

MHMR Services for the Concho Valley

1501 W. Beauregard • San Angelo, TX 76901-4004 • (325) 658-7750 • www.mhmrcv.org



BOARD OF TRUSTEES MEETING

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

THURSDAY, MAY 28, 2020 – 5:30 PM

Jack Ray Auditorium – 1501 West Beauregard, San Angelo, Texas 76901

BOARD OF TRUSTEES PRESENT:

John Stokes	Cary Houston
Pat Trevino	Dianna Spieker
Linda Kujawski	Jeff Gibson
Dr. Sangeeta Singg	Don McKee
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 certification of a quorum

At approximately 5:30 pm, Mr. Stokes, Chair, certified a quorum was present. Mr. Stokes, Ms. Spieker, Mr. Houston, and Ms. Pat Trevino were present at 1501 West Beauregard and other trustees were in attendance via Zoom meeting video and audio.

2. Administration of Oath of Office and Acknowledgement of New Trustee Training

It was noted that Dr. Sangeeta Singg and Mr. Don McKee completed trustee training on May 21, 2020. Ms. Dianna Spieker administered the Oath of Office.

3. Public comments will be limited to three (3) minutes

No public comments were made.

4. Consider presentation of the Certification Process as a Community Behavioral Health Clinic by Jelly Nonprofit Consulting Services (Angelina Osornio Torres)

Ms. Angelina Torres with Jelly Nonprofit Consulting Services presented a status report of the certification process. Noted the following project progress to date in accomplishing the CCBHC Objectives:

CCBHC PREPARATION PROCESS SCHEDULE
TOTAL PROJECT TERM: January 2020 – May 2021 (17 MONTHS)

Updated 5/27/2020

	2020												2021					Progress*
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	%
OBJECTIVE 1: Become knowledgeable about MHMRCV and CCBHC process.	6%	6%	6%	3%	6%													27%
OBJECTIVE 2: Conduct a CCBHC Needs Assessment for MHMRCV.	0%	0%	1%	3%	4%													8%
OBJECTIVE 3: Staff training and awareness about CCBHC.	0%	0%	0%	0%	0%													0%
OBJECTIVE 4: Implement electronic health records (EHR) and CCBHC data tracking methodology.	0%	6%	6%	6%	6%													24%
OBJECTIVE 5: Obtain Texas HHSC licensure for SUD OP treatment program.	0%	0%	6%	1%	3%													10%
OBJECTIVE 6: Develop a new CCBHC-compliant Operations Manual for MHMRCV.	0%	0%	0%	0%	1%													1%
OBJECTIVE 7: Undergo HHSC CCBHC review process.	0%	0%	0%	0%	0%													0%

*Each objective will total 100%.

To achieve 100% per objective, each month will average almost 6% of progress. Realistically, this average monthly percentage will vary.

■ Red text indicates COVID-19 pandemic.

■ Estimated timeframe per objective.

■ MHMRCV will implement EHR and train staff on use.

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

5. Consider the Minutes of May 28, 2020

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

6. Consider the FY 2020 Financial Statement – April

On motion of Ms. Spieker, seconded by Dr. Davenport-Herbst, the Board of Trustees voted to accept the financial statement as presented. Motion carried.

For the month of April, the Center experienced a positive margin of \$9,849.00. Revenues were \$1,137,957.00 and expenses were \$1,128,108.00.

7. Consider of the Request for Proposal (RFP) for an Electronic Health Record System

On motion Mr. Gibson, seconded by Dr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the proposal submitted by SmartCare in the amount of \$507,481.00. Motion carried.

8. Consider of a Request for Proposal for a Payroll/Human Resources Services

On motion of Ms. Spieker, seconded by Mr. Gibson, the Board of Trustees unanimously voted to accept the proposal submitted by Paycom in the amount of \$107,961.36 with a one-time implementation fee of \$5,284.50. Motion carried.

9. Report of the Finance Committee

The committee met and reviewed the following items:

- May Financial Statement
- Paycheck Protection Program
- Request for Proposal for an Electronic Health Record System
- Request for Proposal for a Payroll/Human Resources Services
- Executive Director’s January Expenses – reviewed the report.

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

10. Report of the Crisis Counseling Program (CCP) – Immediate Services Program

Mr. Rowe reported that the Center received approval of the grant. This program will provide short-term stress management and crisis counseling to individuals and groups having psychological reactions to the COVID-19 pandemic. The Concho Valley program hired a Program Director/Lead, 3 Crisis Counselors, Administrative Assistant. Advertisement and campaign ads have been published on billboards, TV, radio, and social media. No Board action is required at this time.

11. Report of a Substance Abuse and Mental Health Services Administration (SAMSHA) – COVID-19 Emergency Response for Suicide Prevention Grant

Mr. Rowe reported that the Center in collaboration with West Texas Counseling and Guidance submitted a grant to SAMSHA in the amount of \$799,000. He noted that if the grant is approved implementation would be June 30, 2020. No Board action is required at this time.

12. Consider of Board of Trustees Policies 1.05.00.00 Use of Funds for Employee Support and Recognition and 4.15.03.00 Safety and Security Requirements for Medication and Medication Supplies

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

13. Consider of the Executive Director’s Report regarding current Center Operations

- General Report of Center Services – on file
- Legislative and Opportunities for the Center

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

14. Consider of Slate of Officers and Committee Members

Executive Committee: John Stokes, Chair; Dianna Spieker, Pat Trevino

Finance Committee: Dianna Spieker, Chair; Tim Davenport-Herbst, Don McKee, Sheriff David Jones

Program Committee: Linda Kujawski, Chair; Sangeeta Singg, Sheriff Jeff Garner

Personnel Committee: Pat Trevino, Chair; Cary Houston, Jeff Gibson Dianna Spieker

PNAC Liaison: Linda Kujawski

San Angelo Clubhouse Liaison: Tim Davenport-Herbst

Texas Council Representative: Cary Houston

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

15. Report of the Personnel Committee

The Committee met and discussed the following items:

- Discussion of the Executive Director’s Evaluation
- Discussion of nominations of officers and Committee Members

16. Closed Session

At approximately 6:46 pm, Mr. Stokes announced that the Board of Trustees would convene in closed session to deliberate the Executive Director’s Annual Evaluation.

17. Open Session

At approximately 6:57 pm, the Board of Trustees reconvened to open session and no action was taken during closed session.

18. Consider next meeting

Mr. Stokes reported that the next regular meeting is scheduled for June 25, 2020 at 5:30 pm.

16. Adjourn

At approximately 7:00 pm, the meeting was adjourned.

Pat Trevino, Secretary/Treasurer

Date approved