

**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 8, 2017
Central Administration Offices
6800 Park Ten Blvd, Suite 200-S
San Antonio, Texas 78213
6:00p.m.

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

STAFF PRESENT: Jelynn LeBlanc Burley, President/Chief Executive Officer
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Allison Greer, Vice President/External Relations
Cynthia Martinez, Vice President/Strategic Planning
Sherry Bailey, Vice President/IDD/Long Term Care/Compliance Svs
Teshina Carter, Interim Vice President/Restoration/Transformation
Juanita Rodriguez-Cordero, Interim Vice President/Adult BH
Melissa Tijerina, Vice President/Child BH
Sheila Marlow-Due, Chief Development Officer
Tremaine Butler, Chief Information Officer
Tom Cobb, Director, Financial Planning & Analysis
Marshall Millard, General Counsel
Linda Rodriguez, Senior Executive Assistant/Board Liaison

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 8, 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 6:18 p.m., with the following trustees present: Mses. Brown, Cigarroa, Jackson-Spencer, Vera, Whited; and Drs. Kelley and Usatine; thereby establishing a quorum.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

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

1. REPORT FROM THE NOMINATIONS COMMITTEE – Mary Rose Brown

Mr. Barrett announced that election of officers of the board would be held for the following positions:

- Chairman
- Vice Chairman
- Secretary
- Treasurer

Committee Chair Mary Rose Brown announced the committee's nomination of officers for the period August 2017 through July 2018 as follows:

- Chairman – Daniel Barrett
- Vice Chairman – Mary Rose Brown
- Secretary – Graciela Cigarroa
- Treasurer – Dr. Margaret Kelley

Upon requesting nominations from the floor and there being none made, Mr. Barrett entertained a motion for approval of the slate of officers as submitted by the Nominations Committee.

Judge Spencer moved for approval of the slate of officers as submitted; Dr. Usatine seconded the motion. Motion carried unanimously.

2. APPROVAL OF MINUTES

Judge Spencer moved that the Board approve the minutes of the May 22, 2017 special-called board meeting; Ms. Cigarroa seconded the motion. Motion carried.

Dr. Usatine moved that the Board approve the minutes of the June 13, 2017 regular board meeting; Ms. Whited seconded the motion. Motion carried.

3. CHAIRMAN'S REPORT

- Report on Board Policy Subcommittee

Mr. Barrett announced that this was a work in progress, and he would be contacting each member of the board to solicit membership to this committee.

4. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing

Ms. Burley briefly noted that she would be providing a leadership report at the beginning of the budget presentation.

- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of June & July 2017

CONSENT AGENDA

Ms. Vera moved for approval of the Consent Agenda as presented; Judge Spencer seconded the motion. Motion carried.

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

1. Ratification of the Interlocal Agreement Renewal with the City of San Antonio for the "Bexar CARES" System of Care – *Melissa Tijerina*
2. Approval of the Subcontract Renewal with Counseling Link, LLC for the provision of services to the Center's YES Waiver Program – *Sherry Bailey*

6. FINANCE COMMITTEE *(Vacant, Chair)*

1. Acceptance of the 2017 First Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley
2. Approval of the Contract Renewal with the San Antonio Food Bank for food services provided to certain Center residential facilities – *Robert Guevara*

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

Review and Approval of the proposed Board and Committee meeting schedule for FY 2018

Mr. Barrett entertained a motion for approval of the proposed Board and Committee meeting schedule for FY 2018.

In response to Dr. Kelley's question, it was noted that there would not be a September 12th board meeting. Ms. Vera briefly expressed her concern regarding timely delivery of materials for board and committee meetings.

Judge Spencer moved for approval of the FY 2018 Board and Committee meeting schedule; Ms. Cigarroa seconded the motion. Motion carried.

8. FINANCE COMMITTEE (*Vacant, Chair*)

1. Acceptance of the Center's Financial Statements for the period ending June 30, 2017
– *Tom Cobb*

That the Board of Trustees accepts the Center's Financial Statements for the period ending June 30, 2017.

