

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

Regular Board Meeting

Tuesday, April 11, 2017

Central Administration Offices
6800 Park Ten Blvd, Suite 200-S
San Antonio, Texas 78213
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
Donnie W. Whited

STAFF PRESENT: Leon Evans, President/Chief Executive Officer
Robert Guevara, Chief Operating Officer
Roberto L. Jimenez, M.D., Chief Medical Officer
April Johnson-Calvert, Chief Financial Officer
Tremaine Butler, Chief Information Officer
Sheila Marlow Due, Chief Development Officer
Cynthia Martinez, Chief Strategic Officer
Marshall Millard, General Counsel
Allison Greer, Vice President/Communications
Sherry Bailey, Vice President/IDD/Long Term Care
Melissa Tijerina, Vice President/Children's BH Services
Tom Cobb, Director/Financial Planning & Analysis
Eduardo Jimenez, Director/Legal Counsel of Human Resources
Corrine Le Vasseur, Director/Facilities & Fleet Maintenance
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUESTS PRESENT: Jelynn LeBlanc Burley
(Staff list on file)

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, April 11, 2017, at 6800 Park Ten Blvd, Suite 200-S, San Antonio, Texas 78213.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

The meeting was called to order by Chairman Dan Barrett at 6:07 p.m., with the following trustees present: Mr. Bowker, Mses. Brown, Cigarroa, Jackson-Spencer, Vera, and Whited; Drs. Kelley and Usatine; thereby establishing a quorum.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – There were no citizens to be heard.

1. APPROVAL OF MINUTES

Mr. Bowker moved for approval of the February 13, 2017 meeting minutes with a minor correction on page 1; Ms. Whited seconded the motion. Motion carried.

CLOSED EXECUTIVE SESSION

At 6:09 p.m., the Board Chairman moved to modify the agenda in order to go into Executive Session, pursuant to Texas Government Code, Chapter 551 Sections:

551.071 (Consultation with General Counsel) in which the duties of the General Counsel to the Center under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflict with Chapter 551 of the Texas Government Code; and

551.074 (a)(1) (Personnel Matters): For the purpose to deliberate the appointment, employment, evaluation reassignment, duties, discipline, or dismissal of a public officer or employee

Selection of a Candidate for the Position of Executive Officer

OPEN SESSION

Mr. Barrett reconvened the meeting into open session at 6:55 p.m., and announced that no formal action had been taken during closed session.

At this time, Mr. Barrett acknowledged and thanked Robert Guevara and Cynthia Martinez for their interest in the position of Executive Director.

Dr. Kelley moved that the Board of Trustees approve the selection of Ms. Jelynn LeBlanc Burley as the Center's new Executive Director; Ms. Whited seconded the motion. Motion carried 9/0.

Dr. Usatine left the meeting at this time.

**PRESENTATION ON PRIMARY & BEHAVIORAL HEALTH CARE INTEGRATION (PBHCI)
GRANT – Dr. Ruth Morgan, Project H.E.A.L.T.H. Clinic**

Dr. Morgan provided a brief overview of the PBHCI project funded by SAMHSA to help prevent and reduce chronic illness and promote wellness by treating behavioral health needs as well as other health conditions. The Center received a four year grant (\$400,000.00/per year) to provide integrated care to the Center's adult population.

Ms. Anna Rivera, Project Planning & Implementation Manager, proceeded to inform the Board on the work of the Integrated Care Team which is a collaboration of health care professionals that provide treatment and care to the patient.

The Northwest Integrated Care Clinic was also chosen as the premier site for program implementation with an anticipated expansion date of October 2017. This program was also highlighted in the Johnson & Johnson Integration Grantee video at this year's National Council Conference in Seattle.

Dr. Morgan also introduced members of the team that were present.

2. BOARD CHAIRMAN'S REPORT

- Communications/Legislative Report – Allison Greer

Ms. Greer distributed a status update on the 85th Legislative Session which summarized the passing of state budgets in both the House and Senate; action items from the Texas Council which would include retention of \$63 million in outpatient funding and elimination of a wait list, and an increase in inpatient capacity. Both the Senate and the House are addressing the lack of inpatient capacity in different ways but neither has added the \$57 million identified by HHSC in its original LAR. Ms. Greer urged the board to contact their legislative representatives in regards to this critical need. (A copy of the full report is on file in the Executive Office).

