

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

**WHEN:** Tuesday, January 19, 2021  
Start: 10:08 AM  
End: 12:08 PM

**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 Tully Shahan, Secretary, Kinney, Real, and Uvalde Counties  
Judge Chris Schuchart, Medina County  
Commissioner Donna Eccleston, Comal County  
Mr. Wallace Whitworth, Bandera and Kendall Counties  
Judge Brett Bray, Blanco, Gillespie and Llano Counties  
Sheriff Al Auxier, Kendall County  
Sheriff-Elect Joe Lancaster, Mason County  
Mr. Charles Campise, Hays County

Hill Country MHDD Staff

Ross C. Robinson, Executive Director  
Landon Sturdivant, Chief Operating Officer  
Charles "Chuck" Rittenhouse, Chief Financial Officer  
James Barnes, Director of Accounting  
Maria Baskett, Executive Assistant/Board Liaison

**GUESTS:**

Rebekah Scott – Eide Bailly, LLP  
Carvan Adkins – Taylor, Olson, Adkins, Sralla, & Elam, LLP  
Dan Barrett – Taylor, Olson, Adkins, Sralla, & Elam, LLP

**ABSENT:**

Judge Souli Shanklin, Vice-Chair, Edwards, Kimble, Mason, Menard, Schleicher and Sutton  
Counties  
Judge Lewis Owens, Val Verde 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 10:08 AM on Tuesday, January 19, 2021.

**Agenda Item #2: Roll Call**

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

**Agenda Item #3: Invocation**

Judge Chris Schuchart gave the invocation. After the prayer, a moment of silence was observed for former Hill Country MHDD Centers employees Yolanda Villarreal and Rachel Rendon, who recently passed away due to complications from COVID-19.

**Agenda Item #4: Approval of Minutes**

The Board of Trustees reviewed minutes from the November 3, 2020 Board meeting. Mr. Wallace Whitworth made a motion to approve the minutes as presented. Judge Chris Schuchart seconded the motion, and the minutes dated November 3, 2020 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 and Carvan Adkins from Taylor, Olson, Adkins, Sralla, & Elam, LLP. Ms. Scott was in attendance to provide highlights of the FY 2020 Annual Financial & Compliance Report, and Mr. Adkins is temporarily serving as HCMHDDC's General Counsel. Mr. Adkins announced that Dan Barrett of Taylor, Olson, Adkins, Sralla, & Elam, LLP would be joining the meeting for Executive Session.

**Agenda Item #7: Discussion and Possible Action Concerning FY 2020 Annual Financial & Compliance Report**

Rebekah Scott of Eide Bailly, LLP presented a summary of the FY 2020 Annual Financial & Compliance Report. The review showed that Hill Country MHDD Centers has unassigned fund balance to operate for 185 days (the State of Texas recommends a minimum of 90 days). Ms. Scott explained that Eide Bailly provided a "yellow book" opinion, which is the highest level of opinion available in financial audits, and that there were no findings. With regard to compliance, there was one finding that concerns control over reviewing reports submitted to the State, but there were no questioned costs or compliance issues. Chief Financial Officer Chuck Rittenhouse thanked Rebekah Scott for her assistance with the audit. Executive Director Ross Robinson thanked Director of Accounting Jim Barnes for assisting during the transition between Chief Financial Officers. Judge Chris Schuchart made a motion to accept the audit report from Eide Bailly as presented. Mr. Wallace Whitworth seconded, and the motion passed.

**Agenda Item #8: 1<sup>st</sup> Quarter Contracts**

The 1<sup>st</sup> Quarter Contracting report was reviewed by the Board of Trustees. This item was for informational purposes only and was not listed as an action item on the agenda; however, Judge Chris Schuchart made a motion to approve the report, Mr. Charles Campise seconded, and the motion passed.

**Agenda Item #9: Executive Director's Report**

A comprehensive written report including details of 10 percent holdback measures, CSU occupancy, utilization of private psychiatric beds, IDD and Service Coordination updates, and COVID-19 updates was included in the Board packet. Executive Director Ross Robinson

discussed several virtual “visits” he participated in with staff at Hill Country’s Mental Health clinics and advised the Board of similar upcoming visits with IDD Provider and LIDDA staff. Mr. Robinson advised the Board of Hill Country’s participation in a video conference with the Health & Human Services Commission (HHSC) about the State’s addition of \$86,000 annually to the Crisis Stabilization Unit (CSU) budget. Mr. Robinson has approved salary increases for direct care staff at the CSU and direct service professionals at the Kerrville Special Opportunity Center due to no applications having been received for those open positions for several months. Financial incentives are also being provided to those staff members who are going above and beyond their job descriptions in order to provide much-needed coverage.

