

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

**WHEN:** Tuesday, August 16, 2022  
Start: 10:00 AM  
End: 12:04 PM

**WHERE:** First State Bank of Uvalde  
200 East Nopal St  
Uvalde, TX 78801

**ATTENDEES:**

Board of Trustees

Judge Souli Shanklin, Chair, Edwards, Kimble, Mason, Menard, Schleicher and Sutton Counties  
Judge Tully Shahan, Vice-Chair, Kinney, Real, and Uvalde Counties  
Mr. Charles Campise, Secretary, Hays County  
Commissioner Donna Eccleston, Comal County  
Judge Chris Schuchart, Medina County  
Ms. Lesa Pritchard, Bandera and Kendall Counties  
Sheriff Al Auxier, Kendall County

Hill Country MHDD Staff

Tod Citron, Chief Executive Officer  
Landon Sturdivant, Deputy Chief Executive Officer  
Charles "Chuck" Rittenhouse, Chief Financial Officer  
Randall Consford, Director of Special Projects  
Maria Baskett, Executive Assistant/Board Liaison

**GUESTS:**

None

**ABSENT:**

Judge Lewis Owens, Val Verde County  
Judge Rob Kelly, Kerr County  
Judge Brett Bray, Blanco, Gillespie and Llano Counties

**Agenda Item #1: Meeting Called to Order**

Judge Souli Shanklin called the meeting of the Hill Country MHDD Centers Board of Trustees to order at 10:00 AM on Tuesday, August 16, 2022.

**Agenda Item #2: Roll Call**

Member roll was called by Maria Baskett, Executive Assistant/Board Liaison, and a quorum was present. Note: Sheriff Al Auxier joined the meeting via Microsoft Teams at approximately 10:09 AM.

**Agenda Item #3: Invocation**

Judge Tully Shahan gave the invocation.

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

The Board of Trustees reviewed minutes from the May 3, 2022 Board meeting. Judge Chris Schuchart made a motion to approve the minutes as presented. Judge Tully Shahan seconded the motion, and the minutes dated May 3, 2022 were approved without changes.

**Agenda Item #5: Citizens' Comments**

There were no comments.

**Agenda Item #6: Introductions/Announcements**

Mr. Charlie Campise advised the Board that The Meadows Mental Health Policy Institute was performing a needs assessment in Hays County, and that if informal surveys of Uber customers he picks up are any indication, additional mental health services are badly needed in the area. Mr. Tod Citron stated that he recently celebrated his first anniversary with Hill Country MHDD Centers, and that August 21 would mark one year since he took over as Chief Executive Officer.

**Agenda Item #7: Discussion and Possible Action Concerning FY 2023 Board of Trustees Meeting Schedule**

The Board reviewed the proposed FY 2023 Board of Trustees meeting schedule. Judge Chris Schuchart made a motion to approve the meeting schedule as presented. Judge Tully Shahan seconded, and the motion passed.

**Agenda Item #8: Discussion and Possible Action Concerning FY 2023 Holiday Schedule**

The Board reviewed the FY 2023 schedule of paid holidays. Commissioner Donna Eccleston made a motion to approve the schedule as presented, Judge Chris Schuchart seconded, and the motion passed.

**Agenda Item #9: Discussion and Possible Action Concerning Strategic Plan**

At this time the Board reviewed Hill Country MHDD Centers' Strategic Plan for Fiscal Years 2023-2025, with additional information provided by Randall Consford, Director of Special Projects. Judge Tully Shahan moved to approve the FY 2023-2025 Strategic Plan as presented. Mr. Charlie Campise seconded the motion, and the motion passed.

**Agenda Item #10: Discussion and Possible Action Concerning Uvalde Needs Assessment**

Chief Executive Officer Tod Citron discussed the Uvalde needs assessment, which Hill Country has contracted with The Meadows Mental Health Policy Institute to perform for a cost of approximately \$597,000. The needs assessment is being performed by order of Governor Greg Abbott, who specified that up to \$5 million could be spent for this purpose by Hill Country MHDD Centers through the Health and Human Services Commission. The deadline to return results and recommendations of the needs assessment to the Legislature is December 2022. Judge Tully Shahan moved to ratify this expenditure, Commissioner Donna Eccleston seconded, and the motion passed.

**Agenda Item #11: Discussion and Possible Action Concerning Banking Authorizations/Resolutions**

Chief Financial Officer Chuck Rittenhouse presented corporate banking resolutions authorizing the closure of four unnecessary bank accounts; the opening of three new accounts with Chuck Rittenhouse and James Barnes as signors; and the removal of Ross Robinson, Brian Dunagan, and Vince Paulin from several local bank accounts, with authorization of the addition of Chuck Rittenhouse and James Barnes as signors on those local accounts. Judge Chris Schuchart made a motion to approve the three banking resolutions and authorize signature by the Board Secretary and Board Chair. Commissioner Donna Eccleston seconded the motion, and the motion passed.

**Agenda Item #12: Discussion and Possible Action Concerning Third Quarter Fiscal Status**

Chief Financial Officer Chuck Rittenhouse presented financial statements for the third quarter of FY 2022. Mr. Rittenhouse advised the Board that Hill Country MHDD Centers was operating at a 30 percent vacancy rate at the time of this meeting, and the vacancy rate for IDD Direct Service Professionals is approximately 50 percent. Judge Chris Schuchart moved to adopt the statements for period ending May 31, 2022 and authorize signature by the Board Chair. Mr. Charlie Campise seconded the motion, and the statements were adopted as presented.

**Agenda Item #13: Discussion and Possible Action Concerning Quarterly Incentive**

At this time the Board reviewed a request from management to provide a quadruple incentive to qualifying HCMHDDC staff members. The estimated total plan payout is \$500,000, but a slightly higher authorization amount of \$525,000 was requested to cover any potential missing payouts. Commissioner Donna Eccleston made a motion to approve this expenditure as presented, Judge Tully Shahan seconded, and the motion passed.

**Agenda Item #14: Discussion and Possible Action Concerning Proposed FY 2023 Budget**

Chief Financial Officer Chuck Rittenhouse presented the proposed budget for FY 2023, totaling \$44,941,751. At the time of this meeting, performance contracts for FY 2023 had not yet been received from the Health and Human Services Commission. The proposed budget for FY 2023 includes salary increases and increases in employee benefits to combat significant staffing shortages and improve recruitment and retention. Commissioner Donna Eccleston made a motion to approve the FY 2023 budget as presented. Judge Tully Shahan seconded, and the motion passed.

**Agenda Item #15: Discussion and Possible Action Concerning Third Quarter Contracts**

The third quarter contracting report was included in the packet for informational purposes. Chief Financial Officer Chuck Rittenhouse presented a proposed contract with Xerox to replace the organization's Canon machines to provide an estimated savings of \$276,508. Judge Chris Schuchart made a motion to approve this contract as presented, Mr. Charlie Campise seconded the motion, and the motion passed.

**Agenda Item #16: Executive Session**

The Board entered Executive Session at 11:03 AM to deliberate on matters in accordance with Section 551.071 of the Texas Government Code to discuss litigation brought by the Hoerster Clinic, and in accordance with Section 551.074 to review staff salaries by position and discuss a

457 deferred compensation plan for Directors and senior leadership at Hill Country MHDD Centers. No action was taken by the Board during Executive Session.

**Agenda Item #17: Action Item(s) Resulting from Executive Session**

The Board of Trustees reconvened in open session at 11:24 AM. Judge Chris Schuchart made a motion to authorize an expenditure up to the amount discussed during Executive Session for mediation of the Hoerster suit. Commissioner Donna Eccleston seconded the motion, and the motion passed. Commissioner Donna Eccleston moved to authorize an expenditure of \$155,000 for the 457 deferred compensation plan for Directors and senior leadership who have a minimum of five years of employment with Hill Country MHDD Centers. Mrs. Lesa Pritchard seconded the motion, and the motion passed.

**Agenda Item #18: Texas Council of Community Centers Report**

Chief Executive Officer Tod Citron and Deputy Chief Executive Officer Landon Sturdivant provided brief summaries of the Texas Council of Community Centers' annual conference, which took place in Fort Worth in June 2022. Mr. Citron announced the upcoming retirement of Danette Castle from her position as CEO at the Texas Council of Community Centers. Danette is to be replaced by Lee Johnson.

**Agenda Item #19: Citizens' Advisory Committee (CAC) Report**

Deputy Chief Executive Officer Landon Sturdivant provided the Board of Trustees with a summary of the Citizens' Advisory Committee meetings that took place on May 17, 2022 and July 19, 2022. A detailed summary was also provided in the Board packet. This item was for informational purposes only, and no action was taken by the Board.

**Agenda Item #20: Chief Executive Officer's Report**

Chief Executive Officer Tod Citron and Deputy Chief Executive Officer Landon Sturdivant provided the Chief Executive Officer's Report. A comprehensive written report including details of CSU occupancy, grant opportunities, stakeholder meetings, utilization of private psychiatric beds, IDD and Service Coordination updates, and strategic planning updates was included in the Board packet.

Mr. Citron advised the Board that an architect has been engaged to design the Comal County Extended Observation Unit & Crisis Residential Program, which is projected for completion by Spring 2024. Hill Country MHDD Centers plans to contract with The Wood Group to provide some of the services at the EOU, and Mr. Citron and Mr. Sturdivant have a meeting scheduled with Representative Andrew Murr later this week concerning this project. Results of the Hays County needs assessment are expected by mid-September 2022.

Mr. Sturdivant provided updates to the Board of Trustees concerning services HCMHDDC is providing in Uvalde and praised staff who continue to respond to mental health needs in that community. Several external organizations sent teams to assist with disaster response. Hill Country's Uvalde locations are situated close to Robb Elementary, and trauma counselors have been working with our staff. The Family Resiliency Center is open. Mr. Sturdivant stated that this will be a generational recovery process, and Mrs. Lesa Pritchard urged strong, active relationships with area schools.

**Adjourn**

The Board of Trustees adjourned at 12:04 PM.

**Next Meeting**

Hill Country MHDD Centers' next Board of Trustees Meeting will be held on Tuesday, October 4, 2022 at 10:00 AM at Hill Country MHDD Centers' Administrative Headquarters, 819 Water Street, Suite 300 in Kerrville, Texas.



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Judge Souli Shanklin, Chair



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Mr. Charles Campise, Secretary