

WOODLANDS BEHAVIORAL HEALTHCARE NETWORK BOARD MEETING

May 25, 2021

4:00 pm – 5:25 pm

PRESENT IN PERSON: Terry Ausra, Judy Brown, Louis Csokasy, Dwight Dyes, Michael Grice, Jeanne Jourdan, Karen Lehman, Mary Middleton, Terry Proctor, Clint Roach, Joseph Ryan

PRESENT VIA PHONE: None

ABSENT: None

WBHN STAFF: Timothy Smith, Executive Director; Scott Williams, COO; John Ruddell, CFO; Robert Weber, SUD Director; David Gamble, Clinical Director; Pamela Wenzel, IDD Director

CALL TO ORDER: The meeting was called to order by Chair Ausra at 4:00 pm.

INTRODUCTION OF GUESTS:

- WBHN Employees: Regina Wolverton, Recipient Rights Officer; Elizabeth Evans, Manager of Delegated Functions/Corporate Compliance; Naomi Carmona, Compliance Assistant; EJ McAndrew, Prevention Services; Kelley Nickel, Prevention Services
- OTHER: None

APPROVAL OF THE APRIL 27, 2021 BOARD MINUTES:

- MOTION to approve the April 27, 2021 board minutes by Grice; supported by Lehman.
 - MOTION carried.

COMMUNICATIONS:

- Written Comment:
 - Csokasy: Each board member shall be forwarded the written communication received from County Administrator. The Executive Committee will convene to address. Smith will inform the Administrator that a response will be forthcoming from the Executive Committee.
- Public Comment: None

AGENDA APPROVAL

- MOTION to approve May 25, 2021 agenda by Csokasy; supported by Lehman.
 - MOTION carried.

BOARD COMMITTEE REPORTS:

- Administrative: Jourdan
 - Committee met today.
 - We reviewed employment changes.
 - Members in attendance were Proctor, Grice and Jourdan. Brown attended as an observer. Anyone is welcomed to attend as an observer.
 - Responsibilities of the committee were outlined.
 - We will meet an hour before the board meeting scheduled for June 22, 2021 at 3:00 pm.
 - We will submit a verbal report to board which will be followed by a written report.
 - We will be reviewing the contract list.
 - We will review the Job Description for CEO.
- Finance: Csokasy
 - Ruddell reviewed the Revenue Report and Program Report which were included in the packet.
 - \$233,000 went to the hospital
 - \$66,000 – Local Fund – Revenue side. \$60,000 goes out to SWMBH
 - \$252,000 Payments out to retired people

- \$950,000 Local Funds Total – Should be about \$500,000 end of year
- \$2,000,000 Goes back to Medicaid
- Payables this month: \$3,127,393.79 includes \$2 Million going back to SWMBH. Csokasy – Expressed his appreciation for John Ruddell’s assistance in organizing the finance reports.
- Csokasy - Finance Committee met May 18, 2021.
 - Csokasy, Lehman, and Ruddell were in attendance.
 - We reviewed the Revenues/Expenditures and Payables reports.
 - The committee will review one finance policy each month
 - Csokasy: Pointed out that Local Fund provides services to the community, like counseling in the schools. This fund is running out.
 - A list of contracts will be submitted to the Board for approval in the same format currently being used for payables. A Board Member can question any contract / list and request a copy or access at any time.
- MOTION to approve payments for April 2021 totaling \$3,127,393.79 by Ausra; supported by Csokasy.
 - Motion carried.
- Policy: Middleton
 - Committee has not met officially
 - Ryan – What is the policy for transferring over state lines?
 - Smith – Suggests a Person-Centered Plan.
 - Smith – Look into options and respond back.
- Executive Committee: Middleton
 - April 22nd meeting minutes included in your packet.
 - It was agreed that reimbursement for Committee Meetings will be made. Two sets of minutes have now been presented.
 - Draft of Goals – added definition for date of achievement.
 - Necessity to have job description for CEO.
 - Ausra appointed Roach to Executive Committee. Roach accepted.

BOARD CHAIR REPORT:

- SWMBH Board Report: Middleton
 - May 14th meeting synopsis was shared in the packet.
 - Proctor – SWMBH meetings are virtual for the remainder of the year and very informative. Encourages others to attend. The second Friday of the month. Contact Middleton for more information. Additionally, he will soon no longer be the alternate and encourages anyone who is interested to step up.
 - Csokasy – While we are legitimately concerned about our return of approximately \$2 million of Medicaid money, the SWMBH report shows that our other affiliates are returning the same or significantly more.

EXECUTIVE DIRECTOR: Smith

- Smith – Presented a contract for an additional psychiatrist with SUD experience.
 - MOTION to approve contract by Jourdan; supported by Csokasy.
 - MOTION carried.
 - Contract was discussed.
 - MOTION to withdraw approval of contract by Jourdan; supported by Csokasy.
 - MOTION carried.
 - Motion to table pending review by legal counsel.

OLD BUSINESS:

- Csokasy – Renewal of contract with Lakeview
- Pending change of Bylaws – Revisited

- MOTION to approve change of Bylaws by Lehman; supported by Csokasy.
 - MOTION carried.
- Retreat
 - Scheduled for June 24th, 8:30 a.m. to 12 noon at WBHN Austin Street location.
 - Honorable Sue Dobrich – opening with update.
 - Clint Roach – presentation.
 - Sarah Bannon – Discussion of process of certification and new board member on-boarding plan

NEW BUSINESS:

- Introduction of Regina Wolverton, Recipient Rights Officer
- EJ McAndrew, Prevention Services - presentation of Prevention Services provided in the past year and anticipated services throughout the rest of this fiscal year.
- 2021 Corporate Compliance Plan
 - Document included in board packet is the required Annual Corporate Compliance Plan, not the formal agency policy.
 - Annual Plan must be approved by Board of Directors.
 - MOTION to approve the 2021 Corporate Compliance Plan by Csokasy; supported by Roach.
 - MOTION carried.
 - Jourdan is appointed a seat on the Compliance Plan.
 - MOTION to approve appointment by Ausra; supported by Csokasy.
 - MOTION carried.

OTHER BUSINESS:

- Conflict of Interest
 - Conflict of Interest Statement was distributed to be signed and submitted by all board members.
- Staff Turnover
 - Staff Turnover – It looks extraordinarily high. This is due to the retirement/termination of 11 employees previously furloughed from Community Connections.

ADJOURN:

- MOTION to adjourned by Ausra.
 - MOTION carried.
 - Meeting adjourned 5:25 p.m.

NEXT MEETING: June 22nd, 2021 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