



*“Working Together to Help People Help Themselves”*

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**PUBLIC NOTICE-AGENDA  
BOARD OF TRUSTEES MEETING  
TUESDAY, AUGUST 30, 2022 – 5:30 PM  
1501 WEST BEAUREGARD, SAN ANGELO, TEXAS 76901  
TELECONFERENCE LINE: 833-8815-7671 ACCESS CODE: 828054**

**BOARD OF TRUSTEES PRESENT:** John Stokes Dianna Spieker  
Jana Harrison Cary Houston  
Linda Kujawski Jeff Gibson  
Dr. Davenport-Herbst

**BOARD OF TRUSTEES ABSENT:** Dr. Sangeeta Singg

**SHERIFFS ABSENT:** Burleigh Locklar, Tom Green County  
Jeff Garner, Reagan County

**CENTER ATTORNEY PRESENT:** Jeff Chandler

1. Call the meeting to order, invocation, certification of a quorum  
At approximately 5:31 pm, Mr. Stokes recognized a quorum was present and called the meeting to order. Dr. Davenport-Herbst gave the invocation.
2. Public comments will be limited to three (3) minutes  
No public comments.
3. Employee of Month for August  
Mr. Gregory J. Rowe, CEO, announced that for the month of August there were multiple winners. Victoria Galindo, Ruby Gutierrez, Pam Johnson, and Lileanna Flores were recognized for the RISE award. The adult mental health Respite facility has been experiencing significant staffing issues and these employees stepped up to take shifts outside their normal work duties.

4. Consider the Minutes of the July 28, 2022 Board Meeting

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

5. Monthly Report of the Finance Committee

- Review of the FY2022 July Financial Statement – Revenues were reported at \$1,264,193 and expenses at \$1,230,918 with a margin at \$33,275. The fiscal year to date margin is \$78,997 and 125 days of operation in reserves
- Discussion of the 1115 Medicaid Waiver-Directed Payment Program - Margin
- Review of the Chief Executive Officer's Expenses
- The committee reviewed the FY 2023 Operating and Staffing Budget and the Texas Council FY 2023 Membership dues

On motion of Mr. McKee, seconded by Ms. Kujawski, the Board of Trustees unanimously voted accept the finance committee report as presented. Motion carried.

6. Consideration of the FY 2023 Operating and Staffing Budget

Mr. John Wyatt, CFO, gave a summary of the operating budget. He noted the following high points of the budget:

IDD Services

- No general revenue increase
- Slight increase in HCS/TXHML billing
- Closure of IDD Crisis Clinic/Combine with Adult MH Outpatient Clinic – Mr. Wyatt reported that the DSRIP funding is no longer available and indicated that there is not enough funding in the Center's operating budget to sustain the clinic. The transition plan is for 54 adults in our provider services be seen at OPC and 16 children would be served at the Family and Youth Guidance Center. Notice will be given to private providers that they will need to seek another provider for their consumer's psychiatric needs.

MH Services

- HB 13 Grant – remains at \$600,000
- Clubhouse HHSC allocations at \$147K-about 40% of total budget; balance is funded by grants and fundraisers

- Fund for Tier 1 Crisis Days (HHSC) expected to be fully utilized in FY 23. Also have more ARPA funds through Tom Green County to utilize
- TVC Veteran's Grant - \$250,000 was renewed in July 2022
- Closure of ABC Center - Mr. Wyatt, also reported that the autism center will be closing. The center has not been able to break even in revenues and expenses. Since the pandemic, the number in children served has declined. He reported that the Center's operating budget would not be able to sustain it without affecting other core services.

### Facility Wide

- 5% COLA for all employees
- Health Insurance – 5% increase anticipated.
- Capital budget - \$100,000 contingency to be funded from reserves
- No new leased vehicles
- Increase in property insurance partially offset by reductions in Workers Comp and Liability
- IT budget – no fees for Center (former EHR provider) in FY 23
- Increase travel expenses to levels for FY 2019 (pre-COVID)
- Use reserves for the thanksgiving bonus, substance abuse program start-up costs, 3 months salaries for dual CFO's

Ms. Spieker, Vice Chair, pointed out to be cautious in using reserve funds. The FY 23 Operating and Staffing Budget was also presented to the Planning and Network Advisory Committee for comments and/or recommendations. No recommendations were made.

On motion of Ms. Spieker, seconded Dr. Davenport-Herbst, the Board of Trustees unanimously voted to adopt the FY2023 budget with revenues at \$14,638,609 and expenses at \$14,568,889 with 171.28 that includes full and part time staff as presented. Motion carried.

### 7. Report of the Planning and Network Advisory Committee

The PNAC met August 30<sup>th</sup> and following items were considered:

- Review of the FY 23 Operating Budget – recommendation to accept the budget as presented.

- Contract Evaluations: IDD, MH, Administrative – 22 Contracts were reviewed with recommendation to continue for FY 23 and 1 IDD contract for non renewal.
  - Quality Management Items -
  - FY '22, Q1-2 AMH Chart Review
  - FY '22, Q1-2 CMH Chart Review
  - FY '22, Q1 MCOT Chart Review
  - FY '22 RACT Fidelity Review
  - FY '22 Q1-2 RACT Team Chart
  - FY '22 AVAIL Crisis Hotline Mystery Caller Review
  - FY '22, Q3 – Q4 HHSC Access To Routine MH Services Mystery Caller Survey
  - FY '22 Seeking Safety Fidelity Review
  - FY '22 Aggression Replacement Therapy Fidelity Review
  - FY '22, Q1-2 Certified Family Partner (CFP) Review
  - FY '22 GR-CFC CAP Review, Mar/Apr/May/June/July 2022
  - FY '22 HCS CAP Review, Mar/Apr/May/June/July 2022
  - FY '22 PASRR CAP Review, Mar/Apr/May/June/July 2022
  - FY '22 Q3, Q4 Dr. Strong Safety Drills
  - FY '22 ADA Self Evaluation and Transition Plan
  - FY '23-FY '24 IDD Quality Management Plan
- Recommendation for acceptance of reviews and plans.

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

8. Consider the FY 23-24 IDD Quality Management Plan

The following changes were considered and noted that the plan is for a two-year period:

- Updated name change, logo, mission, vision, and values statement
- Updated the IDD services listing
- Description of how QM information is communicated to BOT updated to reflect that it is via the PNAC now

- Strategic Plan references updated (goals/objectives/strategies) and updated QM review schedule
- References to consumer was changed to individual
- Remove vocational training
- Committee tables were updated
- Texas Administrative Codes (TAC) updates were made

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

9. Consider the Policies and Procedures of the Charity Care Program

On motion of Ms. Kujawski, seconded by Mr. Houston, the Board of Trustees unanimously voted to adopt the 3.03.01.06 Charity Care Administrative Policy and Procedures. Motion carried.

10. Consider the FY 2023 Membership Dues of the Texas Council of Community Centers

On motion of Dr. Davenport-Herbst, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the membership dues. Motion carried.

11. Consider the Report of the Chief Executive Officer regarding current Center Operations

The CEO report highlights legislative updates, quality management, financial detail and center happenings – staff have formed a kickball team to participate in the Housing Authority of San Angelo kickball tournament and invited the trustees. He also invited the trustees to the Annual End of the Fiscal Year Employee Appreciation luncheon September 2, 2022 at 11:00 am. He reported that a Sequential Intercept Model (SIM) mapping for our local community occurred August 15 & 16. There were over 30 individuals participated in the mapping that lays out the process of how individuals with un-met BH needs interact with & move through the criminal justice system in Tom Green County. Full report on file.

On motion of Mr. Gibson, seconded by Dr Davenport-Herbst, the Board of Trustees unanimously voted to accept the CEO report as submitted. Motion carried.

12. Discussion of Trustee Appointments

Mr. Houston reported that there will be a personnel committee meeting either via Zoom or phone call to discuss appointments of officers and committee members and performance evaluation forms for the CEO will be emailed to trustees.

Mr. Stokes announced that he would not be submitting his application for reappointment to the Board.

13. Consider next meeting Thursday, September 22, 2022, at 5:30 pm and Adjournment

At approximately, 7:05 the meeting was adjourned.

All agenda items are subject to action and 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.