

**HILL COUNTRY MHDD CENTERS
BOARD OF TRUSTEES
MEETING MINUTES**

WHEN: Tuesday, January 22, 2019
Start: 10:02 AM
End: 12:21 PM

WHERE: Hill Country MHDD Centers Administrative Headquarters
819 Water Street, Suite 300
Kerrville, TX 78028

ATTENDEES:

Board of Trustees

Commissioner Donna Eccleston, Chair, Comal County
Judge Chris Schuchart, Vice-Chair, Medina County
Mr. Joe Lovelace, Hays County
Judge Souli Shanklin, Edwards, Kimble, Mason, Menard, Schleicher and Sutton Counties
Judge Rob Kelly, Kerr County
Mr. Wallace Whitworth, Bandera and Kendall Counties

Hill Country MHDD Staff

Ross C. Robinson, Executive Director
Sheree Hess, General Counsel
Brian Dunagan, Chief Financial Officer
Maria Baskett, Executive Assistant/Board Liaison
Clay Mitchell, Director of Quality Management & Utilization Management
Debra Nicholas, Director of Talent Management & Cultural Services
Kent Allen, Coordinator for LIDDA Contracts & Operations Support

GUESTS:

Rebekah Scott, Eide Bailly LLP
Janice Hooper, Chair, Citizens' Advisory Committee

ABSENT:

Judge Brett Bray, Secretary, Blanco, Gillespie and Llano Counties
Mr. Eloy Padilla, Val Verde County
Judge Tully Shahan, Kinney, Real, and Uvalde Counties

Agenda Item #1: Meeting Called to Order

Commissioner Donna Eccleston, Board Chair, called the meeting of the Hill Country MHDD Centers Board of Trustees to order at 10:02 AM on Tuesday, January 22, 2019 at 819 Water Street, Suite 300 in Kerrville, Texas.

Agenda Item #2: Roll Call

Member roll was called by Maria Baskett and a quorum was present.

Agenda Item #3: Invocation

Mr. Joe Lovelace gave the invocation.

Agenda Item #4: Approval of Minutes

The Board of Trustees reviewed minutes from the November 6, 2018 Board meeting. Judge Souli Shanklin made a motion to approve the minutes as presented. Mr. Wallace Whitworth seconded the motion, and the minutes dated November 6, 2018 were approved without changes.

Agenda Item #5: Citizens' Comments

There were no comments.

Agenda Item #6: Introductions/Announcements

Executive Director Ross Robinson introduced Rebekah Scott from Eide Bailly LLP, Janice Hooper (Citizens' Advisory Committee Chair), UM/QM Director Clay Mitchell, and Talent Management/Cultural Services Director Debra Nicholas. A greeting card thanking Judge Tom Pollard for his years of service on the Board of Trustees was passed around for signatures. It was announced that this meeting would be the last with Mr. Joe Lovelace serving as a Board member, and that Mr. Eloy Padilla's Board seat would be assumed by Val Verde County Judge Lewis Owens effective at the March Board meeting.

Agenda Item #7: Citizens' Advisory Committee Report/Discussion and Possible Action Concerning Appointments to the Citizens' Advisory Committee

Janice Hooper, Citizens' Advisory Committee (CAC) Chair, provided a summary of the November 13 CAC meeting, and stated that the January 15 CAC meeting would be summarized for the Board of Trustees when they meet on March 5. Three new applications for service on the Citizens' Advisory Committee – from Mary Helen Esqueda, Sandra Moreno, and Brandy Cawthra (all representing Comal County), were reviewed by the Board. Mr. Wallace Whitworth made a motion to appoint all three applicants. Judge Chris Schuchart seconded, and the motion passed. Mr. Whitworth suggested contacting school districts for potential membership going forward.

Agenda Item #8: Discussion and Possible Action Concerning FY 2018 Annual Financial and Compliance Report

Rebekah Scott from Eide Bailly thanked the Board for allowing her to present the annual financial and compliance report for FY 2018 and expressed her gratitude to Hill Country staff for their cooperation and assistance during the audit. The unmodified opinion of Eide Bailly LLP is that the financial reports supplied by Hill Country MHDD Centers are materially correct. Additional information was provided by Ross Robinson, Brian Dunagan, Debra Nicholas, and Clay Mitchell. Judge Souli Shanklin moved to accept the FY 2018 Annual Financial and Compliance Report as presented, Judge Chris Schuchart seconded, and the motion passed.

Agenda Item #9: Texas Council Board of Directors Report

Executive Director Ross Robinson provided highlights of the Texas Council of Community Centers' most recent Executive Directors consortium, which focused primarily on Certified Community Behavioral Health Clinics, but also included information regarding Legislative Action Requests (LARs) to improve services to individuals with intellectual/developmental disabilities and to provide funding for additional psychiatric beds. Commissioner Donna Eccleston, Chair of

the Board of Trustees, shared information discussed during the Texas Council of Community Centers Board of Directors meeting, which took place on January 19, 2019.

Agenda Item #10: Executive Director's Report

A comprehensive written report including details of legislative activities, stakeholder meetings, and other initiatives was provided in the Board packet, along with information about changes in executive leadership at Hill Country, updates on Behavioral Health services, YES Waiver, specialty services (formerly referred to as 1115 Waiver), Patient Assistance Programs, CSU utilization, Cultural Services training programs, and HIPAA/HITRUST certification.

