

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

Regular Board Meeting

Tuesday, June 7, 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.  
Margaret M. Vera

**TRUSTEES ABSENT:** Ruben Zamora

**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  
Sherry Bailey, Vice President/Long Term Care/IDD  
Allison Greer, Vice President/Communications  
Bren Manaugh, Vice President/Adult BH Services  
Melissa Tijerina, Vice President/Children's BH Services  
Sheila Marlow Due, Chief Development Officer  
Tom Cobb, Director, Financial Planning & Analysis  
Lucy Fell, Assistant to Chief Medical Officer, Medical Services

**GUESTS PRESENT:** Ira Smith, Jr., CHCS Board Member Emeritus

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, June 7, 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, Cigarroa, Jackson-Spencer and Vera, and Mr. Bowker.

**PLEDGE OF ALLIGIANCE** - Led by Vice Chairman Charles S. Bowker

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

**1. APPROVAL OF MINUTES**

Mr. Bowker moved for approval of the minutes from the April 5, 2016 board meeting as presented; Dr. Usatine seconded the motion. Motion carried.

**2. IN HONOR OF MR. IRA SMITH, JR. FOR HIS APPOINTMENT AS A MEMBER EMERITUS OF THE CENTER'S BOARD OF TRUSTEES**

Mr. Bowker presented a plaque to Mr. Ira Smith, Jr., for his 12 years of service to the Center and in honor of his appointment as the second member emeritus since the Center's inception.

**3. BOARD CHAIRMAN'S REPORT**

- Communications/Legislative Report – Ms. Greer reported on the following:
  - The center hosted a tour for the House Select Committee on Mental Health, with several local partners present. The partners reported on their challenges and opportunities and asked about specific items on the legislative agenda. Hospital beds were a major topic of discussion as a result of the State taking thirty-two beds from the San Antonio State Hospital to be utilized for forensic patients.
  - A commercial video was shown to the Board in honor of Mental Health Month in May.
  - A new BEXARCares website has been launched as part of the system of care grant that the Children's BH Program received.
- CHCS Foundation/Fundraising Activities – Sheila Marlow Due
  - A report was distributed to board members for review and is on file in the Executive Office records.
- Construction/Financing on the Westside Clinic – Mr. Guevara reported that Frost Bank would be presenting their loan terms on this project by the end of the week.
- 1115 Waiver Update – Mr. Guevara reported that the Center was on track with meeting all the 1115 waiver metrics. Staff is currently in the process of identifying waiver projects that are not sustainable, such as the Professional Training Academy and the Dual Diagnosis program for children and adults. These clients can be absorbed into other clinics. Mr. Evans briefly reported that some of the waivers had been extended for an additional fifteen months. The training academy may not be funded as it is not a traditional payer mix for Medicaid. Mr. Guevara reported it is in the exploratory phase and the board will receive more information at the next meeting.

#### **4. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT**

- President/CEO's Report of Activities for the months of April & May 2016
- Medical Director's Report – Dr. Jimenez reported the following:  
A meeting took place with officials from Metrocare pharmacy services to discuss changes to the Center's pharmacy. There will be no more multiple pharmacy contracts; Metrocare pharmacy will be our only partner. The highlight of the meeting was their formula for profit sharing.

Dr. Jimenez reported he was working with the Center's Contract Manager to consolidate all lab contracts into one contract that will provide the immediate 24 hour turn-around time for staff labs. He also reported that The Restoration Center had been in diversion for up to 6-days and that information had been communicated to the County and University Health System (UHS). He reported that staff at the Crisis Center was working with 16 patients and just 8-beds. The backup plan is to move patients to the Josephine Recovery Center (JRC) if necessary.

Dr. Jimenez reported working with Dr. Usatine on the idea of developing a Behavioral Science-Family Practice residency program as a joint venture between University Health Systems (UHS), Santa Rosa-Baylor University Family Medicine Program, Incarnate Word, School of Osteopathy and possibly the University of Texas Family Medicine Program. This idea behind the primary Medicine-Behavioral Health Residency Programs is to recruit and retain primary medicine physicians with behavioral health medicine training. The University of San Diego can put a satellite program here at CHCS.

- Contracts Executed by the President/CEO over \$50,000 and under \$100,000 for the months of March, April, & May 2016
- HR Metrics Report for the months of March 2016

#### **CONSENT AGENDA**

*Items on the Consent Agenda may be removed at the request of any Board member and considered at another appropriate time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting. Under no circumstances does the Consent Agenda alter any requirements provided under Texas Government Code Chapter 551, Texas Open Meetings Act.*

Dr. Kelley moved that the Consent Agenda be approved as presented; Ms. Cigarroa seconded the motion. Motion carried.

**5. PLANNING & OPERATIONS COMMITTEE (Ruben D. Zamora, Chair)**

1. Approval of the Interlocal Agreement with Bluebonnet Trails Community Services for the provision of Residential Services – Cynthia Martinez
2. Authorize the President/CEO to negotiate and execute a Coordinated Specialty Care (CSC) contract with the Texas Department of State Health Services for the delivery of “early onset” Mental Health Services – Bren Manaugh
3. Ratification of the Money Follows the Person (MFP) contract with the Texas Department of State Health Services – Bren Manaugh

**6. FINANCE COMMITTEE (Charles “Sam” Bowker, Chair)**

1. Acceptance of the 2016 First Quarter Performance Report of the Centers 401(a) and 457(b) Accounts from Morgan Stanley – Robert Guevara
2. Approval to Authorize the President/CEO to negotiate and execute a contract with Graebel Vanlines d/b/a Optim Workspace for the provision of moving services to Center Facilities – Corrine LeVasseur
3. Approval for the President/CEO to negotiate and execute a contract with Brigido Garcia d/b/a Jay’s Lawn & Tree Service for the provision of lawn maintenance services to Center facilities – Corrine LeVasseur
4. Approval for the President/CEO to negotiate and execute a contract with Lender Protective Services, Inc. for the provision of security services for Center facilities – Corrine LeVasseur

**INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION**

**7. EXECUTIVE COMMITTEE (Daniel T. Barrett, Chair)**

1. Approval to Authorize the President/CEO to negotiate and execute an extension of the Secondment Agreement with Haven for Hope for the position of Vice President of Transformational Services – Robert

Mr. Bowker moved to authorize the President/CEO to negotiate and execute an extension of the Secondment Agreement with Haven for Hope for the position of Vice President of Transformational Services; Ms. Vera seconded the motion. Motion carried.

2. Approval of the Appointment of Jane Kampschmidt to serve on the Planning Network Advisory Committee (PNAC) – Marshall Millard

Mr. Bowker moved that the Board of Trustees approve the appointment of Jane Kampschmidt to serve on the Planning Network Advisory Committee (PNAC); Dr. Usatine seconded the motion. Motion carried.

**8. FINANCE COMMITTEE (Charles S. Bowker, Chair)**

1. Acceptance of the Center's Financial Statements for the period ending April 30, 2016.

Mr. Cobb reported that the Center's financials for the month ending April 30, 2016 had ended with a negative contribution to fund balance of (\$139,385); bringing the year-to-date total to a negative contribution of (\$2,960,383). This does not include General Revenue and unrecognized UHS local match of \$2,225,942. This would bring the overall year-to-date fund balance to a negative (\$734,000). The 1115 Waiver expenses are currently at \$9,135,765 and will double before we receive payment.

Service Revenues for the month were reported at approximately \$1,358,000. Although that is still less than the monthly budget of \$1,675,000. Revenues were at a decrease from last month's figures. Daily billable service revenue was reported at approximately \$65,000.

Investments in Tex Pool were reported at a decrease of \$3,997,038. Interest earned was \$2,962 at an average yield of 0.3380%. Days of operation without further funding were reported at 67.63. It was also noted that salaries and benefits were 72.17% of the overall expenditure budget, with the recommended range being between 50% - 70%.

Mr. Bowker moved that the Board of Trustees accept the Center's Financial Statements for the period ending April 30, 2016; Dr. Usatine seconded the motion. Motion carried.

2. Approval of the Center's Budget Amendment for the month of March 2016 – Tom Cobb

Mr. Bowker moved that the Board of Trustees approve the Center's budget amendment for the month of March 2016; Mr. Barrett seconded the motion. Motion carried.

3. Rescindment of the Approved Negotiation and Execution of a Lease Agreement for the Property Located at 225 W. Craig Place, San Antonio, Texas 78212, and Ratification of the Executed Lease Agreement for the Property Located at 7137 W. Military Drive, San Antonio, Texas 78227

Mr. Guevara reported that the Center was able to find a location better suited for the program at property located at 7137 W. Military Drive, San Antonio, Texas 78227. Staff is asking the Board of Trustees to rescind the original request for the property at 225 W. Craig Place, San Antonio, Texas 78212, and authorize the President/CEO to negotiate and ratify the Executed Lease Agreement for the property located at 7137 W. Military Drive, San Antonio, Texas 78227.

Mr. Bowker moved that the Board of Trustees rescind the approved negotiation and execution of a lease agreement for the property located at 225 W. Craig Place, San Antonio, Texas 78212; and ratify the executed lease agreement for the property located at 7137 W. Military Drive, San Antonio, Texas 78227; Dr. Usatine seconded the motion. Motion carried.

4. Ratification of the Interlocal Agreement between Austin-Travis County Mental Health Mental Retardation d/b/a Austin Travis County Integral Care; Bluebonnet Trails Community Mental Health and Mental Retardation d/b/a Bluebonnet Trails Community Services; Bexar County Board of Trustees for Mental Health Mental Retardation Services d/b/a The Center for Health Care Services; and El Paso Mental Health Mental Retardation d/b/a Emergence Health Network for the Cooperation in Administrative and Business Functions – Robert Guevara

Mr. Bowker moved that the Board of Trustees ratify the Interlocal Agreement between Austin-Travis County Mental Health Mental Retardation d/b/a Austin Travis County Integral Care; Bluebonnet Trails Community Mental Health and Mental Retardation d/b/a Bluebonnet Trails Community Services; Bexar County Board of Trustees for Mental Health Mental Retardation Services d/b/a The Center for Health Care Services; and El Paso Mental Health Mental Retardation d/b/a Emergence Health Network for the Cooperation in Administrative and Business Functions; Dr. Usatine seconded the motion. Motion carried.

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

At this time (7:10 p.m.), the Board of Trustees moved into Executive Session, pursuant to Chapter 551, Texas Government Code:

551.071 (Consultation with General Counsel): Advice on matters agendized in which the duty of the General Counsel to the Center under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 552 of the Texas Government Code

551.072 (Real Estate): For the purpose to deliberate and take appropriate action on purchase,

exchange, lease or value of real property matters relating to:

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- Property located at 3031 IH 10 West, 1302 West Summit, and 1201 West Summit, San Antonio (Bexar County), Texas

## **OPEN SESSION**

The Board reconvened into open session at 8:23 p.m. with Mr. Barrett announcing that no formal action had been taken during closed session.

Mr. Guevara reported that the closing date on the sale of the properties located at 3031 IH 10 West, 1302 West Summit, and 1201 West Summit, was scheduled for August 16, 2016.

Dr. Usatine moved that the Board of Trustees ratify the changes in the negotiations of the sale of the said properties to extend the feasibility for two weeks and the closing date by fifteen days; and furthermore, to accept the lease terms as presented at the Executive Committee meeting.

Mr. Bowker seconded the motion; motion carried.

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

Mr. Bowker reported the following: The Texas Council of Community Center met on Saturday, May 14, 2016 in Austin Texas.

There were two major topics discussed at the meeting.

1. Preparation for the next legislative session. Much work is going on to present a unified message- a tough job because of the uniqueness of each center’s circumstances and the broader differences between the metropolitan and rural areas.
2. The training conference here in San Antonio; much praise for Allison and all involved here at the Center.
3. The board voted unanimously to award Ira Smith the recognition as an honorary lifetime member.
4. Received numerous reports (risk management, legislative update, etc.) and one item for action – approval of the Council’s financials for the 1<sup>st</sup> Quarter.

## **REPORT ON THE ACTIVITIES OF THE TEJAS HEALTH MANAGEMENT BOARD**

– Ruben D. Zamora

There was no report at this time.

## **REPORT ON THE ACTIVITIES OF THE TEXAS COUNCIL RISK MANAGEMENT FUND BOARD**

– Robert Guevara

There was no report at this time.

**ADJOURNMENT**

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Mr. Bowker moved for adjournment; Dr. Usatine seconded the motion. The meeting was adjourned at 8:30 p.m.

Passed and approved this 2<sup>nd</sup> day of August, 2016.



Daniel T. Barrett  
Board Chairman



Graciela A. Cigarroa  
Board Secretary