

# Pecan Valley Centers Board of Trustees

August 23, 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	Absent
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
LaJean Heard	Somervell 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
Sunny Armstrong	Contracts & Compliance Officer
Jessica Thomas	Executive Assistant
Ben Bowen	Director of IT
Walker Rainwater	Director of Forensic Services
Gabe Leatherwood	Controller

### **Visitors**

None

### **OPENING:**

Elizabeth Lawrence, Board Chair, called the meeting to order at 9:15 a.m.

**ITEM 1:**      **ROLL CALL**

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

**TAB 2:**      **PUBLIC COMMENT**

None

**ITEM 3:**      **APPROVE MINUTES OF JULY 26, 2024, MEETING**

Minutes from the July 26, 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 July 26, 2024, meeting.*

*Second by Judge Brandon Huckabee*

*Approved unanimously*

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

Ruben DeHoyos, Deputy Executive Director, gave the Behavioral Health reports for July 2024.

Performance:

- Adult Mental Health Services target is 2,929. Pecan Valley Centers served 3403.
- Adult Service Provision for adults shows 74.1%.
- The Child & Youth Services target is 496. Pecan Valley served 541.
- Total Crisis Interventions were 166, with 16 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: 20
  - Continuity of Care (COC) was opened: 6
  - Continuity of Care were served: 13
- 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: 372
  - Scheduled classes: 0
- Texas Juvenile Justice Department Grant (TJJD) target varies by county.
  - Juveniles served: 9
- Assisted Outpatient Treatment (AOT) has a target of 30 and covers Johnson and Parker counties.
  - Individuals served: 6

- Pending: 0
- Discharged: 0
- Outpatient Substance Use Disorder Program (SUD).
  - Adult admissions: 2
  - 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: 19
  - Pending: 0
  - Discharged: 2
- Housing
  - Supported Housing Rental Assistance: 15
  - Tenant-Based Rental Assistance served: 31

Ruben DeHoyos, Deputy Executive Director, gave the Veterans Services report for July 2024.

- Peer Services
  - Total served: 418
- Veterans Mental Health has a target of 100.
  - Served: 78
- Veterans General Assistance has a target of 160.
  - Served: 13
  - Grant year and funding began July 1, 2024, at \$300,000.00. YTD total expenditure is \$44,516.34

Ruben DeHoyos, Deputy Executive Director, gave the IDD Report for July 2024.

- March IDD Authority Served
  - Authority contract measures: 73
  - Home and Community Based Service (HCS) Coordination: 431
  - Texas Home Living (TxHmL) Service Coordination: 28
  - Community First Choice (CFC) Intake Services: 14
  - PASRR New Alerts: 38
  - Determination of Intellectual Disability: 21
  - State Facility Report-Individuals in any State Supported Living Center: 52
  - IDD Crisis Services: 7
  - The Texas Law Enforcement Telecommunications System: 1
  - HC/TxHmL Interest List regionwide: 1609
- March IDD Provider Served
  - Home and Community Based (HCS): 55
  - HCS Group Homes: 6
  - Texas Home Living Waiver (TxHmL): 9
  - Intermediate Care Facility (ICF) [six homes / 30 beds]: 32
  - LSC/ISS daily census: 53
  - Vocational Apprenticeship Program: 6

Ruben DeHoyos, Deputy Executive Director, gave the HR Report for July 2024.

- Total hires: 11
- Total terms: 18

Walker Rainwater was introduced as Pecan Valley Centers' Director of Forensic Services.

**ITEM 5:**      **QUARTERLY PNAC REPORT**

The quarterly Planning & Network Advisory Committee (PNAC) meeting was held on August 2, 2024. There were no recommendations to bring to the Board.

**ITEM 6:**      **APPROVE POLICY REVIEW AND APPROVAL OF UPDATES**

Approve recommendations to update:

- 8.03.03.00 Restraint and Seclusion
  - Renaming Board Policy to 8.03.03.00 Restraint, Seclusion, and Coercion
  - Added to Purpose of policy language to include the words, “or coercion.”
  - Add under Policy, Number 4, “Pecan Valley ensures an individual’s rights of privacy, and respect as well as freedom from coercion. Coercion means persuading, or convincing someone to do something using force, threats intimidation, or other means.”

