

***FY' 20***

***MAY***

***BOARD MEETING  
INFORMATION***

**John Delaney**  
**Erwin Hancock**  
**James Williams**  
**Laurie White**  
**Kellie Walker**  
**Keith Matthews**  
**Larry Jonczak**  
**Virginia Thompson**  
**Clara Daniels**

**Xc: Judy Dodd**  
**Alex Polley**

# LAKES REGIONAL COMMUNITY CENTER

REGULAR MEETING OF THE BOARD OF TRUSTEES

WEDNESDAY, MAY 27, 2020, 5 PM

PER GOV. ABBOTT'S MARCH 26, 2020 PRESS RELESE THIS MEETING WILL TAKE PLACE VIA TELECONFERENCE AND IS AVAILABLE TO THE PUBLIC:

DIAL: 469-458-9004 ENTER THE PASS CODE: 853873

## AGENDA

AGENDA NUMBER	TOPIC
05.01.20	<b>CALL TO ORDER</b> <ul style="list-style-type: none"><li>• Roll Call / Introduction of Guest</li></ul>
05.02.20	<b>APPROVAL OF MINUTES</b> <ul style="list-style-type: none"><li>• Regular Board Meeting Minutes of April 22, 2020</li></ul>
05.03.20	<b>COMMENTS FROM CITIZENS</b> <p><i>Presentations are limited to three minutes per person and must pertain to an agenda item. The Board reserves the right to limit the number of speakers and/or the length of comments on any topic. Citizens wishing to address the Board must register prior to the start of the meeting.</i></p>
05.04.20	<b>COMMITTEE MEETING REPORTS</b> <ul style="list-style-type: none"><li>• None Scheduled</li></ul>
05.05.20	<b>RECOMMENDATIONS FOR APPROVAL</b> <ul style="list-style-type: none"><li>• None Scheduled</li></ul>
05.06.20	<b>EXECUTIVE DIRECTOR REPORT</b> ( <i>John Delaney</i> ) <ul style="list-style-type: none"><li>• 1115 Transformation Waiver Update</li><li>• CCBHC Grant</li><li>• COVID-19 Center Updates:</li><li>• FY-19 Stats of State Performance Contracts Update</li></ul>
05.07.20	<b>FISCAL REPORT</b> ( <i>Erwin Hancock</i> ) <ul style="list-style-type: none"><li>• Motion to Accept Center's Financial Statement for Period(s) Ending: April, 2020.</li></ul>
05.08.20	<b>MENTAL HEALTH SERVICES REPORT</b> ( <i>James Williams</i> ) <ul style="list-style-type: none"><li>• FEMA COVID-19 Crisis Counseling Grant</li><li>• Certified Community Behavioral Health Clinic</li><li>• COVID-19</li><li>• Behavioral Health Messenger</li><li>• State Wait List</li></ul>
05.09.20	<b>INTELLECTUAL &amp; DEVELOPMENTAL DISABILITIES REPORT</b> ( <i>Laurie White</i> ) <ul style="list-style-type: none"><li>• COVID-19 Update</li><li>• Electronic Visit Verification (EVV)</li><li>• Exceptional Item 22 (EI22)</li></ul>

**LRCC Board of Trustees Meeting Agenda**

**05.10.20 QUALITY MANAGEMENT/CONTRACTS REPORT** *(Kellie Walker)*

- Contracts/Network Development
- PNAC
- Planning
- Rights Allegations
- APS Allegations
- QM MH, NTBHA & Substance Abuse
- EVV
- IDD

**05.11.20 HUMAN RESOURCES REPORT** *(Keith Matthews)*

- Staffing Issues
- Employee Benefits

**05.12.20 ADJOURNMENT**

**Lakes Regional Community Center  
Upcoming Board-Related Meetings & Events**

*Regular Meeting of the Board of Trustees*  
**Wednesday, June 24, 2020**

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**AGENDA ITEM NO. 05.02.20**

Approval of Minutes

**RECOMMENDATIONS FOR APPROVAL:**

- Motion to approve prior Board of Trustees meeting minutes.

**Rationale:**

Discussion and Approval of Regular Board Meeting Minutes of April 22, 2020 as presented.

LAKES REGIONAL COMMUNITY CENTER  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
WEDNESDAY, APRIL 22, 2020, 5PM

Per Gov. Abbott's March 26, 2020 Press Release this Meeting was held  
VIA TELECONFERENCE

BOARD MINUTES

AGENDA  
NUMBER      TOPIC

04.01.20

**CALL TO ORDER**

The April 22, 2020 regular meeting of the Lakes Regional Community Center Board of Trustees was called to order by Board Chair Tom Brown at 5:00 PM with a quorum present by teleconference.

**Members Present:**

Tom Brown, Hunt County, Chair	James Ervin, Rockwall County, Vice-Chair
John Kegerreis, Ph.D., Kaufman County, Board Secretary	
E.P. Pewitt, Morris County	Linda Sharpin, Franklin County
Frances Neal, Titus County	Marti Shaner, Navarro County
Lisa Heine, Ellis County	Steve Earley, Lamar County
Carrie Hefner, Camp County	Jan Brecht-Clark, PhD, Delta County

**Members Absent:** NA

**Vacant Seat(s):** NA

**Guest:** NA

**Ex Officio Members Absent:** Sheriff Scott Cass, Lamar County

**Ex Officio Members Present:** Sheriff Jack Martin, Morris County

**Management Staff Present:**

John Delaney, Erwin Hancock, James Williams, Keith Matthews, Kellie Walker, Laurie White, and Larry Jonczak

**Management Staff Absent:** None

**Board Liaison/Recording Secretary:** Judy Dodd

04.02.20

**APPROVAL OF MINUTES**

**Recommended Board Action:**

- Approval of Minutes of February 25, 2020 meeting.

**Rational:**

Tom Brown asked members if they had reviewed the minutes and if there were any corrections or additions. With no other corrections or additions were noted; Chair then asked for motion to approve. Motion was made by Linda Sharpin to approve and seconded by John Kegerreis. Minutes were approved unanimously by a sign of aye.

**CLOSURE**

04.03.20 COMMENTS FROM CITIZENS

- NA
- CLOSURE

04.04.20 COMMITTEE MEETING REPORT

- NA
- CLOSURE

04.05.20 RECOMMENDATIONS FOR APPROVAL

- Motion to approve Payroll Protection Plan Application
- Motion to approve Authorizing the Borrowing of Funds and Designating Authorized Representatives

**Rationale:**

- Erwin presented an overview of the Payroll Protection Plan Application to the members. Erwin noted this is pending funding. He then turned the motion back to the Board Chair to present for approval. Tom Brown, Chair then asked for motion to approve. Lisa Heine made motion to approve and seconded by Marti Shaner. Motion then approved by all with unanimously sign of aye.
- Erwin presented Resolution to approve Authorizing the Borrowing of Funds and Designating Authorized Representatives, which is the renewal line of credit. Tom Brown, Chair asked if no further questions motion to approve. Frances Neal made motion to approve and seconded by John Kegerreis. Motion then approved by all with unanimously sign of aye.

**CLOSURE**

04.06.20 EXECUTIVE DIRECTOR REPORT (*John Delaney*)

**Recommended Board Action:**

- None: Information only

**Rationale:**

Discussion on the following:

Handouts

- **1115 Transformation Waiver Update:**
  - John reported for Lakes the current reporting period has not been affected by the COVID-19. John noted that we are on track to complete the reporting by April 30<sup>th</sup> with 100% of measures reporting successfully.
- **COVID-19 Center Response:**
  - John noted that since the Governors' disaster declaration and the imposition of state and local shelter in place orders in March, the state has published daily updates on CDC recommendations and DSHS recommendation for essential service providers like Lakes Regional to follow in its programs. These have included clarifications on our status as essential healthcare providers as well as use of masks and other personal protective equipment (PPE) in our outpatient and residential settings. Since the middle of March a reduction in service encounters was noted for IDD and ECI programs. The main revenue shortage in these programs will be from HCS, TXHML and Medicaid billing. Also noted was closure of day habilitation services which will affect private contract revenue.
  - In addition, federal and state waivers have been released that prohibit congregate services such as day habilitation programs but allow for delivering both mental health and IDD services through telephone and tele-video contact.
- **FY'20 Status of State Performance Contracts Updates**
  - HHSC has waived almost all performance contract penalties and outcome measure sanctions for underachievement during the current designated disaster declaration period. The same has occurred for ECI.

**CLOSURE**

04.07.20

**FISCAL REPORT (Erwin Hancock)**

**Recommended Board Action:**

- Approval of Center's Financial Statement for Period(s) Ending:
  - February, 2020 and March, 2020.
- Approval of Center's 2<sup>nd</sup> Quarterly Investment Report

**Rationale:**

- Erwin presented the financial report for the months of February and March, 2020. Erwin noted that we had a positive for both months. Erwin noted that we have a 60-day reserve. Chair, Tom Brown asked for any questions of financials if not motion to approve. Dr. Jan Brecht-Clark made motion to approved, with a second motion of approval by John Kegerreis. A sign of aye unanimously approved Financials.
- Erwin reviewed the Center's 2<sup>nd</sup> Quarterly Investment Report with the Board. Tom Brown, Chair asked for motion to approve. Steve Earley make motion to approve and seconded by Lisa Heine. With a sign of aye all approved motion.

**CLOSURE**

04.08.20

**MENTAL HEALTH SERVICES REPORT (James Williams)**

Recommended by Board Action:

None: Information only

**Rationale:**

- April Behavioral Health Plan
  - Emphasis on telephone calls vs. face to face in reducing footprint in the parking lots.
  - Reduce footprint in buildings
  - Prescriber's telephone calls are being performed at remote sites.
  - Non-prescribers phone services are now being done by some staff from remote site.
  - COVID-19 is for the five weeks of April (March30th to May1st) and may be extended for May in the same manner based on need at this time.
- Behavioral Health Messenger
  - Weekly distribution for the month of April focusing on COVID-19
  - Focus on dispersing materials that have been sent out by the various payers
  - Focus on Client and Staff stories about how we are adapting to providing services in this pandemic
- FEMA Crisis Counseling Grant
  - State Disaster Services is applying for federal grant.
  - Catchment Area – 7 General Revenue Counties
  - Will use Avail, our current contractor for our 800-crisis line.
  - Will utilize some current staff as well as contract providers

**CLOSURE**

04.09.20

**INTELLECTUAL & DEVELOPMENTAL DISABILITIES REPORT (Laurie White)**

Recommended by Board Action:

None: Information only

**Rationale:**

- COVID-19
  - Over 1 month of staff/individual training, RN delegation, purchasing of PPE, altering means of provision of services.
- Individuals/Families/Staff Update
  - All Group Homes, Host Homes and Individuals we serve in other Community Services locations are following CDC Screening processes and logging info.

- IIDP staff are maintain open communication with all families to ensure their needs are being met or a plan generated to resolve.
- Emergency Procedures developed and Quarantine Boxes being assembled in case of isolation or quarantine required.
- IDD-P are one of five recipients of \$300k for the remainder of this fiscal year. We were chosen as experts in the IDD Telemedicine world in the Crisis Services best practice redesign.
- Success Vignettes'
  - IDD Providers view person-centered planning especially important in the context of the nation's COVID-19 public health emergency. Lakes' IDD individuals with unique long-term service and support needs are continuing to receive holistic community based services with an integrated clinical approach. Our goal is to continue to enhance our individual's quality of life, by teaching "new ways in our new world".

**CLOSURE**

04.10.20

**QUALITY MANAGEMENT/CONTRACTS REPORT (Kellie Walker)**

**Recommended by Board Action:**

None: Information only

**Rationale:**

- Contracts/Network Development
  - Amendment for the Mental Health First Aid contract effective 03/30/2020.
  - Amendment to increase the rate for substance abuse services for the Region 3 contract received.
  - Implementing DocuSign for electronic signature contracts and business documents
  - Applied for COVID-19 Crisis Counseling Program (CCP) grant.
- PNAC
  - Meeting scheduled for April 28, 2020
  - RPNAC – meeting scheduled for April 8<sup>th</sup> cancelled
- Rights Investigations
  - GR: 3 Unconfirmed
  - NTBHA: 2 Unconfirmed, 1 Pending
- APS Allegations
  - Allegation - Unconfirmed
- QM MH, NTBHA & Substance Abuse
  - MH performance measures and outcomes held harmless until further notice due to COVID-19
  - Superior Audit – The overall chart score was 86.6%. Noted for making progress and individuals are being provided good services.
- IDD – Lakes will be held harmless for performance measures and outcome until further notice due to COVID-19.
- COVID-19
  - Office of Civil Rights will not impose penalties for noncompliance with HIPPA rules in connection with good faith provisions of telehealth such as non-public audio or video communications during the COVID-19 nationwide public health emergency.
  - HHSC and CMS are allowing case management to be provided through audio-visual technologies or phone for MH, IDD and ECI services.
  - HHSC is allowing the expanded use of Teleservices.
  - HHSC is relaxing contract requirements for performance measure and outcomes.

**CLOSURE**



04.11.20

**HUMAN RESOURCES REPORT** (*Keith Matthews*)

**Recommended by Board Action:**

None: Information only

**Rationale:**

- Staffing issues
  - 402 employees with 454.45 authorized FTEs.
  - 15 Separations with 11 voluntary
  - March – closed IDDP Day Programs in an effort to prevent spreading the coronavirus.
- Employee Compensation and Benefits:
  - March healthcare expenses were approximately half of what they were in February with a loss ratio of only 58.5%.
  - Eleven employees have been reported to self-quarantine during March for reasons related to COVID-19.
  - Through BCBS, we are covering both the cost of testing for COVID-19 and for treating the virus at 100%.

**CLOSURE**

04.12.20

**ADJOURNMENT**

Tom Brown asked for motion to adjourn. Dr. Jan Brecht-Clark made motion and seconded by Dana Sills with no further discussion, motion carried.

**ATTEST:**

\_\_\_\_\_  
**John Kegerreis, Ph.D., Board Secretary**

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**Judy Dodd, Board Liaison/Transcriptionist**

**AGENDA ITEM NO. 05.03.20**

Citizens' Comments

**RECOMMENDATIONS FOR APPROVAL:**

Public comment(s) may be addressed to the Board of Trustees by community members and/or any interested parties.

**Rationale:**

Presentations are limited to three (3) minutes per person. The Board reserves the right to limit the number of speakers and/or the length of comment on any topic. Citizens wishing to address the Board must register prior to the start of the meeting and any comments should pertain to an agenda item.

**AGENDA ITEM NO. 05.04.20**

Committee Meeting Reports

**RECOMMENDATIONS FOR APPROVAL:**

NA

**Rationale:**

Report of the following committees of the Board of Trustees, if applicable:

- Budget & Finance, Lisa Heine, Chair
  - **No Meeting Posted**
- Human Resources, Tom Brown, Chair
  - **No Meeting Posted**
- Programs, James Ervin, Chair
  - **No Meeting Posted**

**AGENDA ITEM NO. 05.05.19**

**Recommendations for Approval:**

- None Scheduled

**Rationale:**

No recommendations presented.

**AGENDA Item No: 05.06.20**  
**Executive Director's Report:**

**Recommended Board Action:**

None: For Information Only

**Rational:**

Executive Director Report:

1. 1115 Transformation Waiver and Other Updates:

- HHSC is currently reviewing reports from providers for approval for payment during July.
- CCBHC Grant Award:

Late last month we received word from SAMSHA that our CCBHC Expansion Grant has been approved. The Grant was awarded to a total of 11 Centers in Texas that are currently certified or in process of certification to become a CCBHC.

2. COVID-19 Response Summary:

The Governor has renewed his disaster declaration through the end of May and also published guidelines for reopening some businesses as of May 8<sup>th</sup>. We continue to follow the federal and state waivers that have been released that prohibit congregate services such as day habilitation programs but allow for delivering both mental health and IDD services through telephone and tele-video contact. See the synopsis below of each program's status.

- ECI: The current ECI service plan continues as reported last month. It involves most direct service staff working remotely with some time in the office on a rotational schedule. State waiver guidelines now allow most direct services to be carried out through video and telephone contacts. Now a month or more into these changes, ECI is seeing a reduction in service encounters.
- IDD Authority Services (Case Management, PASSR, Intake and Crisis) are also continue mostly through a telephone contact or FaceTime contact with families and clients. Half of the staff are working remotely at various offices in the 12-county region. Some critical services such as for the IDD Crisis Coordinator are being provided by face to face when necessary. Crisis respite is still occurring, and nursing home visits are now being done by telephone when possible. Some nursing homes are continuing to be in a lock down mode and providing contact is difficult.
- Mental Health: Services continue to be provided by telephone contacts for most services. In addition, prescribers are now using both the phone and our regular telemedicine network as usual. James' report will summarize their current status.
- IDD Provider: IDD HCS, TXHML and GR non-residential services the ability to be billed and completed through telephone or tele-video means. Group day programs continue to be shut down and their staff are now working at the group homes providing day services. Residential ICF and HCS group homes and foster care

provider homes continue to require on site staffing and are the most vulnerable in the current situation, because of the need to maintain acceptable staffing levels. They have the most rigorous infection control procedures as long term care facilities. Laurie's report will give a synopsis of their current status.

- Administration: Administrative staff continue to work partly remotely where feasible. This is to reduce the overall numbers of staff in the Terrell building at any given time. Appropriate CDC and social distancing recommendations are being followed as needed and most meetings of any size are being conducted through teleconferencing.
- HR Workforce Issues: Keith will provide a more summarized status report during his presentation. But we have continued reviewing the three major stimulus bills passed by Congress in response to the COVID-19 pandemic last month. Two of the most relevant are described below.
- Coronavirus Aid, Relief, and Economic Security (CARES) Act.
  - a. This is the 2 trillion economic stimulus bill, designed to provide financial support to individuals and businesses affected by the pandemic. The Paycheck Protection Program (PPP) is the feature that is for businesses with under 500 employees. After approval from the Board was given at last month's meeting, we were informed that we were approved for the loan and the funds have been received. Erwin will give an updated status on these funds in his report.
  - b. The CARES act also provided funds to states to be used to offset Medicaid expenditures. Texas is currently providing CMS with state data on these expenditures. It is possible that we will receive a portion of those stimulus funds when the state allocation is determined. Part of those funds are to provide a temporary rate increase for IDD waiver direct services staff.

### 3. FY-19 Status of State Performance Contracts Updates:

- HHSC (IDD-MH) FY-20 Status:

HHSC continues to waive almost all performance contract penalties and outcome measure sanctions for underachievement during the current designated disaster declaration period. The same has occurred for ECI.

**AGENDA ITEM NO. 05.07.20**  
Fiscal Reports

**RECOMMENDATIONS FOR APPROVAL:**

- Approval for acceptance.

**Rationale:**

Review and discussion of the Center's financial statement for the month of April, 2020.

**Lakes Regional Community Center  
Financial Report  
For the Month of April 2020**

**Erwin Hancock  
Chief Financial Officer**

**May 27, 2020**



**Lakes Regional Community Center**  
**Financial Report Outline**

- |      |                                      |             |
|------|--------------------------------------|-------------|
| I.   | Financial Summary                    | Page 1      |
| II.  | Balance Sheet                        | Page 2      |
| III. | Income Recap by Division             | Page 3      |
|      | Comparative Income Statement         | Pages 4 -5  |
|      | Statement of Revenues & Expenditures | Page 6      |
| IV.  | Related Data                         | Page 7      |
| V.   | Financial Exhibits                   | Pages 8 - 9 |

Lakes Regional Community Center  
 Financial Summary for the Month Ending April 30, 2020

Profit and Loss Summary

	Current Month	Year to Date
Revenues	\$2,981,319	\$24,003,348
Expenses	\$2,920,998	\$23,484,138
Net Income	\$60,321	\$519,211

Balance Sheet Summary

	Current YTD as of April 30, 2020	Last YTD as of April 30, 2019	Year to Year Change
Total Assets	\$22,394,116	\$22,414,774	\$ (20,658)
Total Liabilities	\$8,072,353	\$8,061,356	\$ 10,997
Fund Balance	\$14,321,763	\$14,353,418	\$ (31,655)

Lakes Regional Community Center  
Balance Sheet

	As of <u>4/30/2020</u>	As of <u>4/30/2019</u>	Net Change
<b>Current Assets</b>			
Cash	\$ 5,490,593	\$ 5,879,978	\$ (389,385.00)
Accounts Receivable	4,678,182	3,155,261	1,522,921
Other	197,331	97,943	99,388
<b>Total Current Assets</b>	<b>\$ 10,366,106</b>	<b>\$ 9,133,182</b>	<b>\$ 1,232,924</b>
<b>Long-Term Assets</b>			
Fixed Assets (net of depreciation)	\$ 8,187,682	\$ 8,925,563	\$ (737,881)
Other Long-Term Assets	3,840,328	4,356,029	(515,701)
<b>Total Long-Term Assets</b>	<b>\$ 12,028,010</b>	<b>\$ 13,281,592</b>	<b>\$ (1,253,582)</b>
<b>Total Assets</b>	<b>\$ 22,394,116</b>	<b>\$ 22,414,774</b>	<b>\$ (20,658)</b>
<b>Current Liabilities</b>			
Accounts Payable	\$ 830,357	\$ 546,001	\$ 284,356
Accrued Expenses	522,983	696,275	(\$173,292)
Short-term Debt	2,878,685	2,463,051	415,634
<b>Total Current Liabilities</b>	<b>\$ 4,232,025</b>	<b>\$ 3,705,327</b>	<b>\$ 526,698</b>
Long-term Debt	\$ 3,840,328	\$ 4,356,029	\$ (515,701)
<b>Total Long-Term Debt</b>	<b>\$ 3,840,328</b>	<b>\$ 4,356,029</b>	<b>\$ (515,701)</b>
<b>Total Liabilities</b>	<b>\$ 8,072,353</b>	<b>\$ 8,061,356</b>	<b>\$ 10,997</b>
Investment In General Fund Assets	\$ 8,187,682	\$ 8,925,563	\$ (737,881)
Fund Balance at Beginning of Year	6,134,081	5,427,855	706,226
<b>Total Equities and other Credits</b>	<b>\$ 14,321,763</b>	<b>\$ 14,353,418</b>	<b>\$ (31,655)</b>
<b>Total Liabilities, Equities and other Credits</b>	<b>\$ 22,394,116</b>	<b>\$ 22,414,774</b>	<b>\$ (20,658)</b>

**Lakes Regional Community Center**  
**Income Statement Recap by Division**  
**As of April 30, 2020**

<u>Division</u>	<u>Current Month</u>	<u>Year to Date</u>
MH	\$ (31,599)	(47,102)
Mental Health First Aid & Outreach	(47)	7,580
Hospitality House	3,016	(13,077)
IDD	25,355	192,610
ECI	(3,516)	(40,144)
Administration	13,169	34,752
Bonham Property	74	594
Expending Fundraising	7,846	5,496
1115 Waiver	52,026	308,786
Medical Prescriber Services	(6,002)	69,715
<b>Total Lakes</b>	<b>\$ 60,321</b>	<b>\$ 519,211</b>

Lakes Regional Community Center  
Comparative Income Statement for the Month ended April 30, 2020

	<u>4/30/2020</u>	<u>4/30/2019</u>	Variance	Var %
<b>Revenues</b>				
General Revenue IDD	\$186,747	\$205,098	(\$18,351)	-9%
General Revenue MH	\$666,985	\$601,263	\$65,722	11%
Early Childhood Intervention Revenue	\$116,460	\$55,808	\$60,651	109%
1115b Waiver Revenue	\$523,077	\$475,771	\$47,306	10%
NTBHA Revenue (Or VO)	\$233,637	\$224,636	\$9,001	4%
Medicaid Revenue	\$290,981	\$291,425	(\$444)	0%
Medicare Revenue	\$3,571	\$8,995	(\$5,423)	-60%
HCS Revenue	\$340,371	\$364,575	(\$24,203)	-7%
Managed Care Revenue	\$80,207	\$114,831	(\$34,623)	-30%
Private Insurance	(\$1,462)	\$9,651	(\$11,113)	-115%
Client Fees	\$4,301	\$8,411	(\$4,110)	-49%
Other Revenue	note1 \$536,443	\$676,029	(\$139,585)	-21%
<b>Total Revenues</b>	<b>\$2,981,319</b>	<b>\$3,036,493</b>	<b>(\$55,174)</b>	<b>-2%</b>
<b>Expenses</b>				
Salaries and Wages	\$1,451,790	\$1,427,457	\$24,333	2%
Employee Benefits	\$499,228	\$491,805	\$7,423	2%
Staff Training	\$4,047	\$2,859	\$1,188	42%
Furniture and Equipment	\$1,062	\$306	\$756	247%
Maintenance and Repairs	\$25,187	\$20,063	\$5,124	26%
Utilities	\$28,810	\$36,212	(\$7,402)	-20%
Client Support	\$2,545	\$139	\$2,406	1735%
Supplies	\$24,217	\$27,014	(\$2,796)	-10%
Vehicle Maintenance	\$3,445	\$3,647	(\$202)	-6%
Insurance Costs	\$26,369	\$24,062	\$2,307	10%
Debt Service	\$55,008	\$59,673	(\$4,665)	-8%
Other Expenses	note2 \$799,291	\$786,397	\$12,894	2%
<b>Total Expenses</b>	<b>\$2,920,998</b>	<b>\$2,879,633</b>	<b>\$41,365</b>	<b>1%</b>
<b>Net Surplus/(Deficit)</b>	<b>\$60,321</b>	<b>\$156,860</b>	<b>(\$96,539)</b>	<b>62%</b>

note1 Includes additional \$124,259.70 MAC revenue - Adjust 4Q TAFI accrual to actual

note2 Includes additional \$39,596.80 COVID-19 expenses.

Lakes Regional Community Center  
Comparative Income Statement for the period ended April 30, 2020

	<u>YTD ended</u> 04/30/2020	<u>YTD ended</u> 04/30/2019	Variance	Var %
<b>Revenues</b>				
General Revenue IDD	\$1,478,561	\$1,634,342	(\$155,781)	-10%
General Revenue MH	\$5,090,863	\$4,935,491	\$155,372	3%
Early Childhood Intervention Revenue	\$673,261	\$559,794	\$113,467	20%
1115b Waiver Revenue	\$4,184,616	\$3,806,168	\$378,448	10%
NTBHA Revenue	\$1,874,128	\$1,908,014	(\$33,887)	-2%
Medicaid Revenue	\$2,422,873	\$2,374,908	\$47,965	2%
Medicare Revenue	\$56,315	\$80,099	(\$23,785)	-30%
HCS Revenue	\$2,925,309	\$2,954,341	(\$29,032)	-1%
Managed Care Revenue	\$802,217	\$901,624	(\$99,406)	-11%
Private Insurance	\$68,935	\$74,026	(\$5,092)	-7%
Client Fees	\$54,343	\$60,212	(\$5,869)	-10%
Other Revenue	\$4,371,928	\$4,838,733	(\$466,805)	-10%
<b>Total Revenues</b>	<b>\$24,003,348</b>	<b>\$24,127,753</b>	<b>(\$124,405)</b>	<b>-1%</b>
<b>Expenses</b>				
Salaries and Wages	\$11,574,551	\$11,290,950	\$283,601	3%
Employee Benefits	\$3,941,451	\$3,846,317	\$95,135	2%
Staff Training	\$24,300	\$19,625	\$4,675	24%
Furniture and Equipment	\$200,166	\$12,146	\$188,021	1548%
Maintenance and Repairs	\$158,757	\$102,652	\$56,105	55%
Utilities	\$301,490	\$316,237	(\$14,747)	-5%
Client Support	\$23,874	\$18,089	\$5,785	32%
Supplies	\$212,267	\$203,913	\$8,354	4%
Vehicle Maintenance	\$39,030	\$36,100	\$2,930	8%
Insurance Costs	\$210,952	\$192,497	\$18,455	10%
Debt Service	\$446,703	\$649,643	(\$202,940)	-31%
Other Expenses	note1 \$6,350,596	\$6,628,625	(\$278,030)	-4%
<b>Total Expenses</b>	<b>\$23,484,138</b>	<b>\$23,316,793</b>	<b>\$167,345</b>	<b>1%</b>
<b>Net Surplus/(Deficit)</b>	<b>\$519,211</b>	<b>\$810,960</b>	<b>(\$291,749)</b>	<b>36%</b>

note1 Includes \$56,311.76 additional COVID-19 expenses.



Lakes Regional Community Center  
 FY20 Aged Accounts Receivable  
 APRIL, 2020

Accounts Reivable Description	Amount	APR	MAR 30 Days	FEB 60 Days	JAN 90 Days	DEC & prior 120 +
MAC Adm Claim	921,511.20	79,448	79,448	79,448	79,448	603,719
<b>NTBHA:</b>						
Substance Abuse	1,387.85	1,388	-	-	-	-
ACT - addt'l billed svcs	5,500.00	5,500	-	-	-	-
Medicaid	291,130.64	273,329	1,870	4,998	4,984	5,950
Medicare **	1,541.22	562	18	-	-	961
Private Insurance	5,448.18	2,232	1,122	928	842	324
Chip **	560.44	123	118	57	-	262
<b>MANAGED CARE:</b>						
Amerigroup	14,170.82	14,171	-	-	-	-
Superior (Cenpatico)	23,675.95	23,669	7	-	-	-
Optum	9,412.63	9,118	295	-	-	-
Cigna	10,076.11	9,641	412	-	-	23
Texas Childrens Plan	1,981.55	961	975	45	-	-
Beacon	7,174.34	6,941	106	100	27	-
Molina	20,264.05	18,228	1,556	-	-	480
Texas Home Living - North	21,516.36	21,516	-	-	-	-
Texas Home Living - South	4,458.62	4,459	-	-	-	-
HCS - North	261,574.70	257,131	-	-	4,444	-
HCS - South	77,329.00	77,329	-	-	-	-
Reimbursable Svcs-TxHmL North & South	4,431.74	2,324	1,983	125	-	-
Reimbursable Svcs-HCS North	26,000.44	5,980	14,843	2,808	111	2,259
Reimbursable Svcs-HCS South	534.20	33	192	220	90	-
HCS Rm/Brd	627.12	627	-	-	-	-
ICF Residential Homes	105,034.90	102,998	-	2,037	-	-
Block Grant/TANF-Title XX Gen Revenue	39,941.75	19,971	19,971	-	-	-
Block Grant Supp Housing	-	-	-	-	-	-
Supported Employment	-	-	-	-	-	-
Day Hab Billings (Private Providers)	12,221.23	80	9,261	1,978	-	903
1048 PASSR IDDP SVCS	1,897.99	219	1,679	-	-	-
ECI Grant Revenue	233,237.95	116,460	116,778	-	-	-
ECI Respite	240.00	-	240	-	-	-
ECI Pre-School Develop Grant **ENDED 12/31/2019	-	-	-	-	-	-
ECI Priv Ins	7,991.63	291	906	1,639	1,063	4,094
ECI Medicaid	21,553.57	19,950	-	405	253	945
ECI Managed Care	37,726.76	19,642	6,764	1,153	1,519	8,649
ECI Chip	1,532.52	-	-	366	277	890
A/R Other Employees	1,166.99	-	562	106	499	-
A/R Employee Insurance (Cobra)	-	-	-	-	-	-
TCOOMMI GRANT	31,744.37	16,800	14,944	-	-	-
TDCJ Contract-Greenville	13,209.48	3,424	7,556	2,191	-	38
TDCJ - Sherman/Bonham/Paris	64,970.87	22,430	-	24,984	17,556	-
Fannin County Drug Court	4,000.00	2,000	2,000	-	-	-
Grayson County Drug Court	-	-	-	-	-	-
Titus County Drug Court	1,200.00	1,200	-	-	-	-
DSHS Contract Region 3	6,679.30	6,679	-	-	-	-
DSHS-Rural Region 4	22,578.92	12,285	1,671	223	8,401	-
DSHS-MHFA	-	-	-	-	-	-
DSHS-MHFA Outreach	10,448.17	5,341	5,107	-	-	-
ICF Upper Payment Limit	192,836.72	132,837	20,000	20,000	20,000	-
SAC Prog -Hunt County	2,500.00	2,500	-	-	-	-
ECC - (Enhanced Comm Coord)	10,216.83	5,776	4,441	-	-	-
Pharmacy Rental Income	-	-	-	-	-	-
Comm Education (Curt Pitton)	10,350.50	4,604	5,747	-	-	-
1115 Waiver Fed Share **accrual	2,132,955.71	523,077	523,077	523,077	523,077	40,648
Misc Revenue - 1370-1200 - \$1,638.93	-	-	-	-	-	-
** Priv Ins (BCBS) refund/stop pay balance due	1,590.03	-	-	-	-	1,590
** Analysis Chg - ANB to refund 4/20	18.90	-	19	-	-	-
** Suicide Prevent Expense Reimb Ashley Lewis	30.00	-	-	30	-	-

	GL bal	bal ck
<b>Balance Due</b>	<b>4,678,182.25</b>	<b>4,678,182.25</b>
March Balance Due	3,866,748.23	811,434.02
Febuary Balance Due	3,381,352.87	1,296,829.38
January Balance Due	3,024,731.51	1,653,450.74
December Balance Due	4,487,991.29	190,190.96



## Financial Ratios Lakes Regional Community Center

For period ended April 31, 2020  
Unaudited

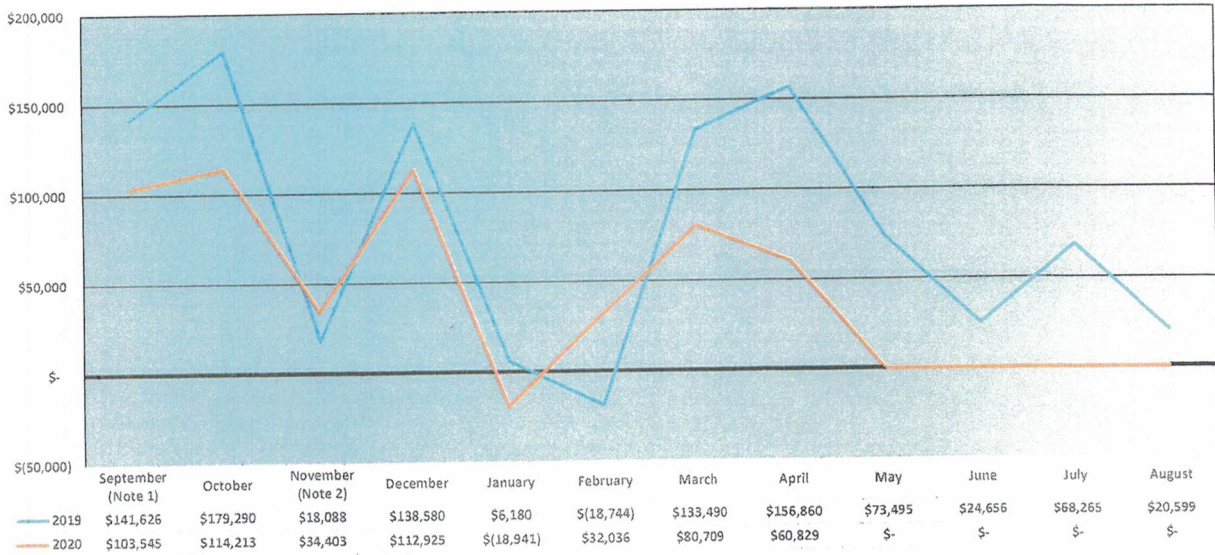
Current Ratio:		
Current Assets	\$	14,206,434
Current Liabilities	\$	4,232,025
Ratio		3.36
Greater than 1.5?		yes

Tangible Net Worth		
Equity	\$	14,321,763
Subordinated debt		
Intangible Assets		
Adjusted	\$	14,321,763
Debt/Worth Ratio:		
Total Liabilities	\$	8,072,353
Tangible Net Worth	\$	14,321,763
Ratio		0.56
Less than 2.0?		yes

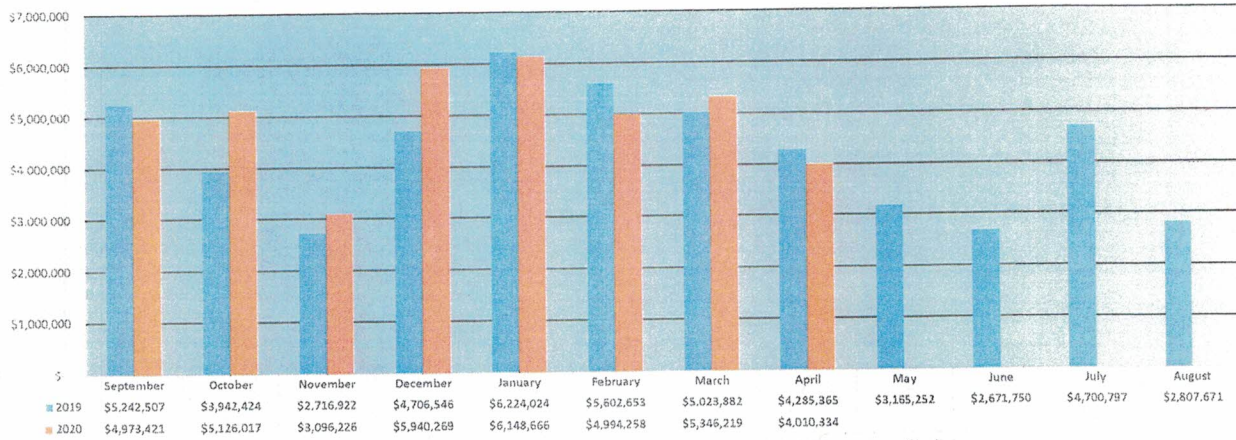
Cash Flow Coverage		
Net Income	\$	519,211
Add Depreciation	\$	-
Add Interest Expense	\$	109,112
Cash Flow Available	\$	628,323
Debt Service	\$	337,591
Cashflow Surplus	\$	290,732
Ratio		1.86
Greater than 1.0?		yes

Days Cash on Hand		
Cash and Equivalents	\$	5,490,593
Annual Expenditures	\$	37,456,492
Daily Expenditure	\$	102,621
Days Cash on hand	\$	54

### Monthly Revenue over Expenditures



### Monthly Reserve Balance



Note 1: Adjusted for Net Proceeds from Sale  
 Note 2: Adjusted for Building Capital Outlay

**AGENDA ITEM NO.  
Behavioral Health Director**

**05.08.20**

**Recommended Board Action:**  
None. Informational purposes only.

**Rationale:**

1. FEMA COVID-19 Crisis Counseling Grant
  - a. \$184,224
  - b. Staff Positions
    - i. Ashley Lewis
    - ii. Debbie Goggans
    - iii. Angela Jenkins
  - c. Contractors
    - i. Andrews Center
    - ii. Private Practitioners
  - d. Training
    - i. FEMA
    - ii. Crisis Counseling
  - e. Invoicing for Payment
  
2. Certified Community Behavioral Health Clinic
  - a. SAMHSA Grant
    - i. Annual Budget Total \$3,984,062 and Per Year Budget \$1,992,031
    - ii. 17 New Positions
      - 11 Care Coordination Positions
  - b. State Certification
    - i. Expect call anytime
    - ii. SAMHSA Grant prior to state certification
  - c. Other Centers that have received the SAMHSA Grant
    - i. LifePath
    - ii. Texoma
    - iii. Burke
    - iv. Pecan Valley
    - v. Andrews Center
    - vi. Tarrant County
    - vii. Community HealthCore
  - d. Other Centers in area that did not receive the SAMHSA Grant
    - i. Dallas MetroCare
    - ii. Tri-County
  
3. COVID-19
  - a. April Behavioral Health plan extended into May and now June
  - b. Have not officially received 1135 Waiver for June
  
4. Behavioral Health Messenger
  - a. Two publications in May
  - b. Will return to monthly format in June
  
5. State Wait List
  - a. Lakes has never had a wait list for MH Adults or Children and Adolescents
  - b. Lakes is overserving Children and Adolescents by 35 individuals with our target number of 94
  - c. Lakes is not underserving anyone

# Texas Semi-Annual Reporting of Waiting List for Mental Health April 2020

## Last Four (4) Quarters of Number MH Served and on Wait List

	FY19 Q3 March/April/May 2019	FY19 Q4 June/July/Aug 2019	FY20 Q1 Sept/Oct/Dec 2019	FY20 Q2 Dec/Jan/Feb 2020
# Adults Served	89,038	91,894	91,866	92,129
# Adult Waiting List	252	278	310	172

## Centers that have had Adult Wait List

Center	Q1 Sept/Oct/Nov 2019	Q2 Dec/Jan/Feb 2020
Andrews Center	59	44
Camino Real Community Services	48	10
Community HealthCore	66	15
Heart of Texas Regional MHMHR Center	0	14
North Texas Behavioral Health Authority	1	0
Tri-County Behavioral Healthcare	136	89
<b>Total</b>	<b>310</b>	<b>172</b>

## Centers and Number Adult Clients UNDERSERVED

*(received less than recommended)*

Center	Q1 Sept/Oct/Nov 2019	Q2 Dec/Jan/Feb 2020
Andrews Center	9	40
Austin Travis County Integral Care	285	335
Behavioral Health Center of Nueces County	8	19
Betty Hardwick Center	10	12
Bluebonnet Trails Community Services	1	0
Border Region Behavioral health Center	27	26
Burke Center	1	0
Center for Health Care Services	5	0
Center for Life Resources	77	61
Central Counties Services	3	16
Community HealthCore	10	13
Denton County MHMR Center	6	10
Emergence Health Network	15	7
Gulf Bend Center	7	11
Gulf Coast Center	8	5
Harris Center for Mental Health and IDD	3	1
Heart of Texas Regional MHMR Center	1	1
LifePath System	1	1
MHMR Authority of Brazos Valley	65	78
My Health My Resource of Tarrant County	3	3
North Texas Behavioral Health Authority	11	5
Permian Basin Community Centers	1	1
Spindletop Center	3	3
Starcare Specialty Health System	56	58

Texas Panhandle Centers	1	1
Tri-County Behavioral Healthcare	108	109
Tropical Texas Behavioral Health	160	226
West Texas	2	1
<b>Total</b>	<b>887</b>	<b>1043</b>

<b>Centers that have had Child &amp; Adolescent Wait List</b>		
<b>Center</b>	<b>Q1</b>	<b>Q2</b>
	<b>Sept/Oct/Nov 2019</b>	<b>Dec/Jan/Feb 2020</b>
Texoma Community Center	2	0
<b>Total</b>	<b>2</b>	<b>0</b>

<b>Centers and Number Child &amp; Adolescent Clients UNDERSERVED</b> <i>(received less than recommended)</i>		
<b>Center</b>	<b>Q1</b>	<b>Q2</b>
	<b>Sept/Oct/Nov 2019</b>	<b>Dec/Jan/Feb 2020</b>
Austin Travis County Integral Care	3	1
Bluebonnet Trails Community Services	4	5
Camino Real Community Services	1	0
Community HealthCore	32	43
Denton County MHMR Center	0	1
LifePath System	1	0
North Texas Behavioral Health Authority	2	0
Pecan Valley Centers	10	5
Tropical Texas Behavioral Health	82	100
<b>Total</b>	<b>135</b>	<b>155</b>

<b>Forensic State Hospital Wait List</b> <i>(Non-Max Security)</i>		
<b>Data Elements</b>	<b>Q1</b>	<b>Q2</b>
	<b>Sept/Oct/Nov 2019</b>	<b>Dec/Jan/Feb 2020</b>
People Added to the Waiting List	605	577
People Removed from the Waiting List	558	612
People on the Waiting List	500	451
Average Number of Days People Remained on the Waiting List	66	76

<b>Maximum Security Forensic State Hospital Wait List</b>		
<b>Data Elements</b>	<b>Q1</b>	<b>Q2</b>
	<b>Sept/Oct/Nov 2019</b>	<b>Dec/Jan/Feb 2020</b>
People Added to the Waiting List	168	97
People Removed from the Waiting List	145	147
People on the Waiting List	506	449
Average Number of Days People Remained on the Waiting List	281	289

**AGENDA ITEM NO. 05/09/20**  
**IDD Provider Board Report**

**1. COVID-19 IMPACT**

- ✚ The State has developed a report to review with each Provider that runs Group Homes, to ensure that Providers are properly prepared for Covid -19. The report is the ICAR form. ICAR stands for Infection Prevention and Control Assessment Reporting Tool. There are six different sections of the assessment: Visitor Restrictions, Education/Monitoring/Screening of Staff, Education/Monitoring/Screening of Individuals, availability of PPE (Personal Protective Equipment) and other Supplies, Infection Prevention and Control Practices, and Communication.
- ✚ Lakes Regional IDDP staff and Group Homes have been working on all six areas aforementioned in the ICAR for the past 2 1/2 months, prior to the assessment tool being developed. We have Protocols in place to ensure we are keeping all individuals and staff as safe and healthy as possible. We have reviewed and trained with staff and individuals on a regular basis from simple reminders like general hand washing techniques, to more difficult subjects like what we will need to do should we get a confirmed CoVid 19 case with one of the individuals.
- ✚ Each Group Home has a binder with infection control information, general reminders, and State requirements to remain in compliance during this time.
- ✚ The ICAR Report will be reviewed with a State Representative to see what our strong areas are and what areas need more focus. Group Home Managers and Regional Managers will use this report to ensure each Group Home is maintaining the best practices to keep everyone healthy while staying in compliance with State and Federal guidelines. Once the ICAR is reviewed with the State Representative, we will make any recommended adjustments, and keep adjusting anything needed to ensure the health and safety of the individuals are top priority.
- ✚ Pleased to report there are no staff or individual positive Covid-19 cases within our Group Homes, Host Homes, and community homes served.
- ✚ Initially eight families chose to take their family member home from the group home at the time Shelter in Place orders were declared. Five returned to Terrell group homes last week and three Greenville ICF

individuals remain at their family home. ICF requires us to Quarantine the individuals when they return to Group Home. Therefore, some of the families clearly do not want their family member to be essentially in their bedroom for 14 days as behaviors may result. Planning is in process and questions submitted to state to transition back to group homes.

