



# Travis County Commissioners Court Agenda Request

**Meeting Date:** Tuesday, August 7, 2012  
**Prepared By/Phone Number:** Deece Eckstein, 854-9754  
**Elected/Appointed Official/Dept. Head:** Deece Eckstein, 854-9754  
**Commissioners Court Sponsor:** Judge Biscoe

## **AGENDA LANGUAGE:**

CONSIDER AND TAKE APPROPRIATE ACTION ON TRAVIS COUNTY APPOINTMENT TO THE AUSTIN TRAVIS COUNTY INTEGRAL CARE (ATCIC) BOARD OF TRUSTEES:

- A. ADOPT PROCEDURE AND TIMETABLE FOR APPOINTMENT PROCESS; AND,
- B. APPROVE APPLICATION PACKET FOR DISTRIBUTION TO INTERESTED PARTIES.

## **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Backup materials to follow.

**STAFF RECOMMENDATIONS:** Backup materials to follow.

**ISSUES AND OPPORTUNITIES:** Backup materials to follow.

**FISCAL IMPACT AND SOURCE OF FUNDING:** Backup materials to follow.

**REQUIRED AUTHORIZATIONS:** None.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:**

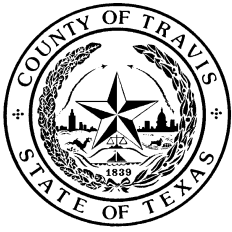
Sherri Fleming

County Executive, Health and Human Services & Veterans Services

Phone: 854-4581

Email: [Sherri.Fleming@co.travis.tx.us](mailto:Sherri.Fleming@co.travis.tx.us)

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# MEMO

- For Your Information**
- Action Required**

**TO:** Travis County Commissioners Court

**FROM:** Deece Eckstein, Coordinator, IGR

**DATE:** Tuesday, August 7, 2012

**RE:** ATCIC Board of Directors appointments

## Summary and IGR Recommendation

The term of Richard Hopkins, one of three Travis County appointees to the Austin Travis County Integral Care Board of Trustees, expires on September 30, 2012. Under the Uniform Appointments Process adopted by the Court on March 6, 2012, the Court issued a Call for Applications at its last meeting. This week, IGR asks the Court to formally approve an applications process and packet for the appointment. IGR also asks the Court to schedule a work session for Thursday, September 27, 2012, so that it may interview candidates if it so chooses.

## Background

Founded in 1967, Austin Travis County Integral Care provides community-based behavioral health and developmental disabilities services in Travis County, administering an annual budget of \$57 million of local, state and federal funding at 44 physical facilities. In the last year, Integral Care served more than 22,000 individuals and families, offering numerous services and programs year-round.

Integral Care was known as the Austin Travis County Mental Health Mental Retardation Center until September 2009, when its name was changed to reflect evolving attitudes and terminology and to honor the dignity of people who seek our services.

The Travis County Commissioners Court makes three appointments to the ATCIC Board. The term of one of them, Richard Hopkins, expires at the end of September. Mr. Hopkins has expressed interest in being reappointed to the board.

### **Qualifications of a Board Member**

Members of the ATCIC Board of Trustees:

1. Are qualified voters in Travis County, Texas;
2. Possess skills, experience and abilities in one or more of the following areas:
  - ★ Commitment to improve the lives of people affected by behavioral health and developmental and/or intellectual challenges;
  - ★ Ability to learn, understand and comply with rules and standards governing the conduct of public business, including open government laws, governmental contracting and grant-making procedures, and accountability standards and measures;
  - ★ Extensive involvement in leadership roles on community boards or projects;
  - ★ Experience recruiting, hiring, and management senior management personnel;
  - ★ Demonstrated ability in understanding finance, comprehending and managing large budgets;
  - ★ Knowledge of, or commitment to learn about, applicable state and federal regulatory requirements;
  - ★ Knowledge of, or commitment to learning about, funding sources and mechanisms including their political and equity implications;
  - ★ Availability to commit to full participation as a board member;
3. Are reflective of the ethnic and geographic diversity of the local service area served by ATCIC; and,

4. Are able to comply with the Board of Trustees' performance standards and conflict of interest policy.

### **Appointment Process**

Attachment A is a proposed outline and timetable for making the appointment. It broadly tracks the process adopted by the Court in previous appointments, including the CTRMA, CentralHealth, and the CapMetro Board of Trustees.

### **Application Packet**

Attachment B is a proposed application packet, including:

- the call for applications
- a list of desired qualifications and skills
- an application form

These documents were developed with reference to the application form and process used for other Commissioners Court appointments, including the CTRMA, CentralHealth, and CapMetro boards.

### **Attachments**

1. Outline of proposed process and timetable for ATCIC appointment. ("Attachment A")
2. Proposed Application Packet for ATCIC appointment(s). ("Attachment B")

## ATTACHMENT A

### TRAVIS COUNTY COMMISSIONERS COURT AUSTIN TRAVIS COUNTY INTEGRAL CARE (ATCIC) BOARD OF TRUSTEES APPOINTMENT Proposed Process and Timetable

- |                                |  |
|--------------------------------|--|
| August 7                       | Commissioners Court adopts selection process for ATCIC Board of Trustees appointment and reiterates call for applications  |
| September 7                    | Deadline for submission of applications  |
| September 10 -<br>September 17 | Commissioners Court members reviews all applications, narrows down list of candidates to interview   |
| September 25                   | Commissioners Court decides whether to interview a short list of finalists and, if so, identifies them   |
| September 27                   | Commissioners Court work session interviews with finalists (if necessary) <ul style="list-style-type: none"><li>• 40-minute interviews with each candidate</li><li>• Prepared list of questions to be asked of each candidate</li><li>• Open, but untelevised, session</li></ul> |
| September 30                   | Current term of Travis County appointee expires  |
| October 2                      | Commissioners Court selects Travis County appointee to ATCIC Board of Trustees for a term running until September 30, 2014.  |

ATTACHMENT B

**TRAVIS COUNTY  
COMMISSIONERS COURT**

Appointment to the

**AUSTIN TRAVIS COUNTY  
INTEGRAL CARE  
BOARD OF TRUSTEES**

Proposed Applications Documents  
Thursday, August 2, 2012  
For Court Consideration and Action on  
Tuesday, August 7, 2012

**Travis County  
Commissioners Court**



**APPLICATION PACKET**

**for**

**Appointment to the  
Austin-Travis County  
Integral Care  
(A-TCIC)**

**Board of Trustees**

**August 1, 2012**



August 1, 2012

TO: Potential Applicants

FROM: Travis County Commissioners Court

SUBJECT: **A-TCIC Application Process, Timeline and Application**

Attached is the Austin-Travis County Integral Care (A-TCIC) Application Packet. Included in the packet are:

1. a description of the history and mission of A-TCIC;
2. a summary of the qualifications the County is seeking in its appointees; and
3. an application form.

**The deadline for receipt of completed applications is 4:00 p.m. on Friday, September 7, 2012.**

Applications may be submitted to:

Travis County Commissioners Court  
Attn: Intergovernmental Relations Office  
700 Lavaca, Suite 360  
Austin, Texas 78701

Applications may also be submitted electronically in PDF format to:

[IGR@co.travis.tx.us](mailto:IGR@co.travis.tx.us)

Electronic copies of this packet can be requested by calling Deece Eckstein at (512) 854-9754 or emailing [Deece.Eckstein@co.travis.tx.us](mailto:Deece.Eckstein@co.travis.tx.us). Also, paper copies of the application packet can be picked up at the IGR Office address noted above.

## **Call for Applications to the Austin Travis County Integral Care (ATCIC) Board of Trustees Representing Travis County**

The Travis County Commissioners Court is seeking applications from qualified individuals to serve on the Board of Trustees of the Austin Travis County Integral Care (ATCIC). The Commissioners Court makes three appointments to the Board of Trustees, as do the City of Austin and Central Health. One appointment becomes available on October 1, 2012.

