

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SAN ANGELO, TEXAS 76901
THURSDAY, JULY 28, 2016
5:30 PM**

BOARD OF TRUSTEES PRESENT: Tim Davenport-Herbst John Stokes
 Jeff Gibson Dianna Spieker
 Jacqueline Shannon Jackie Walker
 Pat Trevino Linda Kujawski

BOARD OF TRUSTEES ABSENT: Cary Houston

1. **CALL THE MEETING TO ORDER AND INVOCATION**
At approximately 5:30 p.m., Ms. Shannon recognized a quorum was present and called the meeting to order. Mr. Davenport-Herbst gave the invocation.
2. **CLOSED SESSION**
At approximately 5:41 p.m., Ms. Shannon announced that the Board of Trustees would convene into Closed Session under Section 551:074 to deliberate personnel matters.
3. **OPEN SESSION**
At approximately 6:24 p.m., the Board of Trustees reconvened to an open session and Ms. Shannon announced that no action was taken.
4. **PUBLIC COMMENTS**
Mr. John Chinn addressed the Board regarding some employee and programmatic issues.
5. **CONSIDERATION OF THE BOARD OF TRUSTEE MEETING MINUTES**
On motion of Ms. Spieker, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to approve the May 26, 2016 minutes as corrected. Motion carried.
6. **CONSIDERATION OF THE MAY AND JUNE FINANCIAL STATEMENTS**
Brian Dunagan, CFO, reported on the May financial statement. He reported that the Center experienced a positive margin of \$93,134 for the month. He reported revenues at \$26,326 more than anticipated and expenses at \$56,334 less than anticipated. Total year-to-date positive margin of \$252,554. Total funds: \$3,204,140 and number of days for operation in fund balance at 105.

He noted the following variances in these revenue categories:

- HHSC Allocations exceeded budget by \$9,090
- Local & Fees exceeded budget by \$6,879
- TXHML under budget by \$5,116

- Medicare/Medicaid exceeded by \$17,055

He noted the following variances in these expenses categories:

- Salaries under budget by \$22,419
- Benefits under budget by \$20,742
- Contracted Services over budget by \$9,634

The IDD Services saw revenues of \$390,264 and a negative margin of \$10,136 and MH Services revenues of \$517,967 and a positive margin of \$106,7190.

He also reported on June Financial Statement. He reported that the Center experienced a positive margin of \$14,320 for the month. He reported revenues at \$831 more than anticipated and expenses at \$9,195 more than anticipated. Total year-to-date positive margin of \$266,874. Total funds: \$3,469,023 and number of days for operation in fund balance at 112.

He noted the following variances in these revenue categories:

- Local & Fees exceeded budget by \$17,359
- TXHML exceeded budget by \$36,420
- Medicare/Medicaid exceeded by \$18,746
- HCS under budget by \$36,420

He noted the following variances in these expenses categories:

- Consumable supplies under budget by \$4,764
- Benefits under budget by \$4,764
- Other expenses over budget by \$18,636
- Equip>\$5K over budget by 14,443

The IDD Services saw revenues of \$391,921 and a negative margin of \$3,608 and MH Services revenues of \$565,135 and a positive margin of \$81,598.

On motion of the Finance Committee, the Board of Trustees unanimously voted to accept the May and June financial statements as presented. Motion carried.

7. **CONSIDERATION OF THE FY 2016 2ND BUDGET AMENDMENT**

On motion of the Finance Committee, the Board of Trustees unanimously voted to approve the budget amendment with the additional funding of the DADS Out-of-home Respite and Crisis Intervention Specialist and DSHS Clubhouse Project. Motion carried.

8. **CONSIDERATION OF THE 3RD QUARTER FINANCIAL CERTIFICATION**

On motion of the Committee, the Board of Trustees unanimously voted to accept the 3rd Quarter financial certification as presented. Motion carried.

9. **CONSIDERATION OF THE 3RD QUARTER INVESTMENT REPORT**

On motion of the Committee, the Board of Trustees unanimously accepted the Investment report as presented. Motion carried.

10. **CONSIDERATION OF THE ENGAGEMENT LETTER WITH DAVID, KINARD & CO., CERTIFIED PUBLIC ACCOUNTANTS**

On motion of the Finance Committee, the Board of Trustees unanimously voted to accept the engagement letter with David, Kinard, & Co. for the audit period ending August 31, 2016. Motion carried.

