MINUTES OF MEETING
LIFEPATH SYSTEMS BOARD OF TRUSTEES
7304 Alma Drive, Plano, Texas, Guadalupe Meeting Room
January 27, 2022

Board Members Present		Staff Members Present		Guests
Ernest Myers	Anne Bramlett	Tammy Mahan	Diane Kazlow	Tommy Nelson, CPA(V)
Dona Watson	Rick Crawford	Jennifer Morgan	Brent Phillips-Broadrick	
Doug Kowalski	Melvin Thathiah	Danielle Sneed	Brandi Hazelwood	
Arthur Cotten		Joanne Huffstetler	Colby McClatchy	
		Deanna Easley	Vince Ulmer	
		Sheila Osborne		

Absent: Matt Duncan, Mitch Selman

Call to Order: A quorum was established, and the meeting was called to order at 7:00 PM by Doug Kowalski, Chair of the Board of Trustees.

010122 **Consent Agenda**

Doug Kowalski requested further comments or discussion of the items within the Consent Agenda. No further questions or discussion were presented.

MOTION to approve the Consent Agenda was made by Ernest Myers and seconded by Dona Watson. The motion carried unanimously.

020122 **Public Input and Partner Organizations**

a) **Public Commentary**: Doug Kowalski called for public commentary. No public comments were made.

b) **Foundation Monthly Update**: Diane Kazlow presented a written monthly Foundation Report in the Board meeting packet. Approval of the applicant to the Foundation Board whose application is included in the packet will be deferred.

One of the upcoming fundraising events is facilitated by Moonbeam Bakery, donating 30% of sales February 28 through March 5 to LifePath Systems. Sweet Dreams, our annual auction and dinner, is scheduled for April 7. Tickets are available starting next week. An update was given on the EJ Wills Gastro Pub fundraiser. Tupp's Brewery is coordinating an annual summer concert series with a portion of sales benefitting the LifePath IDD program.

030122 **Staff Reports and Board Training**

a) **CEO Report**

Tammy Mahan's CEO's written monthly report is included for review within the packet. Tammy introduced Deanna Easley, LifePath's new Communications Director and Colby McClatchy, the new Management Information Director. Both are welcome additions to the management team.

Tammy informed the trustees regarding the latest change to Medicaid licensing rules for Day Habilitation services. The changes have resulted in two sets of licensing rules. The proposed rate changes, which become effective September 1, 2022, may not cover all necessary costs, which may impact some services.

The National Suicide Prevention Lifeline is scheduled to launch a 3-digit number (988) in July 2022. It is uncertain how it will work with our current hotline processes. LifePath will continue 988 transition discussions including the impact on our mobile crisis team. We will be working closely with law enforcement for a collaborative response to this initiative.

In effort to improve staff retention and establish succession planning, a leadership mentoring program has been implemented, offering professional growth opportunities for staff who express interest for future LifePath leadership positions. Collin College trainers will facilitate mentorship education for leadership involved in this program.

Tammy highlighted LifePath's current the status in response to CMS regulations for COVID-19 vaccine compliance within ICF group homes and PASRR program staff. Another highlight mentioned was the HUGO outreach and resource program which has begun assisting high utilizers of community services. Thirty referrals have been received in the first month. Behavior Health law enforcement partnership initiatives are growing. A meeting has been scheduled to meet with Collin County police chiefs to familiarize them with cooperative programs, including the LOSS Program, having served 102 people last year.

040122 **Committee Reports and Action Items**

a) **Budget and Finance Committee.** Dona Watson reported the committee met January 20 to review the preliminary FY21 Annual Financial and Compliance Report in detail, the November and December Financial Statements, and the mid-year budget amendments.

1) **Presentation of the FY21 Fiscal and Compliance Audit Report:**
Tommy Nelson, CPA from Scott, Singleton, Fincher & Company, presented the FY21 Fiscal and Compliance Audit Report. The Board members were provided a final detailed report. Overall, the audit outcomes reflect compliance to regulatory provisions. The financial status for revenue and expenses, government contracts and awards received a clean audit opinion. The fund balance allows the Center liquidity and flexibility for potential future expansion to meet the service needs of a growing community. There were no findings for correction. Mr. Nelson congratulated our finance department for their part in a clean audit.

2) **Consider Acceptance of FY 21 Audit Report:**
MOTION: The Finance Committee recommended acceptance of the FY21 Annual Financial and Compliance Report as presented. Board acceptance was unanimous.

3) **Consider Approval of Mid-Year Budget Requests**: Tammy summarized the amendments for Behavior Health related to SAMHSA grant for outpatient expansion, IDD's additional funds from the supportive employment federal grant, and use of additional funding from Collin County. Management and Support adjustments included funds for expanded space requirements and the addition of staff.
MOTION: The Finance committee recommended Board approval of the amendments as presented. Approval was unanimous.

b) **Facilities and Technology Committee**: Doug Kowalski, reported for the Facility Search Subcommittee. Business related to real estate purchase or leases will be discussed in the Executive Session.

c) **Human Resources Committee**: Dona Watson, Chair, stated there is no business to bring before the Board, but members will soon be receiving information from the Committee.

d) **Program and Communication Committee**: Ernest Myers, Chair, reported the Committee met for their monthly meeting with the program directors. There was no business to bring before the Board.

e) **Compliance and Quality Assurance Committee**: No report.

f) **Legislative Committee and Texas Council Report**: Rick Crawford emailed the November Texas Council newsletter to the trustees and to Collin County Commissioners. The newsletter contains an overview of Council announcements and endeavors to support MHMR Centers. He explained confusion remains regarding the administration of the CMS pay enhancement rates. SB-7 related to IDD managed care passed, but implementation will not occur until 2023. The Texas Council Board has scheduled an April meeting in Austin, and the Annual Meeting of the Community Centers is scheduled June 21-23 in Fort Worth.

050122 **Executive Session**

Doug Kowalski called for a Closed Executive Session at 8:05 PM as allowed by the Texas Government Code 551.072 (Deliberation about Real Property) to discuss real estate options. No official actions were taken in the executive session.

The general Board Meeting re-opened at 8:35 PM

061221 **Chairman's Report**

a) **Consideration of Actions from the Executive Session**

MOTION: Doug Kowalski announced a recommendation from the Executive Session for a motion to approve CEO authorization to issue an Architectural and Engineering Request for Proposals related to constructing a LifePath Systems facility. The motion to approve was unanimous.

b) **Announcements and Upcoming Events**
Doug Kowalski called for members to refer to the Board Calendar for upcoming community opportunities.

c) **New Business for Discussion**

Board Committee Assignments: 2022 Board Committee assignments were discussed and decided. The updated membership list will be brought to the next meeting.

071221 There being no further business, motion was called by Doug Kowalski to adjourn at 8:50 PM. Anne Bramlett motioned to adjourn, seconded by Melvin Thathiah. Approval to adjourn was unanimous.

Respectfully Submitted,

Anne Bramlett MS, CCC/SLP   March 24, 2022

Anne Bramlett, Secretary   Date of Approval