- CHCS Foundation/Fundraising Activities – Graciela Cigarroa/Sheila Marlow Due

Ms. Cigarroa reported that the Foundation's plans for the remainder of the year were to focus on possible expansion of the board, board development, skills expertise, and establish a board orientation

Ms. Due briefly reviewed the Executive Summary, indicating a difference of \$750,000 in last year's corporate unrestricted funds of \$481,511.37 in comparison with this year's funds of \$174,457.44. This is due to a pending grant from the Methodist Healthcare Ministries.

She reported that the Granting Policy would be presented to the next Planning & Operations Committee for review. This would also include department policies to request funds from the Foundation.

In conclusion, she reported that the Center had been invited to attend a meeting with the Pew Charitable Trust during the National Council Conference in Seattle, to share and discuss our experiences with Substance Use Disorders (SUD) and the potential barriers and opportunities regarding this subject.

3. **PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT**

- **President/CEO's Report of Activities for the months of February & March 2017**

Mr. Evans briefly reported on his attendance to the NACo/NACBHDD Legislative Conference in D.C., and stated that all of the following Center programs: Project Carino (Mommies Program), the Primary and Behavioral Health Care Integration Program, and Jail Diversion Program, had been included in presentations made by SAMHSA officials, indicating that we are well represented nationally.

- **Chief Medical Officer's Report – Dr. Roberto Jimenez**

Dr. Jimenez introduced Dr. Denise Canchola, the Center's new Associate Director for Integrative Health, and announced that she would be working to develop a curriculum to recruit and train providers.

Dr. Canchola also talked about what she was doing to recruit APNs, taking charge of all fourteen research projects, and working with Dr. Jose Hernandez on the telemedicine project.

Dr. Jimenez also announced that the Restoration Center was working on five major grants, mostly geared towards HIV services, the Mommies Program, and job readiness for women in the Methadone Program.

- **Contracts Executed by the President/CEO over \$50,000 and under \$100,000 for the months of February & March 2017**
- **HR Metrics Report for the months of February & March 2017**

Mr. Jimenez addressed the following:

- HR Metrics, turnover reports, recruitment, employee morale, exit surveys
- Distributed a tri-fold pamphlet regarding benefits - 'Your Hidden Paycheck'
Noted that this information was currently being communicated to new employees; however, it also needed to get communicated to current employees.
- A "Rounding" initiative is underway; a suggestion made by Dr. Kathryn Keeton.
"Rounding" is a term that refers to a practice whereby the supervisor engages with his/her direct report individually to create greater workplace harmony and job satisfaction. This initiative will be conducted twice a year, during the month of April and again in October 2017. However, the April deadline has been extended until May.

- Series of general educational workshops with MetLife in regards to retirement
- Individual meetings with Morgan Stanley officials to advise employees on their retirement.
- Employee Clinic – located at 5415 Fredericksburg Road, Bldg B, Suite 250
- Wellness Program – health screenings conducted; approximately 30% of the workforce participated.
- Nutrition courses coming up on overall wellness, coaching sessions.
- On-site Pharmacy through Metrocare at 50% - 75% discount
- Engaged the Texas Council Risk Management Fund (TCRMF) to provide educational sessions to employees on vehicle safety and workplace accidents free of charge.
- He would also like to have the Texas Council Risk Management Fund provide the board with a safety presentation at their next scheduled meeting.

CONSENT AGENDA

Ms. Brown moved for approval of the Consent Agenda as presented; Ms. Whited seconded the motion. Motion carried.

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

Acceptance of the 2016 Fourth Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

1. Approval of the First Amendment to the Memorandum of Understanding for Local Match between University Health System and The Center for Health Care Services – Robert Guevara

That the Board of Trustees approves the first amendment to the Memorandum of Understanding for local match between the University Health System and The Center for Health Care Services.

This amendment reflects changes made during the FY 2017 renewal period, thereby establishing the University Health System's local match contribution for the fiscal year in the amount of \$2,465,925.00; a decrease of \$574 from the previous fiscal year. The Center is also obligated to provide a care coordinator liaison position which will increase from .75 FTE to 1.5 FTE. Since we are seeing great outcomes on this program (49% of referrals are receiving appointments; 88% are showing up for the appointments), they have requested an additional thirty (30) hours. This MOU is for the period September 1, 2016 through August 31, 2017.

Mr. Bowker moved to approve as presented; Ms. Brown seconded the motion. Motion carried.

2. Approval to Authorize the President/CEO to revise the Guaranteed Maximum Price Agreement with Bartlett Cocke General Contractors/Davila Construction, a joint venture, for the provision of construction services for the Inner City Clinic located at 910 and 928 West Commerce – Robert Guevara

That the Board of Trustees approves authorization for the President/CEO to revise the Guaranteed Maximum Price Agreement with Bartlett Cocke General Contractors/Davila Construction, a joint venture, for the provision of construction services for the Inner City Clinic located at 910 and 928 West Commerce.