Mr. Cobb reported that the Center's financial statements for the period ending June 30, 2017 had closed with a negative contribution to fund balance of (\$358,787); bringing the year-to-date total to a positive contribution of \$134,702. Unrecognized general revenue was reported at \$1,351,000; reserves to pay the County are at \$675,000; bringing the operational budget to \$2.1 million through the month of June.

Judge Spencer moved that the Board of Trustees accept the financial statements for the month of June 2017 as presented; Ms. Vera seconded the motion. Motion carried.

2. Approval of the Center's Budget Amendment for the month of May 2017 – *Tom Cobb*

That the Board of Trustees approves the Center's budget amendment for the month of May 2017.

This budget amendment in the amount of \$144,485 increases the budget to \$98,143,252.

Judge Spencer moved that the Board of Trustees approve the budget amendment as presented; Ms. Vera seconded the motion. Motion carried.

3. Approval of the Center's FY 2018 Budget and Staffing Plan – *Tom Cobb*

That the Board of Trustees approves the Center's FY 2018 Budget and Staffing Plan.

Ms. Burley reported that the budget preparation had begun with the development of the Center's strategic plan on June 20th. She commended the finance staff and the executive leadership team for all of their hard work during this process.

The FY 2018 budget being presented for approval is \$93,801,128 with a workforce of 1,144 employees, a slightly smaller budget than FY 2017.

Ms. Burley proceeded to provide a detailed budget overview, inclusive of the 1115 Waiver/Delivery System Reform Incentive Payment (DSRIP) Program and budget assumptions based on the Strategic Plan's Areas of Focus: Patient Experience, Patient and Community Outcomes, Community Perception, Workforce Engagement, Safety and Risk, and Finance and Sustainable Growth.

Some of the areas highlighted were:

- The reporting process for the 1115 waiver projects will change to a total system of care with a point system. The Center had eleven unique projects for DY2 – 6, each project having specific outcome measures. That process will end September 1, 2017. The new process is based on a points system with each outcome having a value of 1-3 points. The Center will have 40 MPT (minimum point threshold) to meet. We can no longer have a partner as we will be considered a total system of care. Substance abuse treatment and residential services will no longer be deemed eligible. This has impacted some very critical programs.
- There were four programs that were impacted by the change in the 1115 waiver reporting process, three of which we have found funding solutions for. The other is the In-House Wellness Program at Haven for Hope. Staff will continue to look at the challenge and are committed to finding a solution.
- Expansion of primary care at The Restoration Center.
- Intellectual Developmental Disabilities - The challenge to continue providing services due to a decrease in rates. The Center has funded the program for an additional six months. This will allow staff an opportunity to work with the local MRA (Alamo Area Council of Government) to identify who the providers are in the community that can provide a higher level of care for our patients. Staff will evaluate and come back with a plan in six months. Ms. Burley emphasized that patient care was the Center's number one priority.
- Purchase of an Electronic Medical Record that will integrate primary care with behavioral health care.
- Community Perception – Looking more closely at early warning signs of diversion and the process of notification. Will be looking to make changes in that area.
- Facility improvements - proposing to utilize the proceeds from the sale of the old administrative building to fund needed repairs.
- Development of an impact statement for every grant being reviewed. Statements will be reviewed by an executive team for sustainability, capacity, staffing, etc.

Judge Spencer complimented Ms. Burley on a very detailed and robust budget presentation.

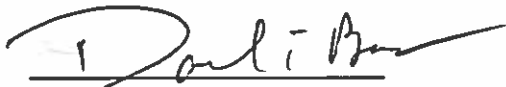
Dr. Usatine moved that the Board of Trustees approve the Center's FY 2018 Budget and Staffing Plan as presented; Judge Spencer seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION - There was no Executive Session held.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Judge Spencer moved for adjournment; Dr. Usatine seconded the motion. Meeting was adjourned at 8:23 p.m.

Passed and approved this 10th day of October, 2017.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary