



BOARD OF TRUSTEES MEETING

Integral Care's mission is to improve the lives of people affected by behavioral health and developmental and/or intellectual challenges.

Thursday, December 8, 2022 – 5:00 PM
1430 Collier Street – Integral Care Board Room, Austin, TX 78704

This meeting may include one or more members of the Board of Trustees that will participate by videoconference. The presiding officer and a quorum of the Board will be physically present and it is their intent to preside over the meeting at the Integral Care Administration Building, 1430 Collier Street, Austin, Texas 78704. The meeting shall be open to the public during the open portions of the meeting, and the member participating by videoconference shall be visible and audible to the public for as long as the member participates while speaking.

The public may also view this meeting while in progress online at the following:

[Click here to join the meeting](#)

An electronic copy of the agenda and agenda packet can be found at:

<https://integralcare.org/en/agendas-minutes>

AGENDA:

- I. CITIZENS' COMMENTS** (Presentations are limited to 3 minutes.)
- II. CHAIR'S WELCOME & ANNOUNCEMENTS**
 - a. Board Committee Assignments
- III. CONSENT AGENDA – Recommendation to Approve**
 - a. **October 27, 2022 Board of Trustees Meeting Minutes**
 - b. **Cash & Investment Report for October 31, 2022** (Finance Item III, Weden)
 - c. **Updating Board Policy 07.01 Unplanned Closures** (Finance Item V, Weden)
 - d. **Updating Board Policy 07.03 Definitions** (Finance Item VI, Weden)
 - e. **Updating Board Policy 07.05 Arbitration** (Finance Item VII, Weden)
 - f. **Updating Board Policy 07.06 Equal Employment Opportunity** (Finance Item VIII, Weden)
 - g. **Updating Board Policy 07.07 Harassment** (Finance Item IX, Weden)
 - h. **Updating Board Policy 07.11 Controlled Substance Testing** (Finance Item X, Weden)
 - i. **Updating Board Policy 07.12 Applicant and Employee Investigation** (Finance Item XI, Weden)
 - j. **Updating Board Policy 07.13 Nepotism** (Finance Item XII, Weden)
 - k. **Updating Board Policy 07.14 Hiring** (Finance Item XIII, Weden)
 - l. **Updating Board Policy 07.15 Transfer Promotions and Reassignments** (Finance Item XIV, Weden)
 - m. **Updating Board Policy 07.17 Assignments and Terms of Employment** (Finance Item XV, Weden)
 - n. **Updating Board Policy 07.18 Personnel Files** (Finance Item XVI, Weden)
 - o. **Updating Board Policy 07.19 Probationary Period** (Finance Item XVII, Weden)
 - p. **Updating Board Policy 07.20 Employee Performance Evaluation** (Finance Item XVIII, Weden)
 - q. **Updating Board Policy 07.21 Standards of Conduct** (Finance Item XIX, Weden)
 - r. **Updating Board Policy 07.24 Drugs and Alcohol** (Finance Item XX, Weden)
 - s. **Updating Board Policy 07.25 Reorganization and Reclassification** (Finance Item XXI, Weden)
 - t. **Updating Board Policy 07.26 Wage Classification** (Finance Item XXII, Weden)
 - u. **Updating Board Policy 07.27 Timekeeping** (Finance Item XXIII, Weden)

- v. **Updating Board Policy 07.28 Employment Contracts** (Finance Item XXIV, Weden)
- w. **Updating Board Policy 07.34 Agency Performance Bonus** (Finance Item XXV, Weden)
- x. **Updating Board Policy 07.37 Leave Benefits** (Finance Item XXVI, Weden)
- y. **Updating Board Policy 07.50 Retirement Plans** (Finance Item XXVII, Weden)
- z. **Updating Board Policy 07.51 Group Insurance** (Finance Item XXVIII, Weden)
- aa. **Updating Board Policy 07.61 Employee Separations** (Finance Item XXIX, Weden)
- bb. **Updating Board Policy 07.62 Employee Recognition Program** (Finance Item XXX, Weden)
- cc. **Updating Board Policy 07.64 Internal Staff Grievance and Internal Dispute Resolution** (Finance Item XXXI, Weden)
- dd. **Updating Board Policy 07.65 Governmental Regulation and Compliance** (Finance Item XXXII, Weden)
- ee. **Updating Board Policy 07.67 Workplace Violence** (Finance Item XXXIII, Weden)
- ff. **Updating Board Policy 07.69 Employee Position Compensation** (Finance Item XXXIV, Weden)
- gg. **Updating Board Policy 07.72 RIF** (Finance Item XXXV, Weden)
- hh. **Extension of Lease with 2410 East Riverside, LTD** (Finance Item XL, Weden)
- ii. **Approval to Finalize Negotiation and Enter into a Contract with T-Mobile** (Finance Item XLIII, Weden)

IV. ACTION ITEMS

- a. **Recommendation to Approve the Consolidated Local Service Plan (CLSP) & Local Provider Network Development Plan (LPND) (Goal 4)** (P&O Item III, Louise Lynch, pgs. 5-18)
- b. **Discuss and Take Appropriate Action on Financial Statements and Budget Amendments (if applicable) for the Period Ending October 31, 2022 (Subject to Audit)** (Finance Item IV, David Weden)
- c. **Discuss and Take Appropriate Action on Adopting Board Policy 07.73 Neutral Employee Separation** (Finance Item, XXXVI, David Weden)
- d. **Discuss and Take Appropriate Action Regarding Resolution for Formation of Travis County Supporting Housing Collaborative (TCSHC) and Appointment of Dawn Handley as a Director** (Finance Item, XXXVII, David Weden)
- e. **Discuss and Take Appropriate Action Regarding Resolution on Seabrook Phase II including authorization to apply for HOME American Rescue Plan funding through TDHCA** (Finance Item, XXXVIII, David Weden)
- f. **Discuss and Take Appropriate Action Regarding Resolution on Kensington Apartments** (Finance Item, XXXIX, David Weden)
- g. **Discuss and Take Appropriate Action on Potential Sale of 5515 Woodrow** (Finance Item, XLI, David Weden)
- h. **Discuss and Take Appropriate Action Regarding 401(a) Retirement Plan and Creating Non-Elective 403(b) Retirement Plan** (Finance Item, XLII, David Weden)
- i. **Discuss and Take Appropriate Action Regarding Easement at 6222 N Lamar** (Finance Item, XLIV, David Weden)

V. INFORMATION ITEMS

- a. **Board Staff Ad Hoc Committee on Racial Equity Update (Goal 3)** (Louise Lynch)

VI. CEO REPORT

- a. **ICCC Update**
- b. **Looking Ahead**

VII. CITIZENS' COMMENTS (Presentations are limited to 3 minutes.)

VIII. ADJOURNMENT

*Integral Care is committed to compliance with the Americans with Disabilities Act. To request a reasonable accommodation, please call the Executive Office at 440-4031 for information or write to:
P.O. Box 3548, Austin, Texas 78764-3548.*

January 2023 Integral Care Calendar

Date	Time	Event/Meeting/Location	Contact Person
January 12	12:00 PM	Planning Network Advisory Committee Meeting	Louise Lynch
January 13	1:00 PM	C.A.N. Board Meeting	David Evans
January 17	5:30 PM	Planning & Operations Meeting	Louise Lynch
January 19	5:00 PM	Finance Committee Meeting	Anna Arage
January 26	5:00 PM	Board of Trustees Meeting	David Evans



BOARD OF TRUSTEES MINUTES

DATE: October 27, 2022
TIME: 5:00 p.m.
PLACE: Via TEAMS

MEMBERS PRESENT: Hal Katz, Luanne Southern, Trish Young Brown, Dr. Guadalupe Zamora, Deborah Smith, Sheriff Sally Hernandez and Ed Calahan

MEMBERS ABSENT: Sarah Churchill Llamas and Emmitt Hayes

Other Center Staff and Guests were in attendance.

