

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

Regular Board Meeting
Tuesday, February 13, 2017
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
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
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
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUESTS PRESENT: (Guest staff 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, February 13, 2017, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

Chairman Dan Barrett called the meeting to order at 6:05 p.m., with the following trustees present: Mr. Bowker, Mses. Cigarroa, Jackson-Spencer, Vera, and Whited; Drs. Kelley and Usatine, thereby establishing a quorum. (Mr. Brown arrived after the certification of a quorum).

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – No citizens to be heard.

CHCS FOUNDATION EMPLOYEE GRANT AWARDS PRESENTATION OF CHECKS

Ms. Marlow-Due reported that the Center's Foundation had \$25,000 in funds to award back to Center services/programs. She noted that requests had come in for \$42,000. The following awards were presented to Center programs/services:

- Cruz Vallarta/Veterans Project - \$1500 - yearly bus passes for veterans seeking employment.
- Christy Gerard/Restoration Center – \$2560 - ECG machine for initial screening or acute situational interpretations
- Christy Gerard/Restoration Center - \$750 for Epi pens for patient care
- Cecil King & Maggie Leal/Adult BH Shelter Plus Care - \$4000 - to provide basic furniture/starter kits for previously homeless folks transitioning into housing
- Juanita Cordero-Rodriguez/on behalf of Northwest Clinic - \$2300 for Recovery Zone supplies (arts and crafts)
- Juanita Cordero-Rodriguez/Adult BH Westside Clinic - \$2400 - prescription assistance
- Cruz Vallarta/Veterans Project - \$1752 - for partial cost of a 12 month storage lease for veterans during their restoration
- Stephanie Vernon/Tammy Kothe-Ramsey/Children's Campus - \$3500 - for therapeutic supplies
- Juanita Cordero-Rodriguez/on behalf of ABH Crisis Transitional Services - \$1900 to provide undergarments for the clients
- Cruz Vallarta/Veterans Project - \$1500 – utility assistance for enrolled veterans
- Christy Gerard/Restoration Center - \$1851 for new vitals machine
- Allison Greer/Communications - \$3500 - in support of the Behavioral Health Conference/costs for marketing materials and AV rental

Ms. Marlow-Due briefly informed the board that she was working on a PTO leave-sharing bank project which she will bring forth through the Finance Committee in the near future. Mr. Bowker indicated that he was ok with presenting this project to the committee; however, he wanted to ensure that HR Director was fully involved in the development of this project.

1. APPROVAL OF MINUTES

Mr. Bowker moved that the Board approve the Minutes from the December 13, 2016 meeting as presented; Dr. Usatine seconded the motion. Motion carried.

CLOSED EXECUTIVE SESSION

At 6:40 p.m., the Board Chairman modified the agenda 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

Status Report from the Search Committee on the Position of Chief Executive Officer

OPEN SESSION

Mr. Barrett reconvened the meeting into open session at 6:56 p.m., and announced that no formal action had been taken during closed session.

2. BOARD CHAIRMAN'S REPORT

- Report from the Search Committee – Mary Rose Brown

(This item was discussed in Executive Session)

- Communications/Legislative Report – Allison Greer

Ms. Greer reported that Center staff meets with the University Health System, NAMI-San Antonio, and the County at the beginning of every session to review legislative bills being filed which may apply to us. Copies of the legislative bill tracker were distributed to board members for their review. She announced that there were several bills that Rep. Ford Price, head of the House Select Committee on MH, had filed last week that are not reflected on this tracker. She also reported that there were some bills specific to NAMI that the Center would not take a stand on as they did not relate to us.

A summation of committee assignments was made; bills are now being assigned to committees.

In conclusion, Ms. Greer reiterated that the House and Senate had been several billion dollars apart in their budgets. However, the Senate did appropriate \$1 billion for state hospital beds/crisis stabilization units; and the House appropriated \$163 million for mental health to include crisis stabilization/state hospital beds. Staff will begin to go out for testimony on key issues and start scheduling meetings with legislators.

