

WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

November 17, 2020

4:05 pm – 5:00 pm

PRESENT IN PERSON: (None)

PRESENT VIA "ZOOM"/PHONE: Terry Ausra, Judy Brown, Louis Csokasy, Dwight Dyes, Michael Grice, Jeanne Jourdan, Karen Lehman, Mary Middleton, Ruth Newton, Terry Proctor, Clint Roach

ABSENT:

WBHN STAFF: Tim Smith, Executive Director

CALL TO ORDER: The meeting was called to order by Chair Ausra at 4:05 pm.

INTRODUCTION OF GUESTS: Bob Weber, SUD Director; David Gamble, Clinical Director; John Ruddell, CFO; Pamela Wenzel, IDD Director; Scott Williams, Operations Director

APPROVAL OF THE OCTOBER 27, 2020 BOARD MINUTES:

- MOTION to approve the October 27, 2020 minutes by Dyes; supported by Newton.
 - MOTION carried.

COMMUNICATIONS:

- Written Comment: None
- Public Comment: None

AGENDA APPROVAL:

- Brown – Under New Business add "Nomination/Approval of the SWMBH Board Representation and Alternate" and "Nomination/Approval of the WBHN Board Secretary".
- Csokasy – Under New Business add "Discussion of a possible committee to look at future facility needs."
- MOTION to approve November 17, 2020 agenda as amended by Brown; supported by Newton.
 - MOTION carried.

FINANCE:

- Finance Report
 - Finance committee met on today
 - Committee reviewed the payables for October 2020.
 - Brief conversation on audit/end of month closing which will be presented to the board in December.
 - Discussion regarding the staffing of finance. Interviews are currently being held for an accountant. The Controller position is on hold; will be reviewed later.
- Payments for Approval
 - MOTION to approve payments for October 2020 totaling \$1,230,372.21 by Csokasy; supported by Grice.
 - MOTION carried.

BOARD COMMITTEE REPORTS:

- Administrative: Chair Vacant
 - Jourdan - McShane stated the committee would put together an evaluation form.
 - The form was sent to board members previously.
 - Ausra spoke with Brad Casemore, CEO SWMBH, and he forwarded the form they use.
 - Jourdan will share the current form with the officers for review.
 - Tabled until December meeting.
- Finance: Csokasy
 - Presented during the above Finance Report.

- Policy: Middleton
 - No report as committee has not met.

BOARD CHAIR REPORT:

- SWMBH Board Report: Middleton
 - A synopsis was shared in the packet.

EXECUTIVE DIRECTOR: Tim Smith

- Board Training (Ethics/Corporate Compliance/HIPAA; PCP/Self-D/Recovery/FI; Cultural Diversity; Trauma Informed Care; Behavioral Support/Gentle Teaching; Workplace Violence; Sexual Harassment)
 - Smith will schedule meeting with the Executive Committee to review trainings determine which should be completed.
- Authority Status – Smith did not discuss this at the commissioners meeting. Ausra will meet with Smith to discuss Ausra’s communication with the commissioners.
- Legal Action – We received pending legal action from an incident in 2018. Documentation was forwarded to Woodlands legal team and insurance carrier. If you want more information, contact me.
- 2021 Holiday Schedule
 - MOTION to approve the 2021 Holiday Schedule by Middleton; supported by Grice.
 - MOTION carried.
 - Middleton suggested that the policy be updated to reflect that the Holiday Schedule only comes to the board for approval if there are changes in the actual scheduled holidays.
- 2021 Board Meeting Schedule
 - Amend schedule: change “2020” to “2021” and “5:00 pm” to “4:00 pm”
 - MOTION to approve the 2021 Board Meeting Schedule as amended by Brown; supported by Dyes.
 - MOTION carried.

OLD BUSINESS:

- CCBHC inform
 - Smith – A informational handout was included in the board packet. Woodlands would like to pursue certification. Middleton – Suggestion that the Executive Committee meet with Smith to review in depth of this major change. Smith – Yes, there are changes that will take place; changes will be in addition to what we do now. Smith will set up meeting which include consultant who has knowledge.
- Administrative Committee vs Executive Committee
 - Csokasy – How do we determine what issues should go to which committee? My opinion training should be administrative issue and CCBHC is an executive issue (major change). Smith will schedule the meetings.
 - Lehman – Required trainings are included in Chapter7. Smith will review.
- Community Needs Assessment Update
 - Smith – This has been started. The consultant will be contacting community partners.

NEW BUSINESS:

- SWMBH BOARD of Directors
 - Dyes - I nominate Middleton to represent Woodlands on the SWMBH Board of Directors; supported by Newton.
 - MOTION carried
 - Ausra - I move to appoint Middleton to represent Woodlands on the SWMBH Board of Directors; supported by Dyes.
 - MOTION carried
 - Csokasy - I nominate Proctor to represent Woodlands on the SWMBH Board of Directors as alternate; supported by Grice.
 - MOTION carried
 - Csokasy – I move to appoint Proctor to represent Woodlands on the SWMBH Board of Directors as alternate; supported by Grice.
 - MOTION carried

- Board Secretary
 - Newton - I nominate Brown for WBHN Board Secretary; supported by Lehman.
 - MOTION carried
 - Dyes - I move to appoint Brown for WBHN Board Secretary; supported by Newton.
 - MOTION carried
- Committee for facility needs
 - Csokasy – We have been playing catch up but with the COVID we may be able to get ahead of things. We are operating Woodlands in a different format; will this continue? What are the needs in regarding to office space, computers, etc.? We now have several people on this board who have reviewed/updated building space. I believe we have a need for a changing environment. This would be a great time to start looking at how we want to be organized, technical needs, buildings, etc.
 - Ausra – the county is/was looking building needs. Maybe Woodlands can jump on with them.
 - Dyes - Carmen is handling this matter.
 - Smith – I spoke with Carmen several months ago. Sounds like it is a much more broader needs assessment prior to COVID and I am not sure what it looks like now.
 - Csokasy – My perception is this is more than just a facility.
 - Smith – Needs are very different between County and Woodlands. I agree the study would not include everything we do.
 - Middleton – I agree we need to see the community needs assessment.
 - Csokasy – There is a need to speak with staff on what they need to perform their jobs
 - Proctor – This is a valuable discussion regarding our future.
 - Ausra – Give some thought and we will put on December’s agenda.
 - Dyes – County has buildings available.
 - Csokasy – I would like staff input at next meeting.

OTHER BUSINESS:

- McShane’s resignation from the WBHN Board
 - Brown – We need to thank Mike McShane for his work on board.
 - Proctor – He worked very hard on various board committees.
 - Ausra – He will be missed.

ADJOURN:

- MOTION to adjourned by Newton; supported by Dyes.
 - MOTION carried.
 - Meeting adjourned 5:00 p.m.

NEXT MEETING: December 15, 2020 at 4:00 p.m. (meeting location TBD)

Board Secretary or Designee

Date

Woodlands Behavioral Healthcare works in partnership with individuals, families and the community to inspire hope promote resiliency and achieve recovery by providing effective behavioral health services

Interpreters for interested persons with deafness/hearing impairments, wishing to attend, will be provided by CMH providing a request is made 48 hours prior to the meeting