

**CITY OF SAN MARCOS HUMAN SERVICES GRANT
FY 2026-2027 APPLICATION**

I. SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: Hill Country MHMRC

Contact Name, Title: Melissa A. Ramirez, Director of Children's Services

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Mailing Address: 819 Water Street, Suite 300, Kerrville, Texas 78028

Do you have a location in San Marcos where people can walk in and ask questions about the program? If so, what is the address? 631 Mill St. San Marcos, TX 78666

Who is authorized to execute program documents? (Name, Title) Tod Citron, Chief Executive Officer

Program Name: Youth Crisis Respite Center

Amount of Funds Requested: \$187,994.60

What percentage of the cost of this program is requested as funding through this application? 23.8%

II. SHORT ESSAY QUESTIONS

All questions must be answered. Please type your answers. Application evaluations will be based on, but not necessarily limited to the criteria stated in each section.

OVERVIEW

1. Summarize the program for which funding is being requested, the services it provides, and the clients it serves.

Since 2015, the Youth Crisis Respite Center has provided critical short term residential crisis services to youth between the ages of 13 and 17 across 19 counties in Texas, many of which are rural and lack vital support. This center serves as an alternative to hospitalization, juvenile detention, and other restrictive placements, offering youth a safe, structured environment where they receive individualized therapeutic intervention and family support services.

The Youth Crisis Respite Program is designed to support adolescents who are experiencing mental health or behavioral crises that require immediate, structured, and supportive intervention to prevent the escalation of crisis. Precipitating events to these crises may include serious family conflict, returns from running away, domestic violence, sexual abuse, neglect, mental health struggles, and/or defiant behaviors. No other Youth Crisis Respite Centers exist in this region, resulting in a significant service gap. Consequently, youth in need of stabilization are often diverted to emergency

departments, more restrictive out-of-home placements, or institutional care due to the absence of appropriate community-based options.

Characteristics of the youth who will access services include:

- Individuals experiencing behavioral health challenges and crises usually have a Serious Emotional Disturbance (SED) diagnosis, or they may also be diagnosed with substance use disorder (SUD) or
- Intellectual or Developmental Disability (IDD).
- Youth who are justice-involved or have Department of Family Protective Services (DFPS)/ Children Protective Services (CPS) involvement.
- Youth who are at risk of crisis due to the unmanaged mental health symptoms of their caretaker.
- Youth who identify environmental stressors(s) that have negatively impacted their functioning.
- Youth who have a history of unhealthy coping skills.
- Youth at risk for behavioral crisis due to a sibling with mental health/behavioral health instability.
- Youth who are utilizing respite as a crisis prevention tool to avoid more restrictive out-of-home placement.
- Youth at risk for a higher level of care or out-of-home placement.
- Youth utilizing respite as a step down from restrictive inpatient care

Our core programming is rooted in principles of early intervention, emotional regulation, cultural responsiveness, and long-term wellness. We provide short-term, intensive support in a healing-centered environment that honors the unique identity and experiences of each youth. Through individualized care and community connections, the Youth Crisis Respite Center empowers youth to safely de-escalate and engage in the services they need to thrive.

Key program components include:

- Stabilize youth and families in crisis in the least restrictive manner.
- Minimize the likelihood of youth and family experiencing further trauma while promoting a safe, structured, and healing environment for all.
- Assist the youth and family with identifying the underlying purpose of the behavior that led to the intervention.
- Empower youth and families to identify their strengths and use them to develop strategies to cope with future events.
- Decrease recidivism of emergency rooms and preventable hospital utilization.
- Decrease symptoms and unhealthy behaviors, family stress, and functional impairment from the time of admission through discharge.
- Provide continuity of care and links to appropriate community resources for youth and family.
- Facilitate transition and discharge planning for youth to return home and to their community.
- Family engagement and education to strengthen support systems and promote wellness at home

Wellness is not simply the absence of crisis but the presence of support, safety, and self-awareness. Our program integrates wellness-focused activities that help youth develop healthy coping strategies and foster resilience. Services are tailored to the identified needs of youth and the current crisis they are experiencing. Evidence-based practices and curricula are utilized for a best-practice approach.

These include:

- Skills training (coping, effective communication, anger, hopelessness, locus of control, etc.)
- Mindfulness, grounding, and relaxation exercises
- Creative expression opportunities, such as journaling, art, and music
- Physical wellness support, including movement, sleep hygiene, and nutritional education
- Peer connection and relationship-building to reduce isolation and increase belonging
- Culturally responsive engagement to affirm the identities, values, and experiences of diverse youth
- Restorative practices and activities that emphasize healing and personal agency
- Access to family support, case management, medication training, safety planning, and continuity of care services

By addressing the emotional, physical, and social dimensions of wellness, the Youth Crisis Respite Center provides a holistic, healing-centered response that supports both immediate stabilization and long-term mental health. Our model helps youth avoid unnecessary hospitalization, remain in their communities, and build the tools they need to manage their mental health in sustainable ways.

COMMUNITY NEED AND JUSTIFICATION –20 POINTS

Evaluation: documentation and justification of the need for the program in the City of San Marcos.

1. Describe in detail the need for this program in San Marcos.

The Youth Crisis Respite Center (YCRC) meets a growing need in the City of San Marcos for accessible, developmentally appropriate crisis services that support youth experiencing emotional and behavioral challenges. Like many communities across Texas, San Marcos faces increasing rates of teen mental health concerns, including suicide risk, family instability, and limited crisis response options.

Without access to the YCRC, youth in San Marcos and surrounding areas are often left with few options: overcrowded emergency rooms, law enforcement intervention, or inpatient psychiatric hospitalization. These responses are often inappropriate, costly, and traumatizing, failing to address the root causes of the crisis while straining public systems. The YCRC offers a compassionate and community-based alternative: a short-term, residential crisis stabilization program that provides youth with a safe, therapeutic environment to de-escalate, learn coping skills, and prepare for a supported return to their homes, schools, and communities.

As the only program of its kind in the region, the YCRC fills a critical gap in the continuum of youth mental health services. Emergency departments across Central Texas are increasingly overwhelmed with behavioral health presentations that do not require hospitalization but persist due to the lack of community-based alternatives. Youth are often referred to emergency rooms not because of clinical necessity, but because there are no appropriate placements available, leading to emotional deterioration, unnecessary hospitalization, and increased systemic costs.

The YCRC responds to this systemic inefficiency by providing an evidence-informed, trauma-responsive, and family-centered approach to short-term crisis care. By intervening early and locally, our program prevents the escalation of behavioral health issues, reduces over-reliance on restrictive and high-cost interventions, and strengthens the youth's natural support systems. Importantly, YCRC enables youth to remain in their communities, connected to family, school, and local supports, rather than being removed and isolated in distant or institutionalized settings.

In summary, the Youth Crisis Respite Center provides a vital solution to the mental health service gap in San Marcos. It strengthens the city's youth crisis response system by offering timely, appropriate, and compassionate care that enhances outcomes for vulnerable adolescents while reducing the strain on emergency services, law enforcement, and inpatient psychiatric care. Investment in the YCRC is an investment in the well-being, resilience, and future of the youth in our community.

2. Has the need for this program been increasing in recent years?

Yes, the need for the Youth Crisis Respite Center has significantly increased in recent years. In both San Marcos and the broader Central Texas region, youth mental health crises have risen sharply, with higher rates of suicidal ideation, emergency room visits, and behavioral health challenges among adolescents, especially post-pandemic. Local data from Hays County shows growing gaps in accessible, community-based crisis services, leading to an overreliance on emergency departments and inpatient hospitalization. The reopening of the Youth Crisis Respite Center in San Marcos in 2023 highlights both the demand for this type of care and the urgent need to expand such services to meet the rising need.

Collective traumatic experiences like the COVID-19 pandemic have created long-lasting impacts on communities' families and children. The prevalence of anxiety and depression in youth has doubled since COVID-19. It is estimated that of the 3.8 million children in Texas between the ages of 9 – 17yrs, up to 500,00 had a serious emotional disturbance (SED) (SAMHSA 2022). In 2022, 19% of Texas children experienced two or more ACEs by age 18 (*Adverse Childhood*

Experiences). Between 2000-2002 youth suicide mortality rate increased 30.4%, with rates rising from 9.2 deaths per 100,000 population to 12 (Centers for Disease Control and Prevention, National Center for Health Statistics on CDC WONDER).

In the Fall of 2021, the Texas Health and Human Services Commission recognized the need for more expansive youth crisis services. HHSC solicited proposals for funding Crisis Respite for Children and Adolescents, awarding 5 LMHA’s funding to open and operationalize crisis respite homes and programs. The YCRC was selected as one of the awarded recipients and reopened its program in June of 2023.