- CHCS Foundation/Fundraising Activities – Sheila Marlow Due

Ms. Marlow-Due stated that in accordance with Ms. Vera's request, the Foundation's financials were now included in the report. She reported that at this time, there are approximately \$283,000 in unrestricted funds that can be granted back to the Center.

Staff has identified some priority projects with several others to be considered. She is currently working on a policy for granting those funds back to the Center.

Mr. Bowker asked if that would be a Center policy mirrored by a Foundation policy and Ms. Marlow-Due responded that it would be a Foundation policy which would contain criteria for the Center to follow in requesting funds. Upon further discussion, Mr. Bowker stated that he would like to see the Center implement a policy which would provide guidelines to follow in requesting funding from the Foundation.

Ms. Marlow-Due went on to report that she had met with Mr. Evans and the financial team to discuss fundraising priorities for 2017 and had identified the following: 1) Electronic Medical Record (EMR); and 2) renovation of the Josephine Recovery Center, both of which could cost upwards of \$3 million.

Mr. Bowker reiterated his request to develop Center guidelines to request funding from the Foundation. Those guidelines should come to the Center's board for review and approval and then recommendations will be made to the Foundation.

Ms. Marlow-Due also reported that she was working on board development within the Foundation, i.e., developing a fundraising board.

- Status Report on the Inner City Clinic – Robert Guevara

Ms. Johnson-Calvert reported on behalf of Mr. Guevara, stating that the request for bids for construction would be taking place during the month of March with anticipated start time in April 2017. Anticipated completion of project: Mid-October/November 2018

Additional services being included in the lieu of debt agreement are substance abuse, detox, and outpatient services at The Restoration Center. Staff is also working on establishing electronic monthly reports, possibly creating a pay source, for the purpose of tracking time and costs and possibly creating a pay source in order to account for services being provided in lieu of the \$2.5 million debt.

- 1115 Waiver Update – Robert Guevara

Ms. Johnson-Calvert reported that the Center had received \$28,354,414 in waiver funding. With IGT in the amount of \$12 million; the Center netted about \$16 million. The Center met 24 of 26 metrics for DY5 at 100%; 1 at 50%; and the other was carried over into DY6.

In conclusion, she stated that for DY6, there would be 56 metrics to fulfill with 90% of them based on patient outcomes. Anticipated waiver funding for DY6 could be approximately \$29 million.

Members of the Board acknowledged staff for their hard work and due diligence.

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

- **President/CEO's Report of Activities for the months of December 2016 & January 2017**

Mr. Evans reported on the following:

- Met with new HHSC Medicaid Director Jami Snyder last Friday and was informed that DSRIP waivers would be extended for another three years, and that the State was considering doing outcome measures instead of satisfaction measures. Center staff is scheduled to meet this week to talk about value-based projects and how they plan to stay on top of these metrics before the State rolls them out.
- New HHSC Mental Health Coordination Deputy Associate Commissioner Trina Ita will be visiting the Restoration Center on February 22nd.
- The Center recently hosted the national conference of the Institute for Behavioral Healthcare Institute (IBHI) with a total of 143 participants. Approximately 60 of those participants toured the Restoration Center, including Dr. Larke Huang, Director of the Office of Behavioral Health Equity at SAMHSA. She was interested in seeing some of the programs that SAMHSA funds such as the Mommies Program.

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

Dr. Jimenez briefly reported on the following:

- Has been meeting with Dr. Ben Boedeker, an expert in telemedicine who has been working with the University of Incarnate Word. The Center will be joining forces with the UIW to create the first integrated telemedicine portal which will include children & adolescents, mental health and primary care. This program will be implemented in-house first and then prepared for external expansion.
- Working on the first draft of a grant proposal for Johnson & Johnson to expand the Mommies Program; build a relationship with the University Health System's High Risk Pregnancy Center; and join forces in telemedicine as well. This grant would be for 3-5 years at approximately \$2 million per year. A second grant will follow for nursing schools to train nurses to follow these women at home and teach them to care for themselves and their babies.
- Mr. Evans added that the Center was also working on a research project with Alkermes on Vivitrol. If the Center utilizes all of the free medication being provided by them, that would amount to about \$670,000. Unlike Methadone, Vivitrol blocks the receptors in the brain.

