Hoops, Dreams, and Goals basketball tournament will be held March 24, 2016
- The Spring Festival hosted by Lifepoint Church will be held April 9, 2016.
- Mr. Rowe also reported that 1115 Medicaid Waiver renewal is a major agenda item for the State. No final determination to continue for 2017 has been approved.

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

14. **CONSIDERATION OF SLATE OF OFFICERS AND COMMITTEE MEMBERS**

The Nominating Committee consisting of Ms. Diana Spieker and Mr. Jeff Gibson makes the following recommend:

Executive Committee

Jackie Shannon – Chair

Sandy Stokes – Vice Chair

Dianna Spieker – Secretary/Treasurer

Program Committee

Linda Kujawski – Chair

Jeff Gibson

John Stokes

Finance Committee

Dianna Spieker – Chair

Tim Davenport-Herbst

Jackie Walker

Personnel Committee

Pat Trevino – Chair

Carey Houston

PNAC Liaison

Linda Kujawski

15. **REPORT OF THE PERSONNEL COMMITTEE**

No report given.

16. **NEXT MEETING SCHEDULE/ADJOURNMENT**

The next Board of Trustees meeting will be March 31, 2016. The meeting adjourned at approximately 7:15 p.m.