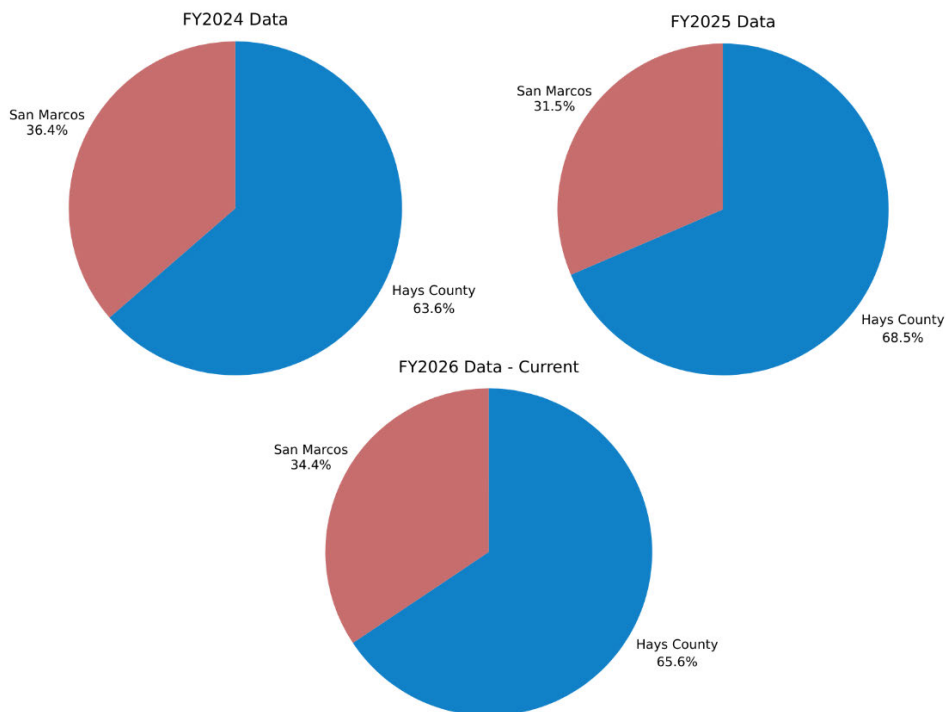
The Texas Children’s Behavioral Health Strategic Plan (December 2024) is a subcommittee to develop a strategic plan focused on the mental health and substance use needs of children and offer a blueprint for understanding and meeting these needs over time.

Per the 2024-25 General Appropriations Act, House Bill (H.B.) 1, 88th Legislature, Regular Session, 2023 (Article IX, Health-Related Provisions, Sec. 10.04(g)), the plan must incorporate the full continuum of care needed to support children and families. The strategic committee and plan recognized the need for an expansion of crisis respite services for Texas youth and families:

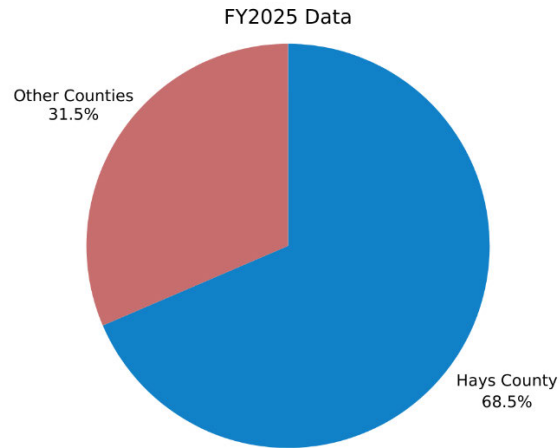
- a. Fund HHSC to expand crisis respite units serving children with behavioral health conditions and/or IDD conditions.
- b. Fund HHSC to cover crisis services such as in-home and out-of-home crisis respite, extended observation, and crisis stabilization services as a Medicaid state plan benefit, to the extent allowable under federal requirements.

There are 28 crisis respite units across the state, but only 11 that exclusively serve children, and one that serves children and adults. In SFY 2023, 77 children were served in children’s crisis respite units. The average age of the child was 14 with an average length of stay of nine days. There was a 48 percent decrease in crisis encounters before and after receiving treatment in the children’s crisis respite unit.

Direct City Impact



Regional Impact



Additional funding will play a critical role in expanding the Youth Crisis Respite Center’s capacity to provide high-quality, trauma-informed care to adolescents and families across San Marcos and the greater Hays County area. As the only youth-specific crisis respite program in the region, demand for services remains consistently strong.

In Fiscal Year 2025, 68.5% of YCRC admissions were residents of Hays County, with 31.5% representing youth from the City of San Marcos. In the current Fiscal Year 2026, with several months remaining in the fiscal cycle, 65.6% of admissions are from Hays County and 34.4% from San Marcos. While these percentages may fluctuate throughout the year, historical trends indicate an increase in youth crisis presentations during the spring holiday period and summer months. We anticipate continued growth in admissions from both Hays County and San Marcos residents as we approach these higher-need seasons.

These trends reflect the ongoing need for accessible, community-based crisis stabilization that prevents unnecessary emergency department utilization, juvenile justice involvement, and inpatient psychiatric admissions. Investment from the City of San Marcos will ensure that local youth and families continue to have immediate access to compassionate care close to home during their most vulnerable moments.

IMPLEMENTATION –15 POINTS

Evaluation:

- *The application demonstrates that resources needed to manage the proposed program are available and ready.*
- *Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.*
- *Past performance of programs funded by Human Services Grants has met expectations.*

1. Are all resources in place to be able to implement this program? If not, what is missing?

The Youth Crisis Respite Center (YCRC) has established a strong foundation of infrastructure, trained staff, and ongoing community partnerships necessary to operate the program effectively. Currently, YCRC collaborates closely with key partners across San Marcos, including the San Marcos Police Department, San Marcos ISD, Hays County Juvenile Probation, and local behavioral health agencies through the Hays Mental Health Coalition. These relationships ensure a coordinated response to youth in crisis and strengthen referral pathways, continuity of care, and system-wide support for vulnerable adolescents.

However, to ensure long-term sustainability and to meet the growing demand for youth mental health services, YCRC is actively working to diversify and strengthen its funding streams. While core operational resources are in place,

additional funding is essential to enhance the overall quality and reach of the program. To fully support youth in crisis, the YCRC requires materials and supplies that enrich respite programming, including evidence-based therapeutic curricula, group activities, and tools that promote emotional regulation, communication, and life skills. Many youth arrive at the center with few or no personal belongings; funding is needed to provide clothing, hygiene products, comfort items, and basic necessities that restore dignity and foster a sense of safety.

Additionally, targeted investments are critical to reinforce the center's trauma-informed approach by improving the physical environment, creating a safe, calming, and welcoming space that supports healing. This includes sensory tools, therapeutic furnishings, soft lighting, and trauma-informed décor that helps youth feel grounded and emotionally secure during their stay.

This grant represents a vital opportunity to close existing resource gaps and reinforce the program's ability to deliver timely, community-based crisis intervention for adolescents. With this support, YCRC can continue to operate at the highest level of care while creating a nurturing, trauma-responsive environment that empowers youth and families to move toward stability, resilience, and long-term well-being.

2. What specific, measurable outcomes or results do you hope to achieve with this program?

The Youth Crisis Respite Center (YCRC) produces measurable short-term stabilization and sustained improvement for adolescents experiencing emotional or behavioral crises. Through structured assessment, individualized care planning, and coordinated follow-up, we track changes in depressive symptoms, coping skill development, family stability, and diversion from higher levels of care.

To measure emotional stabilization, all youth complete the Patient Health Questionnaire-9 (PHQ-9) at admission and discharge. The PHQ-9 is a widely used, evidence-based screening tool that asks youth to rate the frequency of depressive symptoms such as sadness, hopelessness, sleep disturbance, and difficulty concentrating. Scores indicate symptom severity and allow us to measure change over time. In FY2026, our goal is that at least 65% of youth will demonstrate a clinically meaningful reduction in PHQ-9 scores during their stay, with an overall annual average reduction target of 20%. PHQ-9 implementation began in August 2025, and preliminary FY2025 data show that 100% of completed assessments reflected improvement between admission and discharge. These early results indicate measurable reductions in symptoms and improved emotional stability during short-term respite.

Skill-building and crisis prevention are equally central to our outcomes. During their stay, youth identify and practice individualized coping and de-escalation strategies. By discharge, at least 75% of youth will report increased confidence in using two or more coping skills in their home environment, as measured through structured exit surveys and staff documentation. In FY2025, 89% of youth who completed exit evaluations reported that services were helpful and improved their ability to manage overwhelming emotions.