- **Contracts Executed by the President/CEO over \$50,000 and under \$100,000 for the months of December 2016 & January 2017**

- HR Metrics Report for the months of December 2016 & January 2017

Mr. Jimenez reported on the turnover rates, noting that the Center has been experiencing a trend at about 30% for some time now. However, he noted that this seemed to be the same issue at most major community centers in the state. He stated that although we cannot control the environment, we can implement best practices. One of those being better communication and proper management techniques starting at the supervisory level up to the CEO. The other is communicating to employees the hidden benefits that the Center provides to them, such as the employee clinic, basic life, short term disability, etc. The Communications Department is currently working with HR to develop brochures and educational sessions for employees and new employees coming on board. Ms. Greer also reported that the Culture Committee has implemented an appreciation initiative for employees. They are visiting the different units and bringing them breakfast or lunch as a token of appreciation.

On the health benefits side, Mr. Jimenez reported that the Center recently transitioned through a major medical benefits change. As part of that change, employees now have the benefit of communicating directly with Agora Solutions, the insurance broker, to ask any questions they might have in regards to their health benefits. This is also a first for the organization.

Additional discussion ensued regarding exit surveys and clinical position salaries in comparison with the private sector/other medical entities.

CONSENT AGENDA

Mr. Bowker moved for approval of the Consent Agenda as presented; Dr. Usatine seconded the motion. Motion carried.

4. PLANNING & OPERATIONS COMMITTEE (Polly Jackson Spencer, Chair)

1. Ratification of the 2017 Contract Renewal with the Department of State Health Services (DSHS) for the provision of the Money Follows the Person (MFP) Program – Teshina Carter
2. Ratification of the 2017 Contract Renewal with the Department of State Health Services (DSHS) for the provision of HIV Prevention Services – Dr. Roberto Jimenez
3. Approval of the New Generation Medication (“NGM”) Funding Agreement with the Bexar County Hospital District d/b/a University Health System – Dr. Roberto Jimenez

4. Approval for the President/CEO to negotiate and execute a contract with Clarity Child Guidance Center for the provision of Child In-patient Psychiatric Hospitalization Services – Melissa Tijerina

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

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

Mr. Cobb reported that the Center's financial statements for the period ending November 30, 2016 had closed with a negative contribution to fund balance of (\$207,523); bringing the year-to-date total to a negative contribution of (\$40,562). Unrecognized GR was reported at \$835,916; which would bring the overall year-to-date fund balance to \$795,000.

Mr. Bowker moved that the Board of Trustees accept the financial statements for the month of November as presented; Dr. Usatine seconded the motion. Motion carried.

Mr. Cobb reported that the Center's financial statements for the period ending December 31, 2016 had closed with a negative contribution to fund balance of (\$133,398); bringing the year-to-date total to a negative contribution of (\$173,960). Unrecognized GR was reported at \$1.1 million; which would bring the overall year-to-date fund balance to \$981,000.

Mr. Bowker moved that the Board of Trustees accept the financial statements for the month of December 2016 as presented; Ms. Brown seconded the motion. Motion carried.

2. Approval of the Center's Budget Amendment for the month of December 2016 with the exception of Day Activity Habilitation Services revenue increase for program continuation – Tom Cobb

That the Board of Trustees approves the Center's Budget Amendment for the month of December 2017 with the exception of the Day Activity Habilitation Services (DAHS) revenue increase for program continuation.

Mr. Bowker summarized what has taken place in the last few months in regards to this matter, noting that last month the Planning & Operations Committee had voted to continue operating this program while the Finance Committee recommended that the program be terminated. At this month's Executive Committee meeting, it was suggested that the Board allow the program to continue during the course of legislation, in hopes

that the funding and rates will be made available to keep the program sustainable for the future. Over the period of this fiscal year, the latest projection indicates a loss of (\$89,000) which would need to be made up from profits from other programs.

Therefore, rather than increasing the budget to \$1,790,123; the budget will be increased by \$1,645,517; not inclusive of the budget for the DAHS program. Mr. Evans added that there was a Legislative Appropriations Request to bring the rates up to where we might break even. This would allow us to continue the program. If not, the board will be asked to revisit this matter at that point.

