

# Pecan Valley Centers Board of Trustees

October 27, 2023  
9:00 a.m. – 11:00 a.m.

## **MINUTES**

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### **Board Members**

Elizabeth Lawrence, Chair	Parker County	Present
Edwin Seilheimer, Vice Chair	Hood County	Absent
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	Absent
Lynn Waddy	Palo Pinto County	Present
Rita Wade	Palo Pinto County	Present
Jamie Bodiford	Parker County	Present
Jill Power	Somervell County	Present

### **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/COO
Wayne Vaughn	Chief Financial Officer
Diana Thompson	Chief of Mental Health Services
Rhea Sullivan	Associate Chief of Mental Health Services
Whitney Herrington	Associate Chief of Mental Health Services
Mark Chavez	Director of IDD Authority Services
Katie Polk	Director of IDD Provider Services
Casey McCarty	Controller
Heather Herriage	HR Manager
Josh Morrison	Veteran Services Program Manager
Jessica Thomas	Executive Assistant
Ben Bowen	Director of IT/Systems Administrator
Amanda Taylor	Direct Care
Tiffany Echols	Care Coordinator
Michelle Leonard	Billing Supervisor
Timothy Anglin	Helpdesk Supervisor

### **Visitors**

No visitors

**OPENING:**

Carolyn Myers, Board Secretary, called the meeting to order at 9:00 a.m., yielding to Elizabeth Lawrence, Board Chair, upon her arrival.

**ITEM 1: ROLL CALL**

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

**TAB 2: PUBLIC COMMENT**

There were no public comments.

**ITEM 3: 2023 EMPLOYEES OF THE 2<sup>nd</sup> QUARTER**

Program supervisors present awards and speak on behalf of 2023 Employees of the 2<sup>nd</sup> quarter winners.

2023 Employees of the 2<sup>nd</sup> Quarter Winners

- Behavioral Health Staff: Tiffany Echols
- Intellectual and Development Disabilities (IDD) Staff: Amanda Taylor
- Administration Staff: Timothy Anglin
- Supervisor: Michelle Leonard

Ruben DeHoyos, AED/COO took a moment to introduce Katie Polk, Director of IDD Provider Services.

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

Minutes from the August 25, 2023, meeting was reviewed before the meeting.

*Christy Massey made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby approve the minutes of the August 25, 2023, meeting.*

*Second by Jamie Bodiford*

*Approved unanimously*

**ITEM 5: APPROVE MINUTES OF SEPTEMBER 22, 2023, MEETING**

Minutes from the September 25, 2023, meeting was reviewed before the meeting.

*Lynn Waddy made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby approve the minutes of the September 22, 2023, meeting.*

*Second by Carolyn Myres*

*Approved unanimously*

**ITEM 6: PROGRAM REPORTS – BEHAVIORAL HEALTH & INTELLECTUAL DEVELOPMENTAL DISABILITIES**

Diana Thompson, Chief of Behavioral Health Service, gave the Behavioral Health Report.

- The target for Adult Mental Health Services is 2,929. Pecan Valley served 3278 in the month of September.
- Adult service provision for adults shows 72.5% in September.
- The target for Child & Youth Services is 496. Pecan Valley served 523 in the month of September.
- Total Crisis interventions for the month of September were 166, with 11 admissions into Crisis Respite.
- Family Partner measure met this month.
- TCOOMMI program has a target of 20 with a maximum of 25. For September, 2 Intensive Case Managements (ICM) were opened; 17 Intensive Case Management were served; 4 Continuity of Care (COC) was opened; and 8 Continuity of Care were served.
- Mental Health First Aid (MHFA) has a target goal of 300 School District Employees and School Resource Officers / Employees of Institutes of Higher Learning, trained in FY24. Total individuals trained is 27. Currently, 3 classes are scheduled for November.
- Texas Juvenile Justice Department Grant (TJJD) served 1 juvenile in September.
- Assisted Outpatient Treatment (AOT) covers Johnson and Parker counties. In September, 12 individuals were served, with 4 pending, and 0 discharged.
- Outpatient Substance Use Disorder Program (SUD) admits 10 adults and 1 youth in September.
- Coordinated Specialty Care Early Onset program is for persons aged 15 to 30. Target is 20 for this specialized service. 21 individuals were served in September, with 2 discharged.
- Supported Housing Rental Assistance served 8 in September. Tenant-Based Rental Assistance served 24 in September.

Josh Morrison, Veteran Services Program Manager, gave the Veterans Services report.

- Veterans MH performance measure is 78% met. Veterans General Assistance target is 160. As of September, 55 individuals have been served.
- Calen Bullard, TVC Certified Peer Service Coordinator, secured event for Veteran's Day 2024.
- Applied for Bob Woodruff foundation to assist with homelessness, personal care needs, and employment needs (such as purchases of tools necessary for work ).
- MOU with Texas Equine Rescue, in Hood County, for therapy services for veterans at no charge.

Ruben DeHoyos, AED/COO, gave the IDD Report.

- May Authority Measures number was 74; Texas Home Living (TxHmL) Service Coordination was 29; Home and Community Based Service (HCS) Coordination was 440 Community First Choice (CFC) Intake Services were 11; PASRR New Alerts were 41; Determination of Intellectual Disability was 11; and State Facility Report – Individuals in Any State Supported Living Center was 51. Program Provider Measures were Home and Community Based (HCS) 56; Intermediate Care Facility (ICF) [six homes / 36 beds] was 31, with 5 openings; and Texas Home Living Waiver (TxHmL) was 9.
- Due to lack of census, one of our ICF homes in Johnson County is planned to be closing.

Heather Herriage, HR Manager, presented the HR Update Report.

- PVC compares to average turnover rate for the state, at 27%.
- Social media presence has increased.
- The highest number of applicants are coming from Facebook.
- Partnership with Southwestern Adventist University in Keene.

## **ITEM 7: APPROVE MAY FINANCIAL STATEMENTS**

Wayne Vaughn, CFO, gave financial reports for September 2023

- The September financial was reviewed. On September 30, 2023, the Region has completed 8% of the fiscal year. Revenue percentages by fund sources range from 5% (Medicaid Waiver and ICF-MR Earnings) to 14% (Allocated Federal Funds). Total revenues earned equals 6% of the annual budget. Based on proposed budgeted expenditures, 6% of the budget has been expensed. Adult Mental Health Services are at 7% of budget. Children's Mental Health Services are at 6% of the budget. Mental Health Crisis Services are at 3% of budget. IDD Services are at 5% 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 September the recorded PAP amount is \$435,022.

Through September 30, 2023, of the current fiscal year, total funding strategy amounted to \$2,404,913 for revenues and \$2,145,153 for expenditures. Local funds were used to fund various programs in compliance with contract requirements for required "local match" funds.

Based on activities through September, there are 266 days of operations in available cash.

*Jill Power made the following Motion:*

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

*Second by Christy Massey*

*Approved unanimously*

The transition of property and assets from Pecan Valley Facilities, Inc. to Pecan Valley Centers has been completed.

**ITEM 8:**      **APPROVE RECOMMENDATION TO UPDATE POLICY 2.03.01.00 – BYLAWS, TO INCLUDE STAND-ALONE POLICIES**

- 2.00.00.00 – Administrative Structure and Board Functions
- 2.03.02.00 – Member of Board of Trustees
- 2.04.01.00 – Election of Board Officers
- 2.04.02.00 – Duties of Board Members
- 2.05.01.00 – Board Organization Structure
- 2.05.04.00 – Board Method of Communication with Staff
- 2.05.09.00 – Training of Board Membership
- 2.05.10.00 – Board Attendance Requirements
- 2.05.11.00 – Appointment of Executive Director
- 2.06.01.00 – Meeting of Board of Trustees
- 2.07.01.00 – Preparation of Agenda

*Lynn Waddy made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve recommendation to update policy 2.03.01.00 - Bylaws.*

*Second by Jill Power*

*Approved unanimously*

**ITEM 9:**      **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 10:**      **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 11:**      **REAFFIRM DATE OF NEXT BOARD MEETING**

- Next Board meeting will be held on December 8, 2023, at the Granbury Administration Office

Adjourned at 10:33 a.m.

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Carolyn Myres – Secretary