Family engagement and continuity of care are reinforced through individualized transition planning. Each youth and their legally authorized representative receive a safety plan and coordinated referrals aligned with person-centered goals. Within four weeks post-discharge, families are contacted to complete a Continuity of Care survey. In FY2026, we aim for at least 80% of families to report understanding and actively using the safety plan developed during respite. In FY2025, 88% of caregivers completing exit surveys reported that services were helpful and increased their confidence in supporting their child after discharge.

A critical system-level outcome is diversion from higher-cost crisis services. Through discharge interviews and follow-up surveys, YCRC tracks whether services prevented emergency department visits, psychiatric hospitalization, juvenile detention involvement, or CPS/DFPS placement. In FY2026, we aim for at least 70% of families to report that respite services prevented the use of one or more emergency systems during their presenting crisis.

All outcome data, including PHQ-9 score changes, exit survey results, diversion tracking, and continuity of care follow-up feedback, are reviewed quarterly by the Respite team to identify trends, strengthen programming, and ensure services remain responsive to the needs of San Marcos youth and families. Through this data-informed and accountable approach, YCRC delivers measurable clinical improvement while reinforcing the community-based crisis continuum and reducing strain on local emergency systems.

3. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?

\$150,000

IMPACT AND COST EFFECTIVENESS –20 POINTS

Evaluation:

- *impact on the identified need*
- *implementation costs compared to impact*
- *use of available resources (financial, staff, volunteer)*
- *impact compared to other applicants*

1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.

The Youth Crisis Respite Center provides both immediate and long-lasting impact on youth in crisis and their families, addressing a critical gap in San Marcos' behavioral health system. This program creates deeply meaningful outcomes by stabilizing vulnerable adolescents, equipping them with coping and communication skills, and connecting families with vital community-based support. The ripple effect of these interventions extends far beyond a youth's stay: families learn how to support one another more effectively, crises are de-escalated before they reach emergency levels, and youth are empowered to return to their communities with tools for self-regulation and healing. The YCRC's success is evidenced by both quantitative and qualitative data. Discharge and exit interviews consistently show that, without YCRC, families would have sought emergency services or inpatient treatment (see figure below). Instead, they report significant improvements in emotional well-being, problem-solving skills, and family communication. These improvements contribute to stronger family units, reduced recidivism into crisis systems, and better long-term outcomes for youth.

Testimonials from San Marcos participants reflect the transformative nature of the program:

- "I didn't feel judged here. I felt like the staff really listened. They took time to understand what was going on with me and let me feel what I needed to feel" – 16yr Youth
- "This place gave us space to breathe and reset. Sometimes kids just need a real pause before things get worse and spiral." – Parent
- "For the first time, I felt safe enough to open up and talk about things. It didn't feel like other places I have had to go to. It felt like people cared and wanted me to feel better." – 15yr Youth
- "The staff treated our family with respect from day one. They explained everything clearly and made us feel included in the process. I wish there were more of these programs in every city." – Grandparent
- "The staff helped us make a plan we could use at home. It wasn't just talk. It was doable, and we are very thankful for the break and all that the staff do." – Parent
- "Before coming here, I didn't think much about my future. Now I have goals and feel like I can work toward them and do better in my life." – 14yr Youth

These are testimonials from Law Enforcement Officers who attended youth discharge:

- “Programs like this make a real difference. Instead of these kids entering detention during a crisis, they receive stabilization and support that keeps them connected to their family and community. " Respite would benefit youth in every county” – Mental Health Officer
- “As a responding officer, it’s reassuring to have a place we can refer families to that isn’t jail or the emergency room. This program helps de-escalate situations and prevents further system involvement. You all are really doing the good work here.” – Police Officer

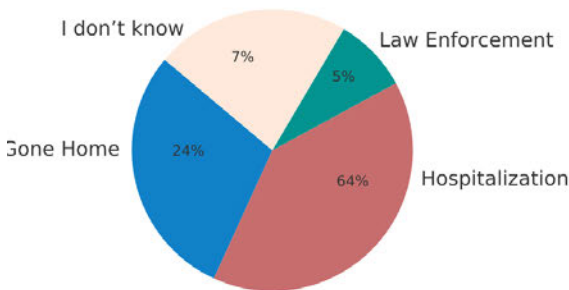
Whether it's a youth learning to understand and express emotions, a family finding better ways to communicate, or a teen returning to school and home life with increased stability, each small success contributes to a larger community impact. The YCRC offers San Marcos a proven model for supporting youth mental health that is person-centered, preventative, and sustainable, one that strengthens families and builds a healthier future for the entire community.

Impact and Effectiveness of Respite Services FY25

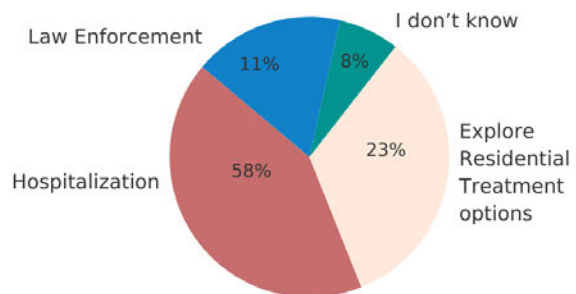
Evaluation of Services

What would you have used if Respite was not available?

Youth Reported

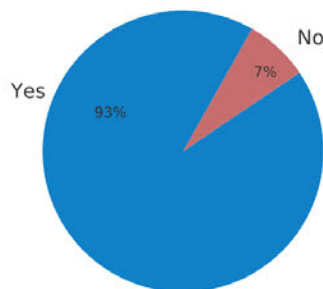


Guardian Reported



Would you utilize Respite Service again?

Youth Reported



*This flyer highlights key insights from youth and legal guardians on the impact of Hill Country MHDD's Youth Crisis Respite Center:

- Most individuals would have turned to hospitalization without Respite.
- Services were highly rated, and the majority of individuals indicated that they would utilize the services again.

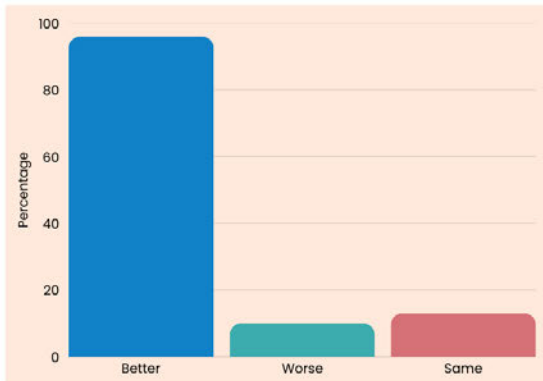
Guardian Reported



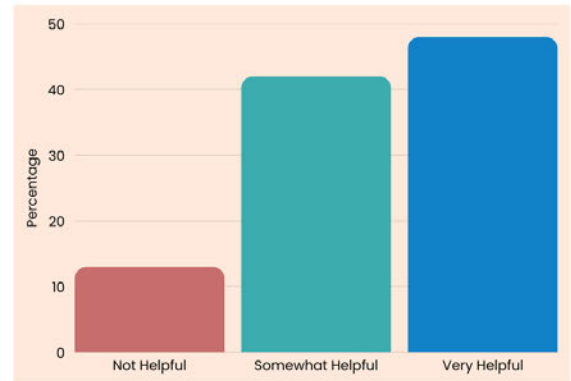
Impact and Effectiveness of Respite Services FY25

Continuity of Care Follow-up Calls

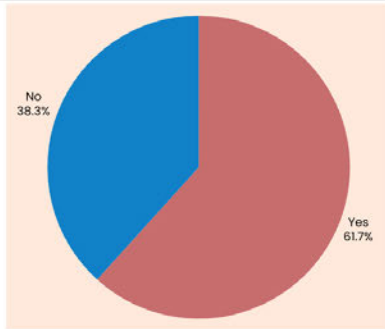
Have things improved since discharge?



How helpful were the skills you learned?



Have you utilized your safety plan?



“I have been managing my anxiety a lot better. I still look at the activities we did because they are on my wall as reminders”-Youth (14yrs old)

“After I left Respite I felt more comfortable asking for help when I needed it” -Youth (16yrs old)

“We still have little bumps here and there, but I feel like I understand my son better. Respite is a really special program”- Parent

2. Briefly describe other funding sources, volunteers, or in-kind donations that will be used with this program.

To ensure sustainability, we actively engage in community outreach, presenting Crisis Respite to school administrators, counseling groups, and mental health professionals across our service area. These efforts not only raise awareness but also reinforce collaboration between child-serving systems of care and behavioral health providers. We also continue to strengthen partnerships with organizations such as the Scheib Center Board of San Marcos and the Hays County Youth Mental Health Coalition.