Executive Director Ross Robinson discussed plans for opening a regional hub facility in Uvalde (as well as additional facilities in Victoria, Corpus Christi, and the Rio Grande Valley). Mr. Robinson is preparing a paper to submit to Representative Tracy King's chief of staff, and on Friday he will meet with Senators Poncho Nevarez and Pete Flores in Del Rio.

Mr. Robinson announced the retirement of Mark and Paula Paddock, the creation of Kent Allen's new position, and the placement of two interim IDD Directors – Analaura McCrae (IDD Authority Services) and Jennifer Eckols (IDD Provider Services). He also directed the Board's attention to a section of the Executive Director's Report describing a crisis situation in Hays County that was handled with great care and dedication by a particular Recovery Coach there. Commissioner Donna Eccleston expressed her gratitude to everyone who has worked so hard to get the Comal County rural clinics up and running.

Debra Nicholas, Director of Talent Management & Cultural Services, shared a PowerPoint presentation to introduce the new Hill Country MHDD Centers logo.

Agenda Item #11: 1st Quarter Contracts Report

The 1st Quarter Contracting Report for FY 2019 was reviewed by the Board. This item was for informational purposes only, and no action was taken.

Agenda Item #12: Board Training – Certified Community Behavioral Health Clinics (CCBHC)

Clay Mitchell, Director of Quality Management & Utilization Management, provided information to the Board of Trustees regarding Certified Community Behavioral Health Clinics (CCBHCs). This item was for information purposes only and no action was taken by the Board.

Agenda Item #13: Discussion and Possible Action Concerning Board Resolution to Honor Judge Tom Pollard

At this time, the Board of Trustees reviewed a Board resolution to honor former Trustee Tom Pollard for five years of service on the HCMHDDC Board of Trustees, representing Kerr County during his terms as Kerr County Judge. Judge Chris Schuchart made a motion to approve the resolution and authorize Board members to sign it, Mr. Wallace Whitworth seconded, and the Board resolution was approved. Two copies of the resolution were signed by all Board members present during this meeting, and both will be forwarded to Judges Brett Bray and Tully Shahan to include their signatures before framing and presenting to Judge Pollard.

Agenda Item #14: Discussion and Possible Action Concerning 1st Quarter Fiscal Status

Chief Financial Officer Brian Dunagan presented 1st quarter financial statements, indicating an excess of expenditures over revenues of \$123,016 for the 1st quarter of FY 2019 (net use of assigned funds for HIPAA and software). The unassigned fund balance as of November 30, 2018 was \$18,770,863. Mr. Wallace Whitworth moved to adopt the 1st quarter financial statements as presented. Judge Chris Schuchart seconded the motion, and the financial statements were adopted.

Agenda Item #15: Discussion and Possible Action Concerning Re-appropriation of Assigned Fund Balance

At this time, Executive Director Ross Robinson advised the Board that he anticipates repair of the CSU roof will be completed by May 2019, and asked the Board approve re-appropriation of \$170,000 (assigned in 2017 for the purpose of roof repair) for use toward painting, new furniture, improved safety, and repairs to existing office spaces. Judge Souli Shanklin made a motion to approve the re-appropriation of funds as requested, Mr. Wallace Whitworth seconded, and the re-assignment of funds was approved.

Agenda Item #16: Discussion and Possible Action Concerning RFP for Electronic Medical Record (EMR) Software

Executive Director Ross Robinson discussed Hill Country MHDD Centers' need for Electronic Medical Record (EMR) software, which is projected to cost between \$2-3 million, and requested permission from the Board of Trustees to submit a Request for Proposals (RFP). He has already received a copy of the RFP that Hill Country's sister Center Camino Real Community Services submitted and has requested a copy of the RFP from Helen Farabee Centers for comparison. Judge Chris Schuchart made a motion to approve the request to submit an RFP for EMR software. Judge Souli Shanklin seconded, and the motion passed.

Agenda Item #17: Executive Session

The scheduled Executive Session was canceled.

Agenda Item #18: Action Items

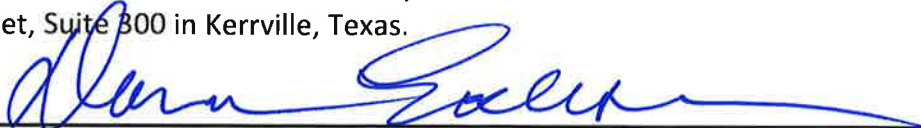
There were no action items resulting from Executive Session.

Adjourn

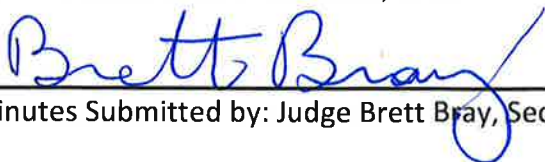
The Board of Trustees meeting was adjourned at 12:21 PM by Commissioner Donna Eccleston, Board Chair.

Next Meeting

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, March 5, 2019 at 10:00 AM at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.



Commissioner Donna Eccleston, Chair



Minutes Submitted by: Judge Brett Bray, Secretary