*Edwin Seilheimer made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the updates to Policy 8.03.03.00.*

*Second by Keith Scarbrough*

*Approved unanimously*

**ITEM 7:**      **APPROVE JULY FINANCIAL STATEMENTS**

Wayne Vaughn, CFO, gave the Financial Report.

- The July financial was reviewed. On July 31, 2024, the Region has completed 92% of the fiscal year. Revenue percentages by fund sources range from 57% (Other Federal Funds) to 133% (Allocated Federal Funds). Total revenues earned equals 81% of the annual budget. Based on proposed budgeted expenditures, 83% of the budget has been expensed. Adult Mental Health Services are at 82% of budget. Children's Mental Health Services are at 83% of budget. Mental Health Crisis Services are at 120% of budget. IDD Services are at 83% 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 \$4,943,074.

Through July 31, 2024, of the current fiscal year, total funding strategy amounted to \$33,116,427 for revenues and \$33,642,662 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 135 days of operations in available cash.

*Keith Scarbrough made the following Motion:*

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

*Second by Christy Massey*

*Approved unanimously*

**ITEM 8: APPROVE ANNUAL BUDGET**

Wayne Vaughn, CFO, presented the proposed budget for FY24.

- The proposed budget for FY25 is \$38,406,571.

*Edwin Seilheimer made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve FY25 Annual Budget.*

*Second by Lynn Waddy*

*Approved unanimously*

**ITEM 9: QUARTERLY EXTERNAL AUDIT REPORT**

Sunny Armstrong, Contracts and Compliance Officer, gave Quarterly External Audit Report.

- HHSC performed initial ISS Survey for Weatherford LSC.
- Superior performed 3<sup>rd</sup> Quarter Managed Care Organization Audit

**ITEM 10: APPROVE UPDATED CODE OF CONDUCT**

Sunny Armstrong, Contracts and Compliance Officer, gave a brief update to the Code of Conduct.

- On page 9 of the Code of Conduct, the phone number to the Corporate Compliance Officer was updated.

*Keith Scarbrough made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve updated Code of Conduct.*

*Second by Christy Massey*

*Approved unanimously*

**ITEM 11:     APPROVE CORPORATE COMPLIANCE PLAN FY25**

Sunny Armstrong, Contracts and Compliance Officer, gave a brief update to the Corporate Compliance Plan FY25.

- No changes were made to the Corporate Compliance Plan for FY25.

*Lynn Waddy made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve Corporate Compliance Plan FY25.*

*Second by Edwin Seilheimer*

*Approved unanimously*

**ITEM 12:     APPROVE DESIGNATED CLOSURE DAYS**

Coke Beatty, Executive Director, presented the proposed holiday and closure schedule for FY25.

*Christy Massey made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does Approve the Designated Closure Days for FY25.*

*Second by Edwin Seilheimer*

*Approved unanimously*

**ITEM 13:     APPROVE BOARD OFFICERS**

Pecan Valley Centers Board of Trustees Chairperson, Elizabeth Lawrence, selected Board members to form a nomination committee (Lynn Waddy – committee Chair, Christy Massey – committee member, and Dr. Reginald Hall – committee member), to discuss and select new Board Officers, as she steps down from her position.

New Board Officers are:

- Edwin Seilheimer – Chairperson
- Keith Scarbrough – Vice Chairperson
- Carolyn, Myres – Secretary

PVC staff and the Board thank Mrs. Lawrence for her time serving as the Chairperson for the Pecan Valley Centers Board of Trustees.

*Lynn Waddy made the following Motion:*

*RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve Board Officers*

*Second by Christy Massey*

*Approved unanimously*

**ITEM 14: 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 15: 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 16: REAFFIRM DATE OF NEXT BOARD MEETING**

- Next Board meeting will be held on September 27, 2024, at the Granbury Administration Office

Adjourned at 10:35 a.m.

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Carolyn Myres – Secretary