

**BEXAR COUNTY BOARD OF TRUSTEES FOR
MENTAL HEALTH MENTAL RETARDATION SERVICES d/b/a
THE CENTER FOR HEALTH CARE SERVICES**

Regular Board Meeting
Tuesday, August 2, 2016
Central Administration Offices
3031 IH 10 West
San Antonio, Texas 78201
6:00p.m.

TRUSTEES PRESENT: Daniel T. Barrett, Chairman
Charles S. Bowker, Vice Chairman
Graciela A. Cigarroa, Secretary
Margaret Kelley, M.D., Treasurer
Mary Rose Brown
Polly Jackson Spencer, Ret. Judge
Richard Usatine, M.D.
Donnie W. Whited

TRUSTEES ABSENT: Margaret M. Vera

STAFF PRESENT: Leon Evans, President/Chief Executive Officer
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Roberto L. Jimenez, M.D., Interim Chief Medical Officer
Marshall Millard, General Counsel
Scott Ackerson, Vice President/Transformational Services
Allison Greer, Vice President/Communications
Bren Manaugh, Vice President/Adult BH Services
Cynthia Martinez, Vice President/Restoration Center
Melissa Tijerina, Vice President/Children's BH Services
Sheila Marlow Due, Chief Development Officer
Tom Cobb, Director/Financial Planning & Analysis
Eduardo Jimenez, Director/Legal Counsel of Human Resources
Teshina Hibler, Sr. Director/Community & Transformational Services
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUESTS PRESENT: County Commissioner Tommy Calvert, Precinct 4
Amy Putnam, Chief of Staff, Precinct 4
Fred Hines, President/CEO, Clarity Guidance Center

The regular meeting of the Bexar County Board of Trustees for Mental Health Mental Retardation Services d/b/a The Center for Health Care Services was held on Tuesday, August 2, 2016, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

Upon certification of a quorum by General Counsel, Mr. Barrett called the meeting to order at 6:10 p.m. with the following members present: Drs. Kelley and Usatine, Mesdames Brown and Jackson-Spencer, and Mr. Bowker. (Ms. Cigarroa arrived after the certification of a quorum).

PLEDGE OF ALLIGIANCE - Led by Chairman Daniel T. Barrett

CITIZENS TO BE HEARD – No citizens presented to be heard.

1. OATH OF OFFICE & INSTALLATION OF NEWLY APPOINTED BOARD MEMBER, MS. DONNIE WHITED, PLACE 9, APPOINTED BY COMMISSIONER TOMMY CALVERT, PRECINT 4

Ms. Donnie Whited was sworn in by County Commissioner Tommy Calvert to a two year term which will expire on June 30, 2018.

2. IN RECOGNITION OF MR. RUBEN D. ZAMORA FOR HIS LEADERSHIP AND SERVICE AS A MEMBER OF THE CENTER'S BOARD OF TRUSTEES

Mr. Zamora was not present at this time.

3. IN RECOGNITION OF MR. FRED HINES FOR HIS SERVICE TO THE PLANNING AND NETWORK ADVISORY COMMITTEE

Mr. Fred Hines, President/CEO for Clarity Guidance Center, was recognized for his service and leadership as the Chairman of the Center's Planning and Network Advisory Committee. He served as chairman from January 2013 through April 2016 and continues to serve as a member of the committee since 2008. Mr. Hines was also recognized for his passionate dedication as an advocate for children's mental health.

4. IN RECOGNITION OF MR. CHARLES "SAM" BOWKER FOR HIS LEADERSHIP AND CONTRIBUTION TO THE TEXAS COUNCIL OF COMMUNITY BEHAVIORAL HEALTH GOLF TOURNAMENT

Board Vice Chairman Charles "Sam" Bowker was recognized for his leadership and tireless work and commitment to the Center's mission through the 2014 and 2016 Texas Council Conference Golf Tournaments.

The tournament raised \$21,260; expenses were reported at \$14,248.11; and the net of \$7,011.89 will be shared equally between the Texas Council and the Center's Foundation.

5. APPROVAL OF MINUTES

Minutes for the following meetings were presented for review and approval:

- Board Retreat, May 13, 2016
- Regular Board Meeting, June 7, 2016
- Special-Called Board Meeting, July 20, 2016

Dr. Usatine moved for approval of the minutes as presented; Ms. Brown seconded the motion. Motion carried.

6. PRESENTATION ON THE 1115 WAIVER PROGRAMS – Robert Guevara

Mr. Guevara provided the board with a brief overview of the status of the 1115 Waiver extension/renewal, announcing that the Texas Health and Human Services Commission had requested a 15-month waiver extension from the Centers for Medicaid and Medicare Services (CMS). CMS has agreed to a 15-month extension which will take the program through December 2017 and will maintain its current funding.

