

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SANANGELO, TEXAS 76901
Thursday, SEPTEMBER 29, 2016
5:30 PM**

BOARD OF TRUSTEES PRESENT:

Jackie Shannon	John Stokes
Linda Kujawski	Dianna Spieker
Pat Trevino	Tim Davenport-Herbst
Jeff Gibson	

BOARD OF TRUSTEES ABSENT:

Cary Houston

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

At approximately 5:35 p.m., Ms. Shannon, presiding officer, recognized a quorum was present and called the meeting to order. Mr. Davenport-Herbst gave the invocation.

2. **RECOGNITION OF THE EMPLOYEE OF THE MONTH**

Gregory Rowe, Executive Director, recognized David Cook as the employee of the month for September. Mr. Cook has worked for the Center for about 2 years and serves as the Center's maintenance specialist.

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

Mr. Chinn expressed concerns regarding hiring practices and staff morale.

At approximately 5:50 p.m., Mr. Davenport-Herbst left the meeting.

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

On motion of Ms. Spieker, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the Board of Trustees Meeting Minutes for July 28, 2016 as amended. Motion carried.

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

Ms. Spieker, Finance Committee Chair, reported on the August financial statement. She reported that the Center experienced a positive margin of \$113 for the month. Revenues at \$22,028 were more than anticipated and expenses at \$26,934 were more than anticipated. Total year-to-date positive margin of \$284,079.

Noted the following variances in these revenue categories:

- HHSC Allocations exceeded budget by \$9,568
- Local & Fees under budget by \$7,344
- HCS exceeded budget by \$47,623
- Medicaid/Medicare under by \$33,075

Noted the following variances in these expenses categories:

- Salaries over budget by \$54,131
- Contracted Services over budget by \$20,727
- Facility Costs under budget by \$5,117
- Insurance over budget by \$29,510

The IDD Services saw revenues of \$462,119 and a negative margin of \$9,718 and MH Services revenues of \$575,088 and a positive margin of \$40,821.

On motion of the Finance Committee, seconded by John Stokes, the Board of Trustees unanimously voted to approve the August financial statement as presented. Motion carried.

6. **REPORT OF THE FINANCE COMMITTEE**

The following items were discussed:

- FY 2016 August Financial Statement
- Consideration of the grant request to the Methodist Healthcare Ministries for the Clubhouse Services
- Report of the renovation project for the adult mental health respite facility

On motion of the Finance Committee, seconded by John Stokes, the Board of Trustees unanimously voted to accept the committee report. Motion carried.

7. **CONSIDERATION OF GRANT REQUEST TO THE METHODIST HEALTHCARE MINISTRIES FOR THE CLUBHOUSE SERVICES**

On motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the submission of the grant to Methodist Healthcare Ministries in the amount of \$52,600. Motion carried.

8. **REPORT OF THE PROGRAM COMMITTEE**

The Committee met at 4:30 p.m. on September 29 and following items were considered:

- Quality Management Reports
- Update of the Clubhouse
- Update of the renovation of the respite facility

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

9. **CONSIDERATION OF THE DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES CONTRACT**

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

10. **REPORT OF THE EXECUTIVE DIRECTOR**

- Report of General Center Services – gave a general report (filed copy)
- Report of Human Resources Consultant – meeting scheduled to discuss the scope of work and outcomes for the Center
- Legislative Reports by the Texas Council of Community Centers - Noted the legislative appropriations request and the Legislative visits to be held on October 28th

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

11. **FY 2016 – 2018 BOARD OF TRUSTEES APPOINTMENT PROCESS**

The following trustees are up for reappointment: Cary Houston, Jacqueline Shannon, and John Stokes. Deadline to submit application is October 7, 2016. Informational only, no action required

12. **NEXT MEETING SCHEDULE/ADJOURNMENT**

The next tentatively Board meeting dates are October 25 and November 3. Annette will send out a notice. At approximately 6:39 p.m. the meeting was adjourned.