

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

WHEN: Tuesday, August 24, 2021
Start: 10:02 AM
End: 11:35 AM

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

ATTENDEES:

Board of Trustees

Judge Rob Kelly, Chair, Kerr County

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

Judge Tully Shahan, Secretary, Kinney, Real, and Uvalde Counties

Judge Chris Schuchart, Medina County

Commissioner Donna Eccleston, Comal County

Judge Lewis Owens, Val Verde County

Mr. Wallace Whitworth, Bandera and Kendall Counties

Mr. Charles Campise, Hays County

Hill Country MHDD Staff

Tod Citron, Chief Executive Officer

Landon Sturdivant, Deputy Chief Executive Officer

Charles "Chuck" Rittenhouse, Chief Financial Officer

Maria Baskett, Executive Assistant/Board Liaison

GUESTS:

Dan Barrett of Taylor, Olson, Adkins, Sralla & Elam LLP

ABSENT:

Judge Brett Bray, Blanco, Gillespie and Llano Counties

Sheriff Al Auxier, Kendall County

Agenda Item #1: Meeting Called to Order

Judge Rob Kelly, Board Chair, called the meeting of the Hill Country MHDD Centers Board of Trustees to order at 10:02 AM on Tuesday, August 24, 2021.

Agenda Item #2: Roll Call

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

Agenda Item #3: Invocation

Judge Rob Kelly gave the invocation.

Agenda Item #4: Approval of Minutes

The Board of Trustees reviewed minutes from the June 1, 2021 Board meeting. Judge Souli Shanklin made a motion to approve the minutes as presented. Mr. Charles Campise seconded the motion, and the minutes dated June 1, 2021 were approved without changes.

Agenda Item #5: Citizens' Comments

There were no comments.

Agenda Item #6: Introductions/Announcements

Judge Rob Kelly welcomed Chief Executive Officer Tod Citron.

Mr. Charles Campise related that he gave someone an Uber ride to the Scheib Center recently, and said that while he was there, he witnessed a young woman enter the building and ask for same-day mental health services. The woman told the HCMHDDC staff member that she was a former resident of Hays County, which is in the Hill Country MHDD Centers catchment area, but at the time of this visit lived in a county outside of Hill Country's catchment area. The staff member told the woman that HCMHDDC could not provide mental health services to her based on her county of residence disqualifying her. Mr. Campise expressed his desire to someday see the organization provide needed services like this any and all individuals who request them, regardless of their county of residence. Landon advised the Board that Hill Country is working toward initiatives – such as becoming a Certified Community Behavioral Health Clinic (CCBHC) - that will allow us to provide services to citizens who live in counties outside of our catchment.

Agenda Item #7: Citizens' Advisory Committee Report/Discussion and Possible Action Concerning CAC By-Laws and Applicants to the Citizens' Advisory Committee

At this time the Board of Trustees reviewed summaries of two recent meetings of the Citizens' Advisory Committee (CAC), and Executive Director Tod Citron explained that the CAC has requested to make changes to their by-laws as follows in order to improve attendance and efficacy: they would like to meet once monthly instead of once quarterly (Page 4 of by-laws), and they would like to change "quorum" to "50 percent or more" (Page 5 of by-laws). Judge Chris Schuchart made a motion to approve these changes to the CAC by-laws, Judge Souli Shanklin approved, and the changes were approved. Information was provided in the Board packet about four new applicants to the Committee. Judge Souli Shanklin moved to appoint all four applicants, Judge Chris Schuchart seconded the motion, and all four applicants were approved. The new Citizens' Advisory Committee members are Helen Schulke (representing Comal County), Nancy McGilvray (representing Kendall County), Robert Green (representing Kerr County), and Gilbert Bustos (representing Comal County).

Agenda Item #8: Texas Council Board of Directors Report

Commissioner Donna Eccleston provided a brief summary of information discussed at the Texas Council's August 2021 Board of Directors Meeting. This item was for informational purposes only, and no action was taken by the Board.

Agenda Item #9: Chief Executive Officer's Report

Chief Executive Officer Tod Citron presented the CEO's Report. Mr. Citron began work on August 2, 2021 and spent three weeks shadowing former Executive Director Ross Robinson. He

also spent a week with HCMHDDC in July and participated in site visits with Deputy CEO Landon Sturdivant. Two virtual open forums – to which all staff were invited - were done held in July and Tod was able to meet 110 employees. Tod and Landon will visit 16 worksites during the first half of September. He will meet later this week with Llano County Judge Ron Cunningham to discuss the possibility of collaborating to open a Community Resource Center in Llano.

Deputy Chief Executive Officer Landon Sturdivant discussed the Sequential Intercept Model, explaining that a team in the Kerrville community led by Municipal Judge Pat Maguire and including local law enforcement officials had approached HCMHDDC with a request that the Werlein Crisis Stabilization Unit be used solely for the care of Kerr County residents. Mr. Sturdivant described significant staffing shortages at multiple locations and in all programs, and advised the Board that enhanced compensation plans were being considered for front line staff. The McKenna Foundation has approved \$150,000 in grant funding for the Comal MCOT. The implementation go-live date for Hill Country's new Electronic Health Record has been pushed to December 1, 2021 due to an overload of meetings on already less-available staff and staff burnout due to the COVID-19 pandemic.

Agenda Item #10: 3rd Quarter Contracts

The third quarter contracting report was included in the packet for informational purposes. This item was for informational purposes only, and no action was taken by the Board.

Agenda Item #11: Discussion and Possible Action Concerning Board Policies – II.L (Annual Operating Budget)

Chief Financial Officer Chuck Rittenhouse presented a revision to Board Policy II.L (Annual Operating Budget) stating that Executive Management will report to the Board under Generally Accepted Accounting Principles. Judge Souli Shanklin made a motion to adopt the policy with this change, Judge Schuchart seconded, and the motion passed.

Agenda Item #12: Discussion and Possible Action Concerning City of San Marcos Grant Application

Deputy Chief Executive Officer Landon Sturdivant advised the Board that Hill Country has been awarded a grant by the City of San Marcos, and the grant application requires Board approval in the form of a written letter to be sent with a copy of the minutes from this meeting. This grant provides direct cash assistance for rent, utilities, and other expenses to individuals in need as a direct result of the COVID-19 pandemic. Judge Souli Shanklin made a motion to approve the letter and authorize signature by the Board Chair. Mr. Wallace Whitworth seconded the motion, and the motion passed.

Agenda Item #13: Discussion and Possible Action Concerning 3rd Quarter Fiscal Status

Chief Financial Officer Chuck Rittenhouse presented financial statements for the third quarter. Judge Chris Schuchart moved to adopt the statements for period ending May 31, 2021 and authorize signature by the Board Chair. Judge Tully Shahan seconded the motion, and the statements were adopted as presented.

Agenda Item #14: Discussion and Possible Action Concerning Amendment to FY 2021 Budget

Chief Financial Officer Chuck Rittenhouse advised the Board that the State of Texas reopened Demonstration Years 5 and 6 when reviewing 1115 Waiver status, making Hill Country MHDD

Centers eligible to receive an additional \$4,125,722, which will be placed in the unassigned fund balance. Judge Souli Shanklin made a motion to approve this amendment to the FY 2021 budget. Mr. Wallace Whitworth seconded, and the budget amendment was approved as presented.

Agenda Item #15: Discussion and Possible Action Concerning FY 2022 Budget

Chief Financial Officer Chuck Rittenhouse presented the budget for FY 2022, which returns \$133,237 to unassigned fund balance and carries \$2,913,951 forward. 170+ days of unassigned fund balance will remain after new fund balance assignments of computers, vehicles, site visits for best practices, buildings and construction, and facilities improvements. The proposed Fiscal Year 2022 Budget is \$43,923,197, which is \$2,535,094 more than the current FY 2021 budget. Judge Souli Shanklin moved to adopt the FY 2022 budget as presented, Judge Tully Shahan seconded, and the motion passed.

Agenda Item #16: Discussion and Possible Action Concerning Employee Incentive Payout

At this time, Chief Financial Officer Chuck Rittenhouse outlined a recommended quadruple incentive payout to eligible employees at a cost of \$490,000. Employees with leave without pay (LWOP) or disciplinary action during FY 21 are ineligible. Judge Chris Schuchart made a motion to approve the quadruple incentive payout as presented. Judge Tully Shahan seconded and the motion passed.

Agenda Item #17: Executive Session

The Board entered Executive Session at 10:08 AM to deliberate on matters in accordance with Section 551.071 of the Texas Government Code to discuss updated information concerning litigation brought by a resident of Del Rio, as well as potential litigation involving the Hoerster Clinic in Llano. In accordance with Section 551.072 of the Texas Government Code, this time was also set aside to discuss potential sale of One Schreiner Center and Two Schreiner Center, potential purchase of Uvalde property, and updates on discussions with the Rock Haus Foundation, which is the Board of Directors for Comal IDD, about future plans for that property. Hill Country staff present during Executive Session included CEO Tod Citron and Deputy CEO Landon Sturdivant, as well as Dan Barrett of Taylor, Olson, Adkins, Sralla & Elam LLP (TOASE), acting General Counsel for Hill Country MHDD Centers. No action was taken during Executive Session.

Agenda Item #18: Action Items Resulting from Executive Session

The Board of Trustees reconvened in open session at 10:37 AM. No actions were taken as a result of items discussed during Executive Session.

Adjourn

The Board of Trustees meeting was adjourned at 11:35 AM by Judge Rob Kelly, Board Chair.

Next Meeting

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, October 5, 2021 at 10:00 AM at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.



Judge Rob Kelly, Chair



Judge Tully Shahan, Secretary