Founded in 1967, ATCIC provides community-based behavioral health and developmental disabilities services in Travis County, administering an annual budget of \$57 million of local, state and federal funding at 44 physical facilities. In the last year, Integral Care served more than 22,000 individuals and families, offering numerous services and programs year-round.

The Commissioners Court is looking for individuals who:

1. Are qualified voters in Travis County, Texas;
2. Possess skills, experience and abilities in one or more of the following areas:
  - ★ Commitment to improve the lives of people affected by behavioral health and developmental and/or intellectual challenges;
  - ★ Ability to learn, understand and comply with rules and standards governing the conduct of public business, including open government laws, governmental contracting and grant-making procedures, and accountability standards and measures;
  - ★ Extensive involvement in leadership roles on community boards or projects;
  - ★ Experience recruiting, hiring, and management senior management personnel;
  - ★ Demonstrated ability in understanding finance, comprehending and managing large budgets;
  - ★ Knowledge of, or commitment to learn about, applicable state and federal regulatory requirements;
  - ★ Knowledge of, or commitment to learning about, funding sources and mechanisms including their political and equity implications;
  - ★ Availability to commit to full participation as a board member;
3. Are reflective of the ethnic and geographic diversity of the local service area served by ATCIC; and,
4. Are able to comply with the Board of Trustees' performance standards and conflict of interest policy, as set forth on the following pages.

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## **02.03 BOARD OF TRUSTEES POLICY**

**Title: Board of Trustees Administration and Operation**

**Section: Board of Trustees**

**Cross Reference: N/A**

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### **BACKGROUND**

The Board has established performance standards for its membership.

Meetings of the Board and its committees are planned, organized and conducted according to Board Policy, applicable statutes and other appropriate regulations.

### **PURPOSE**

It is the purpose of this policy to document the Board's practices regarding its administration and operations which are not included in the *Restated Articles of Organization* (the "Charter"), the Board's Bylaws or other Board Policies.

### **POLICY**

#### **1. Attendance**

Board members are expected to attend all Board and Committee meetings. In accordance with the Austin Travis County Mental Health Mental Retardation Center Charter, an absence from three consecutive regularly scheduled meetings of the Board within a twelve month period, or four regularly scheduled meetings of the Board within a twelve month period, shall be deemed a dereliction of duty unless poor health is the cause of the absence or absences.

The Board shall annually review and report the attendance of its members to all sponsoring agencies.

#### **2. Minutes**

The Board and all Board Committees shall keep minutes of their proceedings which note all actions taken by the Board. Once approved, the minutes of the full Board meetings shall be distributed to DSHS and DADS, the sponsoring agencies, advisory committees, Center staff and made available to the public.

#### **3. Background Materials for Board and Advisory Committee Members**

Materials for Board and Committee consideration, including advisory committees, shall be distributed seven calendar days prior to regular meetings, provided, however, that this section shall not affect the validity of any Board action on such materials.

#### **4. Agendas**

The Executive Director shall develop and implement systematic procedures governing the preparation and distribution of Board and Board Committee, including Advisory Committee, agendas and related materials. The Board Chairperson has final authority for approving the Board agenda. Committee Chairpersons will retain final authority for approval of Committee agendas. All meetings shall be posted in accordance with the Open Meetings Law.

5. Diversity

In order to promote the appointment of members reflective of the ethnic and geographic diversity of the local service area and to ensure compliance with the statute, the Chair, as vacancies occur, shall provide written communication to the appropriate appointing agency describing the Board of Trustee's current geographic and ethnic composition, as well as a copy of all relevant statutes.

6. Proxy Voting

All votes on Board and Committee issues shall be made in person; telephone voting and voting via proxy shall not be permitted.

