

LAKES REGIONAL COMMUNITY CENTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
WEDNESDAY, JUNE 24, 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 PIN CODE: 826876

AGENDA

AGENDA NUMBER	TOPIC
06.01.20	CALL TO ORDER <ul style="list-style-type: none">• Roll Call / Introduction of Guest
06.02.20	APPROVAL OF MINUTES <ul style="list-style-type: none">• Regular Board Meeting Minutes of May27, 2020
06.03.20	COMMENTS FROM CITIZENS <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>
06.04.20	COMMITTEE MEETING REPORTS <ul style="list-style-type: none">• None Scheduled
06.05.20	RECOMMENDATIONS FOR APPROVAL <ul style="list-style-type: none">• Resolution to Purchase and Remodel of building located at 209 N. Rockwall St., Terrell, Texas• Resolution to Approve Opening Bank Account for the Payroll Protection Plan Distribution• Resolution to Approve Refinancing of 655 Airport Road, Sulphur Springs, Texas• Motion to approve Quality Management Plan FY 2019 – FY 2020
06.06.20	EXECUTIVE DIRECTOR REPORT (<i>John Delaney</i>) <ul style="list-style-type: none">• 1115 Transformation Waiver Update• COVID-19 Center Updates• FY-20 Status of State Performance Contracts Updates
06.07.20	FISCAL REPORT (<i>Erwin Hancock</i>) <ul style="list-style-type: none">• Motion to Accept Center's Financial Statement for Period(s) Ending: May, 2020.• Motion to Accept Center's 3rd Quarterly Investment Report for approval.
06.08.20	MENTAL HEALTH SERVICES REPORT (<i>James Williams</i>) <ul style="list-style-type: none">• Program Updates
06.09.20	INTELLECTUAL & DEVELOPMENTAL DISABILITIES REPORT (<i>Laurie White</i>) <ul style="list-style-type: none">• Program Updates

LRCC Board of Trustees Meeting Agenda

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

- Contracts/Network Development
- PNAC
- Planning/Audits

06.11.20 HUMAN RESOURCES REPORT *(Keith Matthews)*

- Staffing Issues
- Employee Benefits

06.12.20 ADJOURNMENT

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

*Regular Meeting of the Board of Trustees
Wednesday, July 22, 2020*

AGENDA ITEM NO. 06.02.20

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 May 27, 2020 as presented.

LAKES REGIONAL COMMUNITY CENTER
REGULAR MEETING OF THE BOARD OF TRUSTEES
WEDNESDAY, MAY 27, 2020, 5PM

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

BOARD MINUTES

AGENDA NUMBER	TOPIC
05.01.20	<p>CALL TO ORDER The May 27, 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.</p> <p>Members Present: Tom Brown, Hunt County, Chair John Kegerreis, Ph.D., Kaufman County, Board Secretary Frances Neal, Titus County Lisa Heine, Ellis County Carrie Hefner, Camp County Dana Sills, Hopkins County James Ervin, Rockwall County, Vice-Chair Marti Shaner, Navarro County Steve Earley, Lamar County Jan Brecht-Clark, PhD, Delta County</p> <p>Members Absent: E.P. Pewitt, Morris County; Linda Sharpin, Franklin County Vacant Seat(s): NA Guest: NA Ex Officio Members Absent: Sheriff Scott Cass, Lamar County Ex Officio Members Present: Sheriff Jack Martin, Morris County</p> <p>Management Staff Present: John Delaney, Erwin Hancock, James Williams, Keith Matthews, Kellie Walker, Laurie White, and Larry Jonczak</p> <p>Management Staff: Alex Polley, CFO Executive Assistant, Recording Secretary Board Liaison/Recording Secretary: Judy Dodd - Absent</p>
05.02.20	<p>APPROVAL OF MINUTES Recommended Board Action: ➤ Approval of Minutes of May 27, 2020 meeting.</p> <p>Rational: Tom Brown asked members if they had reviewed the minutes and if there were any corrections or additions. Correction for attendance: Dana Sills, Hopkins County present. With no other corrections or additions were noted; Chair then asked for motion to approve. Motion was made by John Kegerreis to approve and seconded by Jan Brecht-Clark. Minutes were approved unanimously by a sign of aye.</p> <p>CLOSURE</p>

05.03.20 **COMMENTS FROM CITIZENS**

- NA
- CLOSURE**

05.04.20 **COMMITTEE MEETING REPORT**

- NA
- CLOSURE**

05.05.20 **RECOMMENDATIONS FOR APPROVAL**

- NA
- CLOSURE**

05.06.20 **EXECUTIVE DIRECTOR REPORT** (*John Delaney*)

Recommended Board Action:

- None: Information only

Rationale:

Discussion on the following:

Handouts

- **1115 Transformation Waiver Update:**
 - John reported that Lakes is currently on track. HHSC is reviewing reports from providers for approval of payment in July.
- **CCBHC Grant:**
 - Lakes 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.
- **COVID-19:**
 - Programs will continue to utilize strategies in place through June to provide services. Group Day habilitation programs remain shut down, and this has resulted in a substantial loss of revenue for these programs. These staff are continuing to work at group homes providing day services to clients. Prescribers are now using both the phone and our regular telemedicine network as usual
- **FY'20 Status of State Performance Contracts Updates:**
 - 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.

CLOSURE

05.07.20 **FISCAL REPORT** (*Erwin Hancock*)

Recommended Board Action:

- Approval of Center's Financial Statement for Period(s) Ending:
 - April 2020.

Rationale:

- Erwin presented the financial report for the months of April 2020. Erwin noted that in April we recognized \$134,000 in MAC revenue. Lakes had \$39,000 of COVID related expenses in the month of April. Travel and Training is less than half of the monthly expense as usual. Lakes received the Payroll Protection Plan loan in the amount of \$4.3 million, extending over an 8-week period. 75% of this loan must be used for payroll related expenses. At the end of the loan, we have a 6-month deferral, and will begin to payback the unforgiven portion at a 1% interest rate. Chair, Tom Brown asked for any questions of financials if not motion to approve. Lisa Heine made motion to approved, with a second motion of approval by James Ervin. A sign of aye unanimously approved Financials.

CLOSURE

05.08.20

MENTAL HEALTH SERVICES REPORT (James Williams)

Recommended by Board Action:

None: Information only

Rationale:

- **FEMA COVID-19 Crisis Counseling Grant**
 - Lakes received the FEMA Crisis Counseling grant in the amount of \$185,000. Information regarding these services was distributed to the included communities.
- **Certified Community Behavioral Health Clinic**
 - We have received the CCBHC Grant which Lakes will create 17 new positions, 11 of these positions being Care Coordinators. This Grant will allow us to grow and expand within our communities.
- **COVID-19**
 - Lakes has not officially received the 1135 Waiver for a June extension but it is expected.
- **Behavioral Health Messenger**
 - Two publications in May and will return to monthly format in June.
- **State Wait List**
 - Lakes has never had a wait list for MH Adults or Children and Adolescents
 - Lakes is overserving Children and Adolescents by 34 individuals with our target number of 94.
 - Lakes is not underserving anyone.

CLOSURE

05.09.20

INTELLECTUAL & DEVELOPMENTAL DISABILITIES REPORT (Laurie White)

Recommended by Board Action:

None: Information only

- **COVID-19**
 - We have Protocols in place to ensure we are keeping all individuals and staff as safe and healthy as possible.
 - 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.
 - No COVID-19 cases within our Group Homes.
- **Electronic Visit Verification (EVV)**
 - Software has been selected (Datalogic/Vesta). Training period will be July 1-November 30. Implementation will begin December 1.
 - EVV will be utilized for In-Home Respite, In-Home Day Habilitation and Personal Assistance Services and Habilitation (PAS/HAB) in the community.
- **Exceptional Item 22 (EI22)**
 - HHSC selected five Local IDD Authorities with demonstrated experience providing specialized outpatient mental health services for person with 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.
- **CLOSURE**

05.10.20

QUALITY MANAGEMENT/CONTRACTS REPORT (Kellie Walker)

Recommended by Board Action:

None: Information only

Rationale:

➤ **Contracts/Network Development**

- Lakes has received a tentative HHSC SUD Region 3 & Region 4 amendment that will reflect a \$100,000 reduction in funding, if it is implemented. We have requested a reconsideration and are awaiting an answer from HHSC.

➤ **PNAC**

- Meeting was held May 28, 2020 by teleconference.
- RPNAC – meeting scheduled for May 21, 2020.

➤ **Planning**

- 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.

➤ **Rights Investigations**

- IDDA: 1 Pending; 1 Unconfirmed

➤ **APS Allegations**

- Allegation – 2 pending; 1 Unconfirmed

➤ **QM MH, NTBHA & Substance Abuse**

- MH and IDD are being held harmless to performance measures outcomes until further notice during the COVID pandemic.
- IDD Authority is in the preliminary phase of moving toward a NCQA. The first workgroup was held on May 20, 2020.

➤ **EVV**

- 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.

➤ **IDD**

- Lakes 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.

CLOSURE

05.11.20

HUMAN RESOURCES REPORT (Keith Matthews)

Recommended by Board Action:

None: Information only

Rationale:

➤ **Staffing issues**

- Lakes has a total of 403 employees with 454.35 authorized FTEs.
- April – 4 separations

➤ **Employee Compensation and Benefits:**

- Ten employees have been reported to self-quarantine for reasons related to COVID-19, all have been tested negative.
- April healthcare expenses are below average, at a loss ratio of 56%.

CLOSURE

05.12.20

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

Judy Dodd, Board Liaison/Transcriptionist

DATE:

AGENDA ITEM NO. 06.03.20

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. 06.04.20

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. 06.05.20

Recommendations for Approval:

- Review and take possible action to approve Authorizing the Borrowing of Funds and Designating Authorized Representatives for Purchase and Remodel of building located at 209 N. Rockwall Avenue, Terrell, Texas.
- Review and take possible action to approve Authorizing Bank Account for Payroll Protection Plan Distribution
- Review and take possible action to approve Authorizing the Refinancing of 655 Airport Road, Sulphur Springs, Texas.
- Review and take possible action to approve Quality Management Plan Mental Health & Substance Use Disorder Services for FY 2019 – FY 2020

Rationale:

- Motion to approve Resolution Authorizing the Borrowing of Funds and Designating Authorized Representatives for purchase and remodel of building located at 209 N. Rockwall Avenue, Terrell, Texas.
 - Lakes Regional MHMR Center shall agree to borrow funds from The American National Bank of Texas for the purpose of purchase and remodel of a building located in at 209 N. Rockwall Ave. Terrell, Texas. Said building will be occupied for office and clinical use, in the ordinary pursuit of business. Lakes Regional MHMR Center accordingly authorizes Erwin Hancock, Chief Financial Officer to negotiate said loan, including the interest rate and the length of said loan, with The American National Bank of Texas. Lakes Regional MHMR Center hereby limits the amount of the loan to an amount not to exceed four hundred thousand dollars (\$400,000).
- Motion to approve Resolution Authorizing opening bank account for Payroll Protection Plan Distribution.
- Motion to approve Resolution Authorizing the Refinancing of 6th Airport Road, Sulphur Springs, Texas.
- Motion to approve Quality Management Plan for FY 2019 – FY 2020.



Lakes Regional Community Center

Administrative Offices PO Box 747 Terrell, Texas 75160 (972)388-2000 www.lakesregional.org

John P. Delaney Executive Director
Thomas S. Brown Chairman of the Board

**Resolution
Authorizing the Borrowing of Funds
And
Designating Authorized Representatives**

Whereas, Lakes Regional MHMR Center is an agency of the State of Texas, a governmental unit and a unit of local government as defined by Chapter 101, and 102, Civil Practice and Remedy Code and a local government as defined by Section 3, the Inter-local Cooperation Act-Article 4413(32c), Vernon's Texas Civil Statutes and is empowered to borrow funds from The American National Bank of Texas.

NOW THEREFORE, be it resolved as follows:

- A. That Lakes Regional MHMR Center shall agree to borrow funds from The American National Bank of Texas for the purpose of purchase and remodel of a building located in at 209 N. Rockwall Ave. Terrell, Texas. Said building will be occupied for office and clinical use, in the ordinary pursuit of business. Lakes Regional MHMR Center accordingly authorizes Erwin Hancock, Chief Financial Officer to negotiate said loan, including the interest rate and the length of said loan, with The American National Bank of Texas. Lakes Regional MHMR Center hereby limits the amount of the loan to an amount not to exceed four hundred thousand dollars (\$400,000).
- B. That the individuals, whose signature appears below B.1 is an authorized representatives of Lakes Regional MHMR Center and is hereby authorized to borrow the aforementioned funds, by signing said loan documents and any other documents that may be required to facilitate the consummation of the loan.

The Authorized representatives of Lakes Regional MHMR Center are:

- 1. Name _____ Title _____
Erwin Hancock CPA Chief Financial Officer

- C. This resolution and its authorization shall continue in full force and effect until amended or revoked by the Board of Trustee of Lakes Regional MHMR Center, and until The American National Bank of Texas receives a copy of any such amendment or resolution.

This resolution is hereby adopted by the Board of Trustees of Lakes Regional MHMR Center at its regular meeting held on the ___ day of _____, 2020.

Lakes Regional MHMR Center

By: _____ Title: Chairman of the Board
Tom Brown

Print Name

ATTEST: _____ Title: Executive Secretary
Judy Dodd

Print Name

*Serving 12 Northeast Texas Counties
Camp, Delta, Ellis, Franklin, Hopkins, Hunt, Kaufman, Lamar, Morris, Navarro, Rockwall and Titus*

Lakes Regional Community Center is an ADA/EEO Employer

Payroll Protection Plan

Paycheck Protection Program

Loan amount \$4,322,700.

Lakes Regional was awarded a loan under the Payroll Protection Program (CARES Act) on May 4, 2020. In general, the loan is subject to forgiveness based upon utilization of the awarded funds in accordance with the terms of the Act. Although the original Act provided for a forgiveness “application” following eight weeks, an amendment has revised those terms to include a forgiveness period of twenty four weeks. Lakes Regional staff have personally conferred with our auditors as well as online presentations sponsored by the National Council of Behavioral Health and the Texas Council of Community Centers regarding the proper recording of various transactions. Accordingly, we have recorded the long term loan (Liability) and a corresponding increase in Assets.

To properly demonstrate utilization of the loan funds we have “recognized” \$1,080,675 of the loan proceeds during the month of May. Because General Revenue, 1115 Revenues, and Medicaid Administrative Claiming revenues are usually recognized on a 1/12th basis, we have deferred recognition of those revenues until later in the fiscal year.

By treating these funds in this manner, we will be very clear concerning their expenditure when it comes time to apply for forgiveness via the Small Business Administration. We have been advised that this method is a more conservative approach to recognition rules and generally acceptable accounting Principles (GAAP). Nevertheless, we understand that new announcements are pending from the AICPA in the next few days.



Lakes Regional Community Center

Administrative Offices PO Box 747 Terrell, Texas 75160 (972)388-2000 www.lakesregional.org

John P. Delaney *Executive Director*
Thomas S. Brown *Chairman of the Board*

Resolution
Authorizing Opening of New Bank Account for SBA Paycheck
Protection Loan Funds

Whereas, Lakes Regional MHMR Center dba Lakes Regional Community Center (Lakes) is an agency of the State of Texas, a governmental unit and a unit of local government as defined by Chapter 101 and 102, Civil Practice and Remedy Code and a local government as defined by Section 3, the Inter-local Cooperation Act-Article 4413 (32c), Vernon's Texas Civil statute, and is empowered to open bank accounts in the county's where it is authorized to consummate business.

NOW THEREFORE, be it resolved as follows:

- A. That Lakes shall agree to open a new bank account entitled "Paycheck Protection Plan Account" with The American National Bank of Texas, Terrell, Texas, and accordingly authorizes Erwin L. Hancock, Chief Financial Officer to open said bank account.

- B. This resolution and its authorization shall continue in full force and effect until amended by the Board of Trustee of Lakes, and until said designated local banks (per attached list) receives a copy of any such amendment or resolution.

This resolution is hereby adopted by the Board of Trustees of Lakes Regional Community Center at its regular meeting held on this _____ day of _____, 2020.

Lakes Regional Community Center

By: _____
Tom Brown, Chairman of the Board

By: _____
John Delaney, Executive Director



Lakes Regional Community Center

Administrative Offices PO Box 747 Terrell, Texas 75160 (972)388-2000 www.lakesregional.org

John P. Delaney *Executive Director*
Thomas S. Brown *Chairman of the Board*

**Resolution
Authorizing the Refinancing of 655 Airport Road Sulphur Springs, Texas
And
Designating Authorized Representatives**

Whereas, Lakes Regional MHMR Center is an agency of the State of Texas, a governmental unit and a unit of local government as defined by Chapter 101, and 102, Civil Practice and Remedy Code and a local government as defined by Section 3, the Inter-local Cooperation Act-Article 4413(32c), Vernon's Texas Civil Statutes and is empowered to borrow funds from The American National Bank of Texas.

