

# MHMR Services for the Concho Valley



*"Working Together to Help People Help Themselves"*

***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***

## **BOARD OF TRUSTEES MEETING**

**1501 West Beauregard**

**San Angelo, Texas 76901**

**Thursday, July 26, 2018**

**5:30 p.m.**

|                               |                |                      |
|-------------------------------|----------------|----------------------|
| <b>Board Members Present:</b> | Trudy Darling  | Linda Kujawski       |
|                               | Jeff Gibson    | Tim Davenport-Herbst |
|                               | Cary Houston   | Jacqueline Shannon   |
|                               | Dianna Spieker | John Stokes          |
|                               | Pat Trevino    |                      |

### **1. Call the meeting to order and invocation**

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

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

Mr. Tim Davenport-Herbst, trustee, commented on the difficulty of access to services. He noted that he had discussed the issues with the Executive Director.

### **3. Presentation of the Frank M. Adams Award and outcome of Texas Council of Community Centers 33<sup>rd</sup> Annual Board and Staff Training**

Ms. Jackie Shannon was selected as the Individual Award Winner. A presentation of the video and the letter of nomination were presented.

### **4. Employee of the Month Recognition – June and July**

Ms. Rita Martinez was selected as employee of month for the month of July. She is a Case Manager for the HCS program.

### **5. Consideration of the Board of Trustees Meeting Minutes**

On motion of Ms. Spieker, seconded by Mr. Stokes, the Board of Trustees unanimously voted to approve the May 24, 2018 minutes as presented. Motion carried.

### **6. Consideration of the FY 2018 May and June Financial Statements**

On motion of Mr. Stokes, seconded by Mr. Tim Davenport-Herbst, the Board of Trustees unanimously voted to accept Motion carried.

# **Board of Trustees Meeting**

**July 26, 2018**

**Page 2**

For the month of May, the Center experienced a negative margin of (\$23,914). Revenues were 997,541 and expenses were 1,021,455.

For the month of June, the Center experienced a negative margin of (\$52,243). Revenues were 997,024 and expenses were 1,051,267.

## **7. Consideration of the 3<sup>rd</sup> Quarter Financial Certification**

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

## **8. Consideration of the 3<sup>rd</sup> Quarter Investment Report**

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

## **9. Consideration of the Board of Trustees Policy 3.01.00.01 Reserve Funds and Investments**

On motion of Ms. Spieker, seconded by Tim Davenport-Herbst, the Board of Trustees unanimously voted to approve the policy with the recommended changes. Motion carried.

## **10. Consideration of the Engagement Letter with Scott, Singleton, Fincher and Company, P.C. Accounting Firm**

On motion of Ms. Spieker, seconded by Mr. John Stokes, the Board of Trustees unanimously voted to authorize the Board Chair to sign the engagement letter. Motion carried.

## **11. Discussion of the FY 2019 Preliminary Operating Budget**

Mr. John Wyatt, Chief Financial Officer, gave an overview of the preliminary budget. He noted that the HB 13 funding will be noted in FY18 operating budget. Reserve funds to be used for the repair of the roof at the Beauregard building. Make sure that the right roof is one the building. Information only, no action required.

## **12. Report of the Finance Committee**

No action taken.

## **13. Report of the Planning and Network Advisory Committee**

Mr. Rowe gave the report of the Planning and Network Advisory Committee. The following items were discussed:

- Review of the FY 2019 Preliminary Operating Budget – no recommendations at this time
- Report of the projected FY 2018 Margin – no recommendations
- Review of Contracted Services – recommend continuation of services; except for Clara Martinez
- United Way funding opportunity for Autism Services – no recommendations
- Review of IDD Behavior Supports – no recommendations

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

# Board of Trustees Meeting

July 26, 2018

Page 2

## **14. Report of the Program Committee**

The Committee met at 4:30 p.m. on July 26<sup>th</sup> and members present were Linda Kujawski, John Stokes and Trudy Darling. The following items were discussed:

- QM reports
  - FY 18 Q3 IDD GR CAP Review
  - FY 18 Q3 TXHML CAP Review
  - FY 18 Q1-2 AMH Chart Review
  - FY 18 RACT Fidelity Review
  - FY 18 Q1-2 YES Waiver Fidelity Review
  - FY 18 Q1-2 YES Inquiry Line Review
  - MSLC CAT 3 Review Results for 109483102 & 109483102.3.4
- YES Renewal
- Planning Network and Advisory Committee Report
- Center Safety Report/Mental Health First Aid Outreach – MHFA outreach – outpouring of interest since the Governor’s school safety plan – training has been provided to college, university

On motion of Mr. Houston, seconded by Mr. Gibson, to accept the report. Motion carried.

## **15. Report of the San Angelo Clubhouse Advisory Committee**

Mr. Rowe introduced Mr. Mark Myers as the new SA Clubhouse Director. Mr. Myers gave the report of the Clubhouse have been knocking on doors to solicit members. Increased tours of the Clubhouse. Hosted 70 people for the July 3<sup>rd</sup> Pops Concert Social. Added a library, a country store, began a bus program – 2 people have graduated from the program. Process hiring a Program Manager. Once positions are filled the clubhouse has till December to receive a three-year accreditation. Numbers prove the clubhouse model works.

At approximately 6:43 p.m., Ms. Spieker left the meeting.

## **16. Report of the Executive Director**

- General Report of Center Services
    - Mr. Rowe reported that he had a meeting with Shannon behavioral regarding them providing all services for CSU and PESC.
  - Legislative Update and Opportunities for the Center
- Staff Recommendation:** Acceptance of Report

On motion of Mr. Davenport-Herbst, seconded by Ms. Darling, to accept the report as presented. Motion carried.

## **17. Next Meeting Schedule/Adjournment**

- August 30, 2018

At approximately 7:47 p.m. the Meeting was adjourned.

**Items 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.