

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

WHEN: Tuesday, January 21, 2020
Start: 10:01 AM
End: 12:23 PM

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

ATTENDEES:

Board of Trustees

Judge Chris Schuchart, Chair, Medina County
Judge Brett Bray, Vice-Chair, Blanco, Gillespie and Llano Counties
Judge Rob Kelly, Secretary, Kerr County
Commissioner Donna Eccleston, Comal County
Mr. Wallace Whitworth, Bandera and Kendall Counties
Judge Lewis Owens, Val Verde County
Mr. Charles Campise, Hays County
Judge Tully Shahan, Kinney, Real, and Uvalde Counties

Hill Country MHDD Staff

Ross C. Robinson, Executive Director
Sheree Hess, General Counsel
Brian Dunagan, Chief Financial Officer
Landon Sturdivant, Chief Operating Officer
Maria Baskett, Executive Assistant/Board Liaison

GUESTS:

Rebekah Scott, Eide Bailly LLP

ABSENT:

Judge Souli Shanklin, Edwards, Kimble, Mason, Menard, Schleicher and Sutton Counties

Agenda Item #1: Meeting Called to Order

Judge Chris Schuchart, Board Chair, called the meeting of the Hill Country MHDD Centers Board of Trustees to order at 10:01 AM on Tuesday, January 21, 2020 at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.

Agenda Item #2: Roll Call

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

Agenda Item #3: Invocation

Judge Tully Shahan gave the invocation.

Agenda Item #4: Approval of Minutes

The Board of Trustees reviewed minutes from the November 5, 2019 Board meeting. Commissioner Donna Eccleston made a motion to approve the minutes as presented. Mr. Wallace Whitworth seconded the motion, and the minutes dated November 5, 2019 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 of Eide Bailly LLP and recently hired Chief Operating Officer Landon Sturdivant. Mr. Charles Campise informed the Board and executive staff that he had attended a meeting in Dripping Springs regarding services we hope to begin offering in Dripping Springs and Johnson City.

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

A summary of the October 15, 2019 Citizens' Advisory Committee (CAC) meeting was included in the Board packet, along with information concerning Jan Ellis, an applicant interested in representing Kendall and Bandera Counties on the Citizens' Advisory Committee. Judge Brett Bray made a motion to approve the appointment of Jan Ellis to the Citizens' Advisory Committee. Mr. Wallace Whitworth seconded, and the motion passed.

Agenda Item #8: Discussion and Possible Action Concerning FY 2019 Annual Financial and Compliance Report

Rebekah Scott of Eide Bailly LLP reported on the FY 2019 financial audit. Eide Bailly currently performs audits for 20 of the 39 LMHAs/LIDDAs in Texas. There were no findings as a result of this audit, which is an unmodified opinion, meaning Hill Country MHDD Centers' financial statements are correct. Mr. Wallace Whitworth made a motion to accept the audit report from Eide Bailly as presented. Judge Tully Shahan seconded, and the report was accepted.

Agenda Item #9: Texas Council Board of Directors Report

Mr. Wallace Whitworth distributed and reviewed a handout entitled "Things Every Board Member Should Be Talking About" from the Texas Council of Community Centers' recent Board of Directors meeting and provided highlights on responding to mass casualty events, outpatient mental health services for people with IDD, CCBHC certification and DSRIP transition, and children's mental health.

Agenda Item #10: Behavioral Health Services Audit Report

The Health & Human Services Commission performed a comprehensive review of Hill Country MHDD Centers' Behavioral Health Services programs in November 2019. A summary was included in the Board packet. Judge Rob Kelly attended the entrance interview, and Judge Brett Bray was present during the exit interview. The audit tool used was much more comprehensive than that two years ago, and Hill Country was not notified of changes to the audit tool prior to the review. According to reviewers, Hill Country MHDD Centers was the first LMHA to be reviewed with the updated audit tool.

Agenda Item #11: 1st Quarter Contracts

The 1st Quarter Contracting report was included in the Board packet for review. This item was for informational purposes only, and no action was taken.

Agenda Item #12: Executive Director's Report

A comprehensive written report including details of 10 percent holdback measures, CSU occupancy, grant opportunities, stakeholder meetings, utilization of private psychiatric beds, and IDD and Service Coordination updates was included in the Board packet. This item was for informational purposes only, and no action was taken.

Agenda Item #13: Discussion and Possible Action Concerning 1st Quarter Fiscal Status

Chief Financial Officer Brian Dunagan presented 1st quarter financial statements, highlighting excess expenditures over revenues of \$43,029 for the 1st quarter of FY 2020. The unassigned fund balance as of November 30, 2019 was \$21,219,458. Mr. Wallace Whitworth moved to adopt the financial statements, Judge Lewis Owens seconded, and the statements for the 1st quarter of FY 2020 were adopted.

Agenda Item #14: Discussion and Possible Action Concerning Payroll Services Provider

Chief Financial Officer Brian Dunagan discussed the need to outsource the provision of payroll services. Hill Country MHDD Centers has received five responses to the RFP posted on the State website. The cost of implementation ranges between \$12,500 to \$27,000. The annual recurring cost for services is between \$81,510 to \$175,000. Judge Brett Bray made a motion to approve up to \$27,000 for the one-time implementation fee and up to \$130,000 for the annual recurring payroll services. Commissioner Donna Eccleston seconded, and the motion passed.

Agenda Item #15: Discussion and Possible Action Concerning RFQ for Consultant Architect

At this time, General Counsel Sheree Hess and Executive Director Ross Robinson discussed contracting with architect Gary McClure to both assist in designing a request for architectural quotes and select an architectural consultant concerning the proposed inpatient facility to be built in Uvalde. The facility will have 30 adult beds and 15 child/adolescent beds. Judge Tully Shahan made a motion to approve entering a contract with Mr. McClure. Mr. Wallace Whitworth seconded, and the motion passed.

Agenda Item #16: Discussion and Possible Action Concerning November 5, 2019 Board Meeting Minutes

At this time, the Board discussed making changes to the meeting minutes dated November 5, 2019. Judge Bray made a motion to change the minutes recorded under Agenda Item #14: Action Item(s) Resulting from Executive Session to the wording suggested by General Counsel Sheree Hess. Judge Tully Shahan seconded the motion, and the motion passed.

Agenda Item #17: Discussion and Possible Action Concerning Purchase of Properties at 819 and 955 Water Street in Kerrville

This agenda item was skipped.

Agenda Item #18: Executive Session

The Board of Trustees entered Executive Session at 11:59 AM to deliberate on matters in accordance with Section 551.072 of the Texas Government Code; specifically, a discussion

concerning purchase of properties at 819 and 955 Water Street in Kerrville. In addition to the Board members, Executive Director Ross Robinson and General Counsel Sheree Hess were present. No action was taken during Executive Session. Judge Rob Kelly exited the meeting prior to Executive Session.

Agenda Item #19: Action Item(s) Resulting from Executive Session

The Board of Trustees reconvened in open session at 12:14 PM. Judge Tully Shahan moved to approve the purchase of the appraised properties at 819 Water Street, including the triangular section of undeveloped land, and 955 Water Street that Mr. Ed Hamilton offered to Hill Country MHDD Centers, even though the total sales price of \$6.45 million is above the appraised value of \$5 million, because the purchase is necessary for HCMHDDC's anticipated growth, the purchase will provide an economic benefit to HCMHDDC, HCMHDDC have been occupants of the buildings for years, and the purchase of undeveloped land and construction costs to build comparable facilities on that land elsewhere in Kerrville would be at least double the combined acquisition cost of the properties based on our knowledge of construction costs for other complexes in Kerrville. Judge Brett Bray seconded, and the motion passed. Judge Rob Kelly was not present for this vote.

Adjourn

The Board of Trustees meeting was adjourned at 12:23 PM by Judge Chris Schuchart, Board Chair.

Next Meeting

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, March 17, 2020 at 10:00 AM at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.



Judge Chris Schuchart, Chair



Judge Rob Kelly, Secretary