

**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 13, 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
Margaret M. Vera
Donnie W. Whited

TRUSTEES ABSENT: Richard Usatine, M.D.

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
Sheila Marlow-Due, Chief Development Officer
Tremaine Butler, Chief Information Officer
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, June 13, 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 6:04 p.m., with the following trustees present: Mr. Bowker, Mses. Cigarroa, Jackson-Spencer, Vera, Whited; and Dr. Kelley; thereby establishing a quorum. (Ms. Brown arrived after the quorum was certified).

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

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

IN RECOGNITION OF MR. CHARLES “SAM” BOWKER FOR THIS LEADERSHIP AND SERVICE AS A MEMBER OF THE CENTER’S BOARD OF TRUSTEES

Mr. Charles “Sam” Bowker was recognized for his dedication, leadership and service to the Center’s Board of Trustees for the period July 2011 through June 2017.

Mr. Bowker also served as Vice Chairman of the Board; chaired the Board Finance Committee; represented the board on the Planning & Network Advisory Committee; served on the Texas Council of Community Centers Board of Directors; and represented the Center on numerous legislative visits and other events.

1. APPROVAL OF MINUTES

Ms. Cigarroa moved for approval of the April 11, 2017 meeting minutes as presented; Ms. Whited seconded the motion. Motion carried.

2. BOARD CHAIRMAN’S REPORT

- Communications/Legislative Report – Allison Greer

Ms. Greer acknowledged Mr. Bowker for his commitment, hard work and guidance during the last few legislative sessions.

She proceeded to report on the following legislative matters:

- The Governor just signed SB1 - budget bill for this session. It was noted that there wasn’t anything vetoed in the bill that had an impact on mental health services.
- Waitlist Funding – Increased allocation to \$62.6 million; CHCS receives \$1.6 million.
- State Hospital Funding – Last year, the State converted 32 of our civil beds to forensic beds. This year, the legislature appropriated \$300 million for capital construction/repairs; and \$160 million for life & safety repairs at state hospitals and state supported living centers. The Center is working with a group of community agencies to formulate a request of \$9.4 million to fix an existing unit at the San Antonio State Hospital. This would give us 40 beds and get us back to our baseline.
- We will also be asking for \$14.1 million in planning and development funding so that we can begin to work on repairing the state hospital. HHSC has indicated that they do not plan on addressing the San Antonio State Hospital until 2024. However, we are hoping that we can get some planning dollars to begin this process prior to 2024.

- Last year, the Select Committee on Mental Health spent the year studying the mental health system in Texas. They came up with a series of bills, most of which were authored by Chairman Price. Almost all of those bills have passed; HB11 died in the House; HB13 - \$30 million matching grant program. HHSC has not yet released the application process for that grant program; however, the Center is working collaboratively with the community in preparation.
 - Child Protection Services/Foster Care System – Increase in funding - \$500 million
 - IDD – Added \$6 million over the biennium for IDD crisis services.
 - Acute therapy services rate cuts from last session – The SB had a 25% increase in budget; however, the conference committee took it out at the last minute for the supplemental bill which will go into effect in the 2018-2019 budget.
 - Special Session begins July 18th – Their first item will be to pass the Sunset Bill.
 - Copies of the draft annual report were distributed to members of the Board. The final report is scheduled to be distributed to the community next week.
 - Judge Spencer announced that she had also received notice that SB 1326 (Zaffirini) which came out of the mental health subcommittee of the Judicial Council had been signed by the Governor. This has to do with beefing up early identification of people in the jail system.
- CHCS Foundation/Fundraising Activities – Graciela Cigarroa/Sheila Marlow Due

Ms. Due reported on grant requests and indicated that all grant applications due had been submitted. The application to the Najim Family Foundation has been accepted and they are now requesting a full report.

The Foundation Board is scheduled to meet next Monday.

- Consideration of Board Guidance for Preparation of the FY 2017-18 Budget

Ms. Burley reported that Mr. Bowker had, at the Board's Executive Committee meeting, provided some guidance steps to the staff on the preparation of the upcoming budget. Those guidelines were presented and recapped.

Ms. Brown arrived at this time.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing

Ms. Burley reported on the following:

- Next Tuesday, staff will come together to work on the Center's budget focusing on the strategic plan approved by the board two years ago.
- Announced the reorganization and introduced her Executive Leadership Team as follows: Marshall Millard, Robert Guevara, Allison Greer, Cynthia Martinez, and the Chief Medical Officer

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- Introduced the Executive Management Team which includes Chief Officers and Vice Presidents of Program.
 - Announced the following:
 - Combined Restoration & Transformational Services; Teshina Carter assigned as Interim Vice President.
 - Juanita Rodriguez-Cordero was appointed Interim Vice President of Adult Behavioral Health Services
 - Renamed IDD/Long Term Care to include Compliance Services; Sherry Bailey will continue to provide oversight of those services.
 - Transforming the Human Resources Department to the Office of People & Culture; will be recruiting for the position of Chief.
 - Assigned two councils:
 - Treatment and Care Council – Executive Sponsor: Robert Guevara
 - Administrative and Policy Council – Executive Sponsor: Cynthia Martinez
 - Town Hall meetings will be taking place June 21st through July 14th
 - Budget reviews will also begin July 10th in preparation for the August board meeting.
 - Will be attending the Annual Texas Council of Community Centers Conference at the end of the month.
 - Will be in Washington D.C. mid-July; plan to visit with our D.C. delegation
 - In response to Dr. Jimenez’s retirement, she acknowledged the staff that stepped up to the plate to work late and make phone calls to ensure medical coverage. Some were even willing to take on additional responsibility.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of April & May 2017