7. Compensation of Board Members

Board members are entitled to reimbursement for local and out-of-town travel expenses incurred in conducting Center business. Board members shall be subject to the same guidelines for reimbursement that apply to Center staff.

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**Effective Date: January 25, 1990**

**Revised Date: July 31, 2008**

**Approved: Toni Inglis**

**Signature:** \_\_\_\_\_

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## CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

To All Members of the Board of Trustees:

The Center respects the rights of its trustees in their activities outside their positions of trust with the Center which are private in nature and which in no way conflict with or reflect upon the Center. The trustees have been carefully selected and their integrity and judgment are valued and trusted. This document is a safeguard for Board members so as to avoid any misunderstandings which might unintentionally involve a conflict of interest. To avoid any misunderstandings, the following statements of policy are made:

1. A conflict of interest is broadly defined as a conflict between the private interests and the official responsibilities of a person in a position of trust. Trustees are in positions of trust. The private interests of a trustee cannot conflict with his/her official duties as a representative of ATCIC nor with the interests of ATCIC.
2. Each trustee must avoid incurring any kind of financial or personal obligation which might affect his/her judgment in dealing for the Center with outside organizations, firms or individuals. Each person must examine his/her own activities and those of his/her family to be sure that no condition exists which creates an embarrassing situation in respect to transactions of the Center.
3. Where there is any question about a conflict of interest, even though it may not exist in actuality, the particular situation should be disclosed in writing. For a trustee, the disclosure should be filed with the Chief Executive Officer or his/her designee. This action of disclosure is a protection for both the Center and the trustee. In most cases, the activity disclosed does not represent a conflict of interest which would require corrective action by either the Center or the trustee. The mere documentation via disclosure indicates good faith and rarely would additional action be required. It is the responsibility of the Executive Committee of the Board of Trustees to determine whether conflicts of interest do occur, and to take such steps as deemed appropriate to protect the Center.
4. Below is a list of areas about which care should be exercised by the trustee as potential conflicts of interest.
  - a. Holding a financial interest of over 1% (including stockholder, partner, joint venture, creditor, guarantor or director) in a firm which provides services or supplies, materials or equipment to the Center; or with a firm to which the Center provides services or makes loans; or engaging in such activities with the Center as an individual.

## Conflict of Interest and Disclosure Statement

(Board of Trustees)

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b. Speculating or dealing in equipment, supplies, materials or property purchased by the Center, or speculating or dealing for his/her own account in services provided by the Center.

c. Borrowing money from suppliers, persons receiving services from the Center or from individuals or firms with whom the Center does business. This does not include routine banking services and transactions between a bank, savings and loan or other similar institution and trustee.

d. Accepting gifts or favors for himself/herself or for any family member, or entertainment or other personal obligation from an outside organization or individual which are substantial enough to influence his selection of goods and services for the Center. This does not apply to acceptance of perishable or consumable gifts of a nominal value, nor reasonable personal entertainment, but care must be exercised to be sure that continuation of such matters does not gradually build up into an embarrassing obligation. In the case of gifts that are of a substantial nature, these should be returned to the donor with the explanation that Center policy will not permit the acceptance of the gift. The Center will take care of the expense of returning such gifts.

e. Acquisition by purchase or lease of real estate in which it is known the Center has an interest, or which may improve in value because of the Center's interest in adjoining property.

f. The misuse of information to which the trustee has access by reason of his position, such as the disclosure of confidential information to competitors or others outside the business.

g. Be employed in a situation or accept compensation which might reasonably be expected to impair independence of judgment in the performance of ATCIC official duties.

h. Trustees in the role in private business or professional activities shall not:

- Use the Center office or return address on their business or professional stationary;
- Utilize Center employees for personal work or any private business or professional activity during regular working hours;
- Utilize Center equipment, supplies or facilities for their private business or professional activities;
- Provide privately the same services to Center clients which Center clients are currently receiving from the Center; or
- Solicit clients for their private business or professional activities from persons being served by the Center.

