

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

**WHEN:** Tuesday, August 25, 2020  
Start: 10:02 AM  
End: 11:20 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 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 Al Auxier, Kendall County  
Sheriff-Elect Joe Lancaster, Mason County

Hill Country MHDD Staff

Ross C. Robinson, Executive Director  
Sheree Hess, General Counsel  
Brian Dunagan, Chief Financial Officer  
Landon Sturdivant, Chief Operating Officer  
James Barnes, Director of Accounting  
Randy Consford, Director of Special Projects  
Maria Baskett, Executive Assistant/Board Liaison

**GUESTS:**

None

**ABSENT:**

Judge Brett Bray, Vice-Chair, Blanco, Gillespie and Llano Counties  
Judge Lewis Owens, Val Verde 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 10:02 AM on Tuesday, August 25, 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 Chris Schuchart gave the invocation.

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

The Board of Trustees reviewed minutes from the June 2, 2020 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 2, 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/Discussion and Possible Action Concerning CAC Recruitment**

Randy Consford, Director of Special Projects and Citizens' Advisory Committee Liaison provided the Board with updates from the August 11, 2020 CAC meeting. A subcommittee has been formed to recruit new members, and Board members were urged to provide names of anyone in their communities who may be interested. A letter has been drafted that will be sent to interested parties. The CAC will meet again on October 13, 2020. 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 the Senate Bill 633 All Texas Access report, which recommends the Uvalde psychiatric facility Hill Country plans to design and build. The architectural firm's proposed design was included in the packet, with a cost of \$17-20 million. Chief Operating Officer Landon Sturdivant provided updates on the COVID-19 pandemic

**Agenda Item #9: 3<sup>rd</sup> Quarter Contracts**

The 3<sup>rd</sup> quarter contracting report was included in the packet for informational purposes. No action was taken on this item.

**Agenda Item #10: Affirmation of Affidavits Regarding Understanding of Hill Country Community MHDD Centers' Organizational Structure**

The Organizational Structure document was amended to include language from Senate Bill 632 concerning ex officio Board members. Each Board member will sign in the presence of a Notary and then mail or e-mail affidavits to Board Liaison Maria Baskett.

**Agenda Item #11: Discussion and Possible Action Concerning Board Policies**

At this time the Board reviewed a change to Board Policy II.G ("Harassment"). According to General Counsel Sheree Hess, the last correction was made to ensure the language matched with that of federal and state statutes, but two weeks later the Supreme Court ruled that Title 7

applies to gender identity, sexual orientation, etc. This correction adds that language – which was removed with the last correction – back into the policy. Judge Rob Kelly made a motion to approve the correction to Board Policy II.G (“Harassment”), Commissioner Donna Eccleston seconded, and the motion passed.

**Agenda Item #12: Discussion and Possible Action Concerning Board Resolutions Commending United Way of Comal County and Rock Haus Foundation**

The Board agenda for August 25, 2020 listed Board Resolutions to commend the United Way of Comal County and the Rock Haus Foundation; however, the included resolution was for Austin Community Foundation and United Way for Greater Austin. Judge Souli Shanklin made a motion to approve the resolution commending Austin Community Foundation and United Way for Greater Austin. Judge Rob Kelly seconded the motion, and the motion passed. General Counsel Sheree Hess will amend the signature blocks to allow Board Chair Chris Schuchart to sign for the entire Board.

**Agenda Item #13: Discussion and Possible Action Concerning Board Resolution Commending Roberto Perez**

A resolution was included in the packet to commend Roberto Perez and congratulate him on his upcoming retirement. Judge Rob Kelly made a motion to approve to Board Resolution commending former Medina County Mental Health Clinic Director Roberto Perez for his service to HCMHDDC and our communities. Commissioner Donna Eccleston seconded the motion, and the motion passed. The signature block will be amended to allow Board Chair Chris Schuchart to sign for the entire Board.

**Agenda Item #14: Discussion and Possible Action Concerning Renovations and Lease at Kimble County Mental Health**

General Counsel Sheree Hess discussed recent renovations to Kimble County Mental Health, which were performed to Hill Country’s specifications, with our cost being approximately \$52,000. Judge Rob Kelly made a motion to ratify the cost up to \$60,000, Judge Souli Shanklin seconded, and the motion passed.

**Agenda Item #15: Discussion and Possible Action Concerning Bank Resolutions to Amend Signatories for Operating Accounts at First State Bank of Uvalde**

Chief Financial Officer Brian Dunagan announced his resignation from Hill Country effective September 25. Mr. Dunagan requested that Director of Accounting James Barnes and Chief Operating Officer Landon Sturdivant be added as signatories for operating accounts at First State Bank of Uvalde. Executive Director Ross Robinson remains a signatory, as well. Mr. Dunagan will obtain signatures at Hill Country and then mail to Judge Schuchart for his signature. Judge Souli Shanklin moved to approve the requested changes to bank resolutions, Judge Rob Kelly seconded, and the motion passed.

**Agenda Item #16: Discussion and Possible Action Concerning Bank Resolutions to Amend Signatories for Operating Accounts at Local Banks**

Chief Financial Officer Brian Dunagan requested that the Board approve the removal of Brian Dunagan as signatory on operating accounts on local banks, and the addition of Executive Director Ross Robinson, Chief Operating Officer Landon Sturdivant, and Director of Accounting

James Barnes as signatories on those accounts. \_\_\_\_\_ made a motion to approve the changes in signatories, Judge Souli Shanklin seconded, and the motion passed.

**Agenda Item #17: Discussion and Possible Action Concerning 3<sup>rd</sup> Quarter Fiscal Status**

Chief Financial Officer presented the 3<sup>rd</sup> quarter financial statements, which detailed excess expenditures over revenues for the 3<sup>rd</sup> Quarter of Fiscal Year 2020 of \$4,133,975 and excess expenditures over revenues for the 3<sup>rd</sup> Quarter of Fiscal Year 2020 Net of Use of Assigned Funds (HIPAA and Software) \$4,057,337. The Unassigned Fund Balance as of May 31, 2020 was \$17,154,184. Judge Souli Shanklin made a motion to adopt the financial statements as presented, Judge Rob Kelly seconded, and the motion passed.

**Agenda Item #18: Discussion and Possible Action Concerning FY 2021 Budget**

Chief Financial Officer Brian Dunagan presented the annual budget for FY 2021 of \$43,998,188 (\$521,502 more than the annual budget for FY 2020). This is a zero balanced budget. Judge Rob Kelly moved to accept the FY 2021 budget as presented. Mr. Wallace Whitworth seconded, and the motion passed.

**Agenda Item #19: Discussion and Possible Action Concerning Assignment of Fund Balance**

Executive Director Ross Robinson and Chief Operating Officer Landon Sturdivant discussed efforts to procure an Electronic Health Record (EHR), and requested the Board approve assignment of \$3.5 million over a five-year period for this purpose. Judge Rob Kelly moved to assign \$3.5 million, and Commissioner Donna Eccleston seconded. The motion passed. Judge Tully Shahan asked why this amount was not in the budget. Mr. Dunagan answered that this amount was just negotiated yesterday with the vendor (Netsmart), and traditionally HCMHDDC consults the Board on big-ticket items. He further explained that the differences between expenditures from assigned vs. unassigned fund balances are shown in our financial statements.

**Agenda Item #20: Discussion and Possible Action Concerning Possible 4<sup>th</sup> Quarter Incentive for Eligible Employees**

Executive Director Ross Robinson discussed an opportunity to provide an incentive payment to eligible employees. The Board approved a double incentive for employees for the 4<sup>th</sup> quarter of FY19. Mr. Robinson requested the Board now approve a triple incentive for eligible employees at a cost of \$337,000, and a single incentive for employees who have been with Hill Country for six months to two years at a cost of \$365,000. Chief Financial Officer Brian Dunagan advised the Board that the reserve fund balance will be increased by \$500,000. Judge Souli Shanklin made a motion to approve the incentives as presented. Judge Tully Shahan seconded, and the motion passed. An e-mail from Mr. Robinson announcing the incentive payments was sent to all staff and Accounting began to process the payments immediately.

**Agenda Item #21: Executive Session**

The Board of Trustees entered Executive Session at 11:18 AM to deliberate on matters in accordance with Section 551.074 to discuss personnel matters. In addition to the Board members, Executive Director Ross Robinson and General Counsel Sheree Hess were present. No action was taken during Executive Session.

**Agenda Item #22: Action Item(s) Resulting from Executive Session**

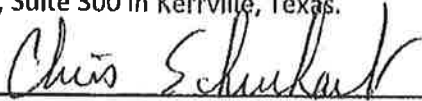
The Board of Trustees reconvened in open session at 11:42 AM. A motion was made by \_\_\_\_\_ to accept the resignation of Executive Director Ross Robinson with a heavy heart and great regret, effective August 31, 2021. Mr. Charles Campise seconded the motion, and the motion passed.

**Adjourn**

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

**Next Meeting**

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, October 6, 2020 at 10:00 AM at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.



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Judge Chris Schuchart, Chair



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Judge Rob Kelly, Secretary