YCRC has ongoing efforts to secure diverse funding to ensure program sustainability and expansion. Currently, we have been awarded the following funding:

- Create Healthy – \$65,000 awarded
- Hill Country Foundation – \$14,000 pending
- HSAB 2025 – \$60,000 awarded, pending

YCRC benefits from generous in-kind donations and community partnerships that enhance program quality and the overall youth experience. These contributions expand access to therapeutic activities, enrichment opportunities, and basic supports that help create a safe, welcoming, home-like environment.

Parents of former participants have donated art supplies, coloring materials, fidget tools, and sensory regulation items used in group and individual skill-building activities. When appropriate, youth are able to take selected items home to reinforce coping strategies learned during their stay. Local businesses, including Raising Cane’s, McAlister’s Deli, and Over the Moon Popcorn and Shop, have donated meals and snacks for respite and special programming days. McCoy’s Building Supply has contributed arts and crafts materials to strengthen expressive and therapeutic group activities.

Additional partners such as Texas State University, Sally Beauty Supply, Michaels, Lowe's, and McCoy's have provided campus tours, self-care materials, art supplies, flowers, paint, and improvement materials that support a trauma-informed and comforting space.

These partnerships reduce program costs while strengthening the quality of care, reflecting a shared community investment in the well-being and resilience of San Marcos youth and families.

3. How many total annual unduplicated direct clients is this program expected to serve? What percentage will be San Marcos residents?

For FY 2026, the program is on track to serve approximately 125–135 total annual direct clients, based on the current count for FY26 of 35 clients with several months remaining in the fiscal year and an anticipated increase in youth referrals typically observed during the spring, summer, and school holiday breaks. This reflects the steady growth of the 127 clients served in the previous year, FY25. Of the projected 125–135 clients, approximately 30% are expected to be residents of San Marcos.

Looking ahead to FY 2027, the program anticipates continued steady but modest growth, with a projected 135–145 clients served. Based on current trends, approximately 35% of those clients are expected to be San Marcos residents, reflecting a growing need in the local community. These projections underscore the program's commitment to sustainable growth while continuing to prioritize service to San Marcos residents.

4. Please list the agencies with which you partner to provide this program's services.

The Respite Center operates within an integrated system of care strengthened by active partnerships with local school districts, juvenile justice programs, law enforcement agencies, Mobile Crisis Outreach Teams (MCOT), Hill Country MHDD mental health clinics, and community-based organizations. Key collaborators include Scheib Center – Mental Health Board of San Marcos, Hays County Juvenile Probation, San Marcos Police Department, Kyle Police Department, Hays County Sheriff's Office, Hays County Health Department, San Marcos CISD, Hays CISD, and the Hays County Mental Health Coalition. These partnerships ensure timely referrals, coordinated stabilization efforts, and comprehensive discharge planning. Law enforcement and juvenile justice partners regularly utilize the program as a clinically appropriate, non-punitive alternative to detention or hospitalization. Our internal clinic network further supports seamless transitions into outpatient care, strengthening continuity and reducing the likelihood of repeat crisis episodes.

COMMUNITY SUPPORT – 15 POINTS

Evaluation:

- *A minimum of three letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application. Letters must be in support of the specific program requesting funding, not the agency as a whole. Letters will preferably be from San Marcos residents as well as direct clients of the program.*
- *Evidence that volunteers play a vital role in the program or agency's operation.*
- *Evidence that board members are actively involved in and supportive of the agency*

1. What actions do Board members take to support the programs of the agency?

Board members of the Hill Country MHDD Centers, including the local Scheib Center Board, play a vital and multifaceted role in supporting agency programs through strategic governance, financial stewardship, and hands-on engagement. As

appointed representatives of a 19-county region, Board of Trustees members provide oversight, set policy direction, and ensure that programs align with the agency's mission and state guidelines. They participate in regular and special meetings to review budgets, approve programmatic initiatives, and monitor performance outcomes. To maintain informed decision-making, board members complete annual training on agency operations, legislative requirements, ethics, and the delivery of mental health and developmental disability services.

Beyond governance, local boards such as the Scheib Center Board demonstrate a deep commitment to program success through direct and meaningful support. For example, the Scheib Board has contributed discretionary funds to the Youth Crisis Respite Center, addressing immediate needs such as therapeutic group materials and resources that enhance client care. They have donated gift cards to reward and encourage youth participation in our Annual Mental Health Awareness Art Contest, an initiative that fosters emotional healing through creative expression. Additionally, recognizing the unique needs of crisis admissions, including those occurring overnight, the Scheib Board funded the installation of exterior lighting around the respite home, directly supporting trauma-informed care by promoting safety and comfort during late-night transitions.

Through financial contributions, advocacy, and program-centered investments, Board members strengthen the agency's infrastructure and capacity to provide responsive, community-based care. Their leadership ensures that programs like the YCRC remain not only operational but innovative, safe, and grounded in compassion.

2. Briefly describe the number and role of volunteers in the program or agency's operation.

Due to the high acuity and sensitive nature of the youth and family needs served by the Youth Crisis Respite Center (YCRC), the program does not currently engage volunteers in direct service roles. All client-facing services are provided exclusively by trained mental health professionals to ensure the highest standards of care, confidentiality, and safety.

In lieu of on-site volunteer involvement, community members have demonstrated meaningful support through generous in-kind contributions that directly enhance program quality and the overall youth experience. Donated items such as books, art and craft supplies, outdoor equipment, yard games, an air hockey table, and outdoor furniture help cultivate a welcoming, trauma-informed, and home-like environment where youth can feel safe, engaged, and valued. These contributions reflect the community's shared investment in youth mental health and a collective commitment to strengthening the mission of the Youth Crisis Respite Center.

COUNCIL PRIORITIES - 20 POINTS

1. How long has this program served San Marcos residents? (10 points if at least 2 years)

Since 2015, the Youth Crisis Respite Center has provided short-term residential crisis stabilization services to youth ages 13 to 17 across a 19-county region, including San Marcos. As the only youth-specific crisis respite program in the area, the center offers a safe and structured alternative to psychiatric hospitalization, juvenile detention, and other restrictive placements. Youth receive individualized therapeutic support, skill-building interventions, and family engagement services designed to stabilize crises while keeping families connected to their community. Over the past decade, 263 San Marcos families have accessed respite services, reflecting consistent community utilization and sustained need. This continued engagement demonstrates the program's established presence and trusted role within the local crisis continuum

2. In what ways does your agency actively conduct outreach to engage San Marcos residents in its programs and services? How will San Marcos residents access those services? (up to 10 points)

The Youth Crisis Respite Center actively engages San Marcos residents through consistent outreach, cross-system collaboration, and community partnership. We have expanded our presence at local events by hosting informational booths and connecting directly with community programs to increase visibility and awareness of youth crisis services. Our team conducts ongoing outreach with school systems, local law enforcement, and probation departments to ensure program information remains current and top of mind for those most likely to encounter youth in crisis.

YCRC collaborates closely with the Hays County Youth Mental Health Work Group and the Hays Mental Health Coalition to strengthen referral pathways, enhance continuity of care, and support coordinated crisis response efforts. The Respite team provides options for presentations at schools, juvenile justice partners, child-serving agencies, and other community stakeholders to ensure a clear understanding of eligibility criteria, referral processes, and the role of respite within the broader crisis continuum.

In addition, YCRC offers educational sessions for law enforcement and probation cadets during academy training at the San Marcos government offices. These presentations emphasize community-based, least restrictive crisis stabilization options, including youth respite services, and reinforce diversion strategies that reduce reliance on detention and emergency departments when clinically appropriate.

Program brochures, informational one-pagers, and referral materials outlining admission criteria and access points are distributed throughout San Marcos and shared at key youth and family events to promote accessibility and awareness.

Youth Crisis Respite services are accessible 24 hours a day, seven days a week, through a crisis screening initiated by calling the Hill Country MHDD crisis hotline at 1-877-466-0660. The screening process determines the least restrictive and clinically appropriate level of care, including eligibility for respite services, ensuring timely access for San Marcos youth and families in crisis.

RISK - 10 POINTS

1. How many years' experience does the agency have in implementing a program of this size and complexity? (5 points if more than 5 years)

The Youth Crisis Respite Center first opened its doors in 2015 and has over eight years of experience operating this program. While the center was temporarily non-operational for approximately two years during the COVID-19 pandemic, the agency maintained its infrastructure, staff readiness, and community partnerships throughout that time. Since resuming full operations, the center has continued to grow in capacity and effectiveness, demonstrating a strong track record of delivering high-quality, community-based crisis services for youth and families. YCRC programming also served as the model for other agencies to build and replicate crisis respite continuum of care.

2. What percentage of the program's funding is non-City? (5 points if at least 50%)

90.93% non-city funded.

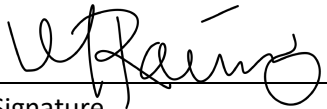
III. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.

4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTAL APPROVED BY:



Signature

03/02/2026

Date

Melissa A. Ramirez

Printed Name

Director of Children's Services

Title

Form P - BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

Hill Country Community Mental Health and Mental Retardation Center FY26

Budget Categories	Total Budget	Funds Requested	Direct Federal Funds	Other State Agency Funds*	Other Funds	Local Funding Sources	In-Kind Match
				Check if Cash Match <input type="checkbox"/>	Check if Cash Match <input type="checkbox"/>	Check if Cash Match <input type="checkbox"/>	
A. Personnel	\$414,613	\$414,613					\$0
B. Fringe Benefits	\$124,384	\$124,384					\$0
C. Travel	\$7,289	\$7,289					\$0
D. Equipment	\$0						\$0
E. Supplies	\$24,430	\$24,430					\$0
F. Contractual	\$0						\$0
G. Other	\$49,073	\$49,073					\$0
H. Total Direct Costs	\$619,789	\$619,789	\$0	\$0	\$0	\$0	\$0
I. Indirect Costs	\$42,040	\$42,040	\$0				\$0
J. Total (Sum of H and I)	\$661,829	\$661,829	\$0	\$0	\$0	\$0	\$0
K. Program Income - Projected Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0

NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total		Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$414,613	\$414,613		Fringe Benefits	\$124,384	\$124,384
	Travel	\$7,289	\$7,289		Equipment	\$0	\$0
	Supplies	\$24,430	\$24,430		Contractual	\$0	\$0
	Other	\$49,073	\$49,073		Indirect Costs	\$42,040	\$42,040

TOTAL FOR:	Distribution Totals	\$661,829	Budget Total	\$661,829
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*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than HHSC related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this project.

Form P - BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

Hill Country Community Mental Health and Mental Retardation Center FY26

Budget Categories	Total Budget	Funds Requested	Direct Federal Funds	Other State Agency Funds* <small>Check if Cash Match</small> <input type="checkbox"/>	Other Funds <small>Check if Cash Match</small> <input type="checkbox"/>	Local Funding Sources <small>Check if Cash Match</small> <input type="checkbox"/>	In-Kind Match
A. Personnel	\$442,410	\$442,410					\$0
B. Fringe Benefits	\$139,359	\$139,359					\$0
C. Travel	\$10,000	\$10,000					\$0
D. Equipment	\$0						\$0
E. Supplies	\$30,558	\$30,558					\$0
F. Contractual	\$0						\$0
G. Other	\$58,573	\$58,573					\$0
H. Total Direct Costs	\$680,900	\$680,900	\$0	\$0	\$0	\$0	\$0
I. Indirect Costs	\$108,441	\$108,441	\$0				\$0
J. Total (Sum of H and I)	\$789,341	\$789,341	\$0	\$0	\$0	\$0	\$0
K. Program Income - Projected Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0

NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total		Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$442,410	\$442,410		Fringe Benefits	\$139,359	\$139,359
	Travel	\$10,000	\$10,000		Equipment	\$0	\$0
	Supplies	\$30,558	\$30,558		Contractual	\$0	\$0
	Other	\$58,573	\$58,573		Indirect Costs	\$108,441	\$108,441

TOTAL FOR:	Distribution Totals	\$789,341		Budget Total	\$789,341
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*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than HHSC related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this project.

HSAB Funding - YCRC FY 26-27

Description of Item <small>(If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box))</small>	Purpose & Justification	Total Cost
20% of YCRC Personnel Costs	Operation of 24-7 crisis residential home for youth 13-17yrs old. YCRC program has a staff of 11; which include: Program Director, RN, Program Manager, and 8 mental health associates (direct care staff).	\$82,922.60
HSAB Funding - Arts and crafts / Activity supplies (craft paper, crayons, markers, paint, glue, board games, etc.)	Materials will be used for youth programming and evidence based best practices for skills training and psychosocial and prosocial activities aimed toward reducing/addressing crisis. (paint, paint wells, brushes, modge podge, canvas, masks, butcher paper, markers, crayons, beads, bracelet making items, pastels, feathers, ribbon, chalk, plastic containers, clay, glitter, glue, popsicle sticks, craft paper, yarn, etc.)	\$8,000
HSAB Funding- Crisis Prevention Packs -	Deescalation tools and tactics for youth to take home to build a crisis prevention pack/coping skills tool box to prevent escalation of future crisis.. (Fidgets, magnets, journals, pens, water colors, air dry clay, thinking putty, deck of cards, affirmation cards, kleenex, positive self-regard stickers, reusable water bottles, storage bins, organizational cubes, lunch boxes, backpack, canvas bags, weighted blankets, warmies, sensory lights, biofeedback tools, yoga mats, clocks, mini blue tooth, sound machine, physical wellness tools, noise-canceling headphones, dry-erase boards, and similar regulation-based materials, etc.)	\$10,000
HSAB Therapeutic programmatic tools, supplies, and equipment	Therapeutic tools, supplies and equipment used to engage, build rapport, address crisis concerns or drivers, and model or expedite short-term goals with family systems during YCRC implementation. Items can include: therapeutic curriculums, workbooks, games to facilitate communication (cards, uno, board games, self-exploration questions, books, etc.), pro-social skills development (sports ball, yard game, etc.), and staff training costs for trauma informed care best practices and approaches (DBT, TF-CBT, CPT, Play Therapy, etc.)	\$10,000
HSAB Funding - YCRC home furnishings and appliances. YCRC kitchen appliance(s), tools, cutlery, and dining items. Youth bedroom furniture (2), common living spaces (2), furniture, and outdoor furniture (3)	Replace and update broken kitchen appliances, dining utensils, cutlery, tupperware, and cooking vessels. Replace required bedroom furniture and common living room furniture needed to ensure safe compliance and trauma informed care space to include furniture, furnishings, accent pillows, soft lamps, blinds, rugs, runners, dining room table, chaise, chairs, etc. Patio/yard furniture for youth to engage in deescalation tools - table(s), covered area/shade devices, seating options, etc. (1 living room, 1 dining room, 1 activity room 2nd living room space, 2 bedrooms, 5 beds frames with built-in-dressers, 3 outdoor spaces)	\$20,000.00
HSAB Funding- San Marcos Client Support and Continuity of Care	Personal hygiene supplies, clothing, under garments, shoes, backpacks, duffle bags, , socks, haircuts, etc.. Youth often arrive at YCRC with no spare clothing or hygiene supplies/items for their use, or items are too small/large and not in wearable condition. Youth will at times arrive with no bag or suitcase to carry items, holding them in their hands or plastic bags. Limited-use gift cards to help address social determinants of health and unmet youth and family needs that contribute to decompensation, family discord/conflict, and crisis, supporting continuity of care following discharge.	\$8,000
HSAB Funding - Improve Program Infrastructure and Enhance Outreach and Referral Systems	Purchase therapeutic tools—such as mindfulness and sensory regulation items—and technology upgrades (laptops, monitors, projectors, bluetooth speaker, wireless headphones (4), web camera for virtual visits, and community presentation materials, etc.) to create an engaging, healing-centered environment and expand programming. These enhancements will enrich therapeutic programming, support virtual access to care and build program awareness/referral pathways.	\$8,000
Facility Lease	YCRC home is owned by The Scheib Board and leased to HCMHDD for YCRC programming. All respite residential programming is run out of the home.	\$9,072
HSAB Funding- Outing Expenses (entrance fees, expenses for community memberships) and pro-social skills development	Special programming and participation entry fees to organizational or community events in effort to build natural supports and pro social engagement. Materials and activities designed to reduce isolation and increase a sense of belonging through peer and family connection. Items may include conversation cards, board games, group-building activities, organized sports or group activity enrollment costs, equipment for group recreation or sports, and evidence-based family-focused workbooks. Community membership(s) (activity center, recreational center, agency library cards, city special events, etc.)	\$7,000
HSAB Funding - Building a trauma informed care outdoor space	Outdoor and exterior landscape improvements to promote grounding, wellness, and bridge to natural supports. Install sprinklers, greenery, grass, natural Texas flowers, bushes, trees, etc.	\$10,000
HSAB Needs Pantry	Basic needs and essential items that youth can access prior to discharge to address unmet and strained basic living needs that contribute to crisis escalation, family discord, and environmental stressors. (hygiene supplies, food – nonperishable, basic clothing, socks/undergarments, school items, etc.) Storage space/furniture.	\$15,000
Therapy Dog	Adoption fee, licensing fees, insurance, training fees, certification fees, therapy animal pet supplies (shelter, carrier, food, toys, bowls, harness, leashes, signage, etc.)	\$10,000

Reflective of % SM admissions FY 25

Reflective of % SM admissions FY 25

\$187,994.60

HILL COUNTRY MHDD CENTERS BOARD OF TRUSTEES (plus CEOs & Assistant/Board Liaison)

COUNTY	MEMBER	CONTACT INFORMATION	City of Residence
CEO	Tod Citron	[REDACTED] [REDACTED]	Kerrville, TX
Deputy CEO	Landon Sturdivant	[REDACTED] [REDACTED]	Kerrville, TX
Executive Assistant/Board Liaison	Maria Baskett	[REDACTED] [REDACTED]	Kerrville, TX
Kinney, Real, Uvalde	Judge Tully Shahan Chair	[REDACTED] [REDACTED] [REDACTED]	Brackettville, TX
Medina	Judge Keith Lutz Vice-Chair	[REDACTED] [REDACTED] 0, Hondo, TX 78861 [REDACTED] [REDACTED]	Hondo, TX
Bandera, Kendall	Mr. Bryce Boddie Secretary	[REDACTED] [REDACTED] [REDACTED]	Waring, TX
Edwards, Kimble, Mason, Menard, Schleicher, Sutton	Judge Charlie Bradley	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Eldorado, TX
Kerr	Judge Rob Kelly	[REDACTED] [REDACTED] [REDACTED] [REDACTED] or [REDACTED] [REDACTED] co.kerr.tx.us	Kerrville, TX
Blanco, Gillespie, Llano	Judge Brett Bray	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Johnson City, TX
Comal	Commissioner Doug Leacock	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Canyon Lake, TX
Val Verde	Judge Lewis Owens	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Del Rio, TX
Hays	Vacant		
Kendall (Ex officio member)	Sheriff Al Auxier	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Boerne, TX
Kimble (Ex officio member)	Sheriff Matt Suttle	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Junction, TX

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: January 5, 2010

Person to Contact:

Mr. R. Molloy
ID# 0203248

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

74-2822017

Form 990 Required:

No

HILL COUNTRY COMMUNITY MHMR CENTER
819 WATER ST STE 300
KERRVILLE TX 78028-5330

Dear Taxpayer:

This is in response to your request of January 7, 2010, regarding your tax-exempt status.

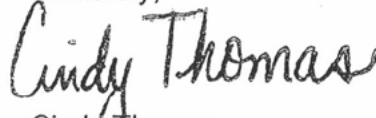
Our records indicate that a determination letter was issued in June 2000 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Thomas
Manager, Exempt Organizations
Determinations

**HILL COUNTRY MHDD CENTERS
BOARD POLICY**

SUBJECT: Equal Employment Opportunity

SECTION: II.E

NUMBER OF PAGES: 1

EFFECTIVE DATE: September 1, 2002

REVIEW DATE: May 2, 2006; May 1, 2008; March 18, 2014; February 23, 2016; October 3, 2023

REVISION DATE: March 2, 2010; March 6, 2012; June 1, 2021

POLICY It is the policy of Hill Country MHDD Centers (HCMHDDC) that no individual will be excluded from participation in, be denied benefits of, or be subject to discrimination under any of the policies or procedures of the Center based on:

- Race
- Color
- National Origin or ancestry
- Religion or creed
- Sex (including gender, pregnancy, childbirth or a related medical condition, sexual orientation, and gender identity)
- Age (40 years or older)
- Disability (physical or mental)
- Veteran Status
- Genetic information
- Or any other legally protected status.

Employment practices that are affected by equal employment opportunity policy include but are not limited to:

- Recruiting
- Hiring
- Training
- Promotion
- Compensation
- Benefits
- Reduction in force
- Separations, and
- Other terms, privileges, and conditions of employment with the Center.

Approved by:



Judge Tully Shahan, Board Chair



Date



MICHAEL TORRES
HAYS COUNTY CONSTABLE, PRECINCT TWO

To Whom It May Concern,

I am writing in strong support of the Youth Crisis Respite Center and the essential role it plays in our community.

As a law enforcement officer, I regularly respond to calls involving youth experiencing emotional or behavioral crises. In many of these situations, the young person does not require arrest or inpatient hospitalization, but families are overwhelmed and unsure where to turn. Without appropriate alternatives, officers are often left with limited options that can unintentionally escalate situations or place youth into systems that may not be the best fit for their needs.

The Youth Crisis Respite Center provides a critical diversion option. It offers a safe, structured, and youth-specific environment where adolescents can stabilize, receive support, and reconnect with their families. Having this resource allows officers to redirect youth away from detention or emergency departments when those levels of care are not clinically necessary.

YCRC not only helps de-escalate crises in the moment, but it also strengthens families and reduces repeat calls for service by addressing underlying stressors. This improves outcomes for youth while preserving valuable public safety and emergency resources for situations that require them.

The Youth Crisis Respite Center fills a vital gap in our crisis response system. Continued support and funding are essential to maintaining this important community partnership.

Respectfully,

Patrick Chasse

Sergeant

Hays County Constable Pct. 2

Patrick.chasse@hayscountytexas.gov

Desk# 512-878-6695



Hello,

I'm writing as a grateful parent of a daughter who has used the Youth Crisis Respite Center several times during periods of low depression and hopelessness. Before finding respite, we had multiple hospital visits. While we were thankful for care she received, it often felt rushed, clinical and left us not knowing if things would get better for her. It also didn't compare to the attention, guidance, empowerment, and genuine support the respite team has given our daughter.

Each time I have needed to reach out, I've carried a lot of fear and guilt as a parent. But from the very first stay, the staff welcomed my daughter with open arms, no judgment, just kindness and the best intentions. They see her as more than what she has been through. They see her as a person with strengths and potential. And that has brought so much peace knowing she has been in good hands.

Over time, I've watched a lot of things shift. Instead of feeling defeated, my daughter leaves respite more motivated to get back up and try again. She feels heard. She feels supported. And as a parent, that means everything.

I am incredibly thankful to the staff and the director for the care they've shown our family. The Youth Crisis Respite Center has been a safe place during some of our hardest moments, and I truly don't know where we would be without it.

With sincere gratitude,





Scheib Center

1200 North Bishop, San Marcos, Tx 78666
www.schiebcenter.org

City of San Marcos
Human Services Advisory Board
630 E Hopkins
San Marcos, Tx 78666

Dear HSAB Board Members,

It is with pleasure that the Board of Directors of the Scheib Opportunity Center gives our support to Hill Country MHDD Children Services, including the San Marcos Youth Crisis Respite Center Program. The Youth Crisis Respite Center offers indispensable services to the San Marcos community. The Scheib Opportunity Center values our relationship with Hill Country MHDD and fully endorses the mission of the Youth Crisis Respite Center.

The Youth Crisis Respite Center is a four-bedroom facility that serves teenagers between the ages of 13 and 17 who are experiencing a need for a short-term break for pending or existing stressors. Many of the youth are referred to the center from local schools, law enforcement, mental health workers, hospitals and others. The San Marcos Youth Crisis Respite Center has received numerous acknowledgements, recognition and honors for the outstanding service they provide to San Marcos youth.

The Youth Crisis Respite Center provides caring and exceptional professional assistance to help alleviate immediate challenges for San Marcos youth. The Scheib Opportunity Center highly recommends The Youth Crisis Respite Center. We appreciate your consideration for The Youth Crisis Respite Center's request for HSAB funding. Please feel free to contact us for any further information.

Sincerely,

Treasurer

Scheib Opportunity Center Board

schiebcenter@gmail.com



Memorandum

TO: Whom It May Concern

FROM: Corporal Joseph Osborne

DATE: 02/24/2026

SUBJECT: Letter of Support for YCRC

The purpose of this letter is to express my support to the Hill Country MHDD Youth Crisis Respite Center (YCRC). The YCRC program has been a valuable asset which I have personally witnessed have positive impacts on the lives of youth in our community. Part of my duties as a Mental Health Officer for San Marcos Police Department is to respond to situations that involve youth in different stages of mental health crisis. The YCRC is always a resource at the forefront of my mind when dealing with these situations, due to the success of the program at helping families move forward, and the less restrictive setting when compared to other resources that are available.