Chief Operating Officer Landon Sturdivant explained that the Crisis Stabilization Unit (CSU) is now open at 50 percent capacity and dayhab centers are still closed, but IDD services are being provided in the homes of individuals we serve. Some COVID-19-positive and/or quarantined staff are staying in hotels to avoid infecting their loved ones. At the time of this meeting, there were 47 employees in quarantine and 24 employees positive for COVID-19, as well as 30 individuals receiving services who were positive for COVID-19. Fifteen staff members had either begun or completed the vaccination process at the time of this meeting.

**Agenda Item #10: Discussion and Possible Action Concerning 2020 CARES Act Amendment to Cafeteria Plan**

Executive Director Ross Robinson advised the Board that an amendment to the 2020 CARES Act allows some over-the-counter and menstrual products to be reimbursable under Hill Country MHDD Centers’ cafeteria plan. Commissioner Donna Eccleston asked if projections had been done to determine how this change might affect the organization financially. At the time of this meeting, that information was not available. Commissioner Eccleston shared her experience as an employee of Comal County, where she has observed that younger employees, who are historically more difficult to retain, sometimes do not see the value of a rich health benefits plan. There was no motion made on this item, and therefore, no action was taken.

**Agenda Item #11: Discussion and Possible Action Concerning 1<sup>st</sup> Quarter Fiscal Status**

Chief Financial Officer Chuck Rittenhouse presented to the Board the 1<sup>st</sup> Quarter financial statements, which show a loss of \$810,000, primarily due to the pandemic. Mr. Rittenhouse explained that social outreach programs have been severely impacted by COVID-19 because we are unable to provide and bill for many home- and community-based services. There is a capital outlay of \$326,000 for the electronic health record (EHR) with Netsmart. \$649,000 of DSRIP transition funds have been used but will be caught up. HCMHDDC currently has \$23 million in assets and \$5 million in liabilities. Judge Tully Shahan mentioned that our days of operation are at their lowest level since 2016. Mr. Rittenhouse advised that paying the DSRIP promissory note would help to increase the reserve fund balance. Judge Chris Schuchart made a motion to adopt the 1<sup>st</sup> Quarter financial statements as presented. Mr. Wallace Whitworth seconded, and the motion passed.

**Agenda Item #12: Discussion and Possible Action Concerning Banking Resolution(s)**

At this time, the Board reviewed banking resolutions adding Chief Financial Officer Chuck Rittenhouse to Hill Country MHDD Centers accounts. Judge Chris Schuchart made a motion to approve the addition of Mr. Rittenhouse as a signor, Commissioner Donna Eccleston seconded, and the motion passed.

**Agenda Item #13: Discussion and Possible Action Concerning Executive Director Consulting for Open Minds**

Executive Director Ross Robinson has been asked by Open Minds to serve as a senior consultant for \$130 per hour. He stated this will not interfere with his job duties as Executive Director of Hill Country MHDD Centers. Judge Rob Kelly confirmed that this has been discussed at the Executive Committee level with no concerns. Judge Chris Schuchart made a motion to allow Mr. Robinson to begin consulting for Open Minds. Mr. Wallace Whitworth seconded, and the motion passed.

**Agenda Item #14: Executive Session**

The Board of Trustees entered Executive Session at 11:36 AM to deliberate on matters in accordance with Section 551.071 to discuss a lawsuit concerning a 2018 clinical case. In addition to the Board members, Executive Director Ross Robinson, Mr. Carvan Adkins, and Mr. Dan Barrett were present. No action was taken during Executive Session.

**Agenda Item #15: Action Item(s) Resulting from Executive Session**

The Board of Trustees reconvened in open session at 12:07 PM. No actions were taken as a result of information discussed during Executive Session.

**Adjourn**

The Board of Trustees meeting was adjourned at 12:08 PM by Judge Rob Kelly, Board Chair.

**Next Meeting**

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, March 2, 2021 at 10:00 AM at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.



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Judge Rob Kelly, Chair



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Judge Tully Shahan, Secretary