

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

Regular Board Meeting

**Tuesday, October 6, 2015
Central Administration Offices
3031 IH 10 West
San Antonio, Texas 78201
6:00p.m.**

TRUSTEES PRESENT: Charles S. Bowker, Acting Chair
Graciela A. Cigarroa, Secretary
Mary Rose Brown
Judge Polly Jackson Spencer, Ret.
Margaret Kelley, M.D.
Richard Usatine, M.D.
Margaret M. Vera
Ruben D. Zamora

TRUSTEES ABSENT: Daniel T. Barrett, Chairman

STAFF PRESENT: Scott Ackerson, Vice President/Transformation Services
Clay Anderson, Director/Compliance Program
Sheila Due Marlow, Chief Development Officer
Robert Guevara, Vice President/Finance & Technology
Eduardo Jimenez, Assistant General Counsel
Corrine LeVasseur, Director of Facilities, Fleet & Telephony
Nathalie Khodr, Chief Change Management Officer
Cynthia Martinez, Vice President/Restoration Center
Camis Milam, M.D./Executive Vice President, Medical Services
Marshall Millard, General Counsel
Linda Rodriguez, Senior Executive Assistant/Board Liaison
Quentin Thomas, Clinical Director, TCOOMI Program
Melissa Tijerina, VP/Children's BH Services
Trey Tschoepe, Vice President/Organizational Development
(Staff Listing 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, October 6, 2015, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

Mr. Bowker called the meeting to order at 6:05 p.m. after General Counsel announced certification of a quorum with the following members present: Ms. Brown, Ms. Cigarroa, Ms. Vera, Judge Spencer, Mr. Zamora, and Drs. Kelley and Usatine.

PLEDGE OF ALLIGIANCE - Led by Ruben Zamora

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

1. APPROVAL OF MINUTES

Dr. Kelley moved for approval of the minutes from the August 25, 2015 board meeting as presented; Ms. Cigarroa seconded the motion. Motion carried.

2. REPORT FROM THE NOMINATIONS COMMITTEE

Committee Chair Mary Rose Brown announced the committee's proposed Slate of Officers for the period August 2015 through July 2016 as follows:

- Chairman – Daniel T. Barrett
- Vice-Chairman – Charles "Sam" Bowker
- Secretary – Graciela Cigarroa
- Treasurer – Dr. Margaret Kelley

3. ELECTION OF OFFICERS FOR THE PERIOD OF AUGUST 2015 – JULY 2016

At this time, Mr. Bowker called for nominations from the floor.

With no further nominations from the floor, Mr. Bowker called for a motion to accept the proposed Slate of Officers as presented by the Nominations Committee.

Ms. Cigarroa moved for approval of the 2015 – 2016 Slate of Officers proposed; Ms. Brown seconded the motion. Motion carried 8/0.

PRESENTATION ON THE CENTER'S ADULT TCOOMMI (TEXAS CORRECTIONAL OFFICE ON OFFENDERS WITH MEDICAL AND MENTAL IMPAIRMENTS) PROGRAMS: GENESIS, RESIDENTIAL AND DIVERSION

- Quentin Thomas, Clinical Director

Mr. Thomas stated that the TCOOMMI Program is part of the Texas Department of Criminal Justice and the Re-entry and Integration Division and provides pre-release screening and referral to aftercare treatment services for special needs offenders being released from correctional settings, local jails, or

other referrals sources. TCOOMMI contracts with Local Mental Health Authorities across the state to provide continuity of care services for persons on probation or parole by linking them with community based interventions and support services.

Genesis is Bexar County's local TCOOMMI program located at 2711 Palo Alto Road in co-location with the Bexar County Adult Probation Department. Genesis Residential, also in conjunction with the Bexar County Adult Probation Office, provides mental health and substance abuse residential treatment to up to sixty parolee and/or probationers. This program is the first of only three in the State of Texas.

This year's newest program, in collaboration with Bexar County Pre-trial services, is the TCOOMMI Diversion Program. This program will provide services to pre-trial felon cases on bond. Harris County has a similar program which has turned out very successful. (A copy of the complete presentation on file in the Executive Offices)

In the essence of time on behalf of Ms. Brown and the need to maintain a quorum, Mr. Bowker suggested that the agenda be modified in order to address action items. Members of the board concurred.

CONSENT AGENDA

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

6. PLANNING & OPERATIONS COMMITTEE (Charles S. Bowker, Chair)

1. Ratification of the Contract Amendment with the Department of State Health Services (DSHS) for the provision of Treatment Youth (TRY) Services – Melissa Tijerina
2. Ratification of the Contract with the Department of Family and Protective Services (DFPS) for the provision of Residential Child Care/Child Placing Agency Services – Melissa Tijerina
3. Ratification of the Contract with the Department of Family and Protective Services (DFPS) for the provision of Residential Child Care/Emergency Shelter Services – Melissa Tijerina
4. Ratification of the Contract Modification with the Texas Department of Criminal Justice (TDCJ) – Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) Services for the provision of services to offenders – Bren Manaugh

5. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of Mental Health Performance Contract Services (Adult and Child Outpatient Services, Crisis Services, New Generation Medication, Veteran's Services, Supportive Housing, Outpatient Competency Restoration, Consumer Operated Services, Private Psychiatric Beds, Mental Health First Aid, Residential Treatment Center Integration, Psychiatric Emergency Services Center, Pre-admission Screening and Resident Review, and Youth Empowerment Services) – Camis Milam, M.D.
6. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of Recovery Support Services (SA-RSS) – Scott Ackerson
7. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of Co-occurring Mental Health and Substance Abuse Services (COPSD SA-TCO) – Cynthia Martinez
8. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of Treatment Adult Services (TRA) – Cynthia Martinez
9. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of HIV Early Intervention Services – Cynthia Martinez
10. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of HIV Outreach Services – Cynthia Martinez
11. Ratification of the Contract with the Department of State Health Services (DSHS) for the provision of Outreach, Screening, Assessment and Referral Services – Cynthia Martinez

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

Approval of the Nominations to the National Center for Behavioral Health Solutions Board of Directors – Robert Guevara

Mr. Guevara reported that the National Center's Board of Directors had met on September 29th and had held a very productive meeting. One topic of discussion was a name change. The National Center is now 'The Center for Health Care Services Foundation Board'.

Due to several vacancies on the Board of Directors, the following nominations are being presented to the Center's Board of Trustees for approval:

- Jane Macon, effective October 2015
 - Janice Bunch, effective October 2015
 - Graciela Cigarroa, effective January 2016
- Ms. Cigarroa has also been voted president-elect.

Dr. Usatine moved that the nominations to the Foundation Board be approved; Ms. Cigarroa seconded the motion. Motion carried.

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

1. Acceptance of the Center's Financial Statements for the period ending August 31, 2015 – Robert Guevara

Mr. Guevara reported that the preliminary financials for the month of August 2015 had ended with a positive contribution to fund balance of \$1,684,721; bringing the year-to-date total to a positive contribution of \$745,926. In addition, the year-to-date 10% General Revenue (\$1.8 million) and 1115 waiver funding (\$14.6 million) was recognized, bringing the total fund balance to \$20.2 million.

Ms. Martinez gave a brief summary on the 1115 Waiver projects, indicating that the DY4 had ended in September and staff is certain that they have met all of the required metrics. Data will be collected and sent by the end of October and payment of \$15.5 million is anticipated by mid-January 2016.

Mr. Guevara proceeded to report that Service Revenue for the month of August was \$1.1 million; billable service revenue per day averaged at \$63,857; and Medicaid Rehab and Case Management revenue averaged at \$519,000.

Investments in TexPool had a net increase of \$19 and earned interest of \$19. Total days of operation without further funding was reported at 89 days.

Dr. Usatine moved that the Board of Trustees accept the Center's preliminary Financial Statements for the month of August as presented; Ms. Brown seconded the motion. Motion carried.