- ✚ Day Hab facilities remain closed, yet plans are being discussed of possible partial opening. However, Day Habilitation is still provided in the Group Homes with Day Habilitation staff.

## **2. Electronic Visit Verification (EVV)**

- ✚ We finalized our selection of our EVV Vendor at the start of this month, which is Datalogic/Vesta. We have completed the implementation process for EVV. We are currently transferring our individual and staff information into the Vesta System. This is necessary to be complete and begin training/trial period with Vesta July 1, 2020 through November 30, 2020. The EVV program is then slotted to begin December 1, 2020. EVV will be utilized for In-Home Respite, In-Home Day Habilitation and Personal Assistance Services and Habilitation (PAS/HAB) in the community.

## **3. Exceptional Item 22 (EI22)**

- ✚ HHSC selected five Local IDD Authorities with demonstrated experience providing specialized outpatient mental health services for persons with IDD. The Local IDD Authorities selected to participate in the Learning Collaborative are Bluebonnet Trails Community Services, Integral Care, Lakes Regional Community Center, Tarrant County, and Harris Center for Mental Health and IDD. The purpose of the Learning Collaborative is to provide HHSC with a pilot project design that would outline the challenges and steps necessary to provide integrated outpatient mental health, crisis intervention, and trauma informed care and other specialized clinical services to people with IDD within a biopsychosocial model.

## AGENDA ITEM No. 05.10.20

### Contracts & Quality Management Report

#### Recommended Board Action:

None. Information only

#### Rationale:

#### 1. CONTRACTS/NETWORK DEVELOPMENT

- We received an amendment for the HHSC ECI contract effective 05/07/2020. The amendment added a provision to incorporate an Indirect Cost Rate (ICR) of 10% of the Modified Total Direct Cost.
- We executed a contract with TriWest which is an insurance benefit provided to veterans by the Veterans Administration.
- Lakes applied for a COVID-19 Crisis Counseling Program (CCP) grant. We are currently waiting for the notice of award.

#### 2. PNAC

- The next RPNAC meeting will be held May 21, 2020.
- Next Local PNAC meeting will be held on May 28, 2020.

#### 3. PLANNING

- The 2020 Consolidated Local Service Plan (CLSP) template is currently being revised by HHSC. The CLSP is due to HHSC by 8/31/2020.
- The 2020 Local Provider Network & Development Plan (LPND) is due to HHSC 8/31/2020. The draft LPND will be presented at Regional and Local PNAC meetings in Qtr. 4.
- We received a draft of the HHSC All Texas Access TSH regional plan. We continue to participate in calls to work towards finalization of the plan.

#### 4. RIGHTS ALLEGATIONS

- IDDA: 1 – Pending; 1 - unconfirmed

#### 5. APS ALLEGATIONS

- 1 -**Allegation:** Neglect/ Terrell Group **Results:** Unconfirmed
- 1- **Allegation:** Neglect/Paris Group Home **Results:** Pending
- 1- **Allegation:** Neglect/ Waxahachie Group Home **Results:** Pending

#### 6. QM MH, NTBHA & SUBSTANCE ABUSE

- MH Performance Measures: Lakes Regional will be held harmless for performance measures and outcomes until further notice due to COVID-19.
- CCBHC
  - Lakes Regional received a \$3.98M CCBHC Expansion Grant from SAMHSA. SAMSHA is requesting an adjusted grant budget and a disparity impact statement to be submitted by June 1, 2020.
  - Lakes Regional submitted the Texas CCBHC Application on February 27, 2020 and are expecting a call from HHSC in May to move forward with CCBHC Certification

#### 7. EVV

- The 21st Century Cures Act is a federal law that requires all states to use electronic visit verification for Medicaid personal care services by Jan. 1, 2020, and home health care services by Jan 1, 2023. States must implement EVV or risk a loss of federal Medicaid matching dollars. The Centers for Medicare and Medicaid Services allows states to request a one-year exemption from funding losses.



- Lakes Regional has selected DataLogic-Vesta as the EVV vendor for HCS, TxHmL, and Yes Waiver. Lakes has started the onboarding process for HCS and TxHmL. QM will submit the required documentation to start the onboarding process for Yes Waiver by June 15, 2020.

#### **8. IDD**

- IDD Service Targets: Lakes Regional will be held harmless for performance measures and outcomes until further notice due to COVID-19.
- NCQA
  - Lakes IDD Authority is in the preliminary phase of moving toward National Committee for Quality Assurance (NCQA) Accreditation. The first NCQA Workgroup meeting to kick-off the accreditation project is scheduled for May 20, 2020.

## **AGENDA ITEM NO. 05.11.20**

### **Human Resources Report**

#### **Recommended Board Action:**

None; information only.

#### **1. Headcount**

At the end of April we had 403 employees with 454.35 authorized FTEs. We filled six positions during the month, five of which were new hires. We also experienced four separations, three of which were voluntary. Some of the reasons cited for leaving the Center include becoming a new mother and deciding to be a full-time mom; realizing that they were not a good fit for the job; and Alice McGuire retired after serving as a Nurse Practitioner with the Center for almost 13 years. The one involuntary separation involved an individual who had continuing attendance problems. We are averaging 7.6 separations per month, and are projecting a year-end turnover of 22.7%, which is slightly lower than the FY19 rate of 25.3%.

#### **2. Compensation & Benefits**

There were 10 employees who self-quarantined during April due to concerns about COVID-19. Only one of them was symptomatic and, fortunately, everyone tested negative. We implemented an emergency COVID-19 sick leave procedure, which grants up to 80 hours of paid leave for staff who are symptomatic, regardless of test results. The leave for this procedure is donated by employees, who have a balance of sick leave exceeding 80 hours, and the Center matches their donation hour for hour. We currently have a balance of 3881 hours in the pool, and have received only one request for leave in the amount of 60 hours.

Healthcare expenses in April were even lower than February, with a loss ratio of only 56.2%; it is 82.1% YTD. We expect these costs to rise in the latter half of this fiscal year and into the next, as people resume routine medical care and elective procedures with the reopening of the state. We have 10 individuals with expenses greater than \$50,000, three of whom have exceeded the individual stop-loss limit of \$125,000. These 10 claimants reflect only 1.8% of total claimants, but spent 45.8% of total paid expenses with an average paid expense per claimant of \$95,935.

HR Monthly Report  
FY2020

5/21/2020

I. Head Count (end of mo)	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
<i>General Administration</i>													
# Budgeted FTE	37	37	37	37	37	37	37	37	37	37	37	37	37
# Assigned FTE	35	35	35	34	36	35	35	35	35	35	35	35	35
# Employees	35	35	35	34	36	35	35	35	35	35	35	35	35
# Vacant FTE	2	2	2	3	1	2	2	2	2	0	0	0	2
<i>ECI Services</i>													
# Budgeted FTE	21	21	23	24	22	22	22	21.9					21.9
# Assigned FTE	22	21	21	21	22	23	23	23	23	23	23	23	23
# Employees	22	21	21	21	22	23	23	23	23	23	23	23	23
# Vacant FTE	-1	0	2	3	0	-1	-1	-1.1	0	0	0	0	-1.1
<i>1115 Waiver Projects</i>													
# Budgeted FTE	72	72	72	72	53	49.6	48.6	48.6					48.6
# Assigned FTE	50	45	47	48	48	47	48	50					50
# Employees	50	45	47	48	48	47	48	50					50
# Vacant FTE	22	27	25	24	5	2.6	0.6	-1.4	0	0	0	0	-1.4
<i>IDD Authority Services</i>													
# Budgeted FTE	68.6	67.6	66.6	66.6	64.6	62.6	62.6	62.6					62.6
# Assigned FTE	59	58	56	60	56	56	57	57					57
# Employees	59	58	56	60	56	56	57	57					57
# Vacant FTE	9.6	9.6	10.6	6.6	8.6	6.6	5.6	5.6	0	0	0	0	5.6
<i>IDD Provider Services</i>													
# Budgeted FTE	127.75	166.75	126.75	126.75	120.75	121.75	122.75	122.75					122.75
# Assigned FTE	108	103	104	105	106	104	105	103					103
# Employees	108	103	104	105	106	104	105	103					103
# Vacant FTE	19.75	63.75	22.75	21.75	14.75	17.75	17.75	19.75	0	0	0	0	19.75
<i>Medical Prescriber Services</i>													
# Budgeted FTE	11	11	11	11	11	11.5	11.5	11.5					11.5
# Assigned FTE	11	11	11	11	11	11	12	14					14
# Employees	11	11	11	11	11	11	12	14					14
# Vacant FTE	0	0	0	0	0	0.5	-0.5	-2.5	0	0	0	0	-2.5
<i>Mental Health Adult Services</i>													
# Budgeted FTE	133	133	133	133	127	125	125	125					125
# Assigned FTE	109	108	110	107	108	108	107	106					106
# Employees	109	108	110	107	108	108	107	106					106
# Vacant FTE	24	25	23	26	19	17	18	19	0	0	0	0	19
<i>Mental Health C&amp;A Services</i>													
# Budgeted FTE	9	9	9	9	9	9	9	9					9
# Assigned FTE	5	5	5	5	5	5	4	4					4
# Employees	5	5	5	5	5	5	4	4					4
# Vacant FTE	4	4	4	4	4	4	5	5	0	0	0	0	5
<i>Substance Abuse Services</i>													
# Budgeted FTE	20	20	20	20	16	16	16	16					16
# Assigned FTE	10	11	11	10	11	11	11	11					11
# Employees	10	11	11	10	11	11	11	11					11

HR Monthly Report  
FY2020

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
# Vacant FTE	10	9	9	10	5	5	5	5	0	0	0	0	5
<b>Overall Total</b>													
# Budgeted FTE	499.35	537.35	498.35	499.35	460.35	454.45	454.45	454.35	0	0	0	0	454.35
# Assigned FTE	409	397	400	401	403	400	402	403	0	0	0	0	403
# Employees	409	397	400	401	403	400	402	403	0	0	0	0	403
# Vacant FTE	90.35	140.35	98.35	98.35	57.35	54.45	52.45	51.35	0	0	0	0	51.35
<b>II. Recruitment</b>													
# Applications Received	219	190	77	140	137	170	132	79					
# Positions Filled	16	8	8	12	19	6	11	6					1,144
# New Hires	15	4	7	9	12	4	11	5					86
# Internal Promotions/Transfers	1	4	1	3	7	2	0	1					67
													19
<b>III. Separations</b>													
# Separations *	13	8	4	10	7	7	8	4					61
YTD Avg # Employees													401.9
YTD Turnover Rate													15.18%
* excludes temporary, PRN, & RIF													
Avg LOS (Yrs)	5.04	2.42	3.22	4.13	2.97	3.25	1.48	3.61					3.42
# Involuntary Separations	0	1	1	1	2	1	3	1					10
# Voluntary Separations	13	7	3	9	5	6	5	3					51
# Vol Separations < 90 Days Emp	1	0	0	1	0	1	1	0					4
# Vol Separations > 90 Days < 1 Yr	3	0	2	3	2	3	3	2					18
<b>IV. Training</b>													
# NEO Classes	2	2	3	1	1	2	2	3					16
# NEO Participants	12	6	7	7	10	4	9	5					60
# CPR Classes	4	4	3	4	3	4	4	1					27
# CPR Participants	10	13	7	18	15	8	10	1					82
# SAMA Initial Classes	1	4	2	1	1	2	0	0					11
# SAMA Initial Participants	5	9	7	7	7	2	0	0					37
# SAMA Refresher Classes	2	6	3	3	5	4	2	0					25
# SAMA Refresher Participants	9	10	9	7	18	16	2	0					71
# ASIST Initial Classes	1	0	0	0	0	0	0	0					1
# ASIST Initial Participants	18	0	0	0	0	0	0	0					18
# SOSAM Classes	2	1	0	0	1	1	0	0					5
# SOSAM Participants	4	1	0	0	1	1	0	0					7
# YMHFA Classes	1	1	1	0	0	0	0	0					3
# ISD Participants	14	12	12	0	0	0	0	0					38
Total # Events	13	18	12	9	11	13	8	4	0	0	0	0	88
Total # Participants	72	51	42	39	51	31	21	6	0	0	0	0	313
<b>V. Benefits</b>													
<b>Retirement</b>													
# Eligible Employees	353	350	360	369	365	366	369	367					367
# 457(b) Participants	268	262	267	270	264	267	264	262					262
# Participating at 5% or More	160	158	160	161	157	158	158	155					155
\$ Avg Contribution Amount	205	197	190	185	214	204	202	200					200
\$ Total 457(b) Contribution	55,009	51,639	50,668	49,953	56,487	54,545	53,340	52,478					424,119
\$ Total Center's Match to 401(a)	42,585	41,945	41,823	41,240	41,240	42,503	42,397	42,977					336,710

HR Monthly Report  
FY2020

5/21/2020

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
<b>Health Insurance</b>													
# Eligible Employees	353	350	360	369	365	366	369	367					367
# With Coverage	333	330	335	344	342	343	343	341					341
\$ Total Premium per Month	416,992	414,211	415,782	424,051	418,247	417,791	413,413	412,321					3,332,808
<b>Value Plan Enrollment</b>													
# Employee Only	153	153	161	170	174	174	179	173					173
# Employee & Child	32	33	33	33	32	34	29	32					32
# Employee & Spouse	19	19	19	19	17	19	17	18					18
# Employee & Family	33	34	34	35	34	32	33	31					31
\$ Paid by Employee	48,698	49,860	49,860	50,256	48,347	48,685	46,419	46,575					388,700
\$ Paid by Center	249,386	252,241	259,017	267,884	265,977	268,005	264,899	261,663					2,089,072
<b>Enhanced Plan Enrollment</b>													
# Employee Only	79	75	74	73	71	71	72	74					74
# Employee & Child	6	6	5	5	5	5	5	5					5
# Employee & Spouse	4	4	3	3	3	3	3	3					3
# Employee & Family	7	6	6	6	6	5	5	5					5
\$ Paid by Employee	27,595	25,811	24,093	23,946	23,652	22,456	22,603	22,897					193,053
\$ Paid by Center	91,313	86,299	82,812	81,965	80,271	78,645	79,492	81,186					661,983
<b>Loss Ratio</b>													
\$ Total Admin Fee Paid	66,946	65,548	67,346	68,945	68,545	68,745	68,745	68,345					543,165
\$ Total Premium Paid	416,992	414,211	415,782	424,051	418,247	417,791	413,413	412,321					3,332,808
\$ Total Claims Paid (Med & Rx)	373,545	304,165	240,115	540,123	373,389	432,524	241,993	231,788					2,737,642
Loss Ratio	89.6%	73.4%	57.8%	127.4%	89.3%	103.5%	58.5%	56.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	82.1%
# Large Claims > \$50,000	1	2	3	6	9	12	11	10					10
# Claims Exceeding Ind Stop Loss	0	0	0	1	2	2	2	3					3