

Pecan Valley Centers Board of Trustees

July 26, 2024
9:00 a.m. – 11:00 a.m.

MINUTES

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	Absent
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
LaJean Heard	Somervell County	Absent

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
Mark Chavez	Director of IDD Authority Services
Sunny Armstrong	Contracts & Compliance Officer
Jessica Thomas	Executive Assistant
Tim Anglin	Helpdesk Supervisor
Heather Herriage	Director of Human Resources
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 seven board members were in attendance. One ex-officio board member was in attendance.

TAB 2: **PUBLIC COMMENT**

None

ITEM 3: **APPROVE MINUTES OF June 28, 2024, MEETING**

Minutes from the June 28, 2024, meeting was reviewed before the meeting.

Jamie Bodiford made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does hereby approve the minutes of the June 28, 2024, meeting.

Second by Carolyn Myres

Approved unanimously

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

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

Performance:

- Adult Mental Health Services target is 2,929. Pecan Valley Centers served 3398.
- Adult Service Provision for adults shows 69.4%.
- The Child & Youth Services target is 496. Pecan Valley served 558.
- Total Crisis Interventions were 131, with 3 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: 5
 - Intensive Case Management were served: 20
 - Continuity of Care (COC) was opened: 8
 - 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: 240
 - Scheduled classes: 10
- Texas Juvenile Justice Department Grant (TJJD) target varies by county.
 - Juveniles served: 12
- Assisted Outpatient Treatment (AOT) has a target of 30 and covers Johnson and Parker counties.
 - Individuals served: 7

- Pending: 1
 - Discharged: 2
- Outpatient Substance Use Disorder Program (SUD).
 - Adult admissions: 8
 - Youth admissions: 0
- 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: 2
 - Discharged: 0
- Housing
 - Supported Housing Rental Assistance: 14
 - Tenant-Based Rental Assistance served: 31

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

- Peer Services
 - Total served: 265
- Veterans Mental Health has a target of 100.
 - Served: 151
- Veterans General Assistance has a target of 160.
 - Served: 155
 - Grant year and funding began July 1, 2023, at \$300,000.00. YTD total expenditure is \$300,000+

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

- March IDD Authority Served
 - Authority contract measures: 87
 - Home and Community Based Service (HCS) Coordination: 427
 - Texas Home Living (TxHmL) Service Coordination: 28
 - Community First Choice (CFC) Intake Services: 15
 - PASRR New Alerts: 55
 - Determination of Intellectual Disability: 22
 - State Facility Report-Individuals in any State Supported Living Center: 52
 - IDD Crisis Services: 7
 - The Texas Law Enforcement Telecommunications System: 0
 - HC/TxHmL Interest List regionwide: 1618
- March IDD Provider Served
 - Home and Community Based (HCS): 55
 - HCS Group Homes: 7
 - Texas Home Living Waiver (TxHmL): 9
 - Intermediate Care Facility (ICF) [six homes / 30 beds]: 31
 - LSC/ISS daily census: 53
 - Vocational Apprenticeship Program: 6

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

- Total hires: 7
- Total terms: 9

ITEM 5: APPROVE JUNE FINANCIAL STATEMENTS

Wayne Vaughn, CFO, gave the Financial Report.

- The April financial was reviewed. On June 30, 2024, the Region has completed 83% of the fiscal year. Revenue percentages by fund sources range from 54% (Other Federal Funds) to 120% (Allocated Federal Funds). Total revenues earned equals 80% of the annual budget. Based on proposed budgeted expenditures, 80% of the budget has been expensed. Adult Mental Health Services are at 74% of budget. Children's Mental Health Services are at 75% of budget. Mental Health Crisis Services are at 112% of budget. IDD Services are at 75% 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 \$4,453,756.

Through June 30, 2024, of the current fiscal year, total funding strategy amounted to \$30,291,115 for revenues and \$30,507,551 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.

