

Pecan Valley Centers Board of Trustees

September 22, 2023
9:00 a.m. – 11:00 a.m.

MINUTES

Board Members

Elizabeth Lawrence, Chair	Parker County	Present
Edwin Seilheimer, Vice Chair	Hood County	Present
Carolyn Myres, Secretary	Johnson County	Present
Judge Brandon Huckabee	Erath County	Present
Dr. Reginald Hall	Erath County	Present
Christy Massey	Hood County	Present
Keith Scarbrough	Johnson County	Present
Lynn Waddy	Palo Pinto County	Present
Rita Wade	Palo Pinto County	Present
Jamie Bodiford	Parker County	Present
Jill Power	Somervell County	Absent

Ex-Officio Board Members

Sheriff Roger Deeds	Hood County	Present
Sheriff Alan West	Somervell County	Absent

Pecan Valley Centers Staff

Coke Beatty	Executive Director
Ruben DeHoyos	Associate Executive Director / C.O.O.
Wayne Vaughn	Chief Financial Officer
Diana Thompson	Chief of Behavioral Health
Mark Chavez	Chief of IDD Services
Rhea Sullivan	Associate Chief of Behavioral Health
Whitney Herrington	Associate Chief of Behavioral Health
Casey McCarty	Controller
Ben Bowen	IT Director
Jessica Thomas	Executive Assistant
Sunny Armstrong	QA/Contracts Specialist

Visitors

None

OPENING:

Edwin Seilheimer, Vice Chair, called the meeting to order at 9:00 a.m.

ITEM 1: ROLL CALL

A quorum was present as ten board members were in attendance. One ex-officio board members was present.

TAB 2: **PUBLIC COMMENT**

There were no public comments.

ITEM 3: **RATIFY AND APPROVE AGENDA ITEMS CONSIDERED AT THE AUGUST 25, 2023 BOARD MEETING**

Agenda items from the August 25, 2023, meeting were reviewed.

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby ratify and approve agenda items considered at the August 25, 2023, meeting.

Second by Keith Scarbrough

Approved unanimously

ITEM 4: **APPROVE MINUTES OF AUGUST 25, 2023 MEETING**

Minutes from the August 25, 2023, meeting was reviewed before the meeting. An amendment to the opening agenda item should state: Edwin Seilheimer, Vice Chair, called the meeting to order at 9:00 a.m., yielding to Elizabeth Lawrence, Board Chair, to lead the meeting once she joined the meeting, virtually.

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby request the minutes of the July 28, 2023, meeting be amended and presented for approval at the next Board meeting.

Second by Keith Scarbrough

Approved unanimously

ITEM 5: **APPROVE AUGUST FINANCIAL STATEMENTS**

Wayne Vaughn, CFO, gave financial reports for August 2023

- The August financial was reviewed. On August 31, 2023, the Region has completed 100% of the fiscal year. Revenue percentages by fund sources range from 30% (Other Federal Funds) to 327% (Medicaid Waiver and ICF-MR Earnings). Total revenues earned equals 107% of the annual budget. Based on proposed budgeted expenditures, 100% of the budget has been expensed. Adult Mental Health Services are at 104% of budget. Children's Mental Health Services are at 88% of budget. Mental Health Crisis Services are at 100% of budget. IDD Services are at 93% of budget. Both revenue and expenditures include cost avoidance amounts for PAP (Prescription Assistance Program) as required by HHSC. The budgeted amount is \$4,149,690 and through August the recorded PAP amount is \$6,096,292.

Through August 31, 2023, of the current fiscal year, total funding strategy amounted to \$38,793,442 for revenues and \$36,420,983 for expenditures. Local funds were used to fund various programs in compliance with contract requirements for required "local match" funds.

Based on activities through August, there are 182 days of operations in available cash.

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Financial Statements for August 2023.

Second by Keith Scarbrough

Approved unanimously

An excess of \$1M, remaining from the FY23 budget, has been included in the FY24 budget.

Pecan Valley Facilities, Inc. funds are in the process of being transferred to PVC.

ITEM 6: APPROVE 4th QUARTER FY23 INVESTMENT REPORTS

Wayne Vaughn, CFO, presented FY23 4th Quarter Investment Report

- Total interest earned this quarter equals \$235,014.

Lynn Waddy made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the FY23 4th Quarter Investment Reports.

Second by Carolyn Myres

Approved unanimously

ITEM 7: END OF YEAR CORPORATE COMPLIANCE REVIEW FY23

Ruben DeHoyos gave a brief overview of Corporate Compliance activities during FY23.

- Code of Conduct training was provided by Pam Beach.
- The Corporate Compliance Plan has been updated to require quarterly reporting.
- As of September 1, 2023, the Corporate Compliance Officer is Sunny Armstrong.
- An on-going investigation has been completed.
- It has been established that new employees will receive Corporate Compliance training at New Employee Orientation (NEO).

ITEM 8: **APPROVE RECOMMENDATION TO UPDATE POLICY 1.06.01.00
PROGRAM ACCREDITATION / CERTIFICATION**

Ruben DeHoyos, AED/COO presented updates to Board Policy.

- Change language under Purpose and General from “the Region” to “Pecan Valley Centers or PVC”
- Elaborate under Policy, section 1, that PVC will operate in compliance with TAC and performance contracts.

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the updates to Board Policy 1.06.01.00.

Second by Keith Scarbrough

Approved unanimously

ITEM 9: **APPROVE RECOMMENDATION TO UPDATE POLICY 1.07.00.00
ORGANIZATIONAL COMPLIANCE PROGRAM**

Ruben DeHoyos, AED/COO presented updates to Board Policy.

- Change language under Purpose from “program” to “compliance program”
- Change language under Background from “region” to “agency’s”
- Change language under Background from “directors” to “executive management team”

Carolyn Myres made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the updates to Board Policy 1.07.00.00.

Second by Jamie Bodiford

Approved unanimously

ITEM 10: **APPROVE RECOMMENDATION TO UPDATE POLICY 1.08.07.00
CONFLICT OF INTEREST, NEPOTISM**

Ruben DeHoyos, AED/COO presented updates to Board Policy.

- Change language under Purpose from “Region” to “Pecan Valley Centers”
- Change language under Policy, section 1. b) (2) from “a client or patient” to “an individual”
- Change language under Policy, section 6. e) (2) from “not later than the 31st day before” to “prior to”

Lynn Waddy made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the updates to Board Policy 1.08.07.00.

Second by Keith Scarbrough

Approved unanimously

ITEM 11: **APPROVE RECOMMENDATION TO UPDATE POLICY 2.00.00.00
ADMINISTRATIVE STRUCTURE AND BOARD FUNCTIONS**

Ruben DeHoyos, AED/COO presented updates to Board Policy.

- Change language under Purpose from “Region” to “Pecan Valley Centers’ service area”
- Change language throughout Statement of Functions from “Region” to “Pecan Valley Centers”
- Change language under Statement of Functions, Section 1 g) from “a Public Responsibility Committee as mandated by Senate Bill 700. See Board Policy 8.05.00.00” to “Advisory Committees, as required by Pecan Valley Centers’ Performance Contracts with HHSC”

Keith Scarbrough made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the updates to Board Policy 2.00.00.00.

Second by Christy Massey

Approved unanimously

ITEM 12: **APPROVE RECOMMENDATION TO UPDATE POLICY 2.03.01.00
BYLAWS**

Lynn Waddy made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby request to table agenda item 12, until next scheduled Board meeting.

Second by Keith Scarbrough

Approved unanimously

ITEM 13: **APPROVE RECOMMENDATION TO UPDATE POLICY 2.03.02.00
MEMBERS OF THE BOARD OF TRUSTEES**

Keith Scarbrough made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby request to table agenda item 13, until next scheduled Board meeting.

Second by Christy Massey

Approved unanimously

**ITEM 14: APPROVE RECOMMENDATION TO UPDATE POLICY 2.04.01.00
ELECTION OF BOARD OFFICERS**

Carolyn Myres made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby request to table agenda item 14, until next scheduled Board meeting.

Second by Christy Massey

Approved unanimously

**ITEM 15: APPROVE RECOMMENDATION TO UPDATE POLICY 2.04.02.00
DUTIES OF BOARD MEMBERS**

Lynn Waddy made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby request to table agenda item 15, until next scheduled Board meeting.

Second by Keith Scarbrough

Approved unanimously

**ITEM 16: APPROVE RECOMMENDATION TO UPDATE POLICY 2.05.01.00
BOARD ORGANIZATION STRUCTURE**

Lynn Waddy made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby request to table agenda item 16, until next scheduled Board meeting.

Second by Keith Scarbrough

Approved unanimously

**ITEM 17: CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH THE OPEN
MEETINGS ACT, TEXAS GOVERNMENT CODE 551.074 PERSONNEL
MATTERS – CORPORATE COMPLIANCE INVESTIGATION**

In accordance with the open meetings act, Texas government code 551.074 Personnel Matters, the board entered into Closed Executive Session at 10:35 a.m. to discuss a corporate compliance investigation and reconvened in open session at 10:47 a.m.

No action was taken during Closed Executive Session.

ITEM 18: ACTIVITY SUMMARY

The Activity Summaries are provided to the Board to show the events that took place in the reported month(s). No action is required.

ITEM 19: PLANNING CALENDAR

The Annual Planning Calendar is provided to the Board to reference upcoming meetings and other noteworthy conferences for the calendar year. No action required.

ITEM 20: REAFFIRM DATE OF NEXT BOARD MEETING

- Next Board meeting will be held on October 27, 2023, at the Granbury Administration Office

Adjourned at 10:55 a.m.

Carolyn Myres – Secretary