

Lubbock Regional MHMR Center
Board of Trustees Regular Meeting
March 24, 2009 – 4:00 p.m.
1602 10th Street – Board Room

MINUTES

Members Present: Drue Farmer, Hattie Gipson, Wayne Hollinshead, Robert (Bobby) Kazee, Carlos Morales, Harvey Morton, Lois Shields, Brian Shannon, Tina Thompson

Members Absent: None

Staff Present: Tim Carroll, Eileen Coonrod, Mary Gerlach, Helga Gongaware, Jean Hardwell, Robyn Johnston, Romie Juarez, Roger Karr, Beth Lawson, Cindy Lucas, Barbara McCann, Maria Murdock, Kim Pavlik, Kristin Sarten, Carson Scott, Karen Smart, Leonard Valderaz

Others Present: Monti Booth, Eugene Urrutia, Jr., Mr. Sarten (Kristin Sarten's husband)

I. Call to Order

Ms. Shields called the meeting to order at 4:05 p.m.

A. Chair Rule on Presence of a Quorum

Ms. Shields declared there was a quorum of Board Members present.

B. Public Comment

Ms. Smart reported no one registered to provide public comment.

C. Minutes

The minutes from the Board meeting held February 10, 2009, were presented to the members for approval. Mr. Morton asked if any of our funding agencies had a requirement about the way Board Meeting minutes are prepared. Since the meetings are recorded, Mr. Morton feels the minutes could be abbreviated to reflect one (1) or two (2) sentences regarding an agenda item and more specifically note the action items. Ms. Smart will work on a revised format for the minutes of this meeting.

MOTION: Harvey Morton made the motion to approve the minutes and Brian Shannon seconded the motion. The motion carried unanimously.

II. Customer Star Award

Helga Gongaware introduced Kristin Sarten, Benefits Coordinator in our Benefits Department, and presented her with a certificate as this quarter's Customer Star Award winner.

III. Texas Council of Community MHMR Centers Board of Directors' Report

Mr. Hollinshead mentioned Senate Bill 1, Section 48, which affects people with intellectual and developmental disabilities who are on waiting lists. Behind Tab 3 is a Summary of Public Policy Priority Documents listing the priorities for the 81st legislative session. Lee Johnson, the Membership Support Director for Texas Council, is tracking over 400 bills and routinely sending out thorough e-mail. If any of the Board Members would like to get on that e-mail list, let us know.

- A. **National Council Conference** – April 6-8, 2009, in San Antonio, Texas
- B. **Texas Council Conference** – June 24-26, 2009, in Ft. Worth, Texas

Mr. Hollinshead stated that when his term is up this year, he will be stepping down, and Bobby Kazee has agreed to be the representative for this Board with the Texas Council.

IV. CEO Report

In the absence of Cathy Pope, Cindy Lucas directed the Board's attention to Tab 3 in the Board packet.

- A. **Status of Appropriations** – Beth Lawson discussed the Overview of Both House and Senate Appropriations for DSHS, DADS and HHSC Exceptional Items. Article II is what probably will be funded, and Article XI is the "wish list" funding. Ms. Lucas clarified for the Board regarding Senate Bill 1, Section 48, that this would involve bringing 6,000 people with mental retardation off the waiting list into a Medicaid Waiver program that would follow them across the state. We have 15,000 in that program right now with about 12,000 being served by private providers and 3,000 by public providers. With the passage of this rider, MRA's would provide case management and coordination of services for those consumers living with private providers.
- B. **Sunrise Canyon Hospital Funding Status** – Ms. Lucas mentioned that Rep. Carl Isett is supporting a rider on our behalf for increased funding of hopefully \$80 per bed day or \$176,000 for Sunrise Canyon Hospital operations. We also submitted a request for \$1 million in capital improvements.
- C. **PACE Funding Status** – Ms. Lucas stated there are 150 additional PACE slots that are in on the House side but are still on the Wish List on the Senate side. We are hopeful those will also be funded and we will have 200 slots instead of 150 upon implementation of our PACE program.
- D. **State School Legislation** – Ms. Lucas stated there is legislation for protection of residents at State Schools, and the State is looking at changing the name from State Schools to State Development Centers.
- E. **Community Activities** – Ms. Lucas deferred the Community Activities to Roger Karr in his Community Relations Update later in the presentation.

V. Goal 1 – Individual and Organizational Outcomes

A. Sunrise Canyon Hospital

1. Hospital Statistics – December and January FY09

Mr. Valderaz directed the Board's attention to Tab 4 for the Sunrise Canyon Hospital Statistics for December and January. He noted our average length of stay for January was 9.9 days, which is in line with the National average that went up from 8 to 9 days.

Looking at Page 5, Mr. Valderaz noted that in all of the service packages, there were no readmissions within 30 days. That is especially good for SP4, which served 47 people with 4 admissions but no readmissions within 30 days.

2. Incident Reporting FY09

Mr. Valderaz directed the Board's attention to Tab 5, wherein in February there were 2 incidents, both falls, and in January, there were no incidents. A question arose regarding a restraint in the February Incident Report but not being reflected on the chart. Mr. Valderaz stated this would be corrected.

3. Privileging

- a. **Vernon Farthing, M.D.**— even though Dr. Farthing has not provided patient care during this privileging period that is ending, he continues to serve as a valuable resource to assist with medical advice when necessary.
- b. **Elizabeth Davidson, M.D.** – Dr. Davidson would like to continue her full appointment privileges; she is currently working at TTHSC part time.
- c. **Lindy Thomas, PA-C** - (physician assistant-certified) has been granted temporary privileges, and this is a request for full privileges to serve as the back up to Kaye McLain, PA-C.

