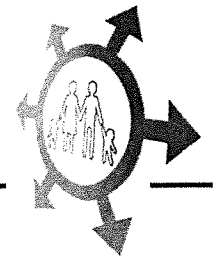


# MHMR Services for the Concho Valley



*"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

**DATE:** Thursday, February 22, 2018  
**TIME:** 5:30 P.M.  
**PLACE:** 1501 West Beauregard, San Angelo, TX 76901  
**CONTACT:** Executive Director's Office, (325) 658-7750

<u>TITLE</u>	<u>AGENDA</u>	<u>PRESENTER</u>
1. Call the meeting to order and invocation		Jacqueline Shannon
2. Employee of the Month Recognition – December, January and February		Gregory J. Rowe
3. Public comments will be limited to three (3) minutes		Jacqueline Shannon
4. Center Highlight–		Gregory J. Rowe
5. Consideration of the Board of Trustees Meeting Minutes <b>Recommendation:</b> Approval of minutes	<b>TAB 1</b>	Jacqueline Shannon
6. Consideration of the FY 2018 January Financial Statement <b>Recommendation:</b> Acceptance of the financial statements	<b>TAB 2</b>	Dianna Spieker
7. Consideration of the FY 2018 Operating Budget Amendments <b>Recommendation:</b> Approval of the amendments	<b>TAB 3</b>	Dianna Spieker
8. Consideration of the FY 2018 1 <sup>st</sup> Quarter Investment Report <b>Recommendation:</b> Acceptance of Report	<b>TAB 4</b>	Dianna Spieker
9. Report of the Finance Committee <b>Recommendation:</b> Acceptance of report		Dianna Spieker
10. Report of the Program Committee <b>Recommendation:</b> Acceptance of report		Linda Kujawski
11. Report of the Planning and Network Advisory Committee <b>Recommendation:</b> Acceptance of report		Linda Kujawski

# Board of Trustees Meeting

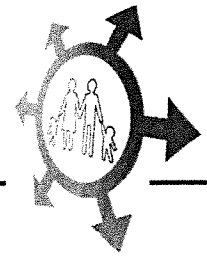
February 22, 2018

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- |   |              |                    |
|---|--------------|--------------------|
| 12. Consideration of a New Appointment to the Planning and Network Advisory Committee<br><b>Recommendation:</b> Acceptance of Appointment   | <b>TAB 5</b> | Linda Kujawski     |
| 13. Report of the Executive Director<br>• General Report of Center Services<br>• Legislative Update and Opportunities for the Center<br><b>Recommendation:</b> Acceptance of Report | <b>TAB 6</b> | Gregory J. Rowe    |
| 14. Consideration of Appointment of Recommendations for Officers and Members of the Board Committees  |              | Pat Trevino        |
| 15. Consideration of the Executive Director's Annual Evaluation<br>Closed Session is authorized by Section 551.074 Personnel Matters of the Texas Government Code                   |              | Jacqueline Shannon |
| 16. Open Session - Action to be taken, if any   |              | Jacqueline Shannon |
| 17. Next Meeting Schedule/Adjournment<br>• March 22, 2018   |              | Jacqueline Shannon |

**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.

# MHMR Services for the Concho Valley



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## **PROGRAM COMMITTEE MEETING**

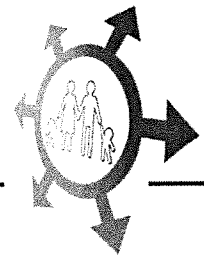
**DATE:** Thursday, February 22, 2018  
**TIME:** 4:30 p.m. – 5:30 p.m.  
**PLACE:** 1501 West Beauregard, San Angelo, Texas 76901  
**CONTACT:** Executive Director's Office, (325) 658-7750

### **AGENDA**

1. Call meeting to order (Kujawski)
2. Consideration of Quality Management Reports (McCullough)
  - FY 2018 Q1 IDD PASRR CAP Review
  - FY 2017 MCOT Internal Chart Review
  - FY 2018 Access to Routine Mental Health Services Mystery Caller Survey Results