Mr. Cobb reported further on the details of the budget amendment being proposed for approval, indicating that the revised budget to be approved would now be at \$98,560,387.

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

3. Approval for the President/CEO to Negotiate and Execute an Amendment to the Retirement Plan Document to Allow for Employee Loans – Eduardo Jimenez

Mr. Jimenez reported that last month the Board had approved the President/CEO to negotiate and execute an agreement with Kashable for the provision of short-term loan services for employees. As a result, the board engaged in discussions regarding the possibility of allowing employees to secure loans from their retirement accounts in the event of a hardship. In communications with Alliance Benefits Group (ABG), the Center's third party administrator, pros and cons were addressed as well as what the board should consider.

As a result, the following recommendations were made by ABG for board consideration:

- 1) That the board consider approval of two loan maximum per employee at one time;
- 2) That the board consider a minimum loan amount of at least \$1,000 (IRS sets the maximum loan amounts at the lesser of: 50% of the account balance or \$50,000);
- 3) That the board considers loans to be made from the employees' 457 retirement account.

It was noted that loans through Kashable would still be available; this would just be another option for employees. Loans would be paid off through payroll deductions.

Dr. Usatine moved that the Board of Trustees approve the President/CEO to negotiate and execute an amendment to the retirement plan documents as presented and to allow for employee loans; Mr. Bowker seconded the motion. Motion carried.

4. Status Report on Revenue and Productivity Analysis – April Johnson Calvert

Mr. Bowker stated that the Finance Committee has been reviewing this report in detail since October 2016. He proceeded to inform the board on the details of the report, noting that it is still a work in progress. However, it has been determined that the cost of service is significantly higher than what the Center has negotiated to get paid for that service. Discussion continued in regards to staff productivity.

In conclusion, Mr. Bowker stated that the Finance Committee would continue to review this report and should any concerns arise, the committee will bring it back to the full board for review.

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 had met on January 21st and had approved its legislative priorities. As of January 21st, he stated there were 1726 bills filed. The Texas Council is tracking 407 which have some potential impact on the services that we provide. March 10th is the deadline for filing bills. (Overview of the Council’s priorities was distributed to the board). Discussion ensued regarding the legislative session and Ms. Greer indicated that the Center would be seeking funding for additional community beds and crisis stabilization services. Mr. Bowker announced that the next meeting was scheduled for April 28th and 29th. He also informed the Board that he would not be seeking reappointment to the CHCS Board after his term expires on June 30th. He asked that they consider their next appointee to the Texas Council Board.

REPORT ON THE ACTIVITIES OF THE TEJAS HEALTH MANAGEMENT BOARD – Robert Guevara

Mr. Guevara reported that the Tejas Board had met today and he reported that they were now 50% sustainable which is about 70% improvement from last year. They are making some changes to the MCO generator which is used by some twenty community centers. They are also introducing a new product – an appointment reminder for consumers. Harris County has not responded to a request to join Tejas, and Aetna has added the four centers (Austin, Blue Bonnet, CHCS, El Paso) to their network as behavioral health providers. In conclusion, he stated that all four centers are making a committed effort to look at cost in a different manner outside of the CAM.

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

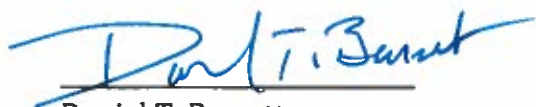
Mr. Guevara reported that the Council had met last week. First part of the meeting consisted of refresher training on how the actuarial works; the second part was in regards to IDMR which indicates an increase in our workers compensation.

He also reported that he has asked the Council to meet with him, Dr. Jimenez, and Dr. Morgan in regards to the way in which the Center provides integrated care. He stated that every community center is doing it differently and he wants them to understand how the Center is providing those services so that we can ensure the proper coverage.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Usatine moved for adjournment; Mr. Bowker seconded the motion and the meeting was concluded at 8:41 p.m.

Passed and approved this 11th day of April, 2017.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary