



August 28, 2025

The Board of Trustees of Community Healthcore (CHC) met on Wednesday, August 28, 2025, at 107 Woodbine Place, Longview, TX 75601.

Call to Order

The Board Chair, Linda Hooks, called the meeting to order at 4:45 pm. The opening prayer was led by Jay Mitchell.

Pledge of Allegiance

Rick Roberts led the group in the Pledge of Allegiance.

Citizen's Comments

There were no citizen comments.

Roll Call

The meeting was conducted in person and via video conference with a quorum present.

The following members were present:

Members Present

Shirley Baker	Kelly Crane	Linda Hooks	Randi Leffall
Jay Mitchell	Nell Smith	Leldon Williamson	

Members Present via Videoconference

Sidney Burns	Jamie Duran	Rick Lively	Sheriff Johnwayne Valdez
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Staff Present

Steve Archer	Kelly Belt	Patti Brady	Christy Cravey
Cindy Goodson	Rachel Harrington	Richard Marks	Sue Rathbun
Rick Roberts	Inman White		

Staff Present via Videoconference

Lee Brown	Brenda Clark	Cindy Grace	Troy Johnson
Tom Suess	Sandra Taylor	Marilyn Wyman	

Guests Present via Video

Chad Everingham, Esq. – Center Attorney

Security Present

John Justice, Greystar Security Services

## **STORY CHANGER OF THE MONTH**

Patti Brady introduced the Story Changers of the Month for August 2025 to the Board:

Lindsey Hogan, Competency Restoration Specialist – Supervisor: Natasha McBroom.  
Sha Gist, Qualified Mental Health Professional – Supervisor: Michelle Rumsey.

## **MEETING MINUTES**

### **Approve July 24, 2025, Board Meeting Minutes**

On a motion by Jay Mitchell and seconded by Shirley Baker, the Board approved the July 24, 2025, board meeting minutes.

## **CLOSED SESSION**

- A. Section 551.072 Deliberation Regarding Real Property; Closed Meeting. A governmental body may conduct a closed meeting to deliberate on the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- B. Closed session began at 4:52 pm.
- C. Reconvened the Regular Board Meeting at 5:08 pm. No action was taken in the Closed session.

## **RECOMMENDATION FOR CONSIDERATION**

### **Award Request for Proposal #1006-25 Real Estate Agent for Sale of Property to Teri Norwood Real Estate Team, LLC**

On a motion by Kelly Crane and seconded by Shirley Baker, the recommendation was approved.

During the February 27, 2025, Board of Trustees meeting, there was a Closed Session to deliberate on Real Property. The Board recommended we procure an agent to assist in promoting the sale of Center-owned properties. The Evaluation Team now recommends that the Board approve Teri Norwood Real Estate Team, LLC, as the Agent for the Sale of Properties.

The Review Team determined “Best Value” for the following reasons:

- Over twenty years of experience with land, commercial, and residential properties in the Longview and Marshall areas.
- Their 6% commission split with the buyer is an incentive to draw more agents assisting buyers in considering our properties.
- An experienced team of two real estate brokers and nine realtors.
- Services include multiple marketing strategies.
- Reference checks were very good.

Decker Properties submitted a proposal that was sixty-four points higher out of 850 possible points due to their low cost. Decker Properties’ subtotal score was 532 and Teri Norwood Real Estate Team, LLC had a higher score, 568, before the cost factor was

added. This category is based on organizational history, experience, and proposed marketing strategies.

Decker Properties was not recommended as the best value because:

- Their 3% commission split with a buyer was deemed a lower incentive to a buyer agent by the review team.
- Did not have the organizational depth of Teri Norwood Real Estate Team, LLC.
- No reference calls were returned.

## FINANCIALS

### Approve June 2025 Final Unaudited Financials and Investments

On a motion by Leldon Williamson and seconded by Nell Smith, the Board approved the June 2025 final unaudited financials.

BOARD OF TRUSTEES UPDATE			
JUNE 2025 FINANCIAL SUMMARY			
RESERVES - OTHER FUNDS			
FUND	JUNE BAL	MAY BAL	CHANGE
BUILDING MAINTENANCE	\$ 557,461.22	\$ 547,004.02	\$ 10,457.20
IT	\$ 897,014.98	\$ 869,424.51	\$ 27,590.47
VEHICLE	\$ 294,733.89	\$ 291,169.76	\$ 3,564.13
1115 WAIVER	\$ 4,789,024.61	\$ 4,789,024.61	\$ -0-
INTERNAL SERVICE	\$ 1,608,448.54	\$ 1,915,549.97	(\$ 307,101.43)
TOTAL	\$ 8,146,683.24	\$ 8,412,172.87	(\$ 265,489.63)
DAYS OF OPERATIONS			
	JUNE BAL	MAY BAL	CHANGE
General Fund Reserves	114	114	-0-
NET INCOME COMPARISON			
	JUNE 2025	JUNE 2024	CHANGE
Month	(\$ 327,967)	\$ 108,961	(\$ 436,928 )
Year-to-Date	(\$ 3,015,365)	\$ 86,896	(\$3,102,261)

We had no activity in our Building Fund, IT fund, or Vehicle Fund in June. There were no changes in the 1115 Waiver, and the Internal Service Fund had a decrease of \$307,000. We are holding steady with 114 days in the General Fund Reserves.

## **FISCAL YEAR 2026 BUDGET**

### **FY 2026 STRATEGIC DIRECTION**

#### **Budget Reform**

#### **ACCOUNTABILITY – Hold Ourselves Accountable to the People We Serve**

To respond to Federal program reductions, flat and or unnegotiable rates in Center programs, and health insurance increases, actions taken in FY 2025 will continue in FY 2026 to include:

- Travel (out of catchment) reduced.
- Reduction in Force and or reassignment to vacant positions in both administrative and programs:
  1. Intermediate Care Facilities (ICF) Residential transfers to private providers.
  2. Kirkpatrick Women's and Children's Residential.
  3. Comprehensive Continuum of Care (CCC) for Women Substance Use Grant ended and was not renewed.
  4. Substance Use Tyler outpatient consolidated into Longview.
  5. Substance Use Treatment for Adults (TRA), Treatment for Females (TRF), and Treatment for Youth (TRY) contracts ended.
  6. The Community Living Assistance and Support Services (CLASS) Program in thirty-four counties has been transferred.
  7. Dayhab in Marshall, Longview, Texarkana, and Atlanta transferred to private providers.
  8. Consolidation of Community Relations positions.
  9. Regional Administrator, Texarkana, consolidated with Director, Nursing and Crisis.
  10. Eliminated the Technical Writer position.
  11. A vacant administrative support position merged with an existing administrative support position.
  12. Consolidation of the Director, Program Operations with the Director, Business Operations to form the Chief Operating Officer position.
  13. Carthage Mental Health outpatient temporary redesign: A tele-video model with outpatient support through Henderson and Marshall clinics until service volume returns to the level necessary to maintain a site location.
- Initiative to sell unused vacant properties to build capital improvement reserves and reduce operating expenses.

- Joint Commission reaccreditation.
- Certified Community Behavioral Health Clinics (CCBHC) recertification. Consideration of wage and salary adjustments moved to the third quarter of FY 2026, pending budget performance sufficient to cover projected expenses.
- Unknown to date:
  1. The HHSC Mental Health contract amount and requirements.
  2. Crisis Stabilization Unit funding amount.
  3. Episcopal Health Foundation support.
  4. Office of Inspector General (OIG) Audit.
  5. Health and Human Services Commission (HHSC) Legislative Sunset Review.

#### **INNOVATION – Bring Innovation to Methods and Models of Care that Expand the Organization's Breadth and Depth**

- Rural Health Initiative (Federal) for counties with populations less than 64,000, and the applicant is a hospital, FQHC, or FQHC-LA. Upshur and Red River Counties meet the dual criteria for funding.
- IDD/Behavioral Grant to redesign outpatient clinics (State).
- Continue support of the CORE Health Program.
- Front desk collection improvement initiative.
- Tuttle (Longview Outpatient Adult) design.

#### **WORKFORCE – Create an Environment that Builds a Strong and Engaged Workforce**

- Case Management Assessment and Selection initiative.
- Continue staff applicant referral incentives.
- Educational assistance for employee career growth in center positions.
- New point solutions added to support employee health and well-being.
  - Access to virtual care for all employees and family members.
  - Assistance in identifying financial resources for special health care needs.
  - Pharmacology case management for chronic illnesses.

#### **TECHNOLOGY - Lead with Technology that Supports Business Intelligence, Clinical Operations, and Communication Priorities**

- New Artificial Intelligence (A.I.) applications for clinical support with business implications and quality monitoring.
- A.I. safety monitoring in clinics, offices, trials, and potential adoption.
- Digitalized Board Packet.
- Third-party evaluation of center copier needs.
- Implementation of new software for purchasing (Fraxion), contracts (Cobblestone), and inventory management (Asset Panda).

