

**Lubbock Regional MHMR Center
Board of Trustees Regular Meeting
November 13, 2006- 5:00 p.m.
1602 10th Street – Staff Development Room**

MINUTES

Members Present: Mike Arismendez, Hattie Gipson, Bobby Kazee Harvey Morton, Brian Shannon, Tina Thompson

Members Absent: Byron Edwards, Wayne Hollinshead, Lois Shields

Staff Present: Danette Castle, Cindy Lucas, Cathy Pope, Sharon Boles, Tim Carroll, Darla Carrasco, Mary Gerlach, Jean Hardwell, Joanne Harwood, Robyn Johnston, Barbara McCann, Beth Moore, Debra Shepherd, Marle Stahl, Leonard Valderaz, Rebeca Wallace, Mary Watson

Others Present: Eugene Urrutia, Monti Booth

I. Call to Order

Mr. Shannon called the meeting to order at 5:09 p.m.

A. Chair Rule on Presence of a Quorum

Mr. Shannon declared a quorum with six (6) members present. Ms. Wallace stated that both Ms. Shields and Mr. Edwards were sick would not be in attendance. Mr. Hollinshead is unable to attend due to business conflicts.

B. Minutes

The minutes from the board meeting held October 30, 2006 were presented to the members for approval. Mr. Morton made the motion to approve the minutes as presented. Mr. Kazee seconded the motion. The motion carried unanimously.

II. Public Comment

Ms. Wallace reported that no one had registered to provide public comment.

III. Network Management

A. Sunrise Canyon Hospital

1. Elizabeth Davidson, M.D.-Texas Tech Appointment

Ms. Pope reported that on November 6th 2006, the Texas Tech University Health Sciences Center appointed Dr. Davidson as a Clinical Assistant Professor in the Department of Neuropsychiatry and Behavioral Sciences. TTUHSC released this information along with a short biography and photograph. Unfortunately Dr. Davidson was in Galveston attending a meeting and could not be congratulated personally.

B. Goal 1-Individual and Organizational Outcomes
Focus Area 1-Enhancement of Services and Supports

1. PACE Report

Ms. Pope provided the board members with a status report regarding the PACE program. Although nothing has changed regarding the application, we have learned that grant applications from the Meadows foundation requires a match of one-half of the application (\$750,000). The Meadows foundation is interested in knowing that our board is committed to the financial obligations required for this renovation.

Ms. Pope, Ms. Lucas and Ms. Castle engaged the board in a discussion regarding the relevant issues. They asked the board to consider borrowing the money needed to for the renovation of the 38th Street facility. This is being requested at this time due to the four month turn around time to receive the funds. Other options that were evaluated included building a new facility but this would require at least \$2.8 million, and taking the money required for the Meadows foundation from the fund balance. It appears that renovating is the better of the two options and taking the money from the fund balance would reduce our days of operation.

A preliminary inquiry revealed that at present we could obtain the loan around 6% interest with payments at approximately \$6,000 per month over 15 years with a balloon payment every five years.

It was agreed that we could get a letter of credit while doing further evaluation regarding the architectural layout, locking in a rate, etc.

Mr. Morton made the motion to approve the Center's efforts in obtaining a letter of credit as required for submission of the Meadows Grant application. Mr. Arismendez seconded the motion. The motion carried unanimously.

Ms. Lucas agreed to obtain all the necessary information and bring back final details.

2. Christmas Activities

Ms. Pope informed the board members that approximately 35% of the consumers on our Christmas list had been adopted. She stated that if any individual or organization wished to adopt an individual or family they could contact Kim Pavlik. It was agreed that Rebeca Wallace would send out a reminder with this information.

C. Goal 3-Human Resources
Focus Area 1-Recoupment and Retention

1. Staff Benefit Changes

Ms. Lucas provided the board with a detailed review of recommended changes to staff benefits. She indicated that these recommendations have become necessary as the cost of providing health insurance has increased and as the financial unpredictability of costs related to leave, etc. has increased. Much of what is being recommended is based on input following several meetings that were held with staff.

It is being recommended that the number of holidays available to staff be reduced from 10 to 8, thereby saving the Center \$80,000 and allow for an increase in the billing for direct services that will be provided during the added two work days. In addition, it is being recommended that one floating holiday be incorporated into the Paid Time Off.

Ms. Lucas explained the benefits available to staff through out their employment life cycle with the Center if these recommendations are approved. They include continuing the 3% salary step increase every three years beginning at year three, though now occurring on the employee's anniversary month. The accrual of Paid Time Off instead of vacation and sick leave each month, beginning on the employee's 6th month anniversary date, and increased accruals over time, as well as and the ability to obtain cash by converting paid time off that is in excess of the carry over limit for more tenured employees. This in itself could potentially save the Center \$6,000, increase the number of staff that are on duty and increase billing for services.

Regarding health insurance, although we are in the process of obtaining quotes from First Care, it appears that our current plan will be best option to recommend when comparing it to the Chamber of Commerce Fully Funded plan.

Other recommended benefits include changes to the retirement plan. The center currently contributes 5% into an employees plan. The recommended changes include entry into the plan at one year instead of at 6 months, with the center starting contributions at one percent and increasing over time to a 3 percent contribution. For employees interested in contributing to the plan themselves, the center would match the employee's contribution by an additional one percent, and increasing up to 3%, based on tenure with the agency. In addition, employees would continue to receive five year gifts or pins at the annual recognition events. The recommended grid of benefits is as follows:

Benefit to begin on the pay period following this event	Salary Changes*	Retirement Plan	Paid Time Off** (Incorporate s the floating holiday into PTO	Paid Time Off Cash Conversion	Recogniti on Events	Holidays	Other Benefits
Hire Date	Salary as hired					8 holidays Labor Day Thanksgiving Day Day After Thanksgiving Christmas Eve Christmas Day New Years Day Memorial Day July 4th	Jury Duty Leave Emergency Leave Cafeteria Plan Health Insurance Employee Option Post FMLA Leave (No More Extended Sick Leave)
6 Month Anniversary			Receive 3 days of PTO for completing probation. Begin accruing 8 hrs.PTO per month for next 6 months				
Year 1 Anniversary		Enrollment in retirement plan. Center contributes 1% and will match additional 1% (Employee may contribute up to 10%)	Earn 10 hrs. per month (15 days/yr.). Carry over max=114				

Benefit to begin on the pay period following this event	Salary Changes*	Retirement Plan	Paid Time Off** (Incorporates the floating holiday into PTO)	Paid Time Off Cash Conversion	Recognition Events	Holidays	Other Benefits
Year 2			Earn 12 hrs. per month (15 days/yr.). Carry over max=171				
Year 3	3% Step Increase						
Year 4		Center contributes 1% & will match additional 2% (Employee may contribute up to 10%)					
Year 5		Fully vested in the plan			5 year award-gift or LRMHMR pin		Retirement Fund Loan Program**
Year 6	3% step increase						
Year 7		Center contributes 2% & will match additional 2% (Employee may contribute up to 10%)					
Year 8			Earn 14 hrs. per month (21 days/yr.). Carry-over max=228				
Year 9	3 % step increase						3 % step increase
Year 10					10 year award-gift or 2 diamond pin		
Year 11				Sell off (up to) 20 hrs. PTO on Aug.31 st (over carry over limit)			
Year 12	3% Step increase						

Benefit to begin on the pay period following this event	Salary Changes*	Retirement Plan	Paid Time Off** (Incorporates the floating holiday into PTO)	Paid Time Off Cash Conversion	Recognition Events	Holidays	Other Benefits
Year 13		Center contributes 2% & will match additional 3% (Employee may contribute up to 10%)					
Year 14			Earn 16 hrs. per month (24 days/yr.). carry over max=288				
Year 15	3% step increase				15 year award-gift or 3 diamond pin		
Year 16							
Year 17				Sell off (up to) 40 hrs PTO on Aug 31 st (over carry over limit)			
Year 18	3% step increase						
Year 19		Center contributes 3% & will match additional 3% (Employee may contribute up to 10%)					
Year 20			Earn 18 hrs. per month (27 days/yr.). Carry-over max = 300		20 year award-gift or 4 diamond pin		
Year 21	3% step increase						
Year 22							
Year 23				Sell off (up to) 60 hrs. PTO on Aug 31 st (over carry-over limit)			
Year 24	3% step increase						

Benefit to begin on the pay period following this event	Salary Changes*	Retirement Plan	Paid Time Off** (Incorporates the floating holiday into PTO)	Paid Time Off Cash Conversion	Recognition Events	Holidays	Other Benefits
Year 25					25 year award-gift or 5 diamond pin		
Year 26			Earn 20 hrs. per month (30 days/yr.). Carry over max = 300				
Year 27	3% step increase						
Year 28							
Year 29				Sell off (up to) 80 hrs. PTO on Aug. 31 st (over carry over limit).			
Year 30	3% step increase				30 year award-gift or 6 diamond pin		
Year 31	After year 31, only step increases and awards ceremonies continue						
Year 32							
Year 33	3% step increase						
Year 34							
Year 35					35 year award-gift or 7 diamond pin		
Year 36	3% step increase						
Year 37							
Year 38							
Year 39	3% step increase						
Year 40					40 year award-gift or 8 diamond pin		
Year 41							
Year 42	3% step increase						
Year 43							
Year 44							
Year 45	3% step increase				45 year award-gift or 9 diamond pin		
Year 46							
Year 47							
Year 48	3% step increase						
Year 49							
Year 50					50 yr award-gift or 10 diamond pin		

Ms. Lucas also reported that we continue to analyze the unemployment costs associated with paying into our Local Pool of Governmental Entities vs. becoming a Self-Reporting Employer. The Center will have to make a determination by December 1st as to whether to continue in the pool vs. stand on its own history. Ms. Lucas indicated that there seemed to be more restrictions on our ability to appeal claims made as a Self-Reporting Employer. This needed more research. It was agreed that this would be researched, Mr. Kazee consulted with the detailed information, and the best determination for the agency made.

Mr. Arismendez made the motion to approve the staff benefit changes as recommended. Ms. Thompson seconded the motion. The motion carried unanimously.

IV. Board Member Training

Ms. Pope informed the board that as part of their required annual training, she and Ms. Lucas would be reviewing the revised FY 07 Organizational Goals and Objectives. Their discussion also included the strategies for each of the revised objectives (see attached).

GOALS FY 07

Goal 1-Individual & Organizational Outcomes

- Provide Excellent Customer Service
- Improve Consumer Outcomes

Goal 2-Financial Planning, Asset Utilization & Risk Management

- Strengthen Contracts/Compliance Monitoring
- Strengthen the Center-Wide Risk Management Plan
- Diversify Resources
- Risk Reduction

Goal 3-Human Resources

- Improve Recruitment/Retention Techniques
- Strengthen Recognition and Reward System
- Develop a Volunteer Program

Goal 4-Public Accountability

Prior to adjourning, it was agreed that there would be no board meeting in December, but the audit committee would meet with the auditors the week of December 11-14, 2006.

V. Adjourn

The meeting was adjourned at 6:34 pm.

Approved by

Date