MOTION: Harvey Morton moved that we privilege these three individuals, seconded by Drue Farmer; the motion unanimously carried.

B. Access to Services

Eileen Coonrod provided a brief update about the Waiting List and Medications.

1. Waiting List

Adult Mental Health Services – 150, increased by 22, 4 crisis calls, 3 received additional services.

C&A Mental Health Services – 67, increased by 11, 1 crisis call, 0 received additional services.

New Generation Medication -16, increased by 15, 1 crisis call, 0 received additional services. Costs are being reevaluated in an effort to remove more from this list and put into services.

2. Medication Support

Target is \$39,611.58, and in total, we are under the targeted amount through 2/19/09. Patient Assistance Earnings for the 2nd quarter totaled \$258,030.15, total year-to-date savings of \$464,645.74.

3. Memorandum of Understanding (MOU) with Lubbock Police Department

Mary Gerlach directed the Board to the Memorandum of Understanding behind Tab 6 in the Board Packet. This memorandum is on the City Council Agenda for April 23, 2009 for approval by the City. The Magistrate's Warrant process is outlined in Exhibit "A" and calls for a much better process with both sides working together.

VI. Goal 2-Financial Planning, Asset Utilization and Risk Management

A. New Grants

We have been awarded two grants from the Junior League of Lubbock, Inc. - \$1,000 for our outpatient clinic to provide hygiene supplies, food boxes, bus passes, etc. and \$400 for our C&A clinic to improve the environment with educational toys, etc.

Board members took a break from 5:03 p.m. to 5:17 p.m.

B. Financial Report – February FY09

Ms. Lucas presented the February 2009 financials. Of note on the Asset side is the interest rate we are receiving: ASB Savings – 1.26%; ASB New Savings – 1.11%; LNB CD – 3.45%. On the Liability side, of note is the Center Health Insurance having a positive balance of \$170,072. We are under projections in all three revenue areas. Earned Income is below projection by 15%, and we are looking at these projections half way through the year to see if we need to make new projections. On the expense side, we are under our projections in all areas but Capital and Buildings. As far as the Capital items, we had approximately \$100,000 in one-time expenses – the outside audit and new screen print machine. We also bought four used vans with full warranty for \$14,000 each. Overall services center-wide is running a deficit of \$29,210.

MOTION: Wayne Hollinshead made a motion to approve the February Financial Report as presented. Hattie Gipson seconded the motion. The motion carried unanimously.

C. Accounts Receivable Implementation Plan

Behind Tab 9 is the Accounts Receivables – Analysis and Operational Plan that was presented to the Audit Committee and Board on 2/10/09. The items highlighted in yellow are items that we are currently working on.

D. Community Development Block Grant Application

This particular Community Development Block Grant required 100% matching funds; therefore, we will not be applying for this grant.

VII. Goal 3 – Human Resources

A. Staff Turnover Data

Our overall separations annualize out to 26%, with particular interest to our Nursing Staff at 16%, which is significantly lower than what we have seen in the past.

B. Chief Executive Officer (CEO) Evaluation Committee Appointment

Recommendation was made for the Board to perform the CEO Evaluation sometime in March after the final audit in a closed executive session. Ms. Shields asked Bobby Kazee to chair the committee consisting of Carlos Morales and Hattie Gipson. Mr. Kazee did not feel it prudent to change the evaluation tool at this time since it is the one the CEO is familiar with and operated under during the review period. The new committee will set a deadline of when a new tool could be in place so that next March, Ms. Pope is fully aware

of what her evaluation will be based on. Ms. Smart will e-mail the tool previously used to the Board members this week to complete and return to Mr. Kazee within 30 days. After compilation, a meeting will be called to discuss the evaluation. Ms. Lucas reviewed the previously utilized procedure.

VIII. Goal 4 – Public Accountability

A. Community Relations Update

Mr. Karr quickly read the Community Activities for February 12 through March 24, 2009, behind Tab 10.

B. Planning and Network Advisory Committee (PNAC) Appointment

Mr. Karr presented the following three people for appointment to the PNAC. Behind Tab 11 is a narrative on each of these three individuals.

1. Kevin Waddington
2. Mary Vines
3. Cheryl Janek

MOTION: Brian Shannon made a motion to approve these three individuals for the Planning and Network Advisory Committee (PNAC), seconded by Drue Farmer; the motion carried unanimously.

Ms. Shields recessed the regular meeting at 5:48 p.m.

The Executive Session was convened by Ms. Shields at 5:50 p.m.

X. Executive Session

A. To consult with attorney regarding contemplated litigation pursuant to Section 551.071 of the Texas Open Meetings Act.

B. To deliberate on the purchase, exchange, lease, or value of real property pursuant to Section 551.072 of the Open Meetings Act.

Executive Session concluded at 6:14 p.m. and the regular session was reconvened at 6:15 p.m.

MOTION: Harvey Morton made the motion to settle the Mendoza claim for an amount not to exceed \$6,750, seconded by Bobby Kazee, and unanimously carried.

The next meeting is May 19, 2009.

XI. Adjourn

With no further business to come before the meeting, Ms. Shields adjourned the meeting at 6:17p.m.



Approved by



Date