

**MINUTES**

**Members Present:** Drue Farmer (4:35 p.m.), Wayne Hollinshead, Robert (Bobby) Kazee, Harvey Morton, Brian Shannon, Lois Shields

**Members Absent:** Hattie Gipson, Carlos Morales, Tina Thompson

**Staff Present:** Tim Carroll, Brenda Cox, Mary Gerlach, Helga Gongaware, Jean Hardwell, Robyn Johnston, Romie Juarez, Roger Karr, Beth Lawson, Cindy Lucas, Cathy Pope, Carson Scott, Debra Shepherd, Karen Smart, Leonard Valderaz, Camille Walker, Rebeca Wallace

**Others Present:** Monti Booth, Adam Andrews, Eugene Urrutia, Jr.

**I. Call to Order**

Ms. Shields called the meeting to order at 4:14 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 regular Board meeting held May 19, 2009 and the specially called Board meeting held May 27, 2009, were presented to the members for approval.

**MOTION:** Harvey Morton made the motion to approve the regular meeting May 19, 2009 Board Minutes, seconded by Bobby Kazee, and carried unanimously.

**MOTION:** Brian Shannon made the motion to approve the specially called meeting May 27, 2009 Board Minutes, seconded by Wayne Hollinshead, and carried unanimously.

**II. Customer Star Award**

Helga Gongaware introduced Brenda Cox, Mental Health Trust Fund Clerk, and presented her with a certificate as the Third Quarter Customer Star Award recipient.

**IV. CEO Report**

**A. 2010 National Council Conference--** Ms. Pope reminded everyone of the 2010 National Council for Community Behavioral Healthcare Conference in Orlando, Florida, March 15-17.

**B. Proposed Medicaid Rule Rescission –** Ms. Pope directed the Board’s attention to Tab 2 and the policy statement of the National Council rescinding harmful Medicaid rules. She reminded the Board of previous discussions regarding federal guidelines around targeted

case management and deferring the implementation for several months due to the many problems it created. Under the Obama administration, many of these guidelines have been rescinded, which is very good news.

- C. **Legislative Session Wrap-Up** – Ms. Pope stated we are still waiting on our allocations from this last session. This is a huge concern with preparing next year’s budget. Mental retardation is moving from the provider to the authority side; there is a change in the way we will be paid for HCS services; the large administrative fee included for all these services will be broken up probably resulting in less money for us and less flexibility in funds; there has been an increase in the ICF/MR rates, but we have not received any numbers. LRMHMRC has been given 17 out of 2,297 HCS slots for next year. These are people coming off the HCS waiting list.

Ms. Pope directed attention to the Board Packet and the article on Brian Shannon in the Angelo State University Magazine, the thank you from Dela Estrada from Guadalupe Parkway, and the letter from City Councilman Todd Klein congratulating us on the Community Champion Award. She also walked through the new landscaping at 10<sup>th</sup> Street.

## V. **Goal 1 – Individual and Organizational Outcomes**

### A. **Sunrise Canyon Hospital**

#### 1. **Hospital Statistics – March, April, May FY09**

Mr. Valderaz directed the Board’s attention to Tab 3 for the Sunrise Canyon Hospital Statistics for May, inclusive of March and April. He noted there were decreases in May in all three areas of particular interest to us – occupancy rate, average length of stay and 30-day readmissions. Looking at Page 5, Mr. Valderaz noted that of interest is SP4 which had 5 admissions out of 46 people served in this service package, with 3 readmissions; SP3 had 5 admissions out of 200, with 0 readmissions; and SP1 had 22 admissions out of 893 people served, with 0 readmissions.

#### 2. **Incident Reporting FY09**

Mr. Valderaz stated in May, we had 1 serious patient injury. A patient hit another patient and knocked a tooth out. There were 2 med errors in May, increasing to 4 in June. Those errors occurred by agency nurses and omissions in transcribing. We have already put a check and balance procedure in place when a shift changes. We had 1 fall in May, and 2 falls in June. Details of these incidents are behind Tab 4.

#### 3. **Review and Analysis of 2008 Infection Control Program Goals**

Mr. Valderaz referred the Board to Tab 5. This review and analysis of infection control is required by the Joint Commission. Goal 1 deals with influenza vaccine, and we did meet that goal by offering the vaccine to all staff this year. Goal 2 deals with screening patients 65 or older for evidence of prior pneumococcal vaccination. Goal 3 deals with education related to infection control principles. Staff members received education around hand washing, which is a proven method of preventing spread of infection.

#### 4. **Review of 2009 Infection Control Goals**

Also behind Tab 5 is the 2009 Infection Control Goals, which reflects the same goals as 2008.

#### 5. **Review of Revised Bylaws, Rules and Regulations**

Mr. Valderaz directed attention to the Sunrise Canyon Hospital Bylaws, Rules and Regulations also located behind Tab 5. These revised bylaws were sent to the Board to review prior to this meeting. The Preaudit Performance Review from the Joint

Commission requires SRC to look at all policies and procedures, and these revisions/updates are a result of that review.

**MOTION:** Bobby Kazee made the motion to approve the SRC Bylaws, Rules and Regulations as revised, seconded by Harvey Morton, and carried unanimously.

**6. Privileging**

a. **Shiraj Vahora, M.D.**—continuation of full appointment to the medical staff of SRC. Dr. Vahora provides on-call services and sometimes works in the inpatient unit. Dr. Spalding has reviewed the application and supporting documentation and recommends Full Appointment.

**MOTION:** Harvey Morton made the motion to grant renewal of Privileging Appointment to Full Appointment to Dr. Vahora. Motion seconded by Brian Shannon and unanimously carried.

b. **Don Settle, P.A.** - continuation of full appointment to the medical staff of SRC. Don currently works on an hourly basis. He did work full-time for the Center for about five years, leaving to work for Texas Tech. Don provides back up to the full-time PA. Dr. Spalding has reviewed the application and supporting documentation and recommends renewal of Privileging Appointment with change in the status from Active to Courtesy.

**MOTION:** Drue Farmer made the motion to grant renewal of Privileging Appointment to Full Appointment with change in status from Active to Courtesy to Don Settle. Motion seconded by Brian Shannon and unanimously carried.

**B. Access to Services**

In the absence of Eileen Coonrod, Robyn Johnston provided a brief update about the Waiting List and Medications.

**1. Waiting List**

Adult Mental Health Services – 180, increased by 8, 6 crisis calls, 4 received additional services.

C&A Mental Health Services – 59, decreased by 3, 0 crisis call, 0 received additional services.

IDD Service Coordination – 20, with 0 crisis services.

**2. Medication Support**

Medication Invoice Expenses - Target is \$39,611.58, and in total, we are under the targeted amount through 6/11/09.

Medication Expenses - \$4 co-pays for May, \$742.03 and Medicare D co-pays for May, \$2,385.50.

Patient Assistance Program – outstanding job - \$100,316.72 in assistance in May, with annual savings through June of \$731,814.72. We have three positions for the PAP, and it is feasible to save \$1 million by the end of the year through this program.

**C. LaPaloma (PACE) Update**

**1. Implementation Update** – Carson Scott stated the demolition process is complete, and we are ready to start the renovations, pending the building permit from the City.

**2. Legislative Support Update** – Mr. Scott mentioned that he and Beth Lawson traveled to Austin last week for a meeting requested by Representative Isett’s office, wherein Adult Day Care, State regulations personnel, in addition to DADS personnel, all came together to discuss the critical time line and to get everyone on the same page to help expedite the certification processes. Robin MacEwan from Representative Isett’s office traveled from Austin today and toured the facility, and she was very excited and impressed.

*Board members took a break from 5:17 p.m. to 5:35 p.m.*

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

### **A. External Review Summary**

1. Department of Aging & Disability Services (DADS) Life Safety Code
2. DADS 3<sup>rd</sup> Quarter Performance Measures & Outcome Targets
3. Texas Department of Family and Protective Services (DFPS) Community Youth Development (CYD) Grant Desk Review

Ms. Johnston reviewed each of the above three reviews. Supporting documentation can be found behind Tab 6 in the Board packet.

### **B. State Mental Health Facility Utilization Analysis**

Ms. Johnston reviewed the State Mental Health Facility Utilization Analysis from 9/1/08 through 4/30/09. We were allocated \$564,278 for the year for bed utilization at the state mental health facilities. As of 4/30/09, we have utilized \$107,717 of those funds, which is about 19% of our allocation. YTD, we have saved the state \$266,407. If we stay consistent for the remainder of the year, it is projected that we will only spend \$162,466 of our allocation, saving the state \$401,182. We are the second lowest utilizer in the state.