5. The foregoing is to be understood to refer not only to the Center, but also to any of the Center's pension, retirement, savings or similar plans. The holding of any security, not including one of the securities in question of a publicly owned corporation (i.e., one stock is registered with the Securities and Exchange Commission), will not be deemed a violation of this policy.

Conflict of Interest and Disclosure Statement

(Board of Trustees)

Page 3

Copies of this policy statement are sent to each trustee once a year, with the request that they sign one copy and return it to the Chief Executive Officer. Any possible conflict of interest on the part of any of the following that is known to the Trustee should be disclosed at the end of this letter:

1. Trustees or their families (which would include spouse, parents, brothers, sisters, children, nieces, nephews and spouses of brothers, sisters and children).
2. Any organization of which they or members of their families are an officer, director or either directly or indirectly, a stockholder or partner.
3. Any trust or estate in which they or members of their families have a beneficial interest or for which they act in a fiduciary capacity.

Remember that this is a disclosure for the protection of both you and the Center. This documentation discloses your good faith that no action or interest on your part or that of your family is intentionally in conflict with the interests of ATCIC.

If a situation of this type described above should develop during the year, a statement outlining the details should be filed with either the Chief Executive Officer or his/her designee.

I have read and understand this policy and will make every effort to observe it carefully.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TRAVIS COUNTY  
AUSTIN TRAVIS COUNTY INTEGRAL CARE  
BOARD OF TRUSTEES  
APPOINTMENT APPLICATION**

(Applications must be submitted in this format. Please do not retype or reformat.)

<b>Name:</b>		
<b>Spouse's Name:</b>		
<b>Home Telephone #</b>	<b>Work Telephone #</b>	<b>Fax #</b>
<b>Email Address</b>		<b>Cellular # (Optional)</b>
<b>Present Job title &amp; job description:</b>          		
<b>Profession:</b>		
<b>Home Address</b> (STREET/P.O. BOX, CITY, STATE, ZIP)		<b>Employer and Employer's Address</b>
<b>County:</b>		

**EDUCATION/TRAINING:**

<b>High School or equivalent (G.E.D.)</b>	
<b>Undergraduate School:</b>	<b>Year Graduated:</b>
<b>Graduate School:</b>	<b>Year Graduated:</b>
<b>Licenses/Certifications:</b>	<b>Year Obtained:</b>

**Exhibit B**



**Name:**

**EMPLOYMENT AND CAREER HISTORY( include administrative and finance experience):**

**CURRENT PROFESSIONAL MEMBERSHIPS:**

**PUBLIC SERVICE (include participation in local, state, and federal governmental processes):**

**Name:**

**CIVIC PARTICIPATION:**

**COMMUNITY LEADERSHIP ROLES:**

**COMMUNITY MENTAL HEALTH OR PUBLIC HEALTH EXPERIENCE AND/OR KNOWLEDGE:**

**NOTE: PLEASE ATTACH A RESUME.**

**TRAVIS COUNTY  
AUSTIN TRAVIS COUNTY INTEGRAL CARE  
BOARD OF TRUSTEES  
APPOINTMENT APPLICATION**

<b>Name:</b>					
<b>Date of Birth</b>	<b>Driver's License # or DPS I.D. #</b>	<b>Are you a U.S. Citizen</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
<b>Ethnicity: (Optional)</b>	<input type="checkbox"/> <b>White</b>	<input type="checkbox"/> <b>African-American</b>	<input type="checkbox"/> <b>Hispanic</b>	<input type="checkbox"/> <b>Asian</b>	<b>Other: _____</b>

**CERTIFICATION OF APPLICANT**

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Travis County full authority to conduct background investigations pertinent to this application.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**Return completed application and attachments via mail to:  
Travis County Commissioners Court  
Attention: Intergovernmental Relations Office  
700 Lavaca Street, Suite 360  
Austin, Texas 78701**

Or via email to [IGR@co.travis.tx.us](mailto:IGR@co.travis.tx.us).