**Staff Recommendation:** Information only, no action required
3. Update of the Center's Prescription Assistance Program (PAP) (Wallace/Dohrse)  
**Staff Recommendation:** Information only, no action required
4. Staff Safety Training Presentation (Wallace)  
**Staff Recommendation:** Information only, no action required
5. Report of Risk Management Activities (Hood)  
**Staff Recommendation:** Information only, no action required
6. Review of an Application for a PNAC Member (Rowe) **TAB 5**  
**Staff Recommendation:** Recommend to the Board of Trustees approval to appoint member
7. Adjournment

# MHMR Services for the Concho Valley



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## FINANCE COMMITTEE MEETING

**DATE:** Tuesday, February 20, 2018  
**TIME:** 4:00 P.M.  
**PLACE:** 1501 West Beauregard, San Angelo, Texas 76901

## AGENDA

1. Call meeting to order
2. Review of the FY 2018 Financial Statement (Wyatt)  
January Financial Statement  
**Staff Recommendation:** Recommend to the Board of Trustees acceptance of the financial statement
3. Status of Non-Required Programs (Revenues vs. Expenses) (Wyatt)  
**Staff Recommendation:** Information only, no action required
4. Consideration of FY 2018 Operating Budget Amendments (Wyatt)  
**Staff Recommendation:** Recommend to the Board of Trustees approval of the budget amendments
5. Staff Turnover Report & Cost Analysis of Rehiring/Retraining/Indirect Costs (Rowe)  
**Staff Recommendation:** Information only, no action required
6. Status of House Bill 13 Community Mental Health Grant (Rowe)  
**Staff Recommendation:** Information only, no action required
7. RFP for the Provision of Financial Auditing Services (Wyatt)  
**Staff Recommendation:** Information only, no action required

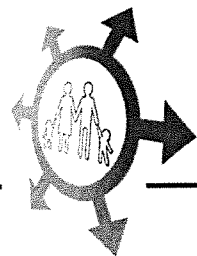
8. Report of the Executive Director's January Expenses (Wyatt)

**Staff Recommendation:** Information only, no action required

9. Future Agenda Item (No Discussion)

10. Adjournment

# MHMR Services for the Concho Valley



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## **BOARD OF TRUSTEES MEETING**

### **MHMR SERVICES FOR THE CONCHO VALLEY**

**1501 WEST BEAUREGARD, SAN ANGELO, TX 76901**

**SAN ANGELO, TEXAS 76901**

**THURSDAY, FEBRUARY 22, 2018**

**5:30 P.M.**

**BOARD OF TRUSTEES PRESENT:** Jackie Shannon  
Linda Kujawski  
Cary Houston

Dianna Spieker  
Trudy Darling  
Pat Trevino

**BOARD OF TRUSTEES ABSENT:** Jeff Gibson  
John Stokes

Tim Davenport-Herbst

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

At approximately 5:34 p.m., Ms. Shannon, Chair, recognized a quorum was present and called the meeting to order.

#### **2. EMPLOYEES OF THE MONTH RECOGNITION – December, January and February**

The following staff were recognized: Alice Silvas was named Employee of the Month for December, Wacey Cody was named Employee of the Month for January and Shannon Aguirre was named Employee of the Month for February.

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

No public comments were made.

#### **4. CENTER HIGHLIGHT**

Catherine Hood, Risk Management Director, gave a brief overview of the Center's safety safeguards and procedures and CRASE system.

#### **5. CONSIDERATION OF THE BOARD OF TRUSTEES MEETING MINUTES**

On motion of Ms. Spieker, seconded by Mr. Houston, the Board of Trustees unanimously voted to approve the minutes of the January 25, 2018 as presented. Motion carried.