With a quorum of Trustees present, Chair Hal Katz, called the Board meeting to order at 5:03 p.m.

CITIZENS' COMMENTS

None.

CHAIR'S WELCOME & ANNOUNCEMENTS

Chair Katz welcomed Board Members and Staff. Chair Katz spoke about the meeting he and David Evans had with the Austin Healthcare Council.

CONSENT AGENDA

The following Consent Agenda items were approved by consensus:

- a. **August 25, 2022 Board of Trustees Meeting Minutes**
- b. **Renewal for Fresh Start (Goal 3) (P&O Sept Item III)**
- c. **Enhancement of the Local Health Data Sharing through Capacity Building of the Central Texas Health Information Exchange (Goal 4) (P&O Sept Item IV)**
- d. **St. David's Foundation Grant Extension for the Judge Guy Herman Center (Goal 3) (P&O Sept Item V)**
- e. **Cash & Investment Reports for August 31, 2022 (Finance Sept Item III)**
- f. **Financial Statements and Budget Amendments (if applicable) for the Period Ending August 31, 2022 (Subject to Audit) (Finance Sept Item IV)**
- g. **Authorizing the CEO and/or CAO/CFO or Designated Representative to Finalize Negotiation and Execution of a Contract with Integrated Prescription Management for Pharmacy Benefits Management services (Finance Sept Item V)**
- h. **Cash & Investment Reports for September 30, 2022 (Finance Oct Item III)**
- i. **Lease Extension for 825 East Rundberg Lane, Suites E-2 and F-1 (Finance Oct Item V)**
- j. **Updating Board Policy 04.01 Client Cash Management (Finance Oct Item VI)**
- k. **Updating Board Policy 04.02 Approval of Grant Contract Foundation or Other Resource Development Proposals Submissions and Awards (Finance Oct Item VII)**

- l. **Updating Board Policy 04.04 Authorized Out-of-Town Travel Reimbursement** (Finance Oct Item VIII)
- m. **Updating Board Policy 04.05 Short-Term Investments and Related Loans** (Finance Oct Item IX)
- n. **Board Policy 04.06 Check Signing Authority** (Finance Oct Item X)
- o. **Board Policy 04.07 Document Signing Authority** (Finance Oct Item XI)
- p. **Board Policy 04.08 Expenditures for Unbudgeted Activities** (Finance Oct Item XII)
- q. **Board Policy 04.09 Client Billing** (Finance Oct Item XIII)
- r. **Board policy 04.12 Purchase of Goods and Services** (Finance Oct Item XIV)
- s. **Board policy 04.13 Annual Review of Financial Information** (Finance Oct Item XV)
- t. **Board policy 04.14 Cash Receipt – Deposit Management** (Finance Oct Item XVI)
- u. **Board policy 04.15 Budget Amendment Policy** (Finance Oct Item XVII)
- v. **Board policy 04.16 Purchase of Goods and Services – Alternate Vendor** (Finance Oct Item XVIII)
- w. **Amending Board policy 04.17, Investment and Cash Management, to add Deputy Chief Financial Officer as a designated Investment Officer** (Finance Oct Item XIX)
- x. **Board policy 04.18 Resource Development Policy** (Finance Oct Item XX)
- y. **Board policy 04.19 Historically Underutilized Businesses** (Finance Oct Item XXI)
- z. **Board policy 04.20 Consumer-Owned Businesses** (Finance Oct Item XXII)
- aa. **Board policy 04.21 Expenditure of Funds for the Purchase of Food and Beverages for Consumption by Employees and Volunteers** (Finance Oct Item XXIII)
- bb. **Board policy 04.22 Fund Balance** (Finance Oct Item XXIV)
- cc. **Board policy 04.23 Prohibition of Providing Services Without a Contract** (Finance Oct Item XXV)
- dd. **Board Policy 04.24 Interest Charges to Delinquent Payors** (Finance Oct Item XXVI)
- ee. **Board Policy 04.25 Unallowable Expenditures** (Finance Oct Item XXVII)
- ff. **Board Policy 05.02 Contracting Philosophy** (Finance Oct Item XXVIII)
- gg. **Board Policy 05.03 Contract Review and Approval** (Finance Oct Item XXIX)
- hh. **Board Policy 06.01 Safe and Healthy Environment** (Finance Oct Item XXX)
- ii. **Board Policy 06.03 Vehicle Maintenance** (Finance Oct Item XXXI)
- jj. **Board Policy 06.04 Inspection Requirements for Real Property Purchases** (Finance Oct Item XXXII)
- kk. **Board Policy 06.05 Weapons** (Finance Oct Item XXXIII)
- ll. **Board Policy 06.06 Real Estate Management** (Finance Oct Item XXXIV)
- mm. **Board Policy 06.07 Sale and Disposal of Center Assets Other Than Real Property** (Finance Oct Item XXXV)
- nn. **Resolution Amending Authorized Representatives on TexPool Accounts** (Finance Oct Item XXXVI)
- oo. **Adding the Deputy Chief Financial Officer as a Signor on the Frost Bank Deposits Account, Frost Bank Accounts Payable Account and Frost Bank Payroll Account** (Finance Oct Item XXXVII)
- pp. **Adding the Deputy Chief Financial Officer as Signor on the following Accounts for Managed Housing Properties: Frost Housing Operating Account, Frost Housing Security Deposits Account, Frost Housing Reserve Account** (Finance Oct Item XXXVIII)
- qq. **Adding the Deputy Chief Financial Officer as Signor on the Chase New Milestones Foundation Operating Account** (Finance Oct Item XXXIX)
- rr. **Adding the Deputy Chief Financial Officer as Signor on the Austin Community Foundation Account** (Finance Oct Item XL)
- ss. **Adding the Deputy Chief Financial Officer as Signor on the Frost Housing First LLC Account** (Finance Oct Item XLI)