The strongest words of support I can provide come from real world examples of dealing with youth in crisis. There have been multiple occasions where these individuals have specifically requested to go to YCRC, based on positive experiences they have had there in the past. In my opinion there is no better endorsement than someone recognizing the positive impact the program had when compared to other resources or assistance they had received in the past. Thank you for your time and consideration.

To whom it may concern,

The respite center. There's no actual way to describe how much it's helped me. I've been to 11 mental hospitals since I was 13, I am now 16. I would've been to many more if it weren't for the respite center. I first heard about it in 2023, and went less than two weeks later. When I first got there, I was pretty scared. But when that door opened and I was greeted with a smile, I knew going there was the right decision. Don't get me wrong, I was still nervous but the staff talked to me in such a way that even though life was hard, I knew that I was going to be able to get the help and support I needed, that I was going to be ok.

I've been to the respite center quite a few times since then and I think it is the most valuable resource I have. Not only does it put me at ease, but also my parents know that I'm safe and to be honest, that they don't have to pay a bajillion dollars for me to get support and the help I need. The respite center teaches kids how to cook, bake, clean, even go grocery shopping. Things that young adults need in order to become an actual adult. Then, it teaches them skills on how to deal with anger, grief, heartbreak, everything a teenager has to go through. Things everyone should learn.

Even though I am quite young, I am a published author of a poetry book called, "Epitaph for my Fireflies." In the last page of the book, there's a poem for the respite center. The whole point of the poem is to stress how it gets better. How there are resources (like the respite center) that make it "a little lighter". The end of the poem says, "I'm happy, maybe not forever but nothing's permanent. and yet again, it becomes a little lighter."

The respite center has a very special place in my heart. Places like the respite center are essential for teenagers and kids like me who just need support. They are also essential for parents who want and need to give their kids help but can't afford most places they go to. I hope you see how much it's helped not only me but lots and lots of other teenagers and how it will continue to help many more.

Thank you,



PART IV

ORGANIZATION PLAN

A. ORGANIZATIONAL STRUCTURE: BOARD OF TRUSTEES

A Board of Trustees will be appointed by the governing bodies of Bandera, Blanco, Comal, Edwards, Gillespie, Hays, Kendall, Kerr, Kimble, Kinney, Llano, Mason, Medina, Menard, Real, Schleicher, Sutton, Uvalde and Val Verde Counties for the purpose of operating a community mental health and intellectual and developmental disabilities center (CMHDDC). A CMHDDC is an agency of the State, a governmental unit, and a unit of local government as defined and specified by Chapters 101 and 102, Civil Practice and Remedy Code; and a local government as defined by Section 3, the Interlocal Cooperation Act, Article 4413 (32C), Vernon's Texas Civil Statutes.

In order to ensure equitable representation, the following method was used for the appointment of the Hill Country MHDD Centers' Board of Trustees. Each of the four most populous counties were allocated one member. The combined population of these four counties was then subtracted from a total population of all nineteen counties. The remainder was divided by five, the maximum number of Board of Trustee memberships available. This brought the total members to nine, the maximum number allowable by statute. This average population was then used to configure the remaining fifteen counties. In addition to population, these groupings were determined by natural affiliation and contiguous borders. The groupings ranged from combinations of six counties to one county.

BOARD COMPOSITION

The Hill Country MHDD Centers' Board of Trustees shall be composed of nine (9) members, one of whom shall be a veteran whose selection shall be confirmed by a majority vote of the Board in accordance with the requirements of Senate Bill 1580 of the 89th Session of the Texas Legislature.

One member of the Board shall be appointed from the following counties:

Edwards
Kimble
Mason
Menard
Schleicher
Sutton

One member of the Board shall be appointed from the following counties:

Kinney
Real
Uvalde

One member of the Board shall be appointed from the following counties:

Blanco
Gillespie
Llano

One member of the Board shall be appointed from the following counties:

Bandera
Kendall

One member of the Board shall be appointed from each of the following counties:

Val Verde
Medina
Kerr
Hays
Comal

ELIGIBILITY

A member must be a qualified voter and maintain primary residence in the region to be served by the Center. Validity of eligibility is the responsibility of the appointing entity.

TERM

Charter Board - The appointing authorities shall designate four members to serve one (1) year terms and shall designate the remaining members to serve two (2) year terms.

Subsequent Boards - Appointments made to the Board of Trustees will be for a period of two (2) years, with the exception that appointments made to fill unexpired terms will be for the remainder of the unexpired term.

NOTICE OF VACANCIES

Subsequent Boards - At least one (1) month prior to the next meeting of the Hill Country MHDD Centers' Board of Trustees at which Board of Trustees members will be appointed, each sponsoring entity will post notice of such vacancy in their Courthouse and will post a brief notice in the legal notice section of their local newspaper if there is a newspaper published in the County. Eligibility requirements will be included in the notice.

APPLICATION

Application for Board of Trustees membership may be made by any eligible individual to a member of the sponsoring entity. Applications may be verbal or written. Documentation of all applications will be maintained by the receiving sponsoring entity for one year. All applications will be considered when Board of Trustees appointments are made.

APPOINTMENT

1. The appropriate County Judge(s) and/or Commissioners' Court(s) will review all applications from that county or region for membership on the Board of Trustees and will select the appointee.
2. If the Board appointment will represent a region composed of more than one county, that appointment will be approved by consensus of the involved County Judges. If a consensus cannot be reached, the applicant will be approved by simple majority vote.
3. When an applicant is approved, the recommending Judge will notify the appointed individual with a letter of appointment which includes the following:
 - a. the effective date of the appointment;
 - b. a general description of duties; and
 - c. a description of training requirements.

REAPPOINTMENT

Board members may be reappointed.

EX OFFICIO MEMBERS

Senate Bill 632 of the 86th Session of the Texas Legislature directed that all Local Mental Health Authorities (LMHAs) must have a sheriff or sheriff's designee serve as an ex officio, non-voting member of its governing body (Board of Trustees) unless such an individual serves as a member of the Board of Trustees. LMHAs that serve more than one county must have two such ex officio members. One shall be from a county that has a population above the median population size of the counties served by the LMHA and one shall be from a county with a population below the median population size.

SELECTION OF EX OFFICIO MEMBERS

LMHA personnel shall determine the counties that fall above the median population size of counties served by the organization and the counties that fall below the median population. The Executive Director or designee shall contact county sheriffs of each population group to determine if one is willing to serve in an ex officio capacity or willing to designate a law enforcement officer to serve in the sheriff's stead. Once two candidates are identified by this process, their names shall be presented to the Board of Trustees for approval.

DURATION OF TERM FOR EX OFFICIO MEMBERS

Ex officio members may serve in this capacity for the duration of the applicable sheriff's term in office unless the sheriff agrees to a rotating term of office under which the position shall be rotated among the other sheriffs or their designees in the counties served by the LMHA.

TRAINING

At the time of appointment, each Board of Trustees and ex officio member will be given written notice of training requirements and must agree to such requirements:

1. Each year all members will attend four (4) hours of training provided by professional staff members of the CMHDDC.
2. Prior to assuming office, each Board and ex officio member will attend a four (4) hour training session provided by the Center's professional staff which includes information relating to the following:
 - a. the enabling legislation which created CMHDDCs;
 - b. the programs the CMHDDC operates;
 - c. the CMHDDC's budget for the fiscal year;
 - d. the results of the most recent formal audit of the CMHDDC;
 - e. the Open Meetings Act and the Public Information Act (Texas Government Code 551 and 552); and
 - f. Any ethics policies adopted by the center.

INELIGIBILITY

Notwithstanding eligibility gained by meeting criteria in the previous section titled "Eligibility", an individual becomes ineligible for Board of Trustees or ex officio membership if he/she or any person related to a prospective member within the second degree of affinity, third degree of consanguinity or an immediate in-law:

1. Owns or controls, directly or indirectly, more than 10% interest in a business entity or other organization receiving funds from the CMHDDC by contract or other method.
2. Uses or receives a substantial amount of tangible goods or funds from the CMHDDC other than:
 - a. compensation or reimbursement authorized by law for Board of Trustees membership, attendance, or expenses relevant to meetings, training sessions, conferences, and other Board activities and services to the CMHDDC; or
 - b. as a consumer or as a family member of a person receiving services from the CMHDDC.