#### **6. CONSIDERATION OF THE FY 2018 JANUARY FINANCIAL STATEMENT**

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

## **Board of Trustees Meeting**

**February 22, 2018**

**Page 2**

For the month of January, the Center experienced a positive margin of \$87,924. Revenues were \$1,250,550 and expenses were \$1,162,626.

### **7. CONSIDERATION OF THE FY 2018 OPERATING BUDGET AMENDMENT**

On motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to approve the amendment with a revised total budget of \$12,271,591. Motion carried.

### **8. CONSIDERATION OF THE FY 2018 1<sup>ST</sup> QUARTER INVESTMENT REPORT**

On motion of Ms. Spieker, seconded by Ms. Darling, the Board of Trustees unanimously voted to accept the 1<sup>st</sup> quarter Investment Report as presented. Motion carried.

### **9. REPORT OF THE FINANCE COMMITTEE**

A meeting of the Committee was held on February 20, 2018 and the following trustees were present:

Dianna Spieker, Trudy Darling and Tim Davenport-Herbst. The Committee considered the following items:

1. Reviewed mandated vs. non-mandated services – reviewed report and requested more information for specific programs.
2. Report of Staff Turnover – reviewed report and a comparison to other community centers.
3. Update on HB 13 \$468,000 for FY 2018 and FY 2019 1,000,000 – waiting for final contract.
4. RFP for Accounting Services – reviewed RFP and will be distributed in April.

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

### **10. REPORT OF THE PROGRAM COMMITTEE**

The Committee met at 4:30 p.m. and the following trustees were present: Linda Kujawski and Jackie Shannon. The following items were considered:

- QM Reports – IDD Review, MCOT Review, and Mystery Caller.
- PAP – Staff gave brief overview of the program.
- Safety Training Presentation – brief report of staff activities.
- Report of Risk Management Activities

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

### **11. REPORT OF THE PLANNING AND NETWORK ADVISORY COMMITTEE**

Report was tabled till next board meeting.

### **12. CONSIDERATION OF A NEW APPOINTMENT TO THE PLANNING AND NETWORK ADVISORY COMMITTEE**

On motion of Ms. Spieker, seconded by Ms. Kujawski, the Board of Trustees unanimously voted to appoint Dr. Sue Chance to the PNAC. Motion carried.

### **13. REPORT OF THE EXECUTIVE DIRECTOR**

- General Report of Center Services -noted highlights of center activities
- Legislative Update and Opportunities for the Center

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

**Board of Trustees Meeting**

**February 22, 2018**

**Page 2**

**14. CONSIDERATION OF APPOINTMENTS FOR OFFICERS AND MEMBERS TO THE BOARD COMMITTEES**

**Executive Committee**

Chair – Jacqueline Shannon

Vice Chair- John Stokes

Secretary/Treasurer – Dianna Spieker

**Program Committee** – Linda Kujawski-Chair, Trudy Darling, and John Stokes

**Finance Committee**- Dianna Spieker-Chair, Tim Davenport-Herbst, and Jeff Gibson

**Personnel Committee**– Pat Trevino-Chair, Cary Houston, and Dianna Spieker

**Tx Council of Community Centers Representative** – Cary Houston

**PNAC Liaison** – Linda Kujawski

**Clubhouse Liaison** – Tim Davenport-Herbst

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

**15. CONSIDERATION OF THE EXECUTIVE DIRECTOR'S ANNUAL EVALUATION**

At approximately 6:30 p.m., the Board of Trustees convened into a Closed Session as authorized by Section 551.074 Personnel Matters of the Texas Government Code.

**16. OPEN SESSION – ACTION TO BE TAKEN, IF ANY**

At approximate 6:40 p.m., the Board of Trustees reconvened into open session and Ms. Shannon announced that no action was taken during the Closed Session.

Ms. Pat Trevino, Chair of Personnel Committee, requested templates of evaluations used by other community centers for next meeting.

**17. NEXT MEETING SCHEDULE/ADJOURNMENT**

At approximate 6:42 p.m., the Board of Trustee meeting was adjourned. Next meeting will be March 22, 2018.

**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.