

**BOARD OF TRUSTEES MEETING
MHMR SERVICES FOR THE CONCHO VALLEY
1501 WEST BEAUREGARD
SAN ANGELO, TX, 76901
TUESDAY, NOVEMBER 29, 2016
5:30 p.m.**

BOARD OF TRUSTEES PRESENT:

Dianna Spieker
Linda Kujawski
Tim Davenport-Herbst

Jeff Gibson
Pat Trevino

BOARD OF TRUSTEES IN ATTENDANCE BUT UNABLE TO PARTICIPATE IN THE MEETING DUE TO THE SPONSORING AGENCIES NOT BEING ABLE TO MEET FOR REAPPOINT OF THEIR TERM:

Cary Houston

John Stokes

BOARD OF TRUSTEES ABSENT:

Jacqueline Shannon

1. CALL THE MEETING TO ORDER AND INVOCATION

At approximately 5:30 p.m., Ms. Spieker called the meeting to order. Mr. Gibson gave the invocation.

2. RECOGNITION OF THE EMPLOYEE OF THE MONTH FOR OCTOBER AND NOVEMBER

Mr. Rowe introduced Jo Sanchez as the October employee of the month and Lalanie Dohrse as the November employee of the month.

3. PROGRAM SPOTLIGHT: Mental Health Deputy Program and the Jail Diversion Partnership

Sargeant Quentin Williams gave a brief overview of the County's Mental Health Deputy Program and Gregory Hickey gave a brief overview of the jail diversion program. He reported that the jail diversion meetings are held quarterly. Most of the discussions held are regarding the collaborative efforts that are being implemented with the DA's office and the development of a specialized court that will integrate drug, veterans, and mental health in order bridge some of the service delivery.

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

Mr. John Chinn addressed the Board regarding being very transparent by posting the Board's minutes and agendas.

5. CONSIDERATION OF THE BOARD OF TRUSTEES MEETING MINUTES

On motion of Ms. Kujawski, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to approve the September 29, 2016 minutes as presented. Motion carried.

6. CONSIDERATION OF THE SEPTEMBER AND OCTOBER FINANCIAL STATEMENTS

For the month of September the Center experienced a negative margin of \$56,903 for the month. Revenues at \$177,145 less than anticipated and expenses at \$160,677 less than anticipated. Total year-to-date negative margin of \$56,930.

Noted the following variances in these revenue categories:

- HHSC Allocations under budget by \$112,231
- Local & Fees under budget by \$10,601

- HCS under budget by \$16,631
- Medicaid/Medicare under by \$39,624

Noted the following variances in these expenses categories:

- Salaries under budget by \$44,478
- Contracted Services under budget by \$91,286
- Employee Benefits under budget by \$17,917
- Insurance over budget by \$6,074

The IDD Services saw revenues of \$343,607 and a negative margin of \$52,922 and MH Services revenues of \$370,053 and a positive margin of \$32,285.

For the month of October the Center experienced a negative margin of \$68,588 for the month. Revenues at \$71,962 less than anticipated and expenses at \$45,951 less than anticipated. Total year-to-date negative margin of \$125,518.

Noted the following variances in these revenue categories:

- HHSC Allocations under budget by \$30,925
- HCS under budget by \$10,585
- Medicaid/Medicare under by \$33,209

Noted the following variances in these expenses categories:

- Salaries under budget by \$35,486
- Contracted Services under budget by \$40,506
- Employee Benefits under budget by \$17,637
- Facility Costs over budget by \$27,884
- Computer Service/Maintenance over budget by \$14,378

The IDD Services saw revenues of \$363,661 and a negative margin of \$40,231 and MH Services revenues of \$443,362 and a positive margin of \$21,691.

On motion of Ms. Spieker, seconded by Mr. Davenport-Herbst, the Board of Trustees unanimously voted to accept the September and October financial statements as presented. Motion carried.

7. FY 2016 4th QUARTER FINANCIAL CERTIFICATION

On motion of Mr. Davenport-Herbst, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to accept the certification and ratify the Chair's signature. Motion carried.

8. FY 2016 4th QUARTER INVESTMENT REPORT

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

9. CONSIDERATION FO THE AUTHORIZED SIGNATURES FOR TEXAS STATE BANK

On motion of Mr. Davenport-Herbst, seconded by Ms. Trevino, the Board of Trustees unanimously voted to adopt the following resolution with the following authorized signatures:

AUTHORIZED SIGNATURES:

Jacqueline Shannon, Chairperson
John Stokes, Vice Chairperson
Dianna Spieker, Secretary/Treasurer

Gregory J. Rowe, Executive Director
John Wyatt, Chief Financial Officer
Frances Salter, Director of Human Resources

MHMR Services for the Concho Valley hereby referred to "Association" resolves that,

- (1) The Texas State Bank hereby referred to "Financial Institution" is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modifications has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated April 27, 2015. If not completed, all resolutions remain in effect.

Certification of Authority. I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same.

Dianna Spieker, Secretary/Treasurer

Jacqueline Shannon, Chair

John Stokes, Vice Chair

Motion carried.