- tt. **Adding the Deputy Chief Financial Officer as Signor on the Housing First Oak Springs, LP Accounts with Capital One, National Association for the following accounts: Construction Account, Stabilization Reserve Account, Lease-Up Reserve Account, Replacement Reserve Account, and Equity Funds Account** (Finance Oct Item XLII)
- uu. **Adding the Deputy Chief Financial Officer as Signor on the Housing First Oak Springs, LP Account with Truist for the following accounts: Rental Operations, Security Deposits, and Reserve Account** (Finance Oct Item XLIII)
Adding the Deputy Chief Financial Officer as Signor on Bank Accounts for NMF I, NMF II, NMF III, NMF IV, NMF V, NMF VI, and NMF VII (Finance Oct Item XLIV)

ACTION ITEMS

Acceptance of Financial Statements and Budget Amendments (if applicable) for the Period Ending September 30, 2022 (Subject to Audit). Hal Katz called for a motion to recommend to the Board the approval of proposed recommendation. All were in favor. Motion carried.

CEO REPORT

The CEO report was briefly highlighted with emphasis on the ICCC and Texas Council. The new Medical Director Ziyad Nuwayhid was introduced to the Board.

CITIZENS' COMMENTS

Citizens' comments were provided.

NEW BUSINESS

Luanne Southern announced the slate of officers for the Election of New Officers for FY23. Trish Young Brown was elected as the new Chair, Emmitt Hayes will remain Vice Chair and Deborah Smith was elected as Secretary/Treasurer.

It was agreed that the November/December Board Meeting would be held on Thursday, December 8, 2022.

Following introductions, and in accordance with Texas Government Code Annotated, Section 551.074 PERSONNEL MATTERS, the meeting went into closed session to discuss possible action on Chief Executive Officer Succession Plan.

No action was taken.

There being no further business, the meeting was adjourned at 6:01 p.m.

BOARD APPROVED:

Hal Katz
Board Chair
December 8, 2022

Kendra Drake
Recording Secretary