2. Approval of the Selected Firms under the Center's Request for Qualifications for Architect-Engineering Design Services – Robert Guevara

Staff recommends that the Board of Trustees approves issuance of separate contracts for large and small projects for the next two to five years as stated below:

- Small projects (Less than \$500,000): Chesney Morales & Associates, Inc.
- Large projects (\$500,000 or higher): DHR Architects, Inc.

Dr. Kelley moved that the Board of Trustees approve the selected firms under the Center's request for qualifications for architect-engineering design services as presented; Ms. Brown seconded the motion. Motion carried.

3. Approval of the Selected Firm under the Center's Request for Qualifications for Construction Materials Testing/Observation and Geotechnical Engineering Services – Robert Guevara

Staff recommends that the Board of Trustees approves the selected firm of Raba Kistner, Inc., under the Center's request for qualifications for construction materials testing/observation and geotechnical engineering services.

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

EXECUTIVE SESSION (DISCUSSION ONLY; CLOSED TO THE PUBLIC)

Mr. Bowker moved that the Board of Trustees go into Executive Session at 7:00 p.m., 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:

- Property located at 3031 IH 10 West, 1302 West Summit, and 1201 West Summit, San Antonio (Bexar County), Texas 78201

OPEN SESSION

The Board reconvened into open session at 7:15 p.m. and Mr. Bowker announced that no formal action had been taken during closed session.

Ms. Brown moved that the Board of Trustees approve a recommendation to direct staff to conduct further analysis on the potential sale of the 3031 IH 10 West, 1302 West Summit, and 1201 West Summit properties and come back to the board with a recommendation.

Dr. Usatine seconded the motion; motion carried.

Ms. Brown left the meeting at this time.

4. BOARD CHAIRMAN'S REPORT

Mr. Bowker announced that Mr. Barrett was in Washington D.C. meeting with HUD Secretary Julian Castro. He is also representing the Center at the National Council's Hill Day event.

➤ Center's Core Values – Culture Committee

Vice President of Organizational Development Trey Tschoepe announced that the purpose of this committee was to 1) define our culture and core values; 2) ensure knowledge of our culture and values throughout the organization; and 3) serve as a sounding board.

Committee members were introduced as follows: Leslie Word (Central Admin), Jessica Sekula (IT Department), Aaron Anaya (Org Development), Marisol Lucio (Finance), Jessica Gaona (Utilization Management), John Scheel (Children's BH), Regina Salinas (Adult BH), Sandra Faz (Restoration), and James Gomez (Haven for Hope).

The committee proceeded to present the following Center Core Values which have also been incorporated into the employee performance appraisal form.

- **We Care**
- **We'll Find a Way**
- **Diversity**
- **Initiative**
- **Service**
- **We Practice Integrity**
- **Together We Can**

Mr. Bowker called for a motion from the Board of Trustees to commit to the Core Values as presented. Judge Spencer moved to adopt the Core Values as presented; Mr. Zamora seconded the motion. Motion carried unanimously.

➤ **New Generation Medication Report – Travis Graham and Tonja Gabriel**

Clinic Administrator Tonja Gabriel, with the assistance of Mr. Travis Grahmann, Systems Analyst, presented a LEAN Management A3 developed to properly track and report New Generation Medications (NGMs) prescribed to consumers across the organization. Inconsistent tracking of NGMs could result in sanctions imposed by the Department of State Health Services. The NGM target is 1323 and the funding associated with this NGM contract is \$3.7 million. Ms. Gabriel is also working on another A3 to develop a tracking process for sample meds.

5. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

➤ **President/CEO's Report of Activities for the months of August & September 2015**

On behalf of the President/CEO, Mr. Guevara announced the following:

- The Center nominated Mr. Dan Barrett to the Texas Council Risk Management Fund Board in Place 9. Elections are scheduled to take place at their November 13th meeting.
- Health & Human Services Commissioner Chris Traylor is scheduled to tour the Center's Restoration Center on November 16th.
- Tejas Behavioral Health Management held their board meeting on September 24th in Austin. Mr. Zamora will be providing a detailed report later on in the meeting.
- Local match has increased from \$1.8 to \$2.4 million
- State penalties for FY 2015 on housing metrics estimated at about \$335,000

Sheila Marlow-Due, Chief Development Officer, reported the following:

- Meeting in November with AmeriCares. They are working with us on a pilot project to provide medication and durable medical equipment to Center clients. This will ultimately save the Center about \$2.5 million. They are also interested in working with the Center on other pilot projects.
- She has been working with the Center's Legal Team on an endowment policy specific to the Center.
- Also creating different advisory councils as part of the Foundation's Board – employee, former board members, physicians, corporate, and faith-based councils.
- United Way has agreed to allow the Center to be placed on the employee pledge card.

Dr. Usatine announced that the UTHSC-SA Student Run Free Clinics is presenting their annual Night of the Arts (NOTA) fundraiser on Wednesday, October 14th at the Holly Auditorium. The event will host dinner, a silent auction, and showcase of local talent in music, dance and the arts. All proceeds will go toward the operations of the UTHSC-SA Student Run Free Clinics.

➤ **Medical Director's Report – Dr. Camis Milam**

Dr. Milam reported on the following:

- Effective September 1st, all physicians are under the oversight of the Medical Services Department.
 - Reported on recruiting activities, resignations, retirements, and the need for medical directors at Jail Diversion and Crisis Care Services.
 - Thanks to Dr. Usatine and Mary Rose Brown, two weeks ago Methodist Health Care Ministries requested a proposal to increase medical salaries.
 - Physicians are also expressing an interest in the LEAN management practices.
- **Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of August & September 2015 (*report in board packet*)**
- **Grants & Awards Submission Report (*report in board packet*)**
- **HR Metrics Report for the month of September 2015 (*report in board packet*)**
- **Strategic Development & Implementation of LEAN Management System – Nathalie Khodr**

Ms. Khodr reported on the following:

- Dr. Milam, Robert Guevara, Melissa Tijerina, Nathalie Khodr, and Mr. Barrett visited Winona Health in Minnesota. Winona is a leader in LEAN management and everyone came back very encouraged.
 - The Center had a total of 88 A3's submitted year-to-date for the month of September 2015.
 - A total savings to date of \$1.1 million
 - Mr. Barrett also requested that LEAN reports be provided to all of the board committees.
 - He also requested that a system of reward be implemented.
- **1115 Waiver Project Update – Robert Guevara (*This report was provided under Item 8.1 - Financial Statements*).**

REPORT FROM MR. CHARLES "SAM" BOWKER ON THE ACTIVITIES OF THE TEXAS COUNCIL OF COMMUNITY MHMR CENTERS, INC. BOARD

Mr. Bowker stated that the next meeting of the Texas Council Board was on December 4th and 5th.

REPORT FROM MR. RUBEN ZAMORA ON THE ACTIVITIES OF THE TEJAS BH MANAGEMENT BOARD

Mr. Zamora gave a detailed report on the Tejas Behavioral Health Management Board Meeting of September 24th. Meeting discussions included the introduction of new staff, positive revenue projections on IT services, new business, managed care services, and operations. There was also a review of the financials for YTD 2015 and a projected 2016 budget. It was also reported that there was a growing interest by other community centers to join the Tejas team. This prompted discussion on what the three founding centers would like to do in moving forward. The decision was made to convene a work group of current and prospective Tejas members to discuss what services would motivate them to join, etc. This is expected to support a decision on the future of Tejas.

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

There was no report at this time.

ADJOURNMENT

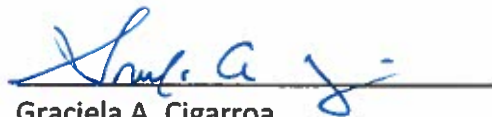
There being no further business to discuss, Mr. Bowker called for a motion to adjourn.

Mr. Zamora moved for adjournment, Ms. Cigarroa seconded the motion, and the meeting ended at 8:55 p.m.

Passed and approved this 13th day of December, 2015.



Charles "Sam" Bowker
Acting Board Chairman



Graciela A. Cigarroa
Board Secretary