



#### **Our Vision**

Central Texas is a model healthy community.

#### **Our Mission**

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#### **Our Values**

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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE MEETING Tuesday, October 21, 2025, 5:00 p.m.**

### **Videoconference meeting<sup>1</sup>**

#### **A quorum of the Committee and the presiding officer will be present at:**

Central Health Administrative Offices  
1111 E. Cesar Chavez St.  
Austin, Texas 78702  
Board Room

Members of the public may attend the meeting at the address above, or observe and participate in the meeting by connecting to the Zoom meeting link listed below (copy and paste into your web browser):

<https://us06web.zoom.us/j/89540422970?pwd=K0244p0P4UzofUTgR3s7dGtG36UDAP.1>

Meeting ID: 895 4042 2970

Passcode: 618704

Links to livestream video are available at the URL below (copy and paste into your web browser):

<https://www.youtube.com/@tchealthdistrict/streams>

Or to participate by telephone only:

Dial: (346) 248 7799

Meeting ID: 895 4042 2970

Passcode: 618704

The Committee may meet via videoconference with a quorum present in person and will allow public participation via videoconference and telephone as allowed under the Open Meetings Act. Although a quorum of the Committee will be physically present at the location posted in the meeting notice, all members of the public are free to observe the meeting virtually and participate in public comment, if desired, through the virtual meeting link or telephone number listed on each meeting notice

A member of the public who wishes to make comments virtually during the Public Communication portion of the meeting must properly register with Central Health **no later than 3:30 p.m. on October 21, 2025**. Registration can be completed in one of three ways

- Complete the virtual sign-in form at <https://www.centralhealth.net/meeting-sign-up/>;
- Call 512-978-9190. Please leave a voice message with your full name and your request to comment via telephone at the meeting; with the name of the meeting at which you wish to speak; or
- Sign-in at the front desk on the day of the meeting, prior to the start of the meeting.

Individuals who register to speak on the website or by telephone will receive a confirmation email and/or phone call by staff with instructions on how to join the meeting and participate in public communication.

## **PUBLIC COMMUNICATION**

Public Communication rules for Central Health Board and Committee meetings include setting a fixed amount of time per person to speak and limiting Committee responses to public inquiries, if any, to statements of specific factual information or existing policy. The Public Communication portion of the meeting will begin at 5:00 p.m.

## **COMMITTEE AGENDA<sup>2</sup>**

1. Approve the minutes of the September 18, 2025 Ad hoc CommUnityCare Liaison Committee meeting. (*Action Item*)
2. Review and take appropriate action on the Annual Joint Staff Planning and Budgeting Methodology Pertaining to Health Center Program Funding. (*Action Item*)
3. Review and take appropriate action on key issues related to the Co-Applicant Agreement between Central Health and Central Texas Community Health Centers d/b/a CommUnityCare.<sup>3</sup> (*Action Item*)
4. Review and take appropriate action on the CommUnityCare CEO personnel policy.<sup>3</sup> (*Action Item*)
5. Discuss follow-up items resulting from the Central Health and CommUnityCare Joint Board Retreat held on August 13, 2025.<sup>3</sup> (*Informational Item*)
6. Confirm the next regular Ad Hoc CommUnityCare Liaison Committee meeting date, time, and location. (*Informational Item*)

### Notes:

<sup>1</sup> This meeting may include one member of the Ad Hoc CommUnityCare Liaison Committee participating by videoconference. It is the intent of the presiding officer to be physically present and preside over the meeting at Central Health Administrative Offices, 1111 E. Cesar Chavez St., Austin, TX 78702, Board Room. This meeting location will be open to the public during the open portions of the meeting, and any member participating by videoconference shall be both visible and audible to the public whenever the member is speaking. **Members of the public are strongly encouraged to participate remotely through the toll-free videoconference link or telephone number provided.**

<sup>2</sup> The Ad Hoc CommUnityCare Liaison Committee may take items in an order that differs from the posted order and may consider any item posted on the agenda in a closed session if the item involves issues

that require consideration in a closed session and the Committee announces that the item will be considered during a closed session. A quorum of Central Health's Board of Managers may convene or participate via videoconference to discuss matters on the Committee agenda. However, Board members who are not Committee members will not vote on any Committee agenda items, nor will any full Board action be taken.

- <sup>3</sup> Possible closed session discussion under Texas Government Code §551.071 (Consultation with Attorney).

Any individual with a disability who plans to attend this meeting and requires auxiliary aids or services should notify Central Health at least two days in advance, so that appropriate arrangements can be made. Notice should be given to the Board Governance Manager by telephone at (512) 978-8049.

Cualquier persona con una discapacidad que planea asistir o ver esta reunión y requiera ayudas o servicios auxiliares debe notificar a Central Health con la mayor anticipación posible de la reunión, pero no menos de dos días de anticipación, para que se puedan hacer los arreglos apropiados. Se debe notificar al Gerente de Gobierno de la Junta por teléfono al (512) 978-8049.

Consecutive interpretation services from Spanish to English are available during Public Communication or when public comment is invited. Please notify the Board Governance Manager by telephone at (512) 978-8049 if services are needed.

Servicios de interpretación consecutiva del español al inglés están disponibles durante la Comunicación Pública o cuando se le invita al público a comentar. Notifique al Gerente de Gobierno de la Junta por teléfono al (512) 978-8049 si necesita servicios.



## CENTRAL HEALTH

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## AD HOC COMMUNITYCARE LIAISON COMMITTEE MEETING

Tuesday, October 21, 2025, 5:00 p.m.

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Came to hand and posted on a Bulletin Board in the  
County Recording Office, Austin, Travis County, Texas on this the  
15 day of October 2025

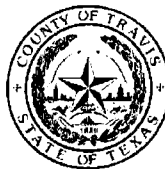
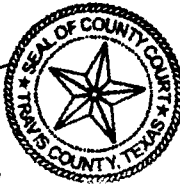
Dyana Limon-Mercado

County Clerk, Travis County, Texas

By

**ARIEL HERNANDEZ**

Deputy



**FILED AND RECORDED  
OFFICIAL PUBLIC RECORDS**

*Dyana Limon-Mercado*

**Dyana Limon-Mercado, County Clerk  
Travis County, Texas**

**202581436**

**Oct 15, 2025 02:21 PM**

**Fee: \$0.00**

**HERNANDEZA**



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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE**

# **October 21, 2025**

## **AGENDA ITEM 1**

Approve the minutes of the September 18, 2025 Ad Hoc CommUnityCare Liasion Committee meeting. (*Action Item*)

MINUTES OF MEETING – SEPTEMBER 18, 2025  
CENTRAL HEALTH  
AD HOC COMMUNITYCARE LIAISON COMMITTEE

On Thursday, September 18, 2025, a meeting of the Central Health Ad Hoc CommUnityCare Liaison Committee convened in open session at 4:03 p.m. in person at the Central Health Administrative Offices and remotely by toll-free videoconference. Clerk for the meeting was Valerie Guerra.

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**Committee members present in person:** Chair Kitchen (as ex-officio member), Manager Brinson (left at 6:24 p.m.), Manager May, and Manager Rodriguez

**Board members present via audio and video or in person:** Manager Valadez, Manager Museitif, Manager Motwani (arrived at 4:19 p.m.), and Manager Martin (arrived at 4:31 p.m.)

**PUBLIC COMMUNICATION**

**Clerk's Notes:** Public Communication began at 4:05 p.m. Valerie Guerra announced that there were no speakers for Public Communication.

**COMMITTEE AGENDA**

1. **Approve the minutes of the July 2, 2025 Ad hoc CommUnityCare Liaison Committee meeting.**

**Clerk's Notes:** Discussion on this item began at 4:05 p.m.

Manager May moved that the Committee approve the minutes of the July 2, 2025 Ad hoc CommUnityCare Liaison Committee meeting.

Manager Rodriguez seconded the motion.

Chairperson Kitchen	For
Manager Brinson	For
Manager May	For
Manager Rodriguez	For

2. **Review principles and take appropriate action related to the Co-Applicant Agreement between Central Health and Central Texas Community Health Centers d/b/a CommUnityCare.**

**Clerk's Notes:** Discussion on this item began at 4:05 p.m.

At 4:06 p.m. Chairperson Kitchen announced that the Committee was convening in closed session to discuss agenda item 2 under Texas Government Code §551.071 (Consultation with Attorney).

At 6:18 p.m. the Committee returned to open session.

3. **Review and take appropriate action on the CommUnityCare CEO employment agreement.**

**Clerk's Notes:** Discussion on this item began at 4:05 p.m.

At 4:06 p.m. Chairperson Kitchen announced that the Committee was convening in closed session to discuss agenda item 3 under Texas Government Code §551.071 (Consultation with Attorney) and Texas Government Code §551.074 (Personnel Matters).



At 6:18 p.m. the Committee returned to open session.

Manager Rodriguez moved that the Committee recommend that the Board approve the employment agreement in alignment with the closed session discussion.

Manager May seconded the motion.

Chairperson Kitchen	Abstain
Manager Brinson	For
Manager May	For
Manager Rodriguez	For

**4. Discuss follow-up items resulting from the Central Health and CommUnityCare Joint Board retreat on August 13, 2025.**

**Clerk's Notes:** Discussion on this item began at 6:21 p.m. Chair Kitchen referenced to the summary presentation from joint board retreat with CommUnityCare and asked Mangers to review and identify next steps that are important for the Board.

**5. Confirm the next regular Ad Hoc Succession Committee meeting date, time, and location.**

Manager May moved that the Committee adjourn.

Manager Rodriguez seconded the motion.

Chairperson Kitchen	For
Manager Brinson	Absent
Manager May	For
Manager Rodriguez	For

The meeting was adjourned at 6:25 p.m.

ATTESTED TO BY:

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Ann Kitchen, Chairperson  
Central Health Ad Hoc CommUnityCare Liaison  
Committee

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Manuel Martin, Secretary  
Central Health Board of Managers



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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE**

# **October 21, 2025**

## **AGENDA ITEM 2**

Review and take appropriate action on the Annual Joint Planning and Budgeting Methodology Pertaining to Health Center Program Funding. (*Action Item*)



## AGENDA ITEM SUBMISSION FORM

This form is to provide a general overview of the agenda item in advance of posting for the Board meeting. Proposed motion language is a recommendation only and not final until the meeting and may be changed by the Board Manager making the motion. All information in this form is subject to the Public Information Act.

Agenda Item Meeting Date	<u>10/22/25</u>
Who will present the agenda item? (Name, Title)	<u>Jon Morgan, COO, and Jeff Knodel, CFO – if there are questions</u>
General Item Description	<u>Approve document summarizing Annual Joint Staff Planning and Budgeting Methodology Pertaining to Health Center Program Funding</u>
Is this an informational or action item?	<u>Action</u>
Fiscal Impact	<u>No</u>
Recommended Motion (if needed – action item)	<u>Approve the document summarizing the annual joint staff planning and budgeting methodology pertaining to health center program funding.</u>

Key takeaways about agenda item, and/or feedback sought from the Board of Managers:

- The document outlines the annual process, in accordance with the Co-applicant agreement, whereby the CEOs of CommUnityCare Health Centers (CommUnityCare [CUC] or Health Center) and the Grantee (Central Health) will meet to develop the annual budget and service delivery objectives.
- 1) objectives.
  - 2)
  - 3)
  - 4)
  - 5)

What backup will be provided, or will this be a verbal update? (Backup is due one week before the meeting.)	<u>Two page document outlines the process</u>
Estimated time needed for presentation & questions?	<u>5 minutes</u>
Is closed session recommended? (Consult with attorneys.)	<u>No</u>



Form Prepared By/Date  
Submitted:

Perla Cavazos 10/17/25

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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE**

# **October 21, 2025**

## **AGENDA ITEM 3**

Review and take appropriate action on key issues related to the Co-Applicant Agreement between Central Health and Central Texas Community Health Centers d/b/a CommUnityCare.<sup>3</sup> (*Action Item*)



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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE**

# **October 21, 2025**

## **AGENDA ITEM 4**

Review and take appropriate action on the CommUnityCare CEO personnel policy.<sup>3</sup> .  
(*Action Item*)



## AGENDA ITEM SUBMISSION FORM

This form is to provide a general overview of the agenda item in advance of posting for the Board meeting. Proposed motion language is a recommendation only and not final until the meeting and may be changed by the Board Manager making the motion. All information in this form is subject to the Public Information Act.

Agenda Item Meeting Date October 21, 2025

Who will present the agenda item? (Name, Title) Jeannie Virden, EVP and Chief People Officer

General Item Description Review and take appropriate action on the CommUnityCare CEO Personnel Policy.<sup>3</sup>

Is this an informational or action item? Action Item

Fiscal Impact N/A

Recommended Motion (if needed – action item)

Key takeaways about agenda item, and/or feedback sought from the Board of Managers:

- The purpose of this policy is to outline the process regarding the oversight of CommUnityCare
- 1) Project Director
  - 2)
  - 3)
  - 4)
  - 5)

What backup will be provided, or will this be a verbal update? (Backup is due one week before the meeting.) Draft Policy

Estimated time needed for presentation & questions? 15

Is closed session recommended? (Consult with attorneys.) Possible Closed Session



Form Prepared By/Date  
Submitted:

Valerie Guerra 10/17/2025





<b>Policy Title:</b> Oversight of Co-Applicant CEO Performance
<b>Policy #:</b> HR2-XXX
<b>Effective Date:</b> April 2025
<b>Revision Dates:</b>
<b>Review Dates:</b>
<b>Policy Owner:</b> Chief People Officer
<b>Executive Sponsor:</b> Central Health President & CEO
<b>Attachments:</b>

## **I. PURPOSE**

The purpose of this policy is to outline the process regarding the oversight of the CommUnityCare Project Director.

## **II. SCOPE**

This policy applies to the Central Health Board of Managers, the Co-Applicant Board of Directors, the Grantee, and the CommUnityCare Project Director.

## **III. DEFINITIONS**

- **Co-Applicant Board of Directors** refers to the CommUnityCare Board of Directors.
- **CommUnityCare Project Director** refers to the CommUnityCare Chief Executive Officer (CEO).
- **Grantee** refers to Travis County Healthcare District, dba Central Health as the recipient of federal health center funding.
- **HRSA** refers to the Health Resources and Services Administration of the U.S. Department of Health and Human Services, which administers the federal health center program.

## **IV. POLICY**

It is the policy of Central Health to address performance or code of conduct concerns related to the CommUnityCare Project Director in a manner consistent with the terms of the current Co-Applicant Agreement, federal, local and state law, and all applicable Central Health personnel policies.

## **V. RELEVANT STATUTES, REGULATIONS OR GUIDANCE**

- Co-Applicant Agreement Between Travis County Healthcare District and Central Texas Community Health Centers.
- Federal law, regulations, and guidance governing the health center program

## **VI. RELATED POLICIES AND PROCEDURES**

- Not Applicable

## **VII. PROCESS**

The Grantee and Co-Applicant Board agree to the following parameters and processes related to the oversight of the CommUnityCare Project Director. All bracketed "Section" references are to the Co-Applicant Agreement.

- a. Commit to the following concepts for oversight of the Project Director by the Grantee and the Co-Applicant Board, consistent with the terms of the current Co-Applicant Agreement, including:
  - i. CommUnityCare Project Director reports to the Co-Applicant Board [Section 7.B.(i)];
  - ii. The process for Performance Evaluations of the CommUnityCare Project Director as set forth in the Co-Applicant Agreement [Section 7.B.(iv)]; and,
  - iii. The CommUnityCare Project Director is also employed by and accountable to the Grantee and both entities share responsibilities related to the CommUnityCare Project Director, pursuant to applicable law and HRSA policy.
  - iv. Grantee may appoint the CommUnityCare Project Director as a member of Grantee's senior leadership team for bilateral information sharing, business planning, and collaboration consistent with the agreements between the two entities; however, this management connection cannot supplant or override the primary reporting relationship that the CommUnityCare Project Director has with the Co-Applicant Board.
  - v. The CommUnityCare Project Director is responsible for the hiring, supervision, and termination of CommUnityCare staff, in accordance with Grantee's personnel policies. [Section 7.B.(iii)(b)].
- b. The process for the Grantee to raise concerns regarding the behavior or performance of the CommUnityCare Project Director that Grantee believes requires formal investigation, disciplinary action, or any other change in employment status, including termination is as follows:
  - i. The Grantee will notify the Co-Applicant Board Chairperson in writing about the concerns regarding the CommUnityCare Project Director. If Grantee's administration has not notified Grantee's Board Chair previously, Grantee's Board Chair will be informed concurrently;
  - ii. The written notice to the Co-Applicant Board Chairperson will state the concern, any personnel policy Grantee believes was or may have been violated, and any proposed disciplinary action (if applicable);
  - iii. Grantee may request to meet with representatives of the Co-Applicant Board to discuss the concerns, which will be scheduled as soon as possible;
  - iv. The Co-Applicant Board will review the information provided and determine whether any action is necessary or appropriate, and if so, what action should be taken within ninety (90) days. If the incident is deemed "urgent" by the Grantee, the Grantee will explain its reasoning to the Co-Applicant Board Chairperson and indicate what harm may be suffered to either the Grantee, CommUnityCare, or the public regarding the incident or issue and why the urgency exists.

Then, the Co-Applicant Board may place the CommUnityCare Project Director on paid administrative leave for a period of no more than 90 days while the issue is being investigated.

- v. The Co-Applicant Board is responsible for determining appropriate disciplinary action, if any, and will follow the Co-Applicant Agreement and applicable Grantee personnel policies that are consistent with the Co-Applicant Agreement. The Co-Applicant Board will be responsible for determining disciplinary action and implementing same.
- vi. If the Co-Applicant Board fails to act or takes action the Grantee does not agree with within the timeframes referenced herein, the Grantee's Board of Managers can authorize disciplinary action, up to and including termination of the CommUnityCare Project Director, provided that such possible action may only be taken or ratified by the Grantee Board of Managers if it is specifically noticed as an agenda item at a public meeting, with specific written notice to the Co-Applicant Board Chairperson and provision for reasonable input of no less than one hour from the Co-Applicant Board members at such meeting, whether in open or closed session (subject to any appropriate Open Meetings Act exceptions for closed deliberations).



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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE**

# **October 21, 2025**

## **AGENDA ITEM 5**

Discuss follow-up items resulting from the Central Health and CommUnityCare Joint Board Retreat August 13, 2025. <sup>3</sup> (*Informational Item*)



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## **AD HOC COMMUNITYCARE LIAISON COMMITTEE**

# **October 21, 2025**

## **AGENDA ITEM 6**

Confirm the next regular Ad Hoc CommUnityCare Liaison Committee meeting date, time, and location. (*Informational Item*)