NOW THEREFORE, be it resolved as follows:

- A. That Lakes Regional MHMR Center shall agree to re-finance Lake's Mental Health Clinic and IDD Day Habilitation Program located at 655 Airport Road Sulphur Springs, Texas for the purpose of combining two mortgages and lowering its interest rate on same. And thereby deem it necessary to borrow funds from The American National Bank of Texas. Lakes Regional MHMR Center accordingly authorizes Erwin L. Hancock, Chief Financial Officer to negotiate said loan, including the interest rate and the length of said loan, with The American National Bank of Texas. Lakes Regional MHMR Center hereby limits the amount of the loan to an amount not to exceed one million three hundred thirty one thousand four hundred and sixty one dollars (\$1,331,461.00).
- B. That the individuals, whose name appears below is an authorized representatives of Lakes Regional MHMR Center and is hereby authorized to borrow the aforementioned funds, by signing said loan documents and any other documents that may be required to facilitate the consummation of the loan.

The Authorized representative of Lakes Regional MHMR Center is:

1. Name _____ Title _____
Erwin, L. Hancock Chief Financial Officer

- C. This resolution and its authorization shall continue in full force and effect until amended or revoked by the Board of Trustee of Lakes Regional MHMR Center and until The American National Bank of Texas receives a copy of any such amendment or resolution.

This resolution is hereby adopted by the Board of Trustees of Lakes Regional MHMR Center at its regular meeting held on the ___ day of _____, 2020.

Lakes Regional MHMR Center

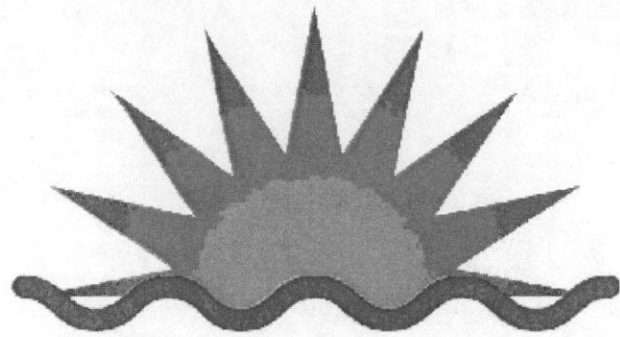
By: _____ Title: Chairman of the Board
Tom Brown

Print Name

ATTEST: _____ Title: Executive Secretary
Judy Dodd

Print Name

*Serving 12 Northeast Texas Counties
Camp, Delta, Ellis, Franklin, Hopkins, Hunt, Kaufman, Lamar, Morris, Navarro, Rockwall and Titus*



Lakes Regional MHMR Center

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Lakes Regional Community Center

Quality Management Plan Mental Health & Substance Use Disorder Services

FY 2019-2020

Quality Management Plan

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FY19-20

MENTAL HEALTH SUBSTANCE USE DISORDER
QUALITY MANAGEMENT PLAN

SIGNATURE PAGE

Director of
Quality Management: _____
Contracts & QM Director

Executive Director: _____
Executive Director

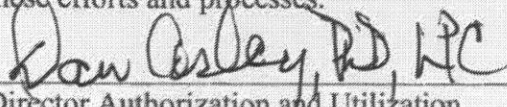
Board Approval: _____
Board Chair

ATTACHMENT C


UTILIZATION MANAGEMENT PLAN

MEDICAL DIRECTOR SIGNATURE PAGE


After review and with understanding that the purpose herein is dedicated to the enhanced efficiency, effectiveness and access of all Lakes Regional Community Center services through these efforts and processes.



Director Authorization and Utilization



Medical Director



Executive Director

Board Chair

Rev: 04.04.17

AGENDA Item No: 06.06.20
Executive Director's Report:

Recommended Board Action:
None: For Information Only

Rational:

Executive Director Report:

1. 1115 Transformation Waiver and Other Updates:

- HHSC approved all of our measures for payment in July
- 1115 Waiver Measure Flexibility Due to COVID-19:

HHSC has published their guidelines for how they are going to be flexible on DSRIP reporting measures during the next calendar year. They will allow telephone and tele video contacts to count for those measures that previously had a face-to-face requirement.

2. COVID-19 Response Summary:

The Governor has renewed his disaster declaration through the end of June and published guidelines for further reopening of businesses and social activities since the beginning of May. Texas has experienced a rise in the daily count of new Corona Virus cases in the last week or so. 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 with some changes. Staff are working remotely and at the office if needed. While most services are through video and telephone contacts, some evaluations are at the offices with families. In addition, some home visits for families that have requested it are occurring on an individual basis. For these, both staff and families are taking precautions as recommended.
- 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 face to face when necessary. Crisis respite is still occurring, and nursing home visits are now being done by telephone when possible. Some waiver enrollments and evaluations are occurring face-to-face when necessary.
- Mental Health: Services continue by telephone or tele-video contacts for most services. In addition, prescribers are now using both the phone and our regular telemedicine network as usual. SUD group services are occurring with a maximum of ten clients per session.
- IDD Provider: IDD HCS, TXHML and GR non-residential services have had their

waivers extended to continue delivery through telephone or tele-video means. Group day programs remain closed 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 have the most rigorous infection control procedures as long-term care facilities.

- Administration: Staff continue to work partly remotely on a rotational basis where feasible. This is to reduce the overall numbers of staff in the Terrell building at any given time. Most meetings of any size are being conducted through teleconferencing.
- HR Workforce Issues: Keith will provide a more summarized status report during his presentation.

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.

We received our FY-2021 renewal contract for our ECI program for Hunt, Lamar, Hopkins and Delta Counties. This was part of a statewide RFP for all of Texas to re-bid ECI services. Our award will result in a 22,000-dollar increase in our ECI grant for next year.

AGENDA ITEM NO. 06.07.20
Fiscal Reports

RECOMMENDATIONS FOR APPROVAL:

- Approval for acceptance.

Rationale:

Review and discussion of the Center's financial statement for the month(s) of May for approval.

Review and discussion of the Center's 3rd Quarterly Investment Report for approval.

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

**Erwin Hancock
Chief Financial Officer**

June 24, 2020

Lakes Regional Community Center
Financial Report Outline

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Lakes Regional Community Center
Financial Summary for the Month Ending May 31, 2020

Profit and Loss Summary

	Current Month	Year to Date
Revenues	\$2,928,560	\$26,931,908
Expenses	\$2,831,828	\$26,315,965
Net Income	<u>\$96,733</u>	<u>\$615,943</u>

Balance Sheet Summary

	Current YTD as of May 31, 2020	Last YTD as of May 31, 2019	Year to Year Change
Total Assets	\$30,106,029	\$21,832,311	\$ 8,273,718
Total Liabilities	\$15,687,534	\$7,405,398	\$ 8,282,136
Fund Balance	<u>\$14,418,495</u>	<u>\$14,426,913</u>	<u>\$ (8,418)</u>

Lakes Regional Community Center
Balance Sheet

		As of <u>5/31/2020</u>	As of <u>5/31/2019</u>	Net Change
Current Assets				
Cash	note1	\$ 9,221,375	\$ 4,764,162	\$ 4,457,213
Accounts Receivable		4,344,360	3,737,696	606,664
Other Current Assets		227,790	97,298	130,492
Total Current Assets		\$ 13,793,525	\$ 8,599,156	\$ 5,194,369
Long-Term Assets				
Fixed Assets (net of depreciation)		\$ 8,187,682	\$ 8,925,563	\$ (737,881)
Other Long-Term Assets		8,124,822	4,307,592	3,817,230
Total Long-Term Assets		\$ 16,312,504	\$ 13,233,155	\$ 3,079,349
Total Assets		\$ 30,106,029	\$ 21,832,311	\$ 8,273,718
Current Liabilities				
Accounts Payable		\$ 735,625	\$ 478,566	\$ 257,059
Accrued Expenses		580,217	675,345	(\$95,128)
Short-term Debt	note2	6,246,870	1,943,895	4,302,975
Total Current Liabilities		\$ 7,562,712	\$ 3,097,806	\$ 4,464,906
Long-term Debt	note3	\$ 8,124,822	\$ 4,307,592	\$ 3,817,230
Total Long-Term Debt		\$ 8,124,822	\$ 4,307,592	\$ 3,817,230
Total Liabilities		\$ 15,687,534	\$ 7,405,398	\$ 8,282,136
Investment In General Fund Assets		\$ 8,187,682	\$ 8,925,563	\$ (737,881)
Fund Balance at Beginning of Year		6,230,813	5,501,350	729,463
Total Equities and other Credits		\$ 14,418,495	\$ 14,426,913	\$ (8,418)
Total Liabilities, Equities and other Credits		\$ 30,106,029	\$ 21,832,311	\$ 8,273,718

note1 - Cash - Includes PPP Loan Proceeds for \$4,322,700

note2 - Short-term Debt - Deferred Revenue - includes PPP Loan Proceeds \$4,322,700 less May allocation \$1,080,675 = \$3,242,0

note3 - Long-term Debt - Includes PPP Loan recorded for \$4,322,700

Lakes Regional Community Center
Income Statement Recap by Division
As of May 31, 2020

<u>Division</u>	<u>Current Month</u>	<u>Year to Date</u>
MH	\$ 41,996	(5,106)
Mental Health First Aid & Outreach	1,041	8,621
Hospitality House	3,254	(9,822)
IDD	273,204	465,814
ECI	4,687	(35,457)
Administration	(2,769)	31,983
Bonham Property	74	668
Expending Fundraising	0	5,496
1115 Waiver	(170,831)	137,956
Medical Prescriber Services	(53,924)	15,791
Total Lakes	\$ 96,733	\$ 615,943

Lakes Regional Community Center
Comparative Income Statement for the Month ended May 31, 2020

		5/31/2020	5/31/2019	Variance	Var %
Revenues					
General Revenue IDD	note1	\$5,059	\$208,375	(\$203,316)	-98%
General Revenue MH	note1	\$360,225	\$647,510	(\$287,285)	-44%
Early Childhood Intervention Revenue		\$114,283	\$78,934	\$35,349	45%
1115b Waiver Revenue	note1	\$0	\$475,771	(\$475,771)	-100%
NTBHA Revenue		\$239,848	\$225,887	\$13,961	6%
Medicaid Revenue		\$298,945	\$301,039	(\$2,094)	-1%
Medicare Revenue		\$4,349	\$10,433	(\$6,084)	-58%
HCS Revenue		\$390,544	\$412,803	(\$22,260)	-5%
Managed Care Revenue		\$94,872	\$102,802	(\$7,930)	-8%
Private Insurance		\$3,307	\$7,321	(\$4,014)	-55%
Client Fees		\$3,565	\$8,159	(\$4,594)	-56%
Other Revenue	note1	\$1,413,564	\$528,771	\$884,793	167%
Total Revenues		\$2,928,560	\$3,007,805	(\$79,245)	-3%
Expenses					
Salaries and Wages		\$1,423,147	\$1,402,510	\$20,636	1%
Employee Benefits		\$503,909	\$497,007	\$6,902	1%
Staff Training		\$2,464	\$5,520	(\$3,055)	-55%
Furniture and Equipment		\$532	\$4,475	(\$3,943)	-88%
Maintenance and Repairs		\$12,002	\$20,623	(\$8,621)	-42%
Utilities		\$32,001	\$29,182	\$2,819	10%
Client Support		\$1,854	\$2,271	(\$417)	-18%
Supplies		\$19,906	\$25,647	(\$5,741)	-22%
Vehicle Maintenance		\$1,674	\$8,460	(\$6,786)	-80%
Insurance Costs		\$26,369	\$24,062	\$2,307	10%
Debt Service		\$54,493	\$61,534	(\$7,041)	-11%
Other Expenses		\$753,477	\$853,020	(\$99,543)	-12%
Total Expenses		\$2,831,828	\$2,934,311	(\$102,483)	-3%
Net Surplus/(Deficit)		\$96,733	\$73,495	\$23,238	-32%

note1 With the exception of Hospitality House and Block Grant revenue, all other general revenue was deferred. Also, 1115 Waiver and MAC revenue was not recognized in May. PPP Loans were recorded, (Other Revenue), totaling \$1,080,675.

Lakes Regional Community Center
Comparative Income Statement for the period ended May 31, 2020

		<u>YTD ended</u> 05/31/2020	<u>YTD ended</u> 05/31/2019	Variance	Var %
Revenues					
General Revenue IDD	note1	\$1,483,620	\$1,842,717	(\$359,097)	-19%
General Revenue MH	note1	\$5,451,088	\$5,765,524	(\$314,436)	-5%
Early Childhood Intervention Revenue		\$782,484	\$638,728	\$143,756	23%
1115b Waiver Revenue	note1	\$4,184,616	\$4,281,939	(\$97,323)	-2%
NTBHA Revenue		\$2,113,976	\$2,133,901	(\$19,925)	-1%
Medicaid Revenue		\$2,721,817	\$2,675,947	\$45,870	2%
Medicare Revenue		\$60,664	\$90,532	(\$29,869)	-33%
HCS Revenue		\$3,511,589	\$3,557,379	(\$45,791)	-1%
Managed Care Revenue		\$897,089	\$1,004,426	(\$107,336)	-11%
Private Insurance		\$72,241	\$81,347	(\$9,106)	-11%
Client Fees		\$57,908	\$68,371	(\$10,463)	-15%
Other Revenue	note1	\$5,594,816	\$4,994,746	\$600,071	12%
Total Revenues		<u>\$26,931,908</u>	<u>\$27,135,558</u>	<u>(\$203,650)</u>	<u>-1%</u>
Expenses					
Salaries and Wages		\$12,997,698	\$12,693,460	\$304,238	2%
Employee Benefits		\$4,445,360	\$4,343,324	\$102,037	2%
Staff Training		\$26,765	\$25,145	\$1,620	6%
Furniture and Equipment		\$200,698	\$16,620	\$184,078	1108%
Maintenance and Repairs		\$170,759	\$123,275	\$47,484	39%
Utilities		\$333,490	\$345,419	(\$11,928)	-3%
Client Support		\$25,728	\$20,360	\$5,368	26%
Supplies		\$232,173	\$229,560	\$2,613	1%
Vehicle Maintenance		\$40,704	\$44,560	(\$3,856)	-9%
Insurance Costs		\$237,321	\$216,559	\$20,762	10%
Debt Service		\$501,196	\$711,177	(\$209,981)	-30%
Other Expenses		\$7,104,073	\$7,481,645	(\$377,572)	-5%
Total Expenses		<u>\$26,315,965</u>	<u>\$26,251,103</u>	<u>\$64,862</u>	<u>0%</u>
Net Surplus/(Deficit)		<u>\$615,943</u>	<u>\$884,455</u>	<u>(\$268,512)</u>	<u>30%</u>

note1 With the exception of Hospitality House and Block Grant revenue, all other general revenue was deferred. Also, 1115 Waiver and MAC revenue was not recognized for May. PPP Loans were recorded, (Other Revenue), totaling \$1,080,675.

**Lakes Regional Community Center
Statement of Revenues and Expenditures
For the Period Ending May 31, 2020**

Revenues	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Total</u>
Local	\$ 99,738	\$ 131,994	88,158	61,445	96,104	246,878	54,207	68,337	1,164,790	\$ 2,011,652
State Programs	1,444,526	1,508,576	1,449,344	1,472,589	1,493,812	1,442,237	1,590,335	1,418,506	956,864	12,776,791
Federal Programs	1,156,924	1,182,521	1,191,640	1,132,561	1,179,113	1,187,388	1,129,851	1,257,726	563,566	9,981,289
Interest Income	4,017	6,744	5,255	7,257	6,172	6,868	5,285	3,113	3,492	48,201
North Texas BH Assoc	234,777	241,031	234,104	231,111	226,281	236,867	236,321	233,637	239,848	2,113,976
TOTAL REVENUES	<u>2,939,982</u>	<u>3,070,865</u>	<u>2,968,500</u>	<u>2,904,963</u>	<u>3,001,483</u>	<u>3,120,238</u>	<u>3,015,998</u>	<u>2,981,319</u>	<u>2,928,560</u>	<u>26,931,908</u>

