

# Pecan Valley Centers Board of Trustees

January 26, 2024  
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	Present
Carolyn Myres, Secretary	Johnson County	Present
Judge Brandon Huckabee	Erath County	Absent
Dr. Reginald Hall	Erath County	Present
Christy Massey	Hood County	Present
Keith Scarbrough	Johnson County	Present
Lynn Waddy	Palo Pinto County	Absent
Rita Wade	Palo Pinto County	Present
Jamie Bodiford	Parker County	Absent
Jill Power	Somervell County	Absent

### **Ex-Officio Board Members**

Sheriff Roger Deeds	Hood County	Absent
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
Casey McCarty	Controller
Mark Chavez	Director of IDD Authority Services
Heather Herriage	Director of HR
Jessica Thomas	Executive Assistant
Whitney Herrington	Associate Chief of Mental Health Services
Rheanne Sullivan	Associate Chief of Mental Health Services
Ben Bowen	Helpdesk Supervisor - IT

### **Visitors**

Melissa Lynch	CPA - Scott, Singleton, Fincher and Company	Present
Tad Dorroh	Benefits Consultant - BCKW	Present

### **OPENING:**

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

**ITEM 1:**      **ROLL CALL**

A quorum was present as seven board members were in attendance. Two ex-officio board members were not in attendance.

**TAB 2:**      **PUBLIC COMMENT**

There were no public comments.

**ITEM 3:**      **APPROVE MINUTES OF DECEMBER 8, 2023, MEETING**

Minutes from the December 8, 2023, meeting was reviewed before the meeting.

*Carolyn Myres made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby approve the minutes of the December 8, 2023, meeting.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 4:**      **FINANCIAL AUDIT**

Melissa Lynch, CPA, began the presentation by thanking finance staff for exceptional efforts in providing information to complete FY23 Financial Audit. She stated that Pecan Valley Centers is in excellent financial condition.

- Fund balance equals \$18,177,267.00, an increase of \$929,686, from previous year. Auditor states this as significant for PVC.
- Community Centers are recommended to have 90-180 days of operating funds. Pecan Valley Centers exceeds recommendation at 191 days.
- Auditor statement in accordance with GAAP, and on compliance for major federal and state programs – Unmodified (clean report)
- Federal program audited:
  - Comprehensive Community MH Services for Children (Youth)
  - Medical Assistance Program / Medicaid Administrative Claiming (MAC)
- State programs audited:
  - General Revenue – MH Adult passed through Texas HHSC
  - General Revenue – IDD passed through Texas HHSC

*Keith Scarbrough made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby approve the FY23 Financial Audit.*

*Second by Christy Massey*

*Approved unanimously*

## **ITEM 5:**     **EMPLOYEE BENEFITS**

Tad Dorroh, Benefits Consultant for BKCW, presented the employee benefits package.

- Medical and Dental (BCBSTX)
  - No tier or rate change to staff and 0% premium increase to Pecan Valley Centers.
- Life and Long-Term Disability - Mutual of Omaha
  - No rate change – current rate locked in until next open enrollment (2025)
- Telemedicine/Concierge Services (HealthJoy)
  - No rate change – current rate locked in until next open enrollment (2025)
  - There were 1,458 unique member utilizations during FY23 for MH and Telehealth services;.
  - Mitigates claims on BCBSTX.
  - No rate change for employer
- CareFlight Caring Hearts Membership
  - No change
- WEX for administration of FSA & LFSA
  - No change

*Christy Massey made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Employee Benefits as presented.*

*Second by Keith Scarbrough*

*Approved unanimously*

## **ITEM 6:**     **APPROVE NOVEMBER FINANCIAL STATEMENTS**

Wayne Vaughn, CFO, gave financial reports for November 2023

- The November financial was reviewed. On November 30, 2023, the Region has completed 25% of the fiscal year. Revenue percentages by fund sources range from 15% (Medicaid Waiver and ICF-MR Earnings) to 27% (Other Federal Funds). Total revenues earned equals 20% of the annual budget. Based on proposed budgeted expenditures, 23% of the budget has been expensed. Adult Mental Health Services are at 22% of budget. Children's Mental Health Services are at 21% of the budget. Mental Health Crisis Services are at 27% of budget. IDD Services are at 21% of budget. Both revenue and expenditures include cost avoidance amounts for PAP (Prescription Assistance Program) as required by HHSC. The budgeted amount is \$6,109,503 and through November the recorded PAP amount is \$1,331,883.

Through November 30, 2023 of the current fiscal year, total funding strategy amounted to \$7,800,044 for revenues and \$8,610,754 for expenditures. Local

funds were used to fund various programs in compliance with contract requirements for required "local match" funds.

Based on activities through November, there are 191 days of operations in available cash.

- The December financial was reviewed. On December 31, 2023, the Region has completed 33% of the fiscal year. Revenue percentages by fund sources range from 19% (Allocated Federal Funds) to 35% (Other Federal Funds). Total revenues earned equals 27% of the annual budget. Based on proposed budgeted expenditures, 30% of the budget has been expensed. Adult Mental Health Services are at 29% of budget. Children's Mental Health Services are at 29% of budget. Mental Health Crisis Services are at 36% of budget. IDD Services are at 28% of budget. Both revenue and expenditures include cost avoidance amounts for PAP (Prescription Assistance Program) as required by HHSC. The budgeted amount is \$6,109,503 and through December the recorded PAP amount is \$1,750,189.

Through December 31, 2023 of the current fiscal year, total funding strategy amounted to \$10,364,008 for revenues and \$11,460,466 for expenditures. Local funds were used to fund various programs in compliance with contract requirements for required "local match" funds.

Based on activities through December, there are 205 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 November and December 2023.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 7:      APPROVE 1<sup>st</sup> Quarter FY24 Investment Reports**

Wayne Vaughn, CFO, presented 1<sup>st</sup> Quarter FY24 Investment Reports

- Total interest earned this quarter equals \$237,287

*Carolyn Myres made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the 1<sup>st</sup> Quarter FY24 Investment Reports.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 8:**     **APPROVE RECOMMENDATION TO UPDATE POLICY 4.04.03.00 FUND BALANCE**

Wayne Vaughn, CFO, presented updates to Board Policy

- Add language under Definitions, Number 3 to read, “Board action is required to access this fund.”
- Add paragraph 3 under Definitions, Number 5 to clarify which funds are to be used first.
- Add paragraph 4, under Definitions, Number 5 to state the goal of the fund is to maintain no less than 120 days of funds for operation.

*Keith Scarbrough made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the recommendation to update Policy 4.04.03.00 Fund Balance*

*Second by Christy Massey*

*Approved unanimously*

**ITEM 9:**     **APPROVE BOARD RESOLUTION TO CREATE CAPITAL PROJECTS FUND**

Agenda item was omitted.

**ITEM 10:**    **APPROVE BOARD RESOLUTION TO TRANSFER FUNDS INTO CAPITAL PROJECTS FUND**

Wayne Vaughn presented the Board with a resolution to transfer funds.

- Officially approve/ratify funds transfer from General Funds to Capital Projects Fund.
- Transfer \$3,820,824 from General Fund to Capital Projects Fund.
- Ensure Board authorization is required to transfer funds.

*Carolyn Myres made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Board Resolution to transfer funds into Capital Projects Fund.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 11:    DOE vs PECAN VALLEY CENTERS**

Coke Beatty updated the Board on the case of Doe vs PVC. Doe lost the appeal to the Eastland Court of Appeals and is now appealing to the Texas Supreme Court. For information only. No action required.

**ITEM 12:    ACTIVITY SUMMARY**

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

**ITEM 13:    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 14:    REAFFIRM DATE OF NEXT MEETING**

February 23, 2024

Adjourned at 10:34 a.m.

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Carolyn Myres – Secretary