### Strengths

1. Dedication and flexibility of staff, Board of Trustees, and Staff and Leadership.
2. Fiscal soundness.

### Weaknesses

1. Loss of federal funding.
2. Inability to build fund reserves on cost reimbursement contracts.
3. Non-negotiable contracts that do not cover costs.
4. Lack of real-time financial information to make decisions at the Unit or Center-wide levels. Prospero financial software challenges

### Opportunities

1. Financial analysis has been added as a component of fiscal services.
2. Recruit and train mission-driven staff.
3. Pursue new funding sources.
4. Create a competitive model for broader mental health needs.

### Threats

1. Unstable funding environment.
2. Recruit and train mission-driven staff.

## RECOMMENDATIONS FOR CONSIDERATION

### **Approve FY 2026 General Operating Fund Budget**

On a motion by Leldon Williamson and seconded by Randi Leffall, the recommendation was approved.

It is recommended that the Board of Trustees approve the FY 2026 General Operating Fund budget as presented.

The budget is based on the Center's Mission, Strategic Initiatives, Goals, Objectives, and Needs Assessment within the restraints of the Center's funding sources and capacities, and on assumptions as presented.

The monthly per eligible employee premium contribution to the Center's health insurance Internal Service Fund is \$675. The additional cost will continue to be paid from the Center's Internal Service Fund reserves.

The mileage reimbursement rate remains at \$.67 for personal vehicles used for Center business. We anticipate this expense being lower this year with fewer people traveling.

Question from Randi Leffall: *How will fewer people be traveling?*

Answer from Sue Rathbun: *We have a smaller workforce.*

Question from Randi Leffall: *How much smaller?*

Answer from Inman White: *We have reduced our workforce by sixty individuals.*

Question from Leldon Williams: Is the debt service for contracts for building rent?

Answer from Sue Rathbun: The debt service is for any lease, and even software leases, if they are greater than 12 months.

Question from Leldon Williams: So, it was not for principle on borrowed money, correct?

Answer from Sue Rathbun: Correct. The Center does not carry any debt. The Debt Service line is a new requirement that the Governmental Accounting Standards Board (GASB) has put in place.

Question from Randi Leffall: We have high hopes for CORE Health. In this political situation, are we committed to CORE Health?

Answer from Inman White: We believe the organization will weather any political storm. FQHCs are strong and see themselves serving the whole community and not specific populations, whether individuals are here legally or not.

Question from Randi Leffall: Are all community centers going through the same thing?

Answer from Inman White: Yes. We are thankful for what we have.

Question from Randi Leffall: Will we emerge out of this, or is this our future?

Answer from Inman White: Health and Human Services is a cyclical business. It pivots and turns, it evolves. We have been through down periods before as an organization, and we have come back. We are resilient. We are always excited about new opportunities and what is ahead.

Answer from Rick Roberts: One of the reasons we chose to go toward the FQHC route is that we are the only LMHA in the state that has done it, and that is where we see our future going. I think that as the LMHA world shifts and changes, some based on the national zeitgeist, the FQHC is going to be a better stable force in that. In the long run, this will be one of our strongest programs.

Comment from Jay Mitchell: As a Center, we are all going after the same pieces, whereas the FQHC has tremendous potential.

Question from Randi Leffall: Were these cuts necessary?

Answer from Inman White: Progress is never in a straight line. Some of the programs that we have had to close were legacy programs that had run out of funds years ago, but we held on to them using dollars from other programs because they were our best programs.

Question from Shirley Baker: With the closing of the Dayhab in Texarkana, how would I direct someone who is looking for services?

Answer from Sandra Taylor: You will direct them to our intake line 1-800-446-8253, where the process begins. We meet with them and provide the individuals and their families with a list of providers in our area. They have the right to call those individual providers to make a selection as to where they want to go.

Question from Shirley Baker: That company that is coming out of San Antonio for Atlanta, is that still in the works?

Answer from Sandra Taylor: Yes. They are coming out of San Antonio, and they will start in Atlanta on September 1<sup>st</sup>.

Answer from Rick Roberts: Community Healthcare will still be involved on the authority side, making sure that all the things that are needed are taken care of.

Comment from Sandra Taylor: Two weeks ago, a Community Healthcare staff member and that provider met with the families in Atlanta at the Dayhab, and they had the opportunity to ask that provider any questions that they had regarding their services.

### **Approve FY 2026 Building Maintenance Fund Budget**

On a motion by Kelly Crane and seconded by Shirley Baker, the recommendation was approved.

It is recommended that the Board of Trustees approve the FY 2026 Building Maintenance Fund budget as presented. It is further recommended that the Board of Trustees authorize the Chief Executive Officer to spend the building maintenance funds on the approved projects and within the approved budget.

