

# Pecan Valley Centers Board of Trustees

March 22, 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	Present
Dr. Reginald Hall	Erath County	Absent
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

### Ex-Officio Board Members

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

### Pecan Valley Centers Staff

Coke Beatty	Executive Director
Ruben DeHoyos	Associate Executive Director / C.O.O.
Wayne Vaughn	Chief Financial Officer
Rheanne 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
Josh Morrison	Director of Veteran Services
Gabe Leatherwood	Controller
Heather Herriage	Director of HR
Jessica Thomas	Executive Assistant
Ben Bowen	Helpdesk Supervisor - IT
Heather Sabon	IDD Vocational Rehab Instructor

### Visitors

None

## **OPENING:**

Elizabeth Lawrence, Chair, called the meeting to order at 9:00 a.m.

## **ITEM 1: ROLL CALL**

A quorum was present as nine board members were in attendance. Two ex-officio board members were also in attendance.

## **TAB 2: PUBLIC COMMENT**

There were no public comments.

## **ITEM 3: APPROVE MINUTES OF FEBRUARY 23, 2024, MEETING**

Minutes from the February 23, 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 February 23, 2024, meeting.*

*Second by Keith Scarbrough*

*Approved unanimously*

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

Rhea Sullivan, Associate Chief of Behavioral Health Service, gave the Behavioral Health Report.

- The target for Adult Mental Health Services is 2,929. Pecan Valley served 3373 in the month of February.
- Adult service provision for adults shows 68.7% in February.
- The target for Child & Youth Services is 496. Pecan Valley served 569 in the month of February.
- Total Crisis interventions for the month of February were 175, with 5 admissions to Crisis Respite and 12 admissions into a State MH facility.
- TCOOMMI program has a target of 20 with a maximum of 25. For February, 0 Intensive Case Managements (ICM) were opened; 9 Intensive Case Management were served; 4 Continuity of Care (COC) was opened; and 4 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 FY 23. Total individuals trained due date is 102. 1 class is scheduled for March.
- Texas Juvenile Justice Department Grant (TJJD) served 8 juveniles in February.
- Assisted Outpatient Treatment (AOT) covers Johnson and Parker counties. In February, 8 individuals were served, with 3 pending, and 2 discharged.

- AOT is a grant funded program. This grant ends this summer, and an extension has been applied for.
- Outpatient Substance Use Disorder Program (SUD) admits 7 adults and 1 youth in February.
- Coordinated Specialty Care Early Onset program is for persons aged 15 to 30. Target is 20 for this specialized service. 18 individuals were served in February.
- Supported Housing Rental Assistance served 12 by February. Tenant-Based Rental Assistance served 29 in February.

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

- Peer Services serving over target. Currently, one month ahead of schedule, serving a total of 789.
  - PVC is the leader of peer services in the state of Texas.
- Veterans Mental Health has met 113% of its target since July 1, 2023.
- Veterans General Assistance Funding began July 1, 2023, at \$300,000.00. YTD total expenditures is \$218,241, assisting 121 individuals. Funding is stretched thin due to high cost of living.
- PVC Veteran Services has been asked to assist with the restructuring of the TVC Program.

Josh shared that Veteran Services has partnered with T.E.X.A.S. Rescue, an equine therapy program, located in Hood County.

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

- February IDD Authority Served
  - Authority contract measures: 85
  - Home and Community Based Service (HCS) Coordination: 419
  - Texas Home Living (TxHmL) Service Coordination: 33
  - Community First Choice (CFC) Intake Services: 13
  - PASRR New Alerts: 54
  - Determination of Intellectual Disability: 16
  - State Facility Report-Individuals in any State Supported Living Center: 51
  - IDD Crisis Services: 6
  - The Texas Law Enforcement Telecommunications System: 3
  - HC/TxHmL Interest List regionwide: 1529
- February IDD Provider Served
  - Home and Community Based (HCS) 59
  - Texas Home Living Waiver (TxHmL) was 9
  - Intermediate Care Facility (ICF) [five homes / 30 beds]: 31
  - LSC/ISS daily census: 52
  - Vocational Apprenticeship Program: 6

Heather Herriage, Director of HR, presented the HR Update Report.