The vice presidents of programs individually reported on their respective projects below:

- 1.1: Residential Respite Center for Children
- 1.2: Packard Outpatient Expansion Clinic
- 1.3: Crisis Transitional Residential Services
- 1.4: Children's Campus
- 1.5: Dual Diagnosis
- 2.1: Deferred Institutionalization Program
- 2.100: Work Force Development
- 2.2: Prospects Courtyard Integrated Care Clinic
- 2.3: Integrated Care for Substance Abuse & HIV
- 2.4: High Utilizer Program
- 2.5: Women's Wellness Program

7. BOARD CHAIRMAN'S REPORT

- Communications/Legislative Report – Allison Greer

Ms. Greer briefly reported on the following:

- The 16th Annual Bexar County Behavioral Health & Wellness Conference (formerly the Bexar County Family & Consumer Conference) is scheduled for Friday, August 12th – Saturday, August 13th at the Wyndham San Antonio Riverwalk Hotel, 111 E. Pecan Street. This conference is free and already has 400 people registered to attend. This includes speakers, guests, etc.
- The Center is also a sponsor of the Pathways to Hope Conference - Breaking the Stigma of Mental Illness - scheduled for Friday, August 26th – Saturday, August 27th at The Tobin Center for the Performing Arts. This is also a free conference.

- Due to the State's conversion of thirty-two local community beds from civil to forensic which left the Center with a shortage of beds, staff is currently working on creating a Disneyland-style map depicting where inpatient community beds are located (SASH, Nix Hospital, Southwest General, etc.) and what type of beds they are. This map will be presented to legislators in the upcoming 2017 session in a request for additional beds.
- She reported that in addition to focusing on hospital beds, the Center would also be asking legislators to support the IMD (Institution for Mental Disease) rule which will allow Medicaid reimbursement for facilities that have previously been excluded from payment. This rule will have a significant impact on mental health and substance abuse treatment. We will also be focusing on the Virginia Medicaid 1115 Waiver model which was recently approved by CMS. This model focuses on the provision of integrated behavioral health and medical services to uninsured individuals with serious mental illness.
- The Center is now contracting with Metro Care Services in Dallas for the provision of pharmaceutical services at Legacy Oaks (Adult Behavioral Health unit). Ms. Greer is working with Dr. Jimenez on the marketing phase of expansion to other units.

- CHCS Foundation/Fundraising Activities – Sheila Marlow Due

Ms. Marlow-Due reported on the following:

- She thanked Ms. Mary Rose Brown for her diligence in securing a location for the upcoming 50th Anniversary Fundraising Gala, which has now been scheduled for Wednesday, November 2nd at the Henry B. Gonzales Convention Center from 11:30 a.m. – 1:30 p.m. Mr. Bill Greehey and Dr. Francisco and Graciela Cigarroa will serve as honorary co-chairs.
- Summarized the Development Activity Report in detail and highlighted on the following outstanding requests to: Baptist Foundation for \$300,000 for the Children's System of Care; and Santikos for \$3 million for the Josephine Recovery Center.

- Construction/Financing on the Inner City Center – Robert Guevara

- Mr. Guevara reported that the bond documents for the Inner City Center are currently in review by the Attorney General's office.
- The sale of the 3031 IH 10 West and accompanying properties went before the San Antonio Youth Board of Directors last Friday and was approved. The closing date is currently scheduled for Friday, August 22, 2016.

8. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- President/CEO's Report of Activities for the months of June & July 2016

- The Health & Human Services Executive Commissioner Charles Smith visited on July 14th. He received an overview of the services provided at the Restoration Center followed by a tour of the facilities.
 - Mr. Evans reported that the State was so impressed with what we are doing at the Restoration Center, that they have asked the Center to develop a pilot program around Vivitrol. Vivitrol reduces cravings for and blocks highs from heroin, other opioids and alcohol. Both Mr. Evans and Dr. Jimenez have an upcoming meeting with officials from the pharmaceutical company Alkermes to begin discussions regarding this pilot program.
 - The Executive Team has begun holding Town Hall meetings with employees. There are a total of twelve meetings scheduled around Center locations and discussions have revolved around the budget, right-sizing, changes in our health care system, and the United Way campaign.
 - Teshina Carter, Senior Director for Community & Transformational Services, announced that 129 persons had been moved/transferred out of the Courtyard. Seventeen were moved into permanent housing; others were transferred to other housing.
- Interim Chief Medical Officer's Report – Dr. Roberto Jimenez
 - Dr. Jimenez provided a brief overview on his CMO report which outlined the recruitment and hiring of physicians and nurse practitioners; summarized medical and nursing workforce committees; addressed the conversion of the clinical practice implementation waiver program into a training and research institute; and other revenue enhancing projects. (A copy of the full report is on file in the Executive Office).
- Contracts Executed by the President/CEO over \$50,000 and under \$100,000 for the month of June 2016
 - HR Metrics Report for the months of May & June 2016

CONSENT AGENDA

Mr. Bowker moved that the Consent Agenda be approved as presented; Dr. Usatine seconded the motion. Motion carried unanimously.

9. EXECUTIVE COMMITTEE (Daniel Barrett, Chair)

Approval of the appointment of Kathryn Keeton, Ph.D. to serve on the Center for Health Care Services Foundation Board of Directors – Sheila Marlow Due

10. PLANNING & OPERATIONS COMMITTEE

1. Approval of the Subcontract with Beyond Limits, LLC, for the provision of Specialized Therapy Services to the Center's Youth Empowerment Services (YES) Program – Randa Gipson
2. Approval of the First Subcontract Renewal with Counseling Link, LLC, for the provision of Specialized Therapy Services to the Center's Youth Empowerment Services (YES) Program – Randa Gipson
3. Approval of the Subcontract with Imagine Therapies, LLC, for the provision of Specialized Therapy Services to the Center's Youth Empowerment Services (YES) Program – Randa Gipson
4. Approval of the Contract with Excel...Rise Above the Rest, for the provision of Children's Outpatient Mental Health Services – Randa Gipson
5. Approval of the Second Contract Renewal with Nix Hospitals System, LLC, d/b/a Nix Health Care System, for the provision of Adult Inpatient Psychiatric Services – Cynthia Martinez
6. Approval of the First Renewal and Amendment of the Contract with Southwest General Hospital, LP, for the provision of Adult Inpatient Psychiatric Services – Cynthia Martinez
7. Ratification of the FY2016 Contract with the Department of State Health Services (DSHS) for the provision of Specialized Female Adult Substance Abuse Services (TRA-F) Neonatal Abstinence Syndrome (NAS) – Recovery Residence Housing Program – Cynthia Martinez
8. Informational report to the Board of Trustees for the Fiscal Year 2017 Department of State Health Services (DSHS) Contracts – Robert Guevara

11. FINANCE COMMITTEE (Charles "Sam" Bowker, Chair)

1. Approval of the addition of a Designated Fund Balance item for the reserves of HOME Funds – April Johnson-Calvert
2. Approval to add Mr. Eduardo Jimenez, Director and Legal Counsel of Human Resources, as a Trustee and Retirement Plan Administrator for the Center's 401(a) and 457(b) plans – April Johnson-Calvert

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

12. EXECUTIVE COMMITTEE (Daniel T. Barrett, Chair)

1. Approval for the President/CEO to Negotiate and Execute a Lease Agreement for the property located at 722 Isom Road #1, San Antonio, Texas – Robert Guevara

Dr. Kelley moved that the Board of Trustees approve the authorization of the President/CEO to negotiate and execute a lease agreement for the property located at 722 Isom Road #1, San Antonio, Texas. This property will serve to relocate certain HIV programs due to the expiration of the Center's lease at 314 South Flores. The leased space will also provide for future HIV-related program expansion.

Mr. Bowker seconded the motion; motion carried.

1. Ratification of a Resolution to Authorize the President/CEO to Execute "Reservation System Participant" (RSP) Agreements with the Texas Department of Housing and Community Affairs (TDHCA), Thereby Enabling the Center to Apply for "Home Funds" – Robert Scott

Mr. Bowker moved that the Board of Trustees ratify the Resolution authorizing the President/CEO to execute "Reservation System Participant" (RSP) agreements with the Texas Department of Housing and Community Affairs (TDHCA), thereby enabling the Center to apply for "HOME" funds.

This resolution was previously approved by the Board of Trustees at their annual retreat held on May 13, 2016. However, the TDHCA requested that the resolution reflect that the Center will maintain cash reserves in the amount of \$15,000.00 to be utilized if necessary during the term of the RSP agreement vs. a general statement of maintaining cash reserves.

Dr. Usatine seconded the motion; motion carried.

13. FINANCE COMMITTEE (Charles S. Bowker, Chair)

1. Acceptance of the Center's Financial Statements for the periods ending May 31, 2016 and June 30, 2016 – Tom Cobb

That the Board of Trustees accepts the Center's Financial Statements for the periods ending May 31, 2016 and June 30, 2106.

Mr. Cobb reported that the Center's financials had ended the month of May 2016 with a positive contribution to fund balance of \$18,466; bringing the year-to-date total to a negative contribution of (\$2,941,971).

The Center's financials for the month of June 2016 ended with a positive contribution to fund balance of \$18,973; bringing the year-to-date total to a negative contribution of (\$2,922,944). 1115 Waiver funding recognized to date was approximately \$11.3 million. Unrecognized year-to-date revenue was reported at \$2,782,429; bringing the actual year-to-date net operating loss to an approximate (\$140,000).