Expenditures	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Mar-20</u>	<u>Apr-20</u>	<u>May-20</u>	<u>Total</u>
Current:										
Salaries & Wages	1,453,808	1,449,050	1,459,633	1,423,098	1,503,128	1,422,660	1,411,385	1,451,790	1,423,147	12,997,698
Employee Benefits	494,847	489,305	497,897	391,853	512,610	505,831	549,881	499,228	503,909	4,445,360
Other Operating Expenses:										
Client Respite	7,034	19,800	16,229	12,280	8,505	8,977	4,599	8,309	8,864	94,597
HCS Contract	103,023	107,066	106,640	108,142	109,457	102,236	109,063	108,152	107,691	961,469
Consult/Pro Svcs - Internal					254	(254)				0
Nursing Contract - RK										0
Consult/Pro Svcs - External	13,409	15,348	12,270	8,966	6,876	10,990	1,599	8,792	8,882	87,131
Contracts with Other Orgs-Ext	300,040	316,585	322,554	310,930	318,618	325,099	314,151	345,765	347,183	2,900,925
ICF/MR Quality Assurance Fees	6,499	6,723	6,795	6,763	6,821	5,975	6,581	5,946	6,092	58,195
TXHML Contracts	14,325	17,367	13,484	11,142	14,963	14,715	10,365	8,295	11,662	116,318
Contracted Lab Services	1,530	3,635	4,863	4,072	(2,696)	1,849	2,583	1,050	1,477	18,364
Staff Development/Training	1,997	2,999	2,139	3,252	4,697	2,571	2,597	4,047	2,464	26,765
1115 Projects Certif./Training Fees										0
Non-Clinical Contracts with Others	6,003	6,550	7,110	6,270	7,429	10,541	7,085	4,034	6,480	61,502
Pharmaceuticals/Supplies	25,042	26,363	23,745	38,123	10,067	17,019	26,728	22,994	20,530	210,611
Atypical Meds	8,162	6,314	5,388	10,154	3,321	6,047	8,155	7,590	7,196	62,327
Patient Asst Program/Filing Fees	1,500	1,500	1,500	1,500	1,500	0	3,000	1,500	1,500	13,500
Training and Travel	32,562	69,795	60,499	42,561	84,591	58,705	55,160	26,808	9,448	440,128
Consumable Supplies	24,078	28,556	33,242	22,663	26,655	25,167	27,689	24,217	19,906	232,173
1115 Residential Equip/Supplies				0		0	0	0		0
Building Capital Outlay								2,482		2,482
Capital Outlay Projects										180,460
Furniture/Equipment over \$5,000						180,460				23,041
Computer Capital Outlay	2,452	4,904	2,452	2,452	2,452	2,482	2,482		3,364	20,238
Furniture/Equipment under \$5,000	210	526	2,087	1,338	1,153	11,423	1,908	1,062	532	104,334
Copier Equipment Rental	11,860	11,649	11,392	13,083	11,070	11,516	11,819	11,644	10,301	57,880
Computer Equipment Under \$5,000	6,299	6,936	6,777	9,959	13,220	4,716	3,761	4,618	1,593	114,489
Other Monthly Expenses	11,855	17,350	4,451	13,141	12,695	11,924	16,305	14,235	12,533	66,050
Computer Software Support Fees	6,582	6,440	9,713	6,507	7,093	6,855	5,983	6,938	9,938	57,785
Computer Software Fees for HR System	3,973	6,973	5,000	6,973	13,946	6,973	6,973	6,973		0
Bad Debts										0
Building Rent, Repair, Maintenance	119,227	133,658	132,762	147,509	140,035	121,388	136,823	129,966	113,936	1,175,305
Building Rent to Other Programs					0	0	0			0
Vehicle Operating Expense	4,688	9,148	3,799	3,301	2,643	6,412	5,593	3,445	1,674	40,704

Vehicle Fuel Costs	8,425	9,433	8,676	7,702	6,441	7,537	6,043	2,012	1,524	57,792
Non-Client Utilities	47,315	33,760	35,683	37,873	41,109	38,629	38,311	28,810	32,001	333,490
Telecommunications	15,435	28,213	26,920	26,142	31,669	28,470	27,708	29,363	27,498	241,419
Data Connect/Internet Access	4,728	7,175	7,175	7,175	7,520	7,385	7,527	7,455	7,455	63,596
Crisis Hotline Answering Svc	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	22,500
Insurance	26,369	26,369	26,369	26,369	26,369	26,369	26,369	26,369	26,369	237,321
Client Support Costs	154	257	2,659	3,688	5,215	5,102	4,253	2,545	1,854	25,728
Peer Training and Support										0
Client Reimbursable Services	4,397	17,385	9,035	4,802	9,408	11,988	14,238	9,899	6,319	87,470
NTBHA Supported Housing	1,125	6,324	1,137	2,545	521	3,087	785	5,639	6,037	27,200
Debt Service	58,136	55,864	55,864	55,856	55,569	55,413	54,992	55,008	54,493	501,196
Interest on PPP Loan										3,078
COVID-19 Expenses							note10	16,715	39,597	20,866
ECI Client Support Costs	210	210	210	0				480	240	1,350
DSRIP Audit Costs										0
Expending Fund Raising Funds	998	649	663	599	272	694		154		4,029
Program Indirect										0
LRMHMRC Board Expenses	375	224	881	1,681	1,002	1,409	483	79	62	6,196
Expending Red River Funds						26	40			66
Expending Empowermet Funds					note5	(100)	575		150	625
ECI In-Kind Volunteers										0
Service Costs Unallowable	5,265	3,748	3,903	9,075	11,821	17,318	1,999	1,689	1,081	55,899
Total Other Operating Expenses	887,782	1,018,297	976,567	977,088	1,004,685	1,159,711	974,024	969,980	904,772	8,872,907

TOTAL EXPENDITURES

Excess (deficiency) of revenues over expenditures

\$	<u>103,545</u>	<u>114,213</u>	<u>34,403</u>	\$	<u>112,925</u>	\$	<u>(18,941)</u>	\$	<u>32,036</u>	\$	<u>80,709</u>	\$	<u>60,321</u>	\$	<u>96,733</u>	\$	<u>615,943</u>
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note1 -Includes (\$108,364.99) Credit to benefit expense due to Blue Cross Blue Shield check received for final FY2018 settle up.
note2 -Increase in Salary Cost due to 4 holidays during pay period of 1/15/20 payroll. Staff paid over time to cover direct care shifts.
note3 -Increase in Benefit Cost due to match up to 5%, paid on increased salary cost for January.
note4 -Intergrated Prescriptions lab expense accrual adjustments.
note5 -Empowerment Grant check issued FY2019 not used - Voided in January, FY2020.
note6 -Includes Purchase of 8 vehicles- Vehicle notes & Fixed Assets recorded (offsetting each other)
note7 - Re-class January coding error for travel expense.
note8 - Includes \$153,065 MH General Revenue - Adjusted to actual YTD per amendment.
note9- Includes \$47,986 SUTA expense adjustment due to retro rate change eff March - for Jan through Mar.
note10- Includes \$16,715 additional expenses due to COVID-19.
note11- Includes \$124,259.70 additional MAC revenue - Adjust to 4Q2019 actual TAFI invoice amount.
note12- With the exception of Hospitality House and Block Grant revenue, all other general revenue was deferred for May. Also, there is no 1115 Waiver and MAC revenue recognized in May.
PPP Loan proceeds were recorded for \$1,080,675.

Lakes Regional Community Center
FY20 Aged Accounts Receivable
MAY, 2020

Accounts Reivable Description	Amount	MAY					JAN & prior 120 +
		MAY	APR 30 Days	MAR 60 Days	FEB 90 Days		
MAC Adm Claim	556,135.50	-	79,448	79,448	79,448		317,792
NTBHA:							
Substance Abuse	1,492.10	1,492	-	-	-	-	-
ACT - addtl billed svcs	5,500.00	5,500	-	-	-	-	-
Medicaid	325,553.02	293,331	7,687	1,870	3,332		19,334
Medicare **	2,770.50	1,563	1,207				
Private Insurance	5,813.73	1,582	1,372	772	753		1,334
Chip **	698.81	372	44	81	39		163
MANAGED CARE:							
Amerigroup	18,043.27	17,036	1,007	-	-	-	-
Superior (Cenpatico)	28,258.99	27,757	502	-	-	-	-
Optum	11,401.32	11,401	-	-	-	-	-
Cigna	13,369.42	12,864	482	-	-	-	23
Texas Childrens Plan	1,860.34	894	640	326	-	-	-
Beacon	7,410.23	7,185	198	-	-	-	27
Molina	19,423.37	18,941	34	-	-	-	449
Texas Home Living - North	31,645.22	31,645	-	-	-	-	-
Texas Home Living - South	7,197.86	7,198	-	-	-	-	-
HCS - North	292,884.96	288,006	-	-	-	-	4,879
HCS - South	78,445.19	78,445	-	-	-	-	-
Reimbursable Svcs-TxHmL North & South	4,350.49	458	2,324	1,568	-	-	-
Reimbursable Svcs-HCS North	30,074.82	8,820	1,234	14,843	2,808		2,370
Reimbursable Svcs-HCS South	267.50	87	2	89	-	-	90
HCS Rm/Brd	781.04	354	427	-	-	-	-
ICF Residential Homes	110,766.41	110,766	-	-	-	-	-
Block Grant/TANF-Title XX Gen Revenue	59,913.00	19,971	19,971	19,971	-	-	-
Block Grant Supp Housing	-	-	-	-	-	-	-
ISP Crisis Counseling FEMA Grant	35,466.77	35,467	-	-	-	-	-
Supported Employment	-	-	-	-	-	-	-
Day Hab Billings (Private Providers)	2,260.78	179	80	1,390	421		191
1048 PASSR IDDP SVCS	1,965.28	140	219	1,607	-	-	-
ECI Grant Revenue	230,262.45	113,803	116,460	-	-	-	-
ECI Respite	480.00	480	-	-	-	-	-
ECI Pre-School Develop Grant **ENDED 12/31/2019	-	-	-	-	-	-	-
ECI Priv Ins	6,217.63	239	216	719	1,264		3,781
ECI Medicaid	13,814.50	12,758	111	-	135		810
ECI Managed Care	30,861.04	19,673	631	561	1,702		8,294
ECI Chip	1,532.52	-	-	-	366		1,167
A/R Other Employees	954.99	-	-	350	106		499
A/R Employee Insurance (Cobra)	35.20	-	35	-	-		-
TCOOMMI GRANT	45,721.05	16,800	15,832	13,089	-		-
TDCJ Contract-Greenville	6,015.77	2,553	3,424	-	-		38
TDCJ - Sherman/Bonham/Paris	41,798.67	17,668	22,430	-	-		1,701
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	13,552.30	6,873	6,679	-	-		-
DSHS-Rural Region 4	21,506.05	11,619	9,665	-	223		-
DSHS-MHFA Outreach	10,329.68	4,989	5,341	-	-		-
ICF Upper Payment Limit	100,000.00	20,000	20,000	20,000	20,000		20,000
SAC Prog -Hunt County	2,500.00	2,500	-	-	-		-
ECC - (Enhanced Comm Coord)	15,275.78	5,059	5,776	4,441	-		-
Pharmacy Rental Income	-	-	-	-	-		-
Comm Education (Curt Pitton)	9,958.00	5,355	4,604	-	-		-
1115 Waiver Fed Share **accrual	2,132,955.71	-	523,077	523,077	523,077		563,725
Misc Revenue - 1370-1200 - \$1,638.93	-	-	-	-	-		1,590
** Priv Ins (BCBS) refund/stop pay balance due	1,590.03	-	-	-	-		-
** Analysis Chg - ANB to refund 4/20	18.90	-	19	-	-		-
** Suicide Prevent Expense Reimb Ashley Lewis	30.00	-	-	30	-		-

	GL bal	bal ck
Balance Due	<u>4,344,360.19</u>	4,344,360.19
April Balance Due	4,678,182.25	(333,822.06)
March Balance Due	3,866,748.23	477,611.96
Febuary Balance Due	3,381,352.87	963,007.32
January Balance Due	3,024,731.51	1,319,628.68
December Balance Due	4,487,991.29	(143,631.10)

Terrell Property Analysis

Lakes Regional MHMR Center
 Analysis of Leasing Vis-a-Vis
 Owning Building

**Lease vs. Purchase Analysis
 Terrell, Texas**

115 East Moore Ave. Terrell Tx

Annual Lease Cost	\$	40,800	
estimated annual utility cost		7,305	
estimated janitorial cost		13,573	
estimated Property Ins		1,992	
Annual Cost		\$ 63,670	

Monthly Lease Amount	\$	3,400
Square footage		1,705
Monthly cost per square foot	\$	1.99

209 N Rockwall Ave. Terrell Tx

Purchase Price 3,680 sf @ \$68. ft.	\$	250,000
Remodel Estimate	\$	150,000
Total Estimated Cost	\$	400,000

Annual Cost Mort. payment 15 yrs. @ 3.35 %	\$	31,956	
estimated annual utility cost		9,131	
estimated janitorial cost		15,000	
estimated Property Ins		2,988	
Annual Cost		\$ 59,075	

Monthly Mortgage Payment	\$	2,663
Square footage		3,680
Monthly cost per square foot	\$	0.72

Annual Savings \$ 4,595

Quarterly Investment Report

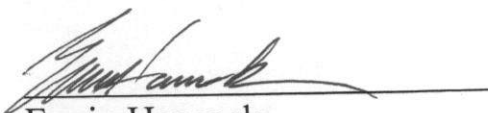
**Lakes Regional Community Center Quarterly Investment Report
For the 9 Months Ending May 31, 2020**

Particulars		Amount
Beginning Balance September 1, 2019:		
	TexPool	\$ 559,279
	Certificate of Deposit	\$1,031,706
	Business Star A/C	\$1,976,511
	Omaha Res. Savings	\$ 8,252
	Total Sept. 1, 2019	\$3,575,748
Ending Balance May 31, 2020:		
	TexPool	\$1,117,412
	Certificates of Deposit	\$1,033,273
	Business Star A/C	\$5,322,419
	Omaha Res. Savings	\$ 8,256
	Total May 31, 2019	\$7,481,360
Net Change		\$3,905,612

The market value and the book value of our fund in TexPool are the same. The aforementioned funds are available upon demand and thus do not have a maturity date. Lakes investments include 2 certificates of deposit that pay interest at the rate of 0.40% & 0.9%. Lakes, additionally earns 0.60% interest on its business investment account at the American National Bank.

Lakes Regional Community Center's investment portfolio is in compliance with the Lakes Regional Community Center Investment and Cash Management Policy 4.07 and is in compliance with the Public Funds Investment Act.

Respectfully submitted,



Erwin Hancock
Chief Financial Officer
Investment Officer

AGENDA ITEM NO.
Behavioral Health Director

06.08.20

Recommended Board Action:

None. Informational purposes only.

Rationale:

1. Crisis Counseling Program (CCP) Grant
 - A. Our CCP is up and running!
 - I. CCP staff have completed all required training
 - II. Five LPHAs are scheduled for CCP Core Training and will begin providing counseling/outreach services next week
 - B. Target of 9221 served-MET!
 - I. Over 10,000 individuals in our assigned counties have been reached
 - II. Outreach activity contact-621
 - C. First invoice ready to submit June 20, 2020
 - D. CCP is set to end June 23, 2020
 - I. Will continue until Regular Services part of the grant application is approved
 - II. Andrews Center will be responsible for the Regular Services part
 - Their five counties and Lakes' seven General Revenue counties
2. SAMHSA CCBHC Grant
 - A. Requesting variance to decrease target from 8,600 individuals served 4,300 served
 - B. Beginning to post positions of key staff positions, Program Director and Program Evaluator
 - C. Peer Services will be incorporated into development of Care Coordination
3. CCBHC State Certification
 - A. HHSC has not contacted Lakes Regional to request an initial phone meeting or set a date for submission of documents required for certification
 - B. Staff participated in Texas Council hosted call for Centers that are slated for certification in FY20
 - C. Texoma and Betty Hardwick shared their experience of certification process. Centers are in all different phases of certification process. No Center has had to submit more than twice in order to meet certification requirements
 - D. Lakes CCBHC Texas Certification workgroup continues to meet and prepare for the call from HHSC
4. Substance Use Disorder
 - A. Asking for More Funding in Region 3 & 4
 - B. Bonham Building
 - C. Sherman Rent Increase
5. FY21 Budget
 - A. Paid Peer Providers
 - B. Increase Rate for Family Partner(s)
6. Outcome Measures
 - A. Dan Corley Report for First 6 Months
 - B. State MBOW not Counting Phone Interventions with COVID-19