PROHIBITED ACTIVITIES

Members of the Board of Trustees and ex officio members may not:

1. Refer for services a client or patient to a business entity owned or controlled by a member of the Board of Trustees, unless the business entity is the only business that provides the

needed services within the jurisdiction of the Hill Country MHDD Centers;

2. Use Hill Country MHDD Centers in the conduct of a business entity owned or controlled by that member;
3. Solicit, accept, or agree to accept from another person or business entity a benefit in return for the member's decision, opinion, recommendation, vote, or other exercise of discretion as a local public official or for a violation of a duty imposed by law;
4. Receive any benefit for the referral of a client or patient to Hill Country MHDD Centers or to another business entity;
5. Appoint, vote for, or confirm the appointment of a person to a paid office or position with Hill Country MHDD Centers if the person is related to a member of the Board of Trustees by affinity within the second degree or by consanguinity within the third degree; or
6. Solicit or receive a political contribution from a supplier or contractor with Hill Country MHDD Centers.

BOARD OFFICERS

The Board of Trustees shall elect from its members by majority vote the following officers to serve two (2) year terms:

1. Chairperson - This individual will convene, moderate and end each meeting of the Board of Trustees; create and assign members to subcommittees; call special meetings of the Board when necessary; and sign minutes of meetings.
2. Vice-Chairperson - This individual will assume the duties of the Chairperson in his/her absence.
3. Secretary - This individual will oversee records of Board of Trustee member's training; oversee timely and proper notice of regular and special meetings of the Board of Trustees; oversee the distribution of minutes of meetings and agendas; and sign minutes of meetings.

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be noticed and filled by the Board of Trustees at its next regular meeting.

LOCAL GOVERNMENT OFFICIAL

Individuals appointed to the Board of Trustees become local government officials by virtue of such appointment and, as such, are subject to requirements of Chapter 171, Local Government Code.

MEETINGS

The Board of Trustees will have special meetings as called by the Chairperson.

All meetings of the Board of Trustees will be open to the public to the extent required and in accordance with the general law of this State requiring meetings of governmental bodies to be open to the public.

A majority of the membership of the Board of Trustees will constitute a quorum for the transaction of business. Five (5) members constitute a majority of the Board of Trustees.

Matters before the Board of Trustees will be decided by a simple majority vote of a quorum.

The Board of Trustees will keep a record of its proceedings in accordance with the general law of this State that requires meetings of governmental bodies to be open to the public, and the record is open to inspection by the public in accordance with that law.

The Chairperson of the Board of Trustees will approve written minutes of each meeting and sign the document.

The Secretary of the Board of Trustees will sign the minutes and ensure that copies are distributed to the Central Office of HHSC, each of the Board members, and to each County Judge in the Hill Country via U.S. Postal Service.

REQUIRED REPRESENTATION

In accordance with Texas Health and Safety Code 534.004(b), the Charter Board of Trustees, in appointing the members, will attempt to reflect the ethnic and geographic diversity of the local service area the community center serves. The Board of Trustees shall include one or more persons otherwise qualified under this chapter who are consumers of the types of services the center provides or who are family members of consumers of the types of services the center provides.

REMOVAL FROM THE BOARD OF TRUSTEES

A. Grounds for removal from the Board of Trustees are as follows:

1. Violations of Chapter 171, Local Government Code.
2. Ineligibility for Board of Trustees appointment at the time of the appointment as defined by the section titled "Eligibility".
3. Failure to maintain eligibility requirements as defined by the section above entitled "Eligibility".
4. Failure to maintain an acceptable standard of attendance at meetings, demeanor, and contribution to the obligations of the Board of Trustees, as determined by a majority of the Board of Trustees.

5. Failure to execute the affidavit as specified in the section below titled "Affidavit".

B. Procedure for removal from the Board of Trustees is as follows:

1. Allegations of Board of Trustees member's misconduct, unsuitability, or ineligibility will be accepted by the Chairperson, unless the Chairperson is the object of the allegation. In such case, the Vice-Chairperson will accept the allegation.
2. The Chairperson will appoint a three-member subcommittee to investigate the allegations, unless the Chairperson is the object of the allegation. In such case, the Vice-Chairperson will appoint the subcommittee.
3. The subcommittee will report its findings to the Board of Trustees in closed session within 45 days.
4. Following the subcommittee's report, the Chairperson will request a motion in response to the report. If the Chairperson is the object of the report, the Vice-Chairperson will request the motion.
5. In the event a majority of a quorum of the Board of Trustees vote(s) to recommend removal of the member in question, a letter recommending withdrawal of appointment signed by those members recommending removal will be sent to the County Judge(s) from the county or region which recommended the member for appointment.
6. The County Judge(s) from the county or region may appeal the removal decision within two weeks. The Board of Trustees must then hold a removal hearing involving the involved County Judge(s) and, following this hearing, would, by a majority of a quorum, remove or retain the Board member.
7. Should the Board member be removed, the member will be notified immediately, in writing, by the County Judge(s) who made the original recommendation for appointment.
8. The Board of Trustees will not remove members except on grounds listed in these rules.

RESIGNATION

Members may resign from the Board of Trustees for any reason.

Resignations will be written and submitted to the appropriate County Judge or Judges with a copy to the Chairperson.

Resignations will not be rejected.

Resignations will be effective on the date of the written notification.

REIMBURSEMENT

Board of Trustees members may not be reimbursed for services performed for the Board of Trustees and the HCMHDDC.

Board of Trustees members may authorize for themselves mileage, per diem and other expenses relevant to meetings, training sessions, conferences, and other activities relevant to Board of Trustees activities and service to the HCMHDDC.

AFFIDAVIT

Not later than the date on which a member of the Board of Trustees takes office by appointment or reappointment and not later than the anniversary of that date, each member shall annually execute and file with the HCMHDDC an affidavit acknowledging that the member has read this document.

HILL COUNTRY COMMUNITY MHMR CENTER BOARD OF TRUSTEES MEETING ATTENDANCE, FY 2026

Board Member	10/07/2025	11/18/2025	1/20/2026	3/03/2026	5/05/2026	6/02/2026	8/18/2026
Tully Shahan	✓	✓	✓				
Keith Lutz		✓	✓				
Bryce Boddie	✓	✓	✓				
Charlie Bradley	✓	✓					
Rob Kelly	✓		✓				
Brett Bray	✓	✓	✓				
Lewis Owens	✓		✓				
Doug Leacock		✓					
Al Auxier	✓						
Matt Suttle			✓				

NOTE: Sheriff Matt Suttle's first Board meeting was on 1/20/2026.

**HILL COUNTRY COMMUNITY MHDD CENTER
YOUTH CRISIS RESPITE CENTER
ADMINISTRATIVE PROCEDURES APPROVAL COVERSHEET**

SUBJECT: Youth Crisis Respite Center Administrative Procedure Coversheet

NUMBER OF PAGES: 1

EFFECTIVE DATE: 12/05/2025

REVISION DATE:

REVIEWED DATE: 12/05/2025

PURPOSE: Youth Crisis Respite Center – Administrative Procedures Approval Coversheet

SCOPE: The undermentioned Youth Crisis Respite Center administrative procedures have been reviewed and approved by the below identified Hill Country MHDDC staff members.

REFERENCE: Youth Crisis Respite Center – Policies and Procedures Table of Contents

Approved By:

Kris Steinke M.D.

Kris Steinke, M.D. Medical Director

12/08/2025

Date

Melissa A. Ramirez

Melissa A. Ramirez, Director of Children Services

12/09/2025

Date

Tod Citron, Chief Executive Officer

Date

Youth Crisis Respite Center

Policies and Procedures Table of Contents

Assessment and Intake Procedures:

- IX.A.1.p-Mobile Crisis Outreach.pdf
- IX.E.8.a Admission Criteria - Crisis Respite
- IX.E.8.b Admission Procedure - Crisis Respite
- IX.E.8.g Delivery of Services - Crisis Respite

Behavioral Health Emergencies

- IX.E.8.c Behavioral Health Emergencies - Crisis Respite
- IX.E.8.o Medical or Psychiatric Emergency Guidance Policy - Crisis Respite

Continuity of Care

- IX.F.8-Continuity of Care

Disaster Plan

- IX.F.6-Emergency and Disaster Plan - Crisis Respite

Medication Policies and Procedures

- IX.E.8.n Tuberculosis Screening for Youth Crisis Respite Staff - Crisis Respite
- IX.E.8.n.1-Infection Control Specific to Youth Crisis Respite Facility - Crisis Respite
- IX.F.3-Medication Storage, Administration, Inventory, and Disposal - Crisis Respite
- IX.F.2-Over the Counter Medication Policy - Crisis Respite