Mr. Guevara reiterated the Board's previous actions to move this project forward and reported in detail on the agreements signed with the County of Bexar.

He reported that the original contract with Bartlett Cocke was for \$9,759,600. However, now that the Center has received estimates, the entire project is estimated at \$33,581,600; of which \$22,562,000 will come from the County and \$11,019,600 from the Center. He also wanted to inform the board that there was a potential cost of \$2.3 and \$2.9 million due to some active construction management and value engineering. The contract has an owner's fee which the Center controls; therefore, nothing will be submitted without a change order. Construction will take approximately 18-22 months; anticipated date of completion - January 2019.

Mr. Guevara also provided a briefing on the provider of debt service, noting that the program was doing very well and that he anticipated meeting our debt services. However, he also wanted to inform the board that the Center did have reserves on the financial statements should we not be able to meet that obligation.

Ms. Brown moved to approve as presented; Judge Spencer seconded the motion. Motion carried.

3. Approval to Discontinue the Treatment Foster Care Program Contract with the Texas Department of Family and Protective Services (DFPS) – Melissa Tijerina

That the Board of Trustees approves the discontinuation of the Treatment Foster Care Program Contract with the Texas Department of Family and Protective Services (DFPS)

Ms. Tijerina stated that it was the Center's intent to continue to deliver the type of services that we have been delivering through this program but through a different mechanism – relative placement. This will allow us to work with relative caregivers who are more likely to care for those children with behavioral health challenges.

This program began in 2010 and the vision was to be able to provide behavior shaping and parent/caregiver training and intervention so that children could stay at home. However, it has been a struggle with the recruitment of foster families to serve this population.

Ms. Brown moved that the Board of Trustees approve to discontinue the contract as presented; Ms. Whited seconded the motion. Motion carried.

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

1. Acceptance of the Center's Financial Statements for the period ending January 31, 2017- Tom Cobb

That the Board of Trustees accepts the Center's Financial Statements for the period ending January 31, 2017.

Mr. Cobb reported that the Center's financial statements for the period ending January 31, 2017 had closed with a negative contribution to fund balance of (\$95,993); bringing the year-to-date total to a negative contribution of (\$269,901). Unrecognized General Revenue was reported at approximately \$1.3 million. Upon recognition of the GR, the overall year-to-date fund balance will be about \$1.3 million.

Mr. Bowker moved that the Board of Trustees accept the financial statements for the month of January 2017 as presented; Ms. Brown seconded the motion. Motion carried.

2. Approval of the Center's Budget Amendment for the month of January 2017- Tom Cobb

That the Board of Trustees approves the Center's Budget Amendment for the month of January 2017

Mr. Cobb stated that the budget amendment being presented would decrease the Center's budget by \$682,679; for a revised budget of \$98,022,314.

Mr. Bowker moved for approval of the revised budget amendment as presented; Ms. Brown seconded the motion. Motion carried.

REPORT ON THE ACTIVITIES OF THE TEXAS COUNCIL OF COMMUNITY MHMR CENTERS, INC. BOARD - Charles "Sam" Bowker

Mr. Bowker announced that the next meeting of the Council Board was scheduled for April 27th - 29th. During this legislative session, he will join Ms. Greer in delivering our message to legislative staff on what our funding needs are.

He also reported that this was a very interesting board to serve on as you get to learn and understand the many different systems that we are involved in at different levels. The Council meets quarterly and the Center's board will need to appoint a new representative effective July 1st.

REPORT ON THE ACTIVITIES OF THE TEJAS HEALTH MANAGEMENT BOARD

– Robert Guevara

Mr. Guevara announced that Tropical Texas Behavioral Health from Edinburg had joined the Tejas group. He added that the Tejas Board was scheduled to meet on April 25th and that he would have more information after that.

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

– Robert Guevara

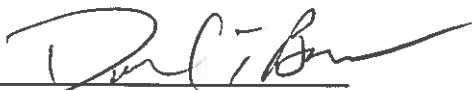
Mr. Guevara reported that there had been a high IBNR (Incurred But Not Reported) adjustment that actually went in favor of the Center. Therefore, we anticipate a \$60,000 credit towards our payment.

Mr. Barrett requested the following information: What percentage of dollars do they need to move forward, and what is the Center's percentage.


ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Judge Spencer moved for adjournment; Ms. Brown seconded the motion and the meeting was concluded at 8:50 p.m.

Passed and approved this 13th day of June, 2017.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary