

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

WHEN: Tuesday, October 6, 2020
Start: 10:05 AM
End: 11:44 AM

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
Judge Souli Shanklin, Edwards, Kimble, Mason, Menard, Schleicher and Sutton Counties
Commissioner Donna Eccleston, Comal County
Mr. Wallace Whitworth, Bandera and Kendall Counties
Judge Tully Shahan, Kinney, Real, and Uvalde Counties
Mr. Charles Campise, Hays County
Sheriff-Elect Joe Lancaster, Mason County

Hill Country MHDD Centers Staff

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

GUESTS:

None

ABSENT:

Judge Lewis Owens, Val Verde County
Sheriff Al Auxier, Kendall County

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 10:05 AM on Tuesday, October 6, 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 Rob Kelly gave the invocation.

Agenda Item #4: Approval of Minutes

The Board of Trustees reviewed minutes from the August 25, 2020 Board meeting. Maria Baskett, Board Liaison, asked the Board for assistance concerning August Board Agenda Items 16 and 22; specifically, she was unable to discern who made the original motions on those two items from listening to the recording. Judge Rob Kelly stated he made motions on both items. Judge Souli Shanklin made a motion to approve the minutes as amended. Judge Rob Kelly seconded the motion, and the minutes dated August 25, 2020 were approved with the above 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/Discussion and Possible Action Concerning CAC Recruitment

An application for Citizens' Advisory Committee membership from Kerr County resident Ann Jack was included in the Board packet. Judge Souli Shanklin moved to appoint Mrs. Jack to the Citizens' Advisory Committee, Commissioner Donna Eccleston seconded the motion, and the motion passed.

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 the interviewing of candidates for the Chief Financial Officer position and the hire of Rita Towles as Director of Facilities. The Health and Human Services Commission is in the process of arranging regional meetings concerning Senate Bill 633, and the final schematic designs for the proposed psychiatric facility in Uvalde are expected to be received from our architects by Friday, October 9. Mr. Robinson advised the Board of a billing error discovered by the Quality Management department concerning Applied Behavior Analysis. The payback amount is in the process of being determined and staff involved have been re-trained. The Legislative Budget Board has requested that the Office of the Inspector General conduct a statewide review of Medicaid billing. Chief Operating Officer Landon Sturdivant discussed recent visits to worksites, CCBHC updates (our application will be submitted in November), and efforts to gauge and improve employee morale during the pandemic. At the time of this meeting, Hill Country had zero staff known to be positive for COVID-19. Mr. Sturdivant advised the Board of Hill Country's selection of Netsmart as EHR (Electronic Health Record) vendor. Commissioner Donna Eccleston asked for more detailed information on the selection process, which will be provided at the November 3 Board meeting. An IDD Provider Services Director of Operations has been hired, and we have a new IDD group home in Kerrville.

Agenda Item #9: 4th Quarter Contracts

The 4th quarter contracting report was included in the packet for informational purposes. This item was for informational purposes only, and no action was taken.

Agenda Item #10: Discussion and Possible Action Concerning 4th Quarter Fiscal Status

Financial statements for the 4th quarter of FY 2020 were presented by James Barnes, Interim Chief Financial Officer. Actual revenues exceeded budgeted revenues by \$3,555,106. Actual expenses exceeded budgeted expenses by \$2,945,697. At the time of this meeting, Hill Country had 166.78 days of operation/reserve fund balance accrued. The unassigned fund balance as of August 31, 2020 was \$21,570,943. Judge Rob Kelly moved to adopt the financial statements as presented. Judge Souli Shanklin seconded, and the motion passed.

Agenda Item #11: Discussion and Possible Action Concerning Board Resolution to Commend HEB

General Counsel Sheree Hess presented a Board resolution to commend HEB for recent generous donations of gift cards and “self-care” bags. Commissioner Donna Eccleston made a motion to approve the resolution as presented. Judge Souli Shanklin seconded, and the motion passed.

Agenda Item #12: Discussion and Possible Action Concerning Executive Director Selection/Hiring Process

At this time, the Board reviewed and discussed a document included in the Board packet designed by Executive Director Ross Robinson to assist in the selection and hiring of the next Executive Director. Commissioner Donna Eccleston stated that she did not agree with the process as outlined in the document, because the selection of the Executive Director is up to the Board of Trustees, and the plan submitted suggests that candidates be interviewed by their potential subordinates (the Executive Management Team). Judge Chris Schuchart asked Board members if they would be interested in participating in a workshop to develop a process, and stated he wants to receive specific feedback from the Executive Management Team about strengths and weaknesses of the candidates, but not preferences concerning who Management Team members believe should be hired as Executive Director. Judge Schuchart suggested that Ross be involved in the reviewing of applications. Judge Rob Kelly stated that he likes the idea of a workshop and suggested that the Management Team review and screen applications to forward to the Board. General Counsel Sheree Hess offered her opinion that excluding the Executive Management Team from the selection process would be a mistake, stating that the relationship between the Executive Director and Management Team is more important than the relationship between the Executive Director and the Board of Trustees. Mr. Wallace Whitworth agreed that staff input is important. Judge Souli Shanklin suggested that three Board members screen applications and then bring recommendations to the full Board of Trustees, who will then decide on five candidates to interview. Mr. Charles Campise recommended a scoring system of list of ranked criteria be used, along with a list of several questions.

This item will be placed on the agenda for the November 3 Board of Trustees meeting, where the Board will select three Trustees to screen applications before going to the full Board, who will then select which candidates to interview. The Executive Management Team will select one of its members to assist Ross and Sheree in providing staff input to the three Trustees on the Selection Committee. The full Board of Trustees will conduct interviews. The process will be

accomplished in three phases: 1) Screening, 2) Selection of Interviewees, and 3) Interviews and Decision.

Agenda Item #13: Discussion and Possible Action Concerning Election of Board Officers

This agenda item was for the purpose of electing FY 2021 Board Officers. Outgoing Board Chair Chris Schuchart advised the Board that he had been aware for the past five months of communication issues having taken place between outgoing Board Vice-Chair Brett Bray, General Counsel Sheree Hess, and Executive Director Ross Robinson. At the time of this meeting, this conflict remained unresolved, and both Judge Schuchart and outgoing Board Secretary Rob Kelly indicated their desire for resolution. Judge Bray stated that he attended this particular Board meeting knowing that there would be no resolution of the problem, and asked the group how many of them work with people who are not their favorites, but they continue to conduct themselves professionally and perform their jobs, regardless. Judge Souli Shanklin inquired as to whether the issue at hand is a personality conflict. General Counsel Sheree Hess answered “No” and went on to say that Judge Bray has a communication style she finds offensive, to which Judge Shanklin replied that this is what he meant by “a personality conflict”. Mrs. Hess expressed her wish to discuss the issue further. Commissioner Donna Eccleston was not comfortable with having that discussion openly as a group, and Judge Bray stated that he was not interested in hearing an employee’s opinion of his suitability to serve on the Board of Trustees. Commissioner Eccleston agreed but said there needs to be a team approach because a significant number of people depend on the smooth running of the organization. Judge Bray stated that his plan is to move forward and continue doing his job as a Trustee, occasionally deferring to other Board members.

Commissioner Donna Eccleston made a motion to nominate Judge Rob Kelly as Board Chair. Judge Souli Shanklin seconded, and the motion passed. Judges Rob Kelly and Brett Bray abstained from the vote.

Judge Rob Kelly moved to nominate Judge Souli Shanklin as Board Vice-Chair. Commissioner Donna Eccleston seconded, and the motion passed. Judge Souli Shanklin abstained from the vote.

Mr. Wallace Whitworth moved to nominate Judge Brett Bray as Board Secretary. Judge Souli Shanklin moved to nominate Judge Tully Shahan as Board Secretary. Commissioner Donna Eccleston seconded Judge Shanklin’s motion, which then passed. Judge Tully Shahan abstained from the vote.

Agenda Item #14: Executive Session

This item was skipped.

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

This item was skipped.

Adjourn

The Board of Trustees meeting was adjourned at 11:44 AM by Judge Chris Schuchart, outgoing Board Chair.

Next Meeting

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, November 3, 2020 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