#### **COMMUNITY HEALTHCARE PROPOSED BUILDING MAINTENANCE FUND BUDGET FY 2026**

<b>Fund Balance as of June 30, 2025</b>		<b>\$ 557,461</b>
July, August payments into Fund		<u>\$ 20,914</u>
<b>Forecast of available funds September 1, 2025</b>		<b>\$ 578,375</b>
<b>Remaining projects from Board approved prior year budgets:</b>		
Henderson Roof repair	\$ 6,000	\$ (6,000)
<b>Proposed Projects</b>		
Woodbine Flooring	\$ 15,000	
Refrigerated Water Bottle Fillers - Marshall	\$ 4,000	
Refrigerated Water Bottle Fillers - Gilmer	\$ 4,000	
Emergency Contingency	\$ 50,000	
		\$ (73,000)
<b>Revenue</b>		
Budgeted usage fees	\$ 125,486	<u>\$ 125,486</u>
<b>Year end balance</b>		<b><u>\$ 624,861</u></b>

The budget is based on the Center's Mission, Strategic Initiatives, Goals, Objectives, and Needs Assessment within the restraints of the Center's funding sources and capacities.

The budget is based on assumptions as presented, and the analysis and prioritization of needs to maintain or update properties owned by the Center.



Question from Leldon Williamson: Regarding the roof leakage around the air conditioner, is that a new rooftop air conditioner?

Answer from Tom Suess: The unit was installed two years ago. The leak is around the ductwork where the air-conditioned unit penetrates the roof.

### **Approve FY 2026 Information Technology (IT) Fund Budget**

On a motion by Jay Mitchell and seconded by Randi Leffall, the recommendation was approved.

It is recommended that the Board of Trustees approve the FY 2026 IT Fund budget as presented. It is further recommended that the Board of Trustees authorize the Chief Executive Officer to spend the IT project funds on the approved projects and within the approved budget.

#### **COMMUNITY HEALTHCORE PROPOSED IT FUND PROJECTS BUDGET FY 2026**

<b>Fund Balance as of June 30, 2024</b>		<b>\$</b>	<b>897,015</b>
July and August payment into fund		<b>\$</b>	<b><u>55,556</u></b>
<b>Forecast of available balance September 1, 2025</b>		<b>\$</b>	<b>952,571</b>
<b>Remaining projects from Board approved prior year budgets:</b>			
Secure Texting Solution	\$	50,576	
Office 365 Annual Implementation	\$	30,000	
Fraxion - Purchasing/Accounts Payable Software	\$	560	
Mass Emergency Notification	\$	32,000	
Fixed Asset Software	\$	500	
Managed Detection & Response SaaS	\$	99,470	
Cobblestone - contract software	\$	36,595	\$ (249,701)
<b>Proposed Projects</b>			
Video Surveillance	\$	150,000	
Computers/Printers/Tablets/Video Equipment Replacement	\$	150,000	
Cobblestone - implementation	\$	50,000	
Contingency/Emergency	\$	25,000	\$ (375,000)
<b>Budgeted usage fees</b>			
<b>Year end balance</b>		<b>\$</b>	<b><u>327,870</u></b>

The budget is based on the Center's Mission, Strategic Initiatives, Goals, Objectives, and Needs Assessment within the restraints of the Center's funding sources and capacities.

The budget is based on assumptions as presented, and the analysis and prioritization of needs to maintain, update, or improve efficiency and data security.

**Approve FY 2026 Vehicle Fund Budget**

On a motion by Shirley Baker and seconded by Randi Leffall, the recommendation was approved.

It is recommended that the Board of Trustees approve the FY 2026 Vehicle Fund budget as presented. It is further recommended that the Board of Trustees authorize the Chief Executive Officer to spend the vehicle funds on the approved purchases and within the approved budget.

**COMMUNITY HEALTHCORE  
PROPOSED VEHICLE FUND BUDGET  
FY 2026**

<b>Fund Balance as of June 30, 2025</b>	<b>\$ 294,734</b>
July and August Payments into Fund	<u>\$ 7,128</u>
 <b>Forecast of available balance September 1, 2025</b>	 <b>\$ 301,862</b>
 <b>Remaining projects from Board approved prior year budgets:</b>	
Emergency Purchase if needed	\$ (100,000)
  <b>Year end balance</b>	  <b><u>\$ 201,862</u></b>

The budget is based on the Center's Mission, Strategic Initiatives, Goals, Objectives, and Needs Assessment within the restraints of the Center's funding sources and capacities.