10. REPORT OF THE FINANCE COMMITTEE

Ms. Spieker reported that the Finance Committee will be meeting the third Tuesday of each month regardless of a board meeting. On motion of the Finance Committee, the Board of Trustees unanimously voted to accept the report as presented. Motion carried.

11. REPORT OF THE PROGRAM COMMITTEE

The Program Committee met at 4:30 p.m. and Ms. Kujawski reported the following items

- Report of the MH pharmacy cost savings for the last six months, the Foundation for Better Health Medication Reimbursement, the transition of the Center's pharmacy services to the ETBHN, and the Medical Director transition from Dr. Lindy Bankes to Dr. Mark Janus.
- Reviewed the policy 3.06.07.00 Quality Assurance and Improvement Program
- Report of the DSHS Comprehensive review held October 25-28
- Update of the San Angelo Clubhouse Services
- Report of the HHSC/DADS Local Authority Quality Assurance Review held September 6-9
- Implementation of Crisis Services for IDD Programs
- Report of the Planning and Network Advisory Committee

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

12. REPORT OF THE PLANNING AND NETWORK ADVISORY COMMITTEE

The PNAC committee met November 22 and Ms. Kujawski, PNAC Liaison, reported the following items:

- Review of IDD Host Home Contract – recommend of continuance of three contracts and 1 discontinue
- New Utilization Management (UM) Inter-local Agreement with East Texas Behavioral Health Network (ETBHN)- more cost effective under contract than hiring staff
- Update on Pharmacy Services Transition – under contract with ETBHN and patients adjusting
- Update on the Jail Diversion Program – working with DA for specialized bonds and specialized court
- Update on PESC Contracts (RiverCrest Hospital, Shannon Behavioral Health & Abilene Behavioral Health) – working on negotiating contracts
- Discussion – Chair of Committee/New Members – appointed Denise Boyle as Chair and Mark Williams as Vice Chair

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

13. CONSIDERATION OF THE BOARD RESOLUTION FOR THE CENTER'S RETIREMENT PLAN

On motion of Ms. Spieker, seconded by Ms. Trevino, the Board of Trustees unanimously voted to adopt the following resolution:

**CERTIFIED COPY OF
RESOLUTION OF AMENDMENT
401 (a) RETIREMENT PLAN**

I, Jacqueline Shannon, certify that I am Chairperson of the Board of Trustees of the above-named organization, a community mental health and mental retardation center (hereafter referred as MHMRCV) organized under the laws of the State of Texas, Federal Employer I.D. Number 75-1251523, and that the following is true and correct copy of the a resolution adopted at a meeting of the MHMRCV Board of Trustees duly and properly held on November 29, 2016.

BE IT RESOLVED, that the Board of Trustees of MHMRCV amends the existing 401(a) qualified employee retirement plan so that effective September 1, 2016, ARTICLE IV CONTRIBUTIONS AND ALLOCATIONS 4.01 Employer Contributions. The Employer shall contribute for each Plan Year an amount that, when added to any forfeitures allocated to a Participant, shall be equal to 4% of each Participant's Compensation will be made on behalf of each Participant eligible to share in the allocation of Employer contributions pursuant to the Plan.

I further certify that MHMRCV has, and at the time of adoption of the resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the power granted to the persons names who have full power and lawful authority to exercise the same and that such resolution has not been revoked or modified.

Certified this _____ day of _____, 2016

Jacqueline Shannon, Chairperson

Attested by: Dianna Spieker, Secretary/Treasurer

14. CONSIDERATION OF THE BOARD OF TRUSTEES POLICY 3.08.06.01 EMPLOYEE RETIREMENT AND 3.06.07.00 QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

On motion of Ms. Kujawski, seconded by Mr .Davenport-Herbst, the Board of Trustees unanimously voted to approve policy 3.08.06.01. Motion carried.

Board of Trustees policy 3.06.07.00 Quality Assurance and Improvement Program was tabled until the next meeting in order to be review by the legal counsel for conflict of interest.

15. CONSIDERATION OF A LEASE AGREEMENT FOR THE PROPERTY LOCATED ON 404 SOUTH IRIVING STREET

On motion of Ms. Kujawski, seconded by Mr. Davenport-Herbst, the Board of Trustees voted with 4 yeas and 1 nay to authorize the Executive Director to execute the lease agreement. Motion carried.

16. APPOINTMENT OF A TRUSTEE TO THE SAN ANGELO CLUBHOUSE ADVISORY COMMITTEE

On motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to appoint Tim Davenport-Herbst as primary and Pat Trevino as secondary. Motion carried.

17. REPORT OF THE EXECUTIVE DIRECTOR

- Report of General Center Services – gave a general report (filed copy)
- Outcome of the Legislative Forum with Senator Charles Perry – very good attendance and lots of questions from the community
- Legislative Reports by the Texas Council of Community Centers
- Legislative visits on October 26 and met with Senator Perry’s staff, Representative Darby’s staff and Representative Murr’s staff

On motion of Ms. Trevino, seconded by Ms. Kujawski, to accept the ED report as presented. Motion carried.

18. NEXT MEETING SCHEDULE/ADJOURNMENT

- December 14, 2016 – Staff Recognition Celebration -

At approximately 7:00 p.m., the meeting was adjourned.