

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SAN ANGELO, TX, 76901
THURSDAY, MARCH 31, 2016
5:30 P.M.**

BOARD OF TRUSTEES PRESENT:

John Stokes
Linda Kujawski
Pat Trevino

Jackie Walker
Tim Davenport-Herbst
Jacqueline Shannon

BOARD OF TRUSTEES ABSENT:

Dianna Spieker
Jeff Gibson

Cary Houston

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

At approximately 5:39 p.m. Ms. Shannon recognized a quorum was present and called the meeting to order. Mr. Davenport-Herbst gave the invocation.

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

No public comments

3. **PROGRAM SPOTLIGHT: IDD SUCCESS STORY**

A Day in Cassie's Life was presented to the Board.

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

On motion of Ms. Trevino, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to approve the March 3, 2016 minutes as presented. Motion carried

5. **CONSIDERATION OF THE FEBRUARY FINANCIAL STATEMENT**

Brian Dunagan, CFO, reported on the February financial report. He noted that the Center experienced a positive margin of \$10,227 for the month. He reported revenues at \$35,731 and expenses at \$7,758. Total year-to-date positive margin of \$36,804. Total funds: \$3,684,098.

He noted the following variances in these revenue categories:

- HHSC Allocations exceeded budget by \$30,039
- Local & Fees under budget by \$9,501
- HCS was exceeded budget by \$13,935

He noted the following variances in these expenses categories:

- Salaries under budget by \$11,380
- Benefits under budget by 16,234
- Contracted Services exceeded budget by \$21,075
- Medications exceeded budget by \$5,964
- Client Support Costs exceeded budget by \$5,616

The IDD Services saw revenues of \$440,953 and a margin of -\$21,476 and MH Services revenues of \$646,983 and a margin of \$47,081.

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

6. **CONSIDERATION OF THE 2ND QUARTER DSHS AND DADS FINANCIAL CERTIFICATION**

On motion of Mr. Davenport-Herbst, second by Ms. Trevino, the Board of Trustees unanimously voted to accept the financial certification. Motion carried.

7. **CONSIDERATION OF THE 2ND QUARTER REPORT OF THE CENTER'S INVESTMENTS**

On motion of Ms. Walker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to accept the Investment Report as presented. Motion carried.

8. **CONSIDERATION OF THE HOME INVESTMENT PARTNERSHIP PROGRAM RENEWAL APPLICATION**

On motion of Ms. Walker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to approve the funding request in the amount of \$70,000. Motion carried.

9. **REPORT OF THE FINANCE COMMITTEE**

The following items were discussed:

- February Financial Statement
- Financial Certification
- Review of the Executive Director's expense report
- HOME Investment Partnership Program Renewal Application
- Update of the Renovation project for the Adult Mental Health Respite Facility.
- Update of the Goodfellow Commissary Contract – Contract is cut back. 2 employees have been cut. Ms. Walker noted the importance of trying to save the program that will affect approximately 25 clients if the services are terminated. Recommended it continue for another few months.

On motion of the Finance Committee, the Board of Trustees unanimously voted to accept the report as submitted. Motion carried.

10. **REPORT OF THE PROGRAM COMMITTEE**

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

- Update of the Recovery-Focused Clubhouse Proposal – Received word from the DSHS that the Center will be receiving state funds for the start-up of the program.
- Overview of the Home and Community-Based Services Survey and Certification
- 2016 Hoops, Dreams, and Goals – The Concho Valley Bobcats won the championship.
- Update of the Preadmission Screening and Resident Reviews (PASRR) Services
- Update of the Youth Empowerment Services (YES)

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

11. **CONSIDERATION OF THE BOARD POLICIES**

- 2.01.00.00-By-Laws – On motion of Mr. Stokes, seconded by Ms. Trevino, the Board of Trustees unanimously voted to approve the By-Laws with the recommended changes. Motion carried.

- 2.02.00.00 – Organization of MHMRCV – On motion of Ms. Kujawski, seconded by Ms. Trevino, the Board of Trustees unanimously voted to approve the policy as presented. Motion carried.

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

Mr. Rowe reported that staff participated in the Helping Hands 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 have received \$7,000 in Sponsors.

13. **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Gregory J. Rowe distributed his report noting the following:

- Financial Highlights
- MH & IDD Highlights
- Center Events
- State Agency Highlights

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

14. **NEXT MEETING SCHEDULE/ADJOURNMENT**

The next Board of Trustees meeting will be April 21, 2016. The meeting adjourned at approximately 6:52 p.m.

Dianna Spieker, Secretary/Treasurer

Date