The budget is based on assumptions as presented, and the analysis and prioritization of vehicle purchases to maintain a safe and efficient fleet of Center vehicles.

**Reappoint Rusk County Sheriff Johnwayne Valdez to Serve A Two-Year Term as an Ex-Officio Nonvoting Member of the Board Of Trustees**

On a motion by Kelly Crane and seconded by Leldon Williamson, the recommendation was approved.

As provided in the Health and Safety Code 533.0351 under SB632 of the 86th Texas Legislature, the Community Healthcare Board of Trustees can appoint two County Sheriffs as ex officio nonvoting members based on the number of counties the Center serves.

Sheriff Johnwayne Valdez completed the term vacated by Panola County Sheriff Cutter Clinton in September of 2024, ending on August 31, 2025, and has agreed to serve a two-year term beginning September 1, 2025.

It is recommended that Sheriff Valdez be re-appointed by the Board for a two-year term beginning September 1, 2025, through August 31, 2027.

**Approve FY 2026 Board of Trustees Meeting Schedule**

On a motion by Kelly Crane and seconded by Leldon Williamson, the recommendation was approved.

It is recommended that the Board approve the following meeting schedule for FY 2026:

- Thursday, September 25, 2025
- Thursday, October 23, 2025
- Thursday, December 11, 2025
- Thursday, January 22, 2026
- Thursday, February 26, 2026
- Thursday, March 26, 2026
- Thursday, April 23, 2026
- Thursday, May 28, 2026
- Thursday, July 23, 2026
- Thursday, August 27, 2026

The Bylaws of Sabine Valley Regional MHMR Center dba Community Healthcare provide regular meetings of the Board of Trustees to be held on the fourth Thursday of the month, for ten meetings a year. In the event the meeting cannot be held on the regular scheduled date, the Chair may designate an alternate date.

For FY 2026, there will not be a meeting in November 2025 due to the Thanksgiving holiday, and there will not be a meeting in June 2026 due to the Texas Council Annual Conference.

The December meeting will be on Thursday, December 11, 2025, due to the fourth Thursday (December 25, 2025) being a Center Closure Day for the Christmas holiday.

### **Approve Investment Broker/Dealer Authorization List**

On a motion by Shirley Baker and seconded by Leldon Williamson, the recommendation was approved.

In accordance with the Public Funds Investment Act, Texas Government Code 2256, the Board of Trustees must review, revise, and adopt a list of qualified brokers and dealers on an annual basis.

The following is the list of brokers and dealers that Community Healthcore may utilize:

- Morgan Stanley
- Lone Star
- Edward Jones
- Tex Pool
- Wells Fargo

All of the above firms meet the criteria. The pools have not been used.

### **Approve Sources Of Instruction For Investment Training**

On a motion by Randi Leffall and seconded by Jay Mitchell, the recommendation was approved.

Texas Government Code 2256, as amended, requires the Chief Financial Officer, the Investment Officer of the Center, to attend an investment training session not less than once in the State of Texas biennium period and receive not less than ten (10) hours of instruction relating to investment responsibilities from an independent source approved by the Board of Trustees of the Center, as provided in the investment policy of the Center.

The Center's Chief Financial Officer and Investment Officer attended the training in August 2025. The next required training must be before August 31, 2027.

### **Approve Administrative Policy 4.06 Investment and Cash Management Strategy**

On a motion by Jay Mitchell and seconded by Shirley Baker, the recommendation was approved.

Texas Government Code 2256, as amended, requires the governing body of an investing entity to adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control.

The code requires that the governing body review the policy and strategies at least annually. It will help to establish a comprehensive business system, meet the needs for revenue enhancement, train staff in business procedures, and build reserves.

There were no updates to the Public Funds Investment Act (PFIA) during the 2025 legislation session, and no updates to the Center's policy.

The Center's Investment and Cash Management Policy and Strategy (4.06) must be Board-approved during each fiscal year.

### **Approve Audit Firm Engagement Letter for FY 2025 Single Audit**

On a motion by Leldon Williamson and seconded by Kelly Crane, the recommendation was approved.

An external financial audit is required under the Texas Health and Safety Code, Section 534.068, and is to be made annually and on an organization-wide basis, including all fund types and account groups that are the accounting responsibility of the Center.

The engagement letter is the contract between the Board and the audit firm for the performance of this audit. The cost of the FY 2025 audit is at least \$74,750.

The Management Letter also stipulates the possibility of additional costs as listed in the document. For this purpose and in anticipation that the firm may need to be used for booking and reporting the Bond fund activities during FY 2026, a \$5,250 contingency fee has been added to the recommendation for a total of \$80,000.

Regulations prohibit engaging the same external audit firm for more than six consecutive years. This will be the fourth year for Scott, Singleton, Fincher & Company, PC.

### **Approve Updates to Administrative Policy 4.01 Fiscal Management**

On a motion by Randi Leffall and seconded by Leldon Williamson, the recommendation was approved.

In preparation for the center's application to be re-certified as a Certified Community Behavioral Health Center (CCBHC), it was found that a policy on fiscal management required updates to be in line with CCBHC standards.

The update ensures a corrective action plan is developed and implemented to respond to any audit findings:

1. If indicated, a corrective action plan shall be developed and implemented to respond to any audit findings.
2. Any corrective action plan, its implementation, and its completion shall be reported to the Board of Trustees.

### **Ratify the Application Submission to the Disabled American Veterans' Charitable Trust Fund**

On a motion by Shirley Baker and seconded by Randi Leffall, the recommendation was approved.

With funds provided, approximately \$10,000 for services listed below and \$2,000 for travel, from the Disabled American Veterans' Charitable Trust Fund, East Texas Veterans Resource Center will coordinate with community partners to hold veteran-related group gatherings to promote camaraderie, connectedness, and an improved sense of well-being for disabled veterans in Northeast Texas.

These types of gatherings and related services become very important to disabled veterans who often have difficulty in these areas. The funding opportunity had a quick turnaround, and submission was required in July 2025.

**Approve the Application for and, if Awarded, Accept the Episcopal Health Foundation Grant (Request # R-202508-09419)**

On a motion by Shirley Baker and seconded by Randi Leffall, the recommendation was approved.

The Episcopal Health Foundation has invited Community Healthcore\CORE Health Systems to apply for a grant opportunity. This grant is for \$500,000 and was created in response to needs emerging from recent federal and state policy and funding changes.

Episcopal Health Foundation has been incredibly supportive in the effort to improve the physical health of the people served by Community Healthcore and CORE Health Systems.

The application for this grant is due on September 15, 2025.

**Approve Funding Contracts**

On a motion by Jay Mitchell and seconded by Kelly Crane, the recommendation was approved.

It is recommended that the Board of Trustees ratify the following FY 2026 funding contracts:

HHSC Primary Health Care Grant	\$ 76,443.00
HHSC Aging and Disability Resource Center	\$ 184,317.00
HHSC Mental Health Coordinated Specialty Care Grant	\$ 757,000.00
HHSC Early Childhood Intervention	\$ 2,380,827.00
Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)	\$ 1,412,687.00
TDCJ Contract 696-PF-20-21-C111	\$ 229,502.13
Community Services of Northeast Texas	\$ 7,436.78

Health & Human Services Commission (HHSC) awarded the Center with a five-year Primary Health Care Grant. The purpose of this program is to provide preventative and primary health care for individuals who reside in the state of Texas with a gross family income at or below 200 percent of the federal poverty level. The grantee shall provide services to any person who meets the eligibility requirements. The Center was awarded a total of \$382,215 over five years.

HHSC Aging and Disability Resource Center is a one-year renewal. Aging and Disability Resource Centers (ADRCs) are designed to streamline public access to long-term care and make it easier for individuals to navigate the complex system of services. ADRCs provide objective information and assistance to help people understand available options and make informed decisions about healthcare, housing, transportation, and other long-term services and supports they may need to live in their communities. There is no match requirement.

The HHSC Mental Health Coordinated Specialty Care Grant provides funding for the Center to serve people between the ages of 15 and 30 who are first experiencing psychosis, hence First Episode Psychosis. The Center provides outpatient services including psychotherapy; family education, support, and involvement; support from peer specialists in recovery from mental illness; prescription psychotropic medications; and support for education and employment goals. This funding contract was amended, ending August 31, 2027, and a total of \$1,514,000 was added to cover the two years. There is no match requirement.

The HHSC Early Childhood Intervention (ECI) Grant was renewed with the Center for five years. ECI Services provides an array of individualized services to infants from birth to 36 months of age based upon significant delays in their development. The current service area for this contract contains the following counties: Anderson, Bowie, Cass, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Red River, Rusk, Smith, Upshur, Van Zandt, and Wood. The total contract amount for the five years is \$11,904,135. Although there is no match, ECI programs are expected to earn a significant amount of revenue from insurance and Medicaid to help cover the cost of the ECI Program.

The Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) is a state-funded initiative that provides services to individuals with medical or mental health needs who are involved with the Texas criminal justice system. It aims to help them successfully reenter the community by connecting them with necessary healthcare, support services, and resources. There is significant growth for this new budget year as the Center has negotiated additional positions to provide more support.

The Texas Department of Criminal Justice (TDCJ) Contract 696-PF-20-21-C111 has been extended from September 1, 2025, to December 31, 2025. At that point, the contract will end. The new contract is going out for procurement, and the Center will have the opportunity to apply for the new contract. This contract provides substance abuse outpatient services to people who are reintegrating into the community from prison.

Community Services Northeast Texas is a 501(c)(3) organization that provides services throughout twelve counties. The Center applied for and was awarded a grant to provide staff training on mental health self-care, presentations at school parent meetings, and professional mental health assistance to agency staff. This is a one-year renewal.

*Question from Shirley Baker: In Texarkana, Bowie, and Cass County, have the services for the ECI, the little ones, increased? Are more parents finding out about the program and signing up?*

*Answer from Steve Archer: It is. We are having more kids sign up.*

### **Approve Expense Contracts Over \$45,000**

On a motion by Leldon Williamson and seconded by Shirley Baker, the recommendation was approved.

It is recommended that the Board of Trustees approve/ratify the listed contract amounts for the Fiscal Year 2025:

<b>VENDOR</b>	<b>CURRENT</b>	<b>REQUEST</b>
KEA Construction - Approve	\$1,445,000	\$1,470,000
Republic Services - Approve	\$39,500	\$50,000
Relias Learning LLC - Ratify	\$32,000	\$60,000

KEA Construction. In July 2024, the Board of Trustees originally approved \$1,762,000 for KEA to upgrade the Crisis Unit in Atlanta to meet the Crisis Stabilization Unit (CSU) standards.

The carryover into FY 2025 was \$1,445,000, as most of the construction occurred this fiscal year. The Center is recommending that the Board approve increasing this contract by \$25,000 for a replacement hot water circulation system. The Texas Health & Human Commission is funding this construction project to upgrade the CSU to licensure standards.

Republic Services. This is a vendor who provides trash pickup at seven of our Longview locations. The size of the container and frequency of pick up vary location to location based on need. Based on growth and ongoing need, we recommend that the Board approve this recommendation to increase this contract to \$50,000 for FY 2025.

Relias. This is our online learning system. It is a lease, and we pay \$8,746.12 per quarter for staff and contractors to access this system. We assign the required training, and the system creates a record on completion, as well as sending messages when training is due.

We have designated grant funds that the Center wishes to use to augment the Relias system to add the Relias Policy Pro and Relias Regulation modules to manage the creation, editing, distribution, and acknowledgement of policies and procedures. The annual cost for these additions is \$22,000 a year, plus the implementation cost of \$3,000. To meet state and federal grant requirements, payment was made before the scheduled Board meeting; therefore, we are asking the Board to ratify this purchase.

#### **Approve Memorandums of Understanding**

On a motion by Kelly Crane and seconded by Jay Mitchell, the recommendation was approved.

It is recommended that the Board of Trustees ratify the Buckner Children and Family Services, Inc. Memorandum of Understanding.

Community Healthcore, as a Certified Community Behavioral Health Clinic (CCBHC), is going through its recertification process. A key component of this certification is to demonstrate that we have strong community partners with whom we collaborate. CCBHC organizations are not individual, stand-alone providers; rather, they reflect a community connectiveness in meeting the needs of the people served. Buckner Children and Family Services, Inc. demonstrates that connection.

#### **Approve Lease Agreement for Office Space at 4800 Texas Blvd in Texarkana, Texas**

On a motion by Randi Leffall and seconded by Shirley Baker, the recommendation was approved.

The Center has recently expanded the Early Childhood Intervention (ECI) program and Parents as Teachers (PAT) into Bowie County. As these programs have added staff, they have grown out of their current space.

Therefore, the Center is recommending renewing the lease for 2,953 square feet. The rent is \$3,000 per month; \$1.02 per square foot.

In addition to the monthly rent, the Center will pay for all utilities.



**Approve Lease Agreement for Offices at Community Connections in Longview, Texas**

On a motion by Kelly Crane and seconded by Randi Leffall, the recommendation was approved.

The Center is renting space from Regional Community Connections One, Inc., a 501(c)(3) organization. As there is an opportunity, the Center is relocating its offices to other locations.

The Center continues to lease three spaces. The Landlord has agreed to move to month-to-month for all three suites, provided the Center sends 60 days' notice to terminate each lease.

