

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SAN ANGELO, TX, 76901
THURSDAY, SEPTEMBER 24, 2015
5:30 P.M.**

BOARD OF TRUSTEES PRESENT:

Jeff Gibson	Cary Houston
Linda Kujawski	Jacqueline Shannon
Dianna Spieker	John Stokes
Pat Trevino	Jackie Walker

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. Gibson gave the invocation.

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

Annette Hernandez, Chief Administrative Officer, introduced Jennifer McKee, as the newly employed main receptionist for the Center.

Denise Bloomquist, Executive Director for Project JANUS, addressed the Board regarding the lack of funding and the Department Aging and Disabilities Services (DADS) not renewing their contract. She noted that she is working on seeking other grants to be able to fund the project. She noted that Project JANUS is the only organization conducting research for the dually diagnosed individuals and requested the Center continue their support of the Project.

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

On motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the August 26, 2015 minutes as presented. Motion carried.

4. **CONSIDERATION OF THE AUGUST FINANCIAL STATEMENT**

Brian Dunagan, CFO, reported that the Center experienced a negative margin of \$164,686 for the month of August. He reported that revenues for the month resulted in a deficit of \$17,754 compared to budget and expenses over budget by 43,726. He reported year-to-date negative margin is \$941,418. Total year-to-date margin is under budget by \$185,686. He noted 61 days of operation in the fund balance.

He noted the following variances in these revenue categories:

- Local & fees exceeded budget by \$106,295.
- HHSC Allocations exceeded budget by -\$152,757
- HCS was under budget by \$18,219
- Medicaid & Medicare exceeded budget by \$10,674

He noted the following variances in these expenses categories:

- Salaries under budget by \$20,056
- Fringes under budget by \$14,711
- Equip > \$5K exceeded budget by \$26,486

- Client Support Costs exceeded budget by \$14,327

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

5. **CONSIDERATION OF THE TEXAS COUNCIL OF COMMUNITY CENTERS MEMBERSHIP AND FEES FOR FY 2016**

On motion of Mr. Stokes, seconded by Ms. Kujawski, the Board of Trustees unanimously approved the membership dues in the amount of \$18,587.00. Motion carried.

6. **CONSIDERATION OF THE CITY OF SAN ANGELO AGREEMENT FOR FY 2016**

On motion of Ms. Spieker, seconded by Ms. Kujawski, to accept the allocation in the amount of \$55,000.00 and authorize the Jacqueline Shannon, Chair to sign the agreement. Motion carried.

7. **CONSIDERATION OF THE 4th QUARTER FINANCIAL CERTIFICATION**

On motion of Mr. Houston, seconded by Mrs. Trevino, the Board of Trustees unanimously voted to accept the financial certification as presented. Motion carried.

8. **CONSIDERATION OF THE 4th QUARTER INVESTMENT REPORT**

The report was tabled until the next Board meeting.

9. **REPORT OF THE PROGRAM COMMITTEE**

Ms. Kujawski gave the report and the following items discussed:

- Consideration of the Quality Management Reports – no action needed
- Update of the PESC Services and Additional PESC Funding – Gregory Hickey, MCOT Supervisor, reported that the Needs Capacity Assessment to expand and enhance the Center's current crisis respite was approved by the Department of State Health Services (DSHS). DSHS will fully fund the project in the amount of \$626,258.00
- Report of the State Hospital Allocation Methodology (SHAM) for FY 2015 – Mr. Hickey noted the report comprised by the Texas Council of Community Centers. He noted that for FY 2015 the Center met 100% of the state hospital target.
- DSHS Mental Health Deputy Program Site visit October 20th – Mr. Rowe noted that the visit went well. Representatives from the Department visited the Center to review the program and visit with the Deputies.
- Department of Aging and Rehabilitative Services (DARS) proposal for Autism services – It was reported that the Center submitted a proposal. Staff noted that the Department contacted the Center and indicated that the award would be approved.
- Conversion of ICD 9/DSM 4 to ICD 10/DSM 5 diagnosis – The conversion to ICD 10 will be effective October 1, 2015. Staff are preparing and reviewing diagnosis.

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

10. **PLANS FOR THE CENTER'S 50th ANNIVERSARY JUNE, 2016**

- Consideration of new name/rebranding
- Consideration of a new logo
- Steering Committee

On motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the process of developing a new logo and begin the process for rebranding. Motion carried. Ms. Shannon, Ms. Spieker, and Ms. Kujawski volunteered to help with the anniversary celebration.

11. **CONSIDERATION OF THE ENGAGEMENT LETTER WITH JEFF CHANDLER LAW FIRM**

On motion of Ms. Spieker, seconded by Mr. Stokes, the Board of Trustees unanimously voted to accept the engagement letter with Jeff Chandler Law Firm. Motion carried.

12. **REPORT OF THE EXECUTIVE DIRECTOR**

Discussion was held regarding the possibility of receiving funding through the Methodist Health Ministries for the development of a recovery-focused clubhouse. He reported that DSHS will be accepting proposals and is planning to submit a proposal.

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

13. **DISCUSSION OF THE EVALUATION PROCESS FOR THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE**

The Personnel Committee will initiate the evaluation process and use the same evaluation tool as last year's.

14. **NEXT MEETING SCHEDULE/ADJOURNMENT**

The next meeting is tentatively scheduled for October 22, 2015. At approximately, 7:05 p.m. the meeting was adjourned.