

## Texas Civil Commitment Office



Christy Jack, Chair  
Board Members:  
Kathryn "Katie" McClure, Vice Chair  
Jose Aliseda  
Roberto "Robert" Dominguez  
Rona Stratton Gouyton  
Marsha McLane, Executive Director

Friday, February 5, 2021, at 10:00 a.m.

### VIA VIDEOCONFERENCE

### MINUTES

#### Board Members Present

Christy Jack, Chair  
Jose Aliseda

Katie McClure  
Robert Dominguez

Rona Stratton Gouyton

#### TCCO Staff

Marsha McLane  
Mike Necker

Stanley Muli  
Gregg Cox

Jessica Marsh

#### House Corrections Committee

Roel Benavides

#### Management and Training Corporation

John Cochran

Sean Casey

Tiffany Graves

#### Convene the Board of the Texas Civil Commitment Office (TCCO)

Board Chair, Christy Jack convened the meeting at 10:00 a.m. Roll was taken and it was noted that a quorum was present. Ms. Jack went on to note that this meeting was being held via webinar to comply with the Governor's order to minimize in-person contact, and members of the public have the ability to join the meeting via telephone or video.

#### Board Chair report

Board Chair, Christy Jack, gave no formal report.

#### Executive Director's report concerning program operations, the routine functioning of the TCCO and legislative update

TCCO Executive Director, Marsha McLane began by discussing COVID-19 and how TCCO provided personal protective equipment (PPE), to include masks, gowns, coveralls, gloves, face shields and boot covers for all staff in the Austin office as well as at the TCCC. In addition to the PPE, TCCO also bought foggers for spraying disinfectant and provided training to all employees on the proper donning and doffing of PPE. It was also noted that facility staff at the TCCC fog the TCCO offices there with disinfectant every day and they provided training in the use of PPE to all of their staff and to the clients who are workers at the facility.

There were 7 cases of COVID-19 at the facility at the time of the last Board meeting. That grew to 11 in October, 87 in November, 160 in December, 3 in January and, as of 3 days ago, there are 0 staff and 0 clients with COVID-19 and nobody is under quarantine.

The facility in Littlefield has been designated as a vaccination site so all of the clients who wish to be vaccinated will be able to get the vaccine there as soon as the vaccine arrives at the facility. Additionally, the Lubbock Health Department has agreed to vaccinate all staff at the facility. TCCO received 1,300 COVID-19 tests for use at the facility and additional rapid tests for all TCCO offices so that TCCO employees can test often. At

this time, TCCO is developing some COVID-19 protocols for visitation at the facility in hopes that visitation can be reinstated.

In order to continue delivering treatment to the clients, the facility developed a method for delivering treatment assignments to the clients through the facility mail system which they could complete and return to the treatment providers, who could then comment on the assignments and return feedback to the clients providing the opportunity for clients to comment and return feedback or ask questions of the treatment providers.

TCCO hired an internal auditor who is currently in the process of completing the audit of supervision to ensure that TCCO is doing everything required in providing supervision to the clients. There is currently a Request for Offers open for the client file software utilized by TCCO.

TCCO has been working with legislative staff on some legislation that TCCO has asked for and making sure that the content of the legislation is conducive to TCCO carrying out their mission. Legislative committees have been assigned and there have been many changes which means TCCO will be working with different legislators on many committees than they have in the past.

TCCO looked into grievances filed at the facility to see if the COVID-19 pandemic had a significant effect on the types and numbers of grievances filed. There were no remarkable changes in the types or numbers of grievances filed.

MTC will be partnering with Socrates, a software company, in hopes of starting a pilot program where clients will have access to and the ability to utilize tablets for things such as the law library, taking classes and submitting sick call requests. Before the program can be put into action, TCCO needs to know that they will have the ability to monitor what the clients are using the tablets for.

TCCO hired a new General Counsel, Gregg Cox. Ms. McLane introduced Mr. Cox and noted that he recently retired from the Travis County District Attorney's office after 30 years of service in several different areas of that office. He also has experience working with and testifying before the legislature.

#### **Chief Financial Officer's report regarding FY 2021 Budget/Expenditures and Offsite Healthcare costs**

TCCO Chief Financial Officer, Stanley Muli, began by noting that TCCO's budget for Fiscal Year 2021 has gone up by \$1.2 million from \$19,781,089 to \$21,039,136 due to the fact that the amount remaining in the FY 2020 budget was rolled into the FY 2021 budget. Additionally, TCCO was asked by the State to identify a possible 5 percent reduction in their operating budget, which means the amount TCCO plans on working with this year is \$19,172,445.

TCCO has spent \$8,400 on COVID-19 related expenses and projects that the total they will spend by the end of the Fiscal Year will be \$12,500. MTC has spent \$428,124 on COVID-19 related expenses. This includes the purchase of PPE and other equipment, the cost to bring in staff from other facilities to cover for staff that were out on quarantine and overtime because of being short staffed.

TCCO's legislative Request was for the upcoming biennium was for \$35.8 million made up of \$17.9 million for each year of the biennium. TCCO also requested an additional \$4.2 million for five exceptional items which include caseload growth, offsite healthcare, case manager career ladder, professional services and the ability to hire two new case managers that can be placed in different parts of the state, allowing for releases of TCCO clients to occur in places other than Dallas/Fort Worth, Houston and Austin.

#### **Report from the Texas Civil Commitment Center regarding treatment programming**

MTC Clinical Director, Dr. Sean Casey, started by noting the challenges of continuing to provide treatment services during the pandemic, while maintaining as much safety and precaution as possible. At first, the groups were restructured so that they would be made up of residents from the same housing area; however, in some instances members of two housing areas attended the same group using videoconferencing technology where the treatment provider would be in with one group but the other could attend and interact via videoconference.

Another adjustment that was made was to stagger the start times, break times and end times of the different groups so that the different housing areas would not be in the hallways or moving about the facility at the same time.

Another practice that was implemented was the use of the facility mail system for the therapists to send assignments with due dates to the clients under quarantine so the clients could complete the assignments and send them back to the therapist. In turn, the therapists could make comments and give guidance on the assignments and send them back to the clients to maintain communication and treatment. This worked well for those clients as well as therapists who were quarantined at home because the assignments could be scanned and emailed to them at home. Additionally, tier movement was able to continue although housing movement did not.

**Report from the Texas Civil Commitment Center regarding COVID-19 protocols and processes**

MTC Health Services Administrator, Tiffany Graves noted that within the last two weeks all clients at the facility have been tested for COVID-19 and there are currently no positive cases at the facility. When the first clients at the facility tested positive they were moved from their housing area to an isolation area, then the remainder of clients in their original housing area were tested. Additionally, the residents' temperatures and oxygen saturation levels were checked daily. When residents presented with symptoms, they were treated with over-the-counter medications to treat the symptoms. If their oxygen levels were not able to be maintained at a level of at least 90 percent, they were transported to the hospital.

Registration as a vaccination site has been completed and vaccines have been requested for all staff and residents at the facility and they are awaiting a final update on when the vaccines will be received. No clients will be forced to take the vaccine, but those who want to will be able to and those that choose to opt out will be required to sign a waiver noting such.

**Discussion, Consideration, and Possible Action Regarding Excused Absences**

Ms. Jack noted that all Board Members were present at the last meeting.

**Discussion, consideration, and possible action regarding September 24, 2020 Meeting Minutes**

After determining that all Board Members present had reviewed the minutes from the previous meeting, Board Chair Christy Jack asked for a motion to adopt the September 24, 2020 meeting minutes; the motion was made, seconded, voted on and passed without opposition.

**Discussion, consideration, and possible action regarding future meeting dates**

The next meeting of the TCCO Board was tentatively scheduled for May 21, 2021 at 10:00 a.m. at the Texas Civil Commitment Office in Austin.

**Public Comment**

There was no member of the public requesting to address the Board.

**Meeting Adjourned at 10:49 a.m.**

**SIGNATURE ON FILE**

\_\_\_\_\_  
Christy Jack, Chair

\_\_\_\_\_  
Date

**SIGNATURE ON FILE**

\_\_\_\_\_  
Marsha McLane, Executive Director

\_\_\_\_\_  
Date