### **C. Financial Report – June FY09**

Ms. Lucas referred the Board to Tab 8 for the June financial statements. We had a surplus of \$29,000 in April. Through June, our surplus is \$25,639. Our total assets through June are approximately \$7 million. On the Liability side, of note is the Center Health Insurance has a \$50,000 margin at this time. We may have about \$100,000 more of reinsurance that is coming in for all the claimants who have more than \$50,000 in claims, which will bring this balance up for next month. We have an increase in the fund balance of \$270,000 (things that are not planned, i.e. remodeled 66<sup>th</sup> Street), and we have spent \$245,000 in designated funds (things that are planned), leaving a margin of \$25,000. We are under projections in all three revenue areas. On the expense side, we are under our projections in all areas but Capital (PACE vans), Building (fire alarm system at 38<sup>th</sup>) and Contract/Consultants (doctors). Center-wide Program Financials have a \$25,639 positive margin.

**MOTION:** Harvey Morton made a motion to approve the June Financial Report as presented. Brian Shannon seconded the motion. The motion carried unanimously.

### **D. Johnson Controls Update**

Ms. Lawson gave a status report on the Johnson Controls contract for energy savings and illustrated the progress on the Johnson Controls graph. The updated information is also located behind Tab 9 in the Board packet. We are 100% complete in Project Initiation; 63% in Management & Professional Services; 88% in Material Procurement; 30% in Installation; and 10% in Project Closeout. We are ahead in all targets except in the HVAC improvements. We have asked Johnson Controls not to purchase the chiller for Sunrise Canyon in anticipation of the capital improvement money.

## **VII. Goal 3 – Human Resources**

### **A. Recognition Awards**

Cathy Pope presented Bobby Kazee and Wayne Hollinshead with a gift and 5-year certificate as a Board of Trustee member, as both were unable to attend the Recognition Awards Ceremony.

### **B. Third Quarter Employee Turnover Report**

Cindy Lucas presented the 3<sup>rd</sup> Quarter Turnover Report. Annualized center-wide turnover is projected at 23%. Our goal is under 20%. Annualized Human Service Tech turnover is projected at 42% (gave 6% increase at beginning of year and very few have left due to low pay). We will continue to look at this area. Annualized Nursing Staff turnover is projected at 12%. We have recently increased all nurse salaries by 9%, effective July.

**C. Employee Survey**

Ms. Pope discussed the 2009 Employee Survey. We have recently changed to the Gallup Poll Survey in order to have access to nationwide norms. We had a 65% return rate on this survey. We offered an incentive this year based on the return rate. The survey is anonymous and can only be tracked by division or self-report. We track each comment/suggestion and offer feedback on what we are doing about their suggestions.

**VIII. Goal 4 – Public Accountability**

**A. October Activities**

Roger Karr reminded the Board of the activities planned in October during Mental Health Awareness month.

**B. Community Activities Update**

Mr. Karr referred the Board to Tab 11 and the Community Activities from May 27 to July 13, 2009, and highlighted some of those activities.

*Ms. Shields recessed the regular meeting at 6:44 p.m.*

*The Executive Session was convened by Ms. Shields at 6:45 p.m.*

**IX. Executive Session**

- A. To deliberate on the purchase, exchange, lease, or value of real property located at 1602 Avenue O, Lubbock, Texas, pursuant to Section 551.072 of the Open Meetings Act.**

*Executive Session concluded at 6:55 p.m. The regular session reconvened at 6:56 p.m.*

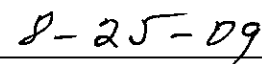
**MOTION:** Wayne Hollinshead made a motion to authorize legal counsel to negotiate and enter into a contract for the sale of the property located at 1602 Avenue O, Lubbock, Texas, for the best price possible as discussed in Executive Session. Motion was seconded by Brian Shannon and unanimously carried.

The next regularly scheduled meeting of the Board is August 25, 2009, with the Resource Committee meeting on August 21, 2009. Members of the Resource Committee will be Bobby Kazee, chair, Tina Thompson, and Carlos Morales. Lois Shields is the ex-officio member.

**X. Adjourn**

With no further business to come before the meeting, Ms. Shields adjourned the meeting at 7:00 p.m.

  
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Approved by

  
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Date