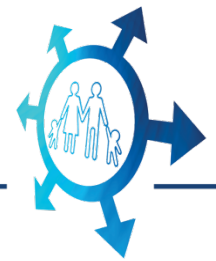


# MHMR Services for the Concho Valley



*"Working Together to Help People Help Themselves"*

MHMRCV's mission is to offer an array of services and supports which respond to the needs of people with mental illness, intellectual developmental disabilities and autism, enabling them to make choices that result in lives of dignity and increased independence

**BOARD OF TRUSTEES MEETING  
MHMR SERVICES FOR THE CONCHO VALLEY  
1501 WEST BEAUREGARD  
SAN ANGELO, TEXAS 76901  
THURSDAY, JANUARY 30, 2020**

**BOARD OF TRUSTEES PRESENT:** John Stokes            Jeff Gibson  
Cary Houston            Pat Trevino  
Linda Kujawski            Dianna Spieker

**BOARD OF TRUSTEES ABSENT:** Tim Davenport-Herbst

**SHERIFF REPRESENTATIVES PRESENT:** David Jones, Tom Green County  
Jeff Garner, Reagan County

**CENTER ATTORNEY PRESENT:** Jeff Chandler

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

At approximately 5:33 pm, Mr. Stokes called the meeting to order and gave the invocation.

## **2. PUBLIC COMMENTS WILL BE LIMITED TO THREE (3) MINUTES**

No public comments were made.

## **3. EMPLOYEE OF THE MONTH RECOGNITION– November, December and January**

Kevin Vaquera was named employee of the month for November. Krissten Diliberto was name employee of the month for December. The employee for January will be recognized at the February meeting.

## **4. CONSIDERATION OF THE INDEPENDENT FINANCIAL AUDIT ENDING AUGUST 31, 2019**

Scott, Singleton, Fincher and Company conducted the financial audit and reported that the Center's financial results were excellent, and no findings were reported. They noted that the final bond payment was made in 2019 and noted a balance of 130 days operating fund balance. On motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to accept the financial audit as presented. Motion carried.

## **5. CONSIDERATION OF THE CENTER'S MANAGMENT RESPONSE**

On motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to approve the response of no findings. Motion carried.

## 6. INTRODUCTION OF KEY STAFF

The following staff were introduced:

Richard Rodriguez – MVPN Coordinator  
Tonya Boyett – HB13 Project Coordinator  
Nancy Hernandez – Staff Development/Community Relations Coordinator

## 7. CONSIDERATION OF THE BOARD OF TRUSTEES MEETING MINUTES

On motion Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to accept the minutes as presented. Motion carried.

## 8. CONSIDERATION OF THE FY2020 FINANCIAL STATEMENTS– October, November, and December

On motion of Ms. Spieker seconded by Ms. Trevino, the Board of Trustees unanimously voted to accept the October, November and December statements. Motion carried.

For the month of October, the Center experienced a positive margin of \$54,998. Revenues were \$1,298,157 and expenses were \$1,243,159.

For the month of November, the Center experienced a negative margin of (\$29,782). Revenues were \$1,060,411 and expenses were \$1,090,193.

For the month of December, the Center experienced a positive margin of \$27,922. Revenues were \$1,377,033 and expenses were \$1,349,111.

## 9. CONSIDERATION OF A RESOLUTION TRANSFERRING FUNDS FROM THE RESERVE FUNDS TO OPERATING BUDGET

On motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to adopt the following resolution. Motion carried.

### RESOLUTION

#### TRANSFER OF RESERVE FUNDS TO GENERAL OPERATING FUNDS

WHEREAS, the Board of Trustees Policy 3.01.00.01 Reserve Funds and Investment Policy permits the Board of Trustees to transfer money from the reserve account to the Center's general operating account to meet short-term cash flow requirements or for other expenses; and

WHEREAS, the Board of Trustees and Staff anticipate a shortage in the Center's cash flow to meet the current operating expense due to the purchase (purchase price, closing costs and environmental studies) of the 1601 West Beauregard property; and

WHEREAS, the Board of Trustees and Staff have determined that it will be in the best interest of the Center and the people served to transfer money from the reserve account to the general operating account;

BE IT RESOLVED that the Board of Trustees hereby authorize and instruct the Chief Financial Officer, as the designated Investment Officer, to transfer the amount of **up to \$243,654** from the reserve account to the general operating account for said purposes.

## 10. CONSIDERATION OF THE BUDGET ADJUSTMENTS TO THE FY 2020 OPERATING BUDGET

On motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to approve the budget amendments with revenues at \$13,744,109 and expenses at 13,744,109. Motion carried.

### **11. CONSIDERATION OF THE FY 2020 1<sup>st</sup> QUARTER CERTIFICATION REPORT**

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

### **12. CONSIDERATION OF THE FY 2020 1<sup>st</sup> QUARTER INVESTMENT REPORT**

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

### **13. REPORT OF THE FINANCE COMMITTEE**

The following items were reviewed by the Committee:

- RFP Electronic Health Record System – March 26
- Outcome of the Financial Audit ending August 31, 2019
- Center’s Management response
- Financial Statements – October, November and December
- Resolution transferring funds from reserves to operating
- Budget adjustments
- Investment Report
- Financial Certification

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

### **14. CONSIDERATION OF A NEW JANITORIAL SERVICE**

On motion of Ms. Trevino, seconded by Ms. Spieker, the Board of Trustees unanimously voted to accept the bid of Ramtex in the amount of \$29,232.00. Motion carried.

### **15. REPORT OF THE PROGRAM COMMITTEE**

The following items were reviewed by the Committee:

- Reports of Quality Management Activities
- Report of the Planning and Network Advisory Committee
- Report of the San Angelo Clubhouse and monthly activities

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

### **16. REPORT OF THE SAN ANGELO CLUBHOUSE ADVISORY COMMITTEE AND MONTHLY ACTIVITIES**

The following report was made:

- Average daily attendance – 15
- 5 new members and 3 returning members
- Mentors have been selected to start an “Ambassador” program
- Held six socials
- 3 units – Membership development – Communication Unit; Snack Bar – Clubhouse Café and Clubhouse Café To-Go; Gardening Team-Cultivation Unit
- May 2: 0.5K Event

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

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

The Personnel committee will submit nominations at the March meeting.

**18. DISCUSSION AND CLOSED SESSION UNDER SECTION 551.072 OF THE TEXAS GOVERNMENT CODE REGARDING THE CLUBHOUSE PROPERTY**

At approximately 6:52 pm, Mr. Stokes announced that the Board of Trustees would convene into closed session to deliberate of real property 404 South Irving, San Angelo, Tx.

**19. OPEN SESSION – announce no action was taken**

At approximately 7:20 pm, the Board of Trustees reconvened to open session and Mr. Stokes announced that no action was taken during closed session.

No action was taken.

**20. NEXT MEETING SCHEDULE /ADJOURNMENT**

- Next Board meeting – February 27, 2020

The meeting was adjourned at 7:25 pm.

**Items do not have to be taken in same order as shown on meeting notice. As authorized by Section 551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at any time during the course of this meeting to seek legal advice from its Attorney about any matters listed on the agenda.**