- Total hires for February equals 20; Total terms for February equals 30
- Overall numbers are down; however, these statistics do not reflect reduction in force (RIF) or internal transfers to fill various positions.
- HR has been marketing the ICF program
- Career fairs have been held with the Texas Workforce Commission and TCU with high interest of internships.

**ITEM 5:**      **APPROVE FEBRUARY FINANCIAL STATEMENTS**

Wayne Vaughn, CFO, gave financial reports for February 2024

- The February financial was reviewed. On February 28, 2024, the Region has completed 50% of the fiscal year. Revenue percentages by fund sources range from 29% (Allocated Federal Funds) to 49% (General Revenue Allocated). Total revenues earned equals 41% of the annual budget. Based on proposed budgeted expenditures, 46% of the budget has been expensed. Adult Mental Health Services are at 43% of budget. Children's Mental Health Services are at 43% of budget. Mental Health Crisis Services are at 65% of budget. IDD Services are at 42% 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 \$2,689,182.

Through February 28, 2024 of the current fiscal year, total funding strategy amounted to \$15,663,512 for revenues and \$17,689,030 for expenditures. Local funds were used to fund various programs in compliance with contract requirements for required "local match" funds.

Based on activities through February, there are 137 days of operations in available cash.

*Jamie Bodiford made the following Motion:*

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

*Second by Keith Scarbrough*

*Approved unanimously*

Wayne Vaughn introduced Gabe Leatherwood as PVC's new Controller.

**ITEM 6:**      **APPROVE FY24 2<sup>nd</sup> Quarter Investment Reports**

Wayne Vaughn, CFO, presented FY24 2<sup>nd</sup> Quarter Investment Reports

- Total interest earned this quarter equals \$242,930

*Christy Massey made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the FY24 2<sup>nd</sup> Quarter Investment Reports.*

*Second by Lynn Waddy*

*Approved unanimously*

**ITEM 7:      APPROVE BOARD RESOLUTION FOR CORPORATE AUTHORIZATION FOR FIRST FINANCIAL BANK**

Wayne Vaughn, CFO presented the Board Resolution for Corporate Authorization for First Financial Bank.

- Resolution is asking for approval that Coke Beatty, Ruben DeHoyos, and Wayne Vaughn will act as officers for banking.

*Lynn Waddy made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Resolution for Corporate Authorization for First Financial Bank.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 8:      BOARD TRAINING: VOCATIONAL APPRENTICESHIP PROGRAM**

Heather Rabon, IDD Vocational Rehab Instructor, presented a PowerPoint presentation about the Vocational Apprenticeship Program.

- Serves individuals with IDD and MH challenges, offering classroom education and work experience in the community.
- Applicants must meet specific criteria to be accepted into program
- Designed as a 1-year program
- Multitude of apprenticeships. Some examples include:
  - Administrative assistant and clerical
  - Culinary
  - Custodial
  - Trades (carpentry, plumbing, masonry, etc.)
  - More

**ITEM 9:      BOARD POLICY REVIEW AND APPROVAL OF UPDATES**

Review and date only:

- 2.06.00.00 – Notice of Open Meetings
- 2.06.01.00 – Meetings of Board of Trustees

Approve recommendations to update Policy 2.06.03.00 – Written Procedure of Board Action

- Section 3: Update method of written procedure as “approved board minutes shall be posted to the center’s website.”

*Jamie Bodiford made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve recommendations to update policies.*

*Second by Christy Massey*

*Approved unanimously*

**ITEM 10: APPROVE EXECUTIVE DIRECTOR PURCHASE OF LAND FOR GRANBURY CLINIC CONSTRUCTION, NOT TO EXCEED \$1M**

- Project Manager, Cumming Group, was chosen through RFQ process
- Next steps include purchasing a plat of land, at a minimum of 3 acres

*Jamie Bodiford made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Executive Director Purchase of Land for Granbury Clinic Construction, not to exceed \$1M.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 11: 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 12: 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 13: REAFFIRM DATE OF NEXT BOARD MEETING**

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

Adjourned at 10:35 a.m.

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Carolyn Myres – Secretary