AGENDA ITEM NO. 06.09.20
IDD Provider Board Report 06/24/2020

RECOMMENDED BOARD ACTION:
NONE: FOR INFORMATION ONLY

1. COVID-19 Impact

- ✚ Our Day Habilitation facilities remain closed. The Day Habilitation Transition Workgroup is discussing possible partial openings, guidelines and needed supports. Day Habilitation staff continue to facilitate day programming in the Group Homes. Additionally, Host Home providers continue to facilitate day programming to individuals receiving Host Home services. HHSC guidance to Day Habilitation sites are expected, but no specifics on a release date. This is part of a larger conversation regarding guidance/expectations to Day Habilitation sites despite there being no state oversight for these independent providers.
- ✚ HHSC is working on emergency rules and a related provider letter to certain HCS/TXHML providers to “reopen” to visits. Additional directives will be provided regarding attending Day Habilitation sites and Employment Services.
- ✚ IDD associations are discussing the following issues with HHSC:
 - Extended/therapeutic leave related to COVID 19, for HCS and ICF for individuals who stay with family beyond the allowed billable time.
 - Awaiting rule waivers for certain Community First Choice (CFC), PAS/HAB services, employment assistance, supported employment, and day habilitation to be reimbursed when provided via phone or virtually.
- ✚ There have been two positive Covid-19 staff cases, reportedly contracted by family members. In compliance with CDC and HHSC guidelines, appropriate precautions were taken. Staff that were exposed to the infected staff, tested negative for COVID-19. There are no reports of positive Covid-19 individual cases within our Group Homes, Host Homes, and community homes served.
- ✚ All eight (8) residential individuals that chose to Shelter in Place at their family homes, returned to their group home this month. ICF requires us to Quarantine the individuals when they return to Group Home for 14 days. This also applies if they go out with families for an evening visit or overnight.
- ✚ Group Homes have begun small steps toward transitioning this past week. Accompanied by staff, individuals on a 1:1 ratio are taking at least 1 ride per week in the community. Individuals are able to choose to go through drive thru, and/ or go to the park to walk around. Individuals and staff are adhering to social distancing as well as wearing masks while out on the rides.
- ✚ Some individuals have started to go home for visits. Group Homes are using the proper steps of the Emergency Protocol to monitor the individuals when

they return from home visits, to ensure all group home individuals remain safe.

- ✦ IDD Provider's Covid-19 Emergency Plan was updated this month to match the newest symptoms and guidelines from CDC and HHSC. When the plan was first written in March, there were only 3 symptoms CDC listed for possible positive of the Covid-19. Now there are a total of 10 different possible symptoms. This also included the retraining of all staff.
- ✦ Lakes Regional has also put in place for the Group Homes to screen the individuals three times a day (around every shift), to ensure the health and safety of the individuals remains the top priority. Training to staff have been done from Nursing, Group Home Managers, as well as Case Managers.

2. Electronic Visit Verification (EVV)

- ✦ We have completed required training through Data Logic, HHSC and TMHP including our initial policy and Portal training to use EVV. The practice period begins July 1, 2020 and ends November 30, 2020 and claims will not be denied for a mismatch during this time. We will start using the EVV system, EVV portal, and EVV claims matching. This includes the following tasks:
 - Identifying appropriate clock in/clock out methods when delivering services.
 - Providing training on clock in/clock out methods to our staff and subcontracted employees
 - Reviewing EVV visit transactions to confirm all data elements are correct.
 - Performing visit maintenance to correct any data elements, such as missing clock in or clock out times.
 - Reviewing reports.

3. Exceptional Item 22 (EI22)

- ✦ Lakes Regional Community Center continues to participate in the Exceptional Item 22 (EI2 22) Learning Collaboration with Bluebonnet Trails Community Services, Integral Care, Tarrant County, and Harris Center to develop services that address the mental health needs of individuals with intellectual and developmental disabilities. The learning collaborative team has met several times weekly during the last 2 1/2 months. Currently, the team is using the HHSC Statement of Work to finalize and submit a pilot proposal. The services included in the proposal include providing integrated outpatient mental health, crisis intervention, and trauma informed care and other specialized clinical services.

AGENDA ITEM No. 06.10.20
Contracts & Quality Management Report

Recommended Board Action:

None. Information only

Rationale:

1. CONTRACTS/NETWORK DEVELOPMENT

- Lakes received a FEMA grant of \$184,224.00 for COVID-19 Disaster Crisis Counseling Immediate Services Program
- Superior Health Plan re-credentialed three sites. Each site did well in the review.

2. PNAC

- **Local PNAC**
 - Annual training on local planning and PNAC requirements was conducted at the meeting 05/28/2020
 - Local PNAC is in need of IDD and MH representatives.
 - The next meeting is scheduled 07/16/2020
- **Regional PNAC**
 - QTR. 3 RPNAC meeting was held on May 21, 2020.
 - The Center Budget Worksheet Spreadsheet is being revised by ETBHN and will be sent to Centers in July with a due date of November 2020.
 - New members and The RPNAC Chair were introduced to the committee.
 - The next RPNAC meeting is scheduled for August 19, 2020.

3. RIGHTS ALLEGATIONS

- NTBHA: 1 (Terrell MH) **Results:** Unconfirmed
- IDDA: 1 – Pending; 1 - unconfirmed

4. APS ALLEGATIONS

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

5. 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.
- QM Walk-behinds
 - A C&A Peer Review was conducted and all charts scored above 70%. The difference between peer scoring and QM is 5%.
 - An ACT Peer Review was conducted and all charts scored above 70%. The difference between peer scoring and QM is 14%.
 - A Recovery Plan Peer Review was conducted and all charts scored above 70%. The difference between peer scoring and QM is 12%.
- CCHBHC
 - CCBHC Expansion Grant: Lakes Regional submitted to SAMHSA the requested revised budget, budget narrative, SF-424A Form, and marijuana attestation on May 28, 2020. A Disparity Impact Statement is due to SAMHSA July 1, 2020.
 - Lakes Regional submitted the Texas CCBHC Application on February 27, 2020. Lakes Regional has not received notification from HHSC regarding certification. Lakes Regional will have two weeks from HHSC's notification to submit documents for certification.

6. IDD

- IDD Service Targets: Lakes Regional will be held harmless for performance measures and outcomes until further notice due to COVID-19.
- LIDDA CAP Audit: QM conducted a focused audit for PASRR, TxHmL, HCS, and GR.
 - PASRR – Audit score 100%; all charts scored above 70%.
 - TxHmL – Audit score 78%; 2 charts scored below 70%.
 - HCS – Audit score 68%; 3 charts scored below 70%.
 - GR – Audit score 90%; 1 chart scored below 70%.

7. NCQA

- Each NCQA Workgroup Team met the week of June 5th to start developing new processes to meet NCQA accreditation requirements.

AGENDA ITEM NO. 06.11.20

Human Resources Report

Recommended Board Action:

None; information only.

Headcount

At the end of May we had 401 employees with 456.45 authorized FTEs. We filled six positions during the month, all of which were new hires. We had 12 separations, however, eight of which were voluntary. Some of the reasons cited for leaving the Center include two individuals who were seeking higher pay and opportunities for advancement; two others who left due to fear of contracting COVID-19 through their work; another was dissatisfied with her workload related to staffing shortages in her unit; a relatively new employee left to care for her ill daughter in Houston; and a long-term, elderly employee had to quit due to health concerns. The four involuntary separations included a new employee in the SUD program, whom we were required to discharge by TDCJ after they reviewed his history as a previous employee with them and determined he was ineligible for employment by a contract provider. We also had two individuals who were subject to neutral termination due to extended absences, and one who was discharged from the IDDP residential program, because she made some critical medication errors. We are averaging 8.1 separations per month, and are projecting a year-end turnover of 24.22%, which is just slightly lower than the FY19 rate of 25.3%.

Compensation & Benefits

We had our first employee to test positive for COVID-19 in May; fortunately, she has been asymptomatic and we are awaiting results of her second test, which was administered on June 11, 2020. Seven other employees self-quarantined during May. They were all asymptomatic and tested negative for COVID. We didn't have any requests for emergency COVID sick leave.

We saw an uptick in healthcare expenses in May, which was expected as people are starting to get out for routine care again and elective procedures are being performed now. Our loss ratio was still a favorable 73.3%, and it is only 81.2% YTD. We have 13 individuals with expenses greater than \$50,000, three of whom have exceeded the individual stop-loss limit of \$125,000. These 13 claimants reflect only 2.3% of total claimants, but spent 50.3% of total paid expenses with an average paid expense per claimant of \$89,449. Of the remaining 97.7% of claimants, 126 (22.4%) had expenses less than \$200; another 35.9% (202 claimants) had expenses between \$200 and \$1,000; and 28.6% (161) had expenses between \$1,001 and \$5,000. Since September 1, 2019, 49.6% of claimants (279) have had out-of-pocket expenses of less than \$100. Another 27.5% (155) had out-of-pocket expenses of less than \$1,000.

**HR Monthly Report
FY2020**

6/16/2020

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
I. Head Count (end of mo)													
<i>General Administration</i>													
# Budgeted FTE	37	37	37	37	37	37	37	37	37				37
# Assigned FTE	35	35	35	34	36	35	35	35	35				35
# Employees	35	35	35	34	36	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				21.9
# Assigned FTE	22	21	21	21	22	23	23	23	23				23
# Employees	22	21	21	21	22	23	23	23	23				23
# Vacant FTE	-1	0	2	3	0	-1	-1	-1.1	-1.1	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				48.6
# Assigned FTE	50	45	47	48	48	47	48	50	48				48
# Employees	50	45	47	48	48	47	48	50	48				48
# Vacant FTE	22	27	25	24	5	2.6	0.6	-1.4	0.6	0	0	0	0.6
<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				62.6
# Assigned FTE	59	58	56	60	56	56	57	57	57				57
# Employees	59	58	56	60	56	56	57	57	57				57
# Vacant FTE	9.6	9.6	10.6	6.6	8.6	6.6	5.6	5.6	5.6	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				122.75
# Assigned FTE	108	103	104	105	106	104	105	103	103				103
# Employees	108	103	104	105	106	104	105	103	103				103
# Vacant FTE	19.75	63.75	22.75	21.75	14.75	17.75	17.75	19.75	19.75	0	0	0	19.75
<i>Medical Prescriber Services</i>													
# Budgeted FTE	11	11	11	11	11	11.5	11.5	11.5	12.5				12.5
# Assigned FTE	11	11	11	11	11	11	12	14	14				14
# Employees	11	11	11	11	11	11	12	14	14				14
# Vacant FTE	0	0	0	0	0	0.5	-0.5	-2.5	-1.5	0	0	0	-1.5
<i>Mental Health Adult Services</i>													
# Budgeted FTE	133	133	133	133	127	125	125	125	125.1				125.1
# Assigned FTE	109	108	110	107	108	108	107	106	105				105
# Employees	109	108	110	107	108	108	107	106	105				105
# Vacant FTE	24	25	23	26	19	17	18	19	20.1	0	0	0	20.1
<i>Mental Health C&A Services</i>													
# Budgeted FTE	9	9	9	9	9	9	9	9	10				10
# Assigned FTE	5	5	5	5	5	5	4	4	4				4
# Employees	5	5	5	5	5	5	4	4	4				4
# Vacant FTE	4	4	4	4	4	4	5	5	6	0	0	0	6
<i>Substance Abuse Services</i>													
# Budgeted FTE	20	20	20	20	16	16	16	16	16				16
# Assigned FTE	10	11	11	10	11	11	11	11	12				12
# Employees	10	11	11	10	11	11	11	11	12				12

**HR Monthly Report
FY2020**

6/16/2020

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
# Vacant FTE	10	9	9	10	5	5	5	5	4	0	0	0	4
<i>Overall Total</i>													
# Budgeted FTE	499.35	537.35	498.35	499.35	460.35	454.45	454.45	454.35	456.45	0	0	0	456.45
# Assigned FTE	409	397	400	401	403	400	402	403	401	0	0	0	401
# Employees	409	397	400	401	403	400	402	403	401	0	0	0	401
# Vacant FTE	90.35	140.35	98.35	98.35	57.35	54.45	52.45	51.35	55.45	0	0	0	55.45
II. Recruitment													
# Applications Received	219	190	77	140	137	170	132	79	92				1,236
# Positions Filled	16	8	8	12	19	6	11	6	6				92
# New Hires	15	4	7	9	12	4	11	5	6				73
# Internal Promotions/Transfers	1	4	1	3	7	2	0	1	0				19
III. Separations													
# Separations *	13	8	4	10	7	7	8	4	12				73
YTD Avg # Employees													401.78
YTD Turnover Rate													18.17%
* excludes temporary, PRN, & RIF													
Avg LOS (Yrs)	5.04	2.42	3.22	4.13	2.97	3.25	1.48	3.61	3.11				3.37
# Involuntary Separations	0	1	1	1	2	1	3	1	4				14
# Voluntary Separations	13	7	3	9	5	6	5	3	8				59
# Vol Separations < 90 Days Emp	1	0	0	1	0	1	1	0	0				4
# Vol Separations > 90 Days < 1 Yr	3	0	2	3	2	3	3	2	4				22
IV. Training													
# NEO Classes	2	2	3	1	1	2	2	3	2				18
# NEO Participants	12	6	7	7	10	4	9	5	6				66
# CPR Classess	4	4	3	4	3	4	4	1	4				31
# CPR Participants	10	13	7	18	15	8	10	1	9				91
# SAMA Initial Classes	1	4	2	1	1	2	0	0	0				11
# SAMA Initial Participants	5	9	7	7	7	2	0	0	0				37
# SAMA Refresher Classes	2	6	3	3	5	4	2	0	0				25
# SAMA Refresher Participants	9	10	9	7	18	16	2	0	0				71
# ASIST Initial Classes	1	0	0	0	0	0	0	0	0				1
# ASIST Initial Participants	18	0	0	0	0	0	0	0	0				18
# SOSAM Classes	2	1	0	0	1	1	0	0	0				5
# SOSAM Participants	4	1	0	0	1	1	0	0	0				7
# YMHFA Classes	1	1	1	0	0	0	0	0	0				3
# ISD Participants	14	12	12	0	0	0	0	0	0				38
Total # Events	13	18	12	9	11	13	8	4	6	0	0	0	94
Total # Participants	72	51	42	39	51	31	21	6	15	0	0	0	328
V. Benefits													
<i>Retirement</i>													
# Eligible Employees	353	350	360	369	365	366	369	367	368				368
# 457(b) Participants	268	262	267	270	264	267	264	262	261				261
# Participating at 5% or More	160	158	160	161	157	158	158	155	154				154
\$ Avg Contribution Amount	205	197	190	185	214	204	202	200	196				196
\$ Total 457(b) Contribution	55,009	51,639	50,668	49,953	56,487	54,545	53,340	52,478	62,385				486,504
\$ Total Center's Match to 401(a)	42,585	41,945	41,823	41,240	41,240	42,503	42,397	42,977	41,994				378,704

**HR Monthly Report
FY2020**

6/16/2020

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
<i>Health Insurance</i>													
# Eligible Employees	353	350	360	369	365	366	369	367	368				368
# With Coverage	333	330	335	344	342	343	343	341	342				342
\$ Total Premium per Month	416,992	414,211	415,782	424,051	418,247	417,791	413,413	412,321	413,168				3,745,976
<i>Value Plan Enrollment</i>													
# Employee Only	153	153	161	170	174	174	179	173	174				174
# Employee & Child	32	33	33	33	32	34	29	32	32				32
# Employee & Spouse	19	19	19	19	17	19	17	18	18				18
# Employee & Family	33	34	34	35	34	32	33	31	31				31
\$ Paid by Employee	48,698	49,860	49,860	50,256	48,347	48,685	46,419	46,575	46,575				435,275
\$ Paid by Center	249,386	252,241	259,017	267,884	265,977	268,005	264,899	261,663	262,510				2,351,582
<i>Enhanced Plan Enrollment</i>													
# Employee Only	79	75	74	73	71	71	72	74	74				74
# Employee & Child	6	6	5	5	5	5	5	5	5				5
# Employee & Spouse	4	4	3	3	3	3	3	3	3				3
# Employee & Family	7	6	6	6	6	5	5	5	5				5
\$ Paid by Employee	27,595	25,811	24,093	23,946	23,652	22,456	22,603	22,897	22,897				215,950
\$ Paid by Center	91,313	86,299	82,812	81,965	80,271	78,645	79,492	81,186	81,186				743,169
\$ Total Admin Fee Paid	66,946	65,548	67,346	68,945	68,545	68,745	68,745	68,345	68,545				611,710
\$ Total Premium Paid	416,992	414,211	415,782	424,051	418,247	417,791	413,413	412,321	413,168				3,745,976
\$ Total Claims Paid (Med & Rx)	373,545	304,165	240,115	540,123	373,389	432,524	241,993	231,788	302,942				3,040,584
Loss Ratio	89.6%	73.4%	57.8%	127.4%	89.3%	103.5%	58.5%	56.2%	73.3%	#DIV/0!	#DIV/0!	#DIV/0!	81.2%
# Large Claims > \$50,000	1	2	3	6	9	12	11	10	13				13
# Claims Exceeding Ind Stop Loss	0	0	0	1	2	2	2	3	3				3