11. **REPORT OF THE FINANCE COMMITTEE**

The committee met at 4:30 p.m. and the following items were discussed:

- May and June Financial Statements
- Consideration of the 2nd Budget Amendment for FY 2016 Operating Budget
- 3rd Quarter Financial Certification
- 3rd Quarter Investment Report
- Engagement Letter with Davis, Kindard, & Co.
- Development of the FY 2017 Operating Budget – Board Workshop
- Report of the renovation project for the Adult Mental Health Respite Facility – project underway with a completion date of August 31, 2016
- Consideration of the removal of the Goodfellow Commissary Contract.
- Review of non-mandated programs

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

12. **CONSIDERATION OF THE REMOVAL OF THE GOODFELLOW AIR FORCE COMMISSARY CONTRACT**

After several discussions and PNAC review, the Board of Trustees voted with 7 yays and 0 nays to remove the Goodfellow Air Force Commissary contract. Ms. Shannon abstained from voting. Motion carried.

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

Ms. Kujawski, PNAC Liaison, reported that the committee met on July 27, 2016 at noon and considered the following items:

- Review of MH Contracts – Charles Vandiver, Director of Crisis Services reviewed the Abilene Behavioral Health and the Oceans Behavioral Health contracts for providing crisis stabilization unit services and noted no issues. He reported that RiverCrest and Shannon behavior health are the main resources. He noted that all state hospitals are in full diversion. **PNAC Recommendation:** Continuation of both contracts. Melinda McCullough reviewed the Lowe's pharmacy contract and reported that the provider had several issues and two complaints which were resolved and therefore, recommended that Center not renew the contract. **PNAC Recommendation:** Contract not be renewed.
- New DADS Funding for Crisis Services – will develop a respite plan and advisory committee. **PNAC Recommendation:** appoint a member from the PNAC Committee to the Crisis Services advisory committee.
- Review of IDD Host Home Contracts – **PNAC Recommendation:** Renew six contracts out of eight.
- The Clubhouse (recovery focused model) – contract to begin August 1, 2016. Location is being determined and working on positions to be posted.
- Update status on GAFB Contract – Mr. Rowe reported on the losses incurred by this contract. The contract has been placed since 1985 and has employed approximately 20 clients. Due to

losses the Center is recommending discontinuing this service. **PNAC Recommendation:** Staff to develop a transitional plan for supported employment, referral to the clubhouse, and assistance with any medications.

- Review of PNAC Charge – Request members of the committee attend the next regular Board session to reaffirm their charge.
- New Chairperson for Committee - Vote for a chairperson at the next meeting.

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

14. **CONSIDERATION OF AN APPOINTMENT TO THE PLANNING AND NETWORK ADVISORY COMMITTEE**

On motion of Ms. Kujawski, seconded by Ms. Spieker, the Board of Trustees unanimously voted to appoint Ms. Denise Boyle to the PNAC. Motion carried.

15. **REPORT OF THE PROGRAM COMMITTEE**

The Committee met at 4:30 and the following items were discussed:

- Consideration of Quality Management Reports – currently working on an employee feedback survey
- Update of the Recovery-Focused Clubhouse Proposal – contract to begin August 1, 2016 and working on a location
- Report of the In-home and Out-of-home Respite Services through the Department of Aging and Disabilities Services (DADS) – mandated services through the department
- Report of the outcome of the Department of Aging and Rehabilitative Services (DARS) Autism Review
- Report of the planning and network advisory committee

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

16. **OUTCOME OF THE TEXAS COUNCIL COMMUNITY CENTERS ANNUAL TRUSTEES/STAFF JUNE 22, 23, & 24 San Antonio**

Trustees commented that the conference was very good and will informed of legislative and statewide issues facing community centers.

17. **WRAP-UP OF THE CENTER'S 50TH ANNIVERSARY PLANS**

Mr. Rowe reported that the June event went very well, had a large turnout and raised approximately \$17,586 in sponsorships.

18. **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Gregory J. Rowe distributed his report regarding the following items:

- Update of website – currently working on updating and adding board meeting information as a tab
- Financial highlights
- Mental Health highlights
- IDD highlights
- Autism highlights
- Other highlights

Report on file.

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

19. **NEXT MEETING SCHEDULE/ADJOURNMENT**

Nest regular meeting will be August 25th. A budget workshop will also held on Tuesday, August 16th at 4:00 p.m. At approximately 7:30 p.m., the meeting was adjourned.