Christy Massey made the following Motion:

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

Second by Judge Brandon Huckabee

Approved unanimously

ITEM 6: APPROVE EMPLOYEE YEAR-END COMPENSATION PLAN

Wayne Vaughn, CFO presented the Employee Year-End Compensation Plan

- One-time payout will be in August 2024

Pecan Valley Center FY24 Year-End Compensation Plan			
	Fixed Payout	Employee Count	Total
Greater than 180 days but less than one year	\$ 500.00	44	\$ 22,000.00
1 to 2	\$ 1,000.00	41	\$ 41,000.00
2 to 5	\$ 1,500.00	97	\$ 145,500.00
5 to 10	\$ 2,500.00	76	\$ 190,000.00
Greater than 10	\$ 3,500.00	43	\$ 150,500.00
Total Incentive			\$ 549,000.00

Jamie Bodiford made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve Employee Year-End Compensation Plan.

Second by Christy Massey

Approved unanimously

ITEM 7: APPROVE BUDGET AMENDMENT FY24

Wayne Vaughn, CFO presented the Budget Amendment FY24

- 2nd amendment made to the FY24 Budget
- Amendment includes additional grants and the inclusion of approved Employee Year-End Compensation Plan

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve Budget Amendment FY24.

Second by Judge Brandon Huckabee

Approved unanimously

ITEM 8: APPROVE RATIFICATION OF ENGAGEMENT LETTER FOR ANNUAL AUDIT WITH SCOTT, SINGLETON, FINCHER & COMPANY PC

Coke Beatty, Executive Director, reminded the Board that they have approved continued use of Scott, Singleton, Fincher & Company, for PVC's annual audit. The required engagement letter for the FY24 audit was signed by the Board Chair between Board meetings, due to conflicting timelines.

Jamie Bodiford made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve Ratification of Engagement Letter for Annual Audit with Scott, Singleton, Fincher & Company PC.

Second by Christy Massey

Approved unanimously

ITEM 9: QUARTERLY CORPORATE COMPLIANCE REPORT

Sunny Armstrong, Contracts and Compliance Officer, gave the Quarterly Corporate Compliance Report for FY24 Quarter 3.

- Payee Authorization audit was completed.
- Compliance surveys were performed.
- Compliance Complaint Log was created to better track compliance issues and investigations.
- PVC received Notice of Alleged Noncompliance from HHSC for failure to submit deliverables on time at a rate of 95% or greater for FY24 Q1-Q2. Remittance due to HHSC in the amount of \$3000.

ITEM 10: APPROVE RECOMMENDATION OF RFQ FROM WOOD GROUP FOR STAFFING COVERAGE OF YOUTH CRISIS RESPITE PROGRAM

Coke Beatty, Executive Director, presented the 2 RFQ responses received from staffing services.

- Wood Group - Recommended
 - Familiar with type of services PVC needs for direct care.
 - Works with at least 15 other Texas Community Centers
- Syra Health – Not recommended
 - Syra’s response indicated that they did not understand the needs of PVC, at this time.

Judge Brandon Huckabee made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve the Recommendation of RFQ from Wood Group for Staffing Coverage of Youth Crisis Respite Program

Second by Christy Massey

Approved unanimously

ITEM 11: APPROVE / GRANT PERMISSION TO ENGAGE REAL ESTATE AGENT TO SELL 1212 S. MILL ST., WEATHERFORD, TX 76086

Coke Beatty, Executive Director, explained to the Board that due to struggles with the program and overhead of maintaining the property for the past few years, it is in the best interest of the agency to sell the vacant property.

Christy Massey made the following Motion:

RESOLVED, THAT the Pecan Valley Centers Board of Trustees does approve / grant permission to engage real estate agent to sell 1212 W. Mill St., Weatherford, TX 76086

Second by Jamie Bodiford

Approved unanimously

ITEM 12: 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 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 BOARD MEETING

- Next Board meeting will be held on August 23, 2024, at the Granbury Administration Office

Adjourned at 10:23 a.m.

Carolyn Myres – Secretary