CONSENT AGENDA

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

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

1. Ratification of the Contract Renewal Amendment with the Texas Health and Human Services Commission (HHSC) for the provision of Early Childhood Intervention (ECI) Services – *Melissa Tijerina*
2. Ratification of the Contract Renewal Amendment with the Texas Health and Human Services Commission (HHSC) for the provision of Mental Health First Aid (MHFA) Services – *Melissa Tijerina*
3. Approval of the Contract First Amendment with Family Endeavors for the provision of clinical staffing services to the CHCS Child Crisis Respite Program – *Melissa Tijerina*

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

Ratification of the addition of Mrs. Jelynn LeBlanc Burley, President/Chief Executive Officer, as a Trustee and Retirement Plan Administrator for the Center's 401(a) and 457(b) plans – *April Johnson-Calvert*

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

6. APPROVAL FOR THE PRESIDENT/CEO TO NEGOTIATE AND EXECUTE THE SUBCONTRACT FOR COURTYARD MANAGEMENT AND OPERATION SERVICES BETWEEN THE CENTER (CHCS) AND HAVEN FOR HOPE ON TERMS AND CONDITIONS APPROVED BY GENERAL COUNSEL

Mr. Guevara reported that staff had been working with Haven officials on the transition of the Courtyard operations, to include the Welcome Center. Discussions have included the 32 positions (22 filled) at the Courtyard and six positions (four filled) at the Welcome Center, retirement plans, benefits, inventory, etc. This recommendation is also scheduled to go to the Haven Board of Directors at their next meeting on June 27th. Upon approval, the transition will take place effective July 1, 2017.

Mr. Guevara additionally stated that this would also include the transfer of a \$1.1 million contract with the City of San Antonio for the operations at the Courtyard. This transition would also free up about \$700,000 that the Center could use toward other direct services. The Center will continue to operate the remaining programs currently provided on Campus.

Mr. Bowker moved that the Board of Trustees allow the President/Chief Executive Officer to negotiate and execute the subcontract for Courtyard management and operations between CHCS and Haven for Hope on terms and conditions approved by General Counsel; Ms. Brown seconded the motion. Motion carried.

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

1. Approval of the Proposed Membership Appointments and Re-appointments to the Public Network Advisory Committee (PNAC) – *Cynthia Martinez*

Ms. Martinez reported that the HHSC Department of State Health Services requires that the committee have at least nine active members, fifty percent of whom shall be clients or family members. There are four re-appointments and four new appointments being proposed for approval. There is one current member whose term will not expire until January 2018.

Mr. Bowker moved that the Board of Trustees approve the proposed membership appointments and re-appointments to the Public Network Advisory Committee (PNAC) as presented; Judge Spencer seconded the motion. Motion carried.

2. Approval of the Tejas Behavioral Health Restated Interlocal Agreement between Austin-Travis County Mental Health Mental Retardation d/b/a Austin Travis County Integral Care; and Bluebonnet Trails Community Mental Health and Mental Retardation d/b/a Bluebonnet Trails Community Services; and Bexar County Board of Trustees for Mental Health Mental Retardation Services d/b/a The Center for Health Care Services; and El Paso MHMR d/b/a Emergence Health Network; and Tropical Texas Behavioral Health – *Robert Guevara*

Mr. Guevara reported that this recommendation was being presented in amendment of the Tejas Behavioral Health Management Association's Interlocal Agreement to add an additional party – Tropical Texas Behavioral Health.

Discussion ensued regarding the services being provided by Tejas and what the Center's monetary contributions have been. Mr. Barrett stated that he would like to invite Charlie Boone, Tejas' Chief Executive Officer, to the next board meeting. He would like to see a presentation on the services that are being providing by Tejas and what the return on the Center's investment is.

He additionally stated that he would also like to see a similar report on the Center's investment from the Texas Council Risk Management Fund

Judge Spencer moved for approval of the Tejas Behavioral Health Restated 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; El Paso MHMR d/b/a Emergence Health Network; and Tropical Texas Behavioral Health.

Mr. Bowker seconded the motion; motion carried.

3. Ratification of the Locumtenens.com Client Agreement for the provision of temporary clinical services to date, and Approval of the Agreement through September 30, 2018 – *Robert Guevara*

Mr. Bowker moved that the Board of Trustees ratify the client agreement with Locumtenens.com for the provision of temporary clinical services to date, and approve the agreement through September 30, 2018. Judge Spencer seconded the motion; motion carried.

Mr. Guevara stated that this would resolve the audit matter presented during the special-called board meeting.

4. Ratification of the Consilium Staffing Agreement for the provision of temporary clinical staffing services, and Approval of the Agreement through September 30, 2018 – *Robert Guevara*

Judge Spencer moved that the Board of Trustees ratify the staffing agreement with Consilium for the provision of temporary clinical staffing services, and approve the agreement through September 30, 2018. Ms. Vera seconded the motion; motion carried.

5. Approval of the Interlocal Agreement Renewal Amendment with The Harris Center for Mental Health and IDD for the provision of Crisis Intervention Helpline Services – *Dr. Roberto Jimenez*

Judge Spencer moved that the Board of Trustees approve the Interlocal Agreement renewal amendment with The Harris Center for Mental Health and IDD for the provision of crisis intervention helpline services; Ms. Whited seconded the motