

Pecan Valley Centers Board of Trustees

June 28, 2024
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	Absent
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	Absent
Jamie Bodiford	Parker County	Present
LaJean Heard	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 / C.O.O.
Wayne Vaughn	Chief Financial Officer
Rhea Sullivan	Associate Chief of Mental Health Services
Mark Chavez	Director of IDD Authority Services
Jessica Thomas	Executive Assistant
Ben Bowen	IT Director & Systems Administrator
Heather Herriage	Director of Human Resources
Gabe Leatherwood	Controller

Visitors

Sterling Hill	Project Manager, Cumming Group
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OPENING:

Elizabeth Lawrence, Board Chair, called the meeting to order at 9:04 a.m.

ITEM 1: **ROLL CALL**

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

TAB 2: **PUBLIC COMMENT**

There was one community member to make a public comment.

ITEM 3: **APPROVE MINUTES OF MAY 24, 2024, MEETING**

Minutes from the May 24, 2024, 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 May 24, 2024, meeting.

Second by Edwin Seilheimer

Approved unanimously

ITEM 4: **PROGRAM REPORTS – BEHAVIORAL HEALTH & INTELLECTUAL DEVELOPMENTAL DISABILITIES**

Rhea Sullivan, Associate Chief of Behavioral Health Service, gave the Behavioral Health reports for May 2024.

Performance:

- Adult Mental Health Services target is 2,929. Pecan Valley Centers served 3402.
- Adult Service Provision for adults shows 71.2%.
- The Child & Youth Services target is 496. Pecan Valley served 576.
- Total Crisis Interventions were 185, with 7 admissions to Crisis Respite and 10 admissions into a State MH facility.

Programs:

- TCOOMMI has a target of 20 with a maximum of 25.
 - Intensive Case Managements (ICM) opened: 2
 - Intensive Case Management were served: 15
 - Continuity of Care (COC) was opened: 3
 - Continuity of Care were served: 2
- Mental Health First Aid (MHFA) has a target goal of 300 School District Employees and School Resource Officers / Employees of Institutes of Higher Learning.
 - Total individuals trained to date: 202
 - Scheduled classes: 12
- Texas Juvenile Justice Department Grant (TJJJD) target varies by county.
 - Juveniles served: 18

- Assisted Outpatient Treatment (AOT) has a target of 30 and covers Johnson and Parker counties.
 - Individuals served: 9
 - Pending: 2
 - Discharged: 1
- Outpatient Substance Use Disorder Program (SUD).
 - Adult admissions: 7
 - Youth admissions: 1
- Coordinated Specialty Care Early Onset (CSC-EO) has a target of 20 with a maximum of 30 and is for persons aged 15 to 30.
 - Individuals served: 17
 - Pending: 1
 - Discharged: 0
- Housing
 - Supported Housing Rental Assistance: 14
 - Tenant-Based Rental Assistance served: 31

Rhea Sullivan, Associate Chief of Behavioral Health Service, gave the Veterans Services report for May 2024.

- Peer Services
 - Total served: 1176
- Veterans Mental Health has a target of 100.
 - Served: 143
- Veterans General Assistance has a target of 160.
 - Served: 152
 - Grant year and funding began July 1, 2023, at \$300,000.00. YTD total expenditure is \$257,605.42.

Ruben DeHoyos, AED/COO, gave the IDD Report for May 2024.

- March IDD Authority Served
 - Authority contract measures: 99
 - Home and Community Based Service (HCS) Coordination: 425
 - Texas Home Living (TxHmL) Service Coordination: 28
 - Community First Choice (CFC) Intake Services: 12
 - PASRR New Alerts: 49
 - Determination of Intellectual Disability: 22
 - State Facility Report-Individuals in any State Supported Living Center: 51
 - IDD Crisis Services: 5
 - The Texas Law Enforcement Telecommunications System: 3
 - HC/TxHmL Interest List regionwide: 1597
- March IDD Provider Served
 - Home and Community Based (HCS): 56
 - HCS Group Homes: 8
 - Texas Home Living Waiver (TxHmL): 8
 - Intermediate Care Facility (ICF) [six homes / 30 beds]: 31
 - LSC/ISS daily census: 54
 - Vocational Apprenticeship Program: 6

Heather Herriage, Director of Human Resources, gave the HR Report for May 2024.

- Total hires: 17

- Total terms: 12
- HR has been attending job fairs.

ITEM 5: APPROVE MAY FINANCIAL STATEMENTS

Wayne Vaughn, CFO, gave the Financial Report.

- The April financial was reviewed. On May 31, 2024, the Region has completed 75% of the fiscal year. Revenue percentages by fund sources range from 49% (Other Federal Funds) to 108% (Allocated Federal Funds). Total revenues earned equals 71% of the annual budget. Based on proposed budgeted expenditures, 70% of the budget has been expensed. Adult Mental Health Services are at 66% of budget. Children's Mental Health Services are at 66% of budget. Mental Health Crisis Services are at 91% of budget. IDD Services are at 66% 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 February the recorded PAP amount is \$3,995,330.

Through May 31, 2024, of the current fiscal year, total funding strategy amounted to \$27,211,030 for revenues and \$26,601,031 for expenditures. Local funds were used to fund various programs in compliance with contract requirements for required "local match" funds.

Based on activities through April, there are 153 days of operations in available cash.

Edwin Seilheimer made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Financial Statements for May 2024.

Second by Lynn Waddy

Approved unanimously

ITEM 6: APPROVE FY24 3RD QUARTER INVESTMENT REPORTS

Wayne Vaughn, CFO presented the FY24 3rd Quarter Investment Report.

- Total interest earned this quarter equals \$252,816

Edwin Seilheimer made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the FY24 3rd Quarter Investment Report.

Second by LaJean Heard

Approved unanimously

ITEM 7: **APPROVE ARCHITECT RFQ FOR CONSTRUCTION OF NEW GRANBURY CLINIC BUILDING**

Sterling Hill, Project Manager for Cumming Group presented recommendation of architect for construction of new Granbury Clinic building.

Architect selection: Schwarz Hanson

- Schwarz Hanson has completed projects in Granbury, including directly with the City of Granbury
- Phase 1 anticipated to be presented in August 2024 - Building Programming, Site Evaluation, & Scope Narrative

Keith Scarbrough made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Architect RFQ for Construction of New Granbury Clinic Building

Second by LaJean Heard

Approved unanimously

ITEM 8: **REVIEW AND APPROVE UPDATES TO BOARD POLICIES**

Approve recommendations to update:

- 3.00.02.00
 - Add language under Policy, Number 1, to include “and hospitals.”
 - Change language under Policy, Number 5, from “Chairperson of the Board” to “Executive Director.”
 - Delete complete entry under Policy, Number 6, “All contracts for services to PVC clients will be forwarded to Health and Human Services Commission and Mental for approval in accordance with the Rules of Commissioner Governing Texas Community Mental Health and Intellectual Developmental Disability Centers.”
- 3.00.03.00
 - Delete language under Purpose, “to the Region.”
- 3.01.00.00
 - Change language under Policy, from “Executive Director” to “Vice Chairperson.”
- 4.09.11.00
 - Delete language under Policy, Number 3, “or otherwise appeared before the Board or any of its committees in connection with a grievance or appeal, such participation having complied with this policy.”

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Updates to Board Policies.

Second by Lynn Waddy

Approved unanimously

ITEM 9: CLOSED EXECUTIVE SESSION IN ACCORDANCE WITH OPEN MEETING ACT, TEXAS GOVERNMENT / CODE SECTION 551.074 PERSONNEL MATTERS, EXECUTIVE DIRECTOR EVALUATION AND EXECUTIVE DIRECTOR CONTRACT

In accordance with the open meetings act, Texas government code 551.074 Personnel Matters, the board entered into Closed Executive Session at 10:01 a.m. to discuss the Executive Director evaluation and contract, and reconvened in open session at 10:30 a.m.

No action was taken during Closed Executive Session.

Contract of Employment for Coke Beatty, Executive Director was discussed in Open Session. A three-year contract has been accepted.

Edwin Seilheimer made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Executive Director Contract.

Second by Keith Scarbrough

Approved unanimously

ITEM 10: 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 11: 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.

- A Board meeting was added to the calendar for November 22, 2024.

ITEM 12: REAFFIRM DATE OF NEXT BOARD MEETING

- Next Board meeting will be held on July 26, 2024, at the Granbury Administration Office

Adjourned at 10:48 a.m.

Carolyn Myres – Secretary