

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

WHEN: Tuesday, November 3, 2020
Start: 10:00 AM
End: 12:50 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 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
Mr. Wallace Whitworth, Bandera and Kendall Counties
Judge Brett Bray, Blanco, Gillespie and Llano Counties
Judge Lewis Owens, Val Verde County
Sheriff Al Auxier, Kendall County
Sheriff-Elect Joe Lancaster, Mason County

Hill Country MHDD Staff

Ross C. Robinson, Executive Director
Landon Sturdivant, Chief Operating Officer
James Barnes, Director of Accounting
David Fouse, Employee Services Manager
Maria Baskett, Executive Assistant/Board Liaison

GUESTS:

None

ABSENT:

Mr. Charles Campise, Hays 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 10:00 AM on Tuesday, November 3, 2020.

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 October 6, 2020 Board meeting. Judge Souli Shanklin made a motion to approve the minutes as presented. Judge Tully Shahan seconded the motion, and the minutes dated October 6, 2020 were approved without changes.

Agenda Item #5: Citizens' Comments

There were no comments.

Agenda Item #6: Introductions/Announcements

There were no introductions or announcements.

Agenda Item #7: Citizens' Advisory Committee (CAC) Report

The Citizens' Advisory Committee Report was included in the Board packet for informational purposes. No action was taken on this item.

Agenda Item #8: 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 that we have received an open records request concerning the RFP posted by Hill Country MHDD Centers to procure an Electronic Health Record, and also advised the Board that we have contracted with Carvan Adkins (General Counsel for the Texas Council of Community Centers) to assist with any legal concerns during the absence of our General Counsel, Sheree Hess, who is currently on FMLA leave. Mr. Robinson announced the recent hire of Charles "Chuck" Rittenhouse as Chief Financial Officer, and discussed a minor audit finding concerning the stipulation that our monthly financial reports to the State for House Bill 13 must be signed by the Chief Financial Officer. This finding is not considered a material weakness. Mr. Robinson shared with the Trustees that he participated in a panel entitled "Scenario Trump vs. Scenario Biden" for Open Minds on October 28. Judge Tully Shahan announced that the Council of Governments on which he participates recently met, and that a discussion concerning the proposed Uvalde psychiatric facility would be on the next COG meeting agenda. The estimated cost to build, according to E4H architectural firm, will be \$21 million, but Hill Country's independent architectural consultant, Gary McClure, estimates it closer to \$18 million. Mr. Robinson also discussed his idea to ask for eight acres of land owned by Kerrville State Hospital, either by donation or a 99-year lease, with a plan to eventually sell Two Schreiner Center and build a new Crisis Stabilization Unit (CSU) on the eight acres of KSH land. That CSU would house the Kerr County Mental Health clinic on its second floor.

Chief Operating Officer Landon Sturdivant provided updates on the COVID-19 pandemic and advised the Board that he has made several recent site visits to engage with staff in the field, adding that Kristi Pena has been hired as Director of Operations for IDD Provider Services to assist Hill Country in maintaining compliance with federal regulations. Numerous grants have been applied for by our Director of Development, Beverly Smith. Mr. Sturdivant provided updates concerning the Zero Suicide Academy initiative, Certified Community Behavioral Health

Clinics (CCBHC) project, and advised Trustees that the Texas Health and Human Services Commission (HHSC) has contacted the Centers for Medicare and Medicaid Services (CMS) to ask for a one-year extension of 1115 Waiver funding due to the health and economic effects of the COVID-19 pandemic.

Agenda Item #9: Discussion and Possible Action Concerning Executive Director Selection/Hiring Process

At this time the Board of Trustees discussed the particulars of forming an Executive Director Selection Committee. Members of the Executive Management Team who have been chosen to participate on the Committee are Ross Robinson, Sheree Hess, and Kristie Tupling. However, Sheree Hess was on FMLA leave for a yet undetermined amount of time when this meeting was taking place; therefore, it was discussed that an alternate member of the Executive Management Team should be chosen to serve on the Committee in the event that Mrs. Hess is still on leave when the selection process begins. It was discussed that the Executive Director Selection Committee will develop selection criteria and interview questions, screen applications, and possibly initial interviews, and then provide lists of the strengths and weaknesses of each applicant to the Board of Trustees. Judge Rob Kelly made a motion that the four most senior Board members – Judge Chris Schuchart, Commissioner Donna Eccleston, Judge Souli Shanklin, and himself – serve on the Committee with the three chosen members of Executive Management. Judge Lewis Owens seconded, and the motion passed.

The Board then discussed phases of the Executive Director selection process: 1) Screening of applications, 2) Recommendations, and 3) Interviews/Decision. The full Committee of 7 will conduct the initial interviews. At this time a motion was made by Judge Tully Shahan to allow the Executive Management Team to choose an alternate Committee member to serve in the place of Sheree Hess. Judge Souli Shanklin seconded, and the motion passed.

*****The Board of Trustees took recess from 11:02 AM to 11:15 AM.*****

Agenda Item #10: Executive Session

The Board of Trustees entered Executive Session at 11:15 AM to deliberate on matters in accordance with Section 551.074 to discuss both the Executive Director’s annual evaluation and a separate personnel issue. In addition to the Board members, Executive Director Ross Robinson and Employee Services Manager David Fouse were present. No action was taken during Executive Session.

Agenda Item #11: Action Item(s) Resulting from Executive Session

The Board of Trustees reconvened in open session at 12:50 PM. No actions were taken as a result of information discussed during Executive Session.

Adjourn

The Board of Trustees meeting was adjourned at 12:50 PM by Judge Rob Kelly, Board Chair.

Next Meeting

Hill Country MHDD Centers’ next Board of Trustees Meeting will be held on Tuesday, January 19, 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