Program Name	Room	Sq. Ft.	Monthly Rent
Meeting Room	Room U-13	678	\$554.33
Veterans	Room U-16	1,142	\$1,023.23
First Episode Psychosis	Room U-17	918	\$ 822.53

The Center has a combined total of 2,738 square feet of office space with an average cost of \$0.88 per square foot. Utilities are provided by the landlord as part of the lease.

**Award Request for Proposal #1012-25 Plumbing**

On a motion by Leldon Williamson and seconded by Shirley Baker, the recommendation was approved.

Request for Proposal (RFP) 1012-25 for Plumbing Services was advertised as required by the State procurement rules and the Center procedures.

The current vendors' contracts will expire on August 31, 2025.

The Center received proposals from two respondents. The proposals were awarded based on "Best Value" for the Center.

Streety Plumbing is a current vendor in good standing that will be awarded the southern catchment area, which includes: Longview, Marshall, Carthage, Henderson, Tyler, and Gilmer.

Stephens Services Group is a current vendor in good standing that will be awarded the northern catchment area, which includes: Clarksville, Texarkana, Atlanta, and some overlap in the Marshall area.

Each vendor will be awarded a one-year contract beginning September 1, 2025, with an option to extend for two additional one-year contracts if their performance is satisfactory.

**Award Request for Proposal #1013-25 Electrical**

On a motion by Leldon Williamson and seconded by Randi Leffall, the recommendation was approved.

Request for Proposal (RFP) 1013-25 for Electrical Services was advertised as required by the State procurement rules and the Center procedures.

The current vendors' contracts will expire on August 31, 2025.

The Center received proposals from two respondents. The proposals were awarded based on "Best Value" for the Center.

Can Do II Electric is a current vendor in good standing that will be awarded the Southern catchment area, which includes: Longview, Marshall, Carthage, Henderson, Tyler, and Gilmer.

Stephens Services Group is also a current vendor in good standing that will be awarded the Northern, which includes: Clarksville, Texarkana, Atlanta, and some overlap in the Marshall area.

Each vendor will be awarded a one-year contract beginning September 1, 2025, with an option to extend for two additional one-year contracts if their performance is satisfactory.

**Award Request for Proposal #1014-25 Heating, Ventilation, and Air Conditioning (HVAC) Services**

On a motion by Leldon Williamson and seconded by Randi Leffall, the recommendation was approved.

Request for Proposal (RFP) 1014-25 for Heating, Ventilation, and Air Conditioning (HVAC) Services was advertised as required by the State procurement rules and the Center procedures.

The current vendors' contracts will expire on August 31, 2025.

The Center received proposals from two respondents. The proposals were awarded based on "Best Value" for the Center.

JD's AC is a current vendor in good standing that will be awarded the Southern catchment area, which includes: Longview, Marshall, Carthage, Henderson, Tyler, Gilmer, and some overlap in the Atlanta area.

Stephens Services Group is also a current vendor in good standing that will be awarded the Northern catchment area, which includes: Clarksville, Texarkana, Atlanta, and some overlap in the Marshall area.

Each vendor will be awarded a one-year contract beginning September 1, 2025, with an option to extend for two additional one-year contracts if their performance is satisfactory.

**Award Request for Proposal #1015-25 General Contracting**

On a motion by Leldon Williamson and seconded by Randi Leffall, the recommendation was approved.

Request for Proposal (RFP) 1015-25 for General Contracting Services was advertised as required by the State procurement rules and the Center procedures.

The current vendors' contracts will expire on August 31, 2025.

The Center received proposals from five respondents. The proposals were awarded based on "Best Value" for the Center.

The following are current vendors in good standing that will be awarded the all-catchment areas of Longview, Marshall, Carthage, Henderson, Tyler, Gilmer, Atlanta, Texarkana, and Clarksville: Sanchez Janitorial, Carpet One Marshall, Lancaster Painting, and Longview Alarms.

Stephens Services Group is also a current vendor in good standing that will be awarded the Northern catchment of Clarksville, Texarkana, Atlanta, and the Marshall area.

Each vendor will be awarded a one-year contract beginning September 1, 2025, with an option to extend for two additional one-year contracts if their performance is satisfactory.


#### UPCOMING EVENTS

- A. Next Board Meeting – Thursday, September 25, 2025
- B. State of the Center – Friday, October 10, 2025
- C. Joint Board Retreat – Friday, October 24, 2025 – **POSTPONED**

The meeting adjourned at 7:06 PM.



Nell Smith  
Board Secretary/Treasurer



Cindy Goodson  
Recording Secretary

Date approved by the Board of Trustees: September 25, 2025