Y-T-D Service Revenue was reported at \$11.1 million; the actual Y-T-D budget was \$16.2 million. Service Revenue for the month of June was reported at \$1.2 million; compared to the actual budget of \$1.75 million. Daily billable service revenue for the month of June was reported at approximately \$55,000; normally averaging at about \$60,000. Medicaid Rehab and Case Management for the month of June was reported at about \$443,000 in comparison to the budget of \$511,000.

Investments in Tex Pool increased by \$2,402,203. Interest earned was reported at \$2,203 at an average yield of 0.3633%. Days of operation without further funding were reported at about 70 days.

Dr. Usatine moved that the Board of Trustees accept the Center's Financial Statements as presented for the months of May and June 2016; Ms. Brown seconded the motion. Motion carried.

2. Approval to Authorize the President/CEO to Negotiate and Execute a contract with Kashable, LLC, for the provision of a Loan Program allowing CHCS Employees the option for relatively modest, short-term loans – April Johnson-Calvert

That the Board of Trustees authorize the President/CEO to negotiate and execute a contract with Kashable, LLC for the provision of a loan program allowing CHCS employees the option for relatively modest, short-term loans.

Upon discussion, Mr. Bowker moved that this agenda item be tabled. Additionally, he suggested that if staff would like to proceed with this initiative, that they consider utilizing the Center's RFP process. Judge Spencer seconded the motion; motion carried.

3. Approval to Authorize the President/CEO to Negotiate and Execute Renewal Lease Agreements for properties located at 6812 Bandera Road, San Antonio, Texas – April Johnson-Calvert

Ms. Brown moved that the Board of Trustees authorize the President/CEO to negotiate and execute renewal lease agreements for properties located at 6812 Bandera Road, San Antonio, Texas. The properties provide office space for the Children's Behavioral Health Division's outpatient services, crisis service, child & adolescent TCOOMMI services and foster care services. The lease renewal agreements are for a four year period effective October 1, 2016.

Judge Spencer seconded the motion; motion carried.

4. Approval to Authorize the President/CEO to Execute all documents relating to the Frost Bank Revenue Anticipation Notes, on Terms and Conditions Acceptable to the Center and Subject to Legal Review by General Counsel – April Johnson-Calvert

Mr. Bowker moved that the Board of Trustees authorize the President/CEO to execute all documents relating to the Frost Bank Revenue Anticipation Notes on terms and conditions acceptable to the Center and subject to legal review by General Counsel.

Mr. Guevara reported that this was a renewal of the Revenue Anticipation Notes to serve as a line of credit for 1115 waiver cash needs.

Ms. Brown seconded the motion; motion carried.

5. Approval to Authorize the Execution by the Bexar County Board of Trustees for Mental Health Mental Retardation Services of a Five-Year Term Loan with Frost Bank; Approving the Execution and Delivery of Documents in Connection Therewith; Providing for the Security and Payment of Amounts Due Thereunder; and Related Matters – April Johnson-Calvert

Mr. Bowker moved that the Board of Trustees authorize execution of a five-year term loan with Frost Bank; approving the execution and delivery of documents in connection therewith; providing for the security and payment of amounts due thereunder; and related matters.

Mr. Guevara reported that this loan would consolidate two existing notes previously approved by the board to serve as a line of credit for capital expenditures into one term loan.

Ms. Brown seconded the motion; motion carried.

**EXECUTIVE SESSION (DISCUSSION ONLY; CLOSED TO THE PUBLIC)
PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE**

There was no Executive Session held.

**REPORT ON THE ACTIVITIES OF THE TEXAS COUNCIL OF COMMUNITY MHMR CENTERS,
INC. BOARD – Charles “Sam” Bowker**

Mr. Bowker reported that the Texas Council Board of Directors was scheduled to meet on August 12th & 13th. He was also scheduled to visit with legislative staff on the morning of August 12th.

**REPORT ON THE ACTIVITIES OF THE TEJAS HEALTH MANAGEMENT BOARD
– Ruben D. Zamora**

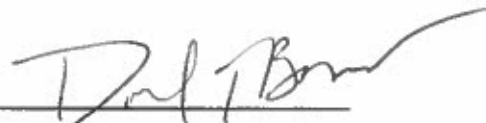
The board concurrently voted to appoint Chief Operating Officer Robert Guevara to replace former board member Ruben Zamora on the Tejas Health Management Board of Directors.

REPORT ON THE ACTIVITIES OF THE TEXAS COUNCIL RISK MANAGEMENT FUND BOARD
- Robert Guevara

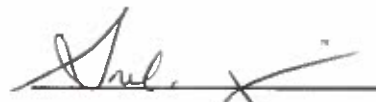
There was no report at this time.

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Usatine moved for adjournment; Dr. Kelley seconded the motion. Motion carried unanimously to adjourn the meeting at 8:50 p.m.

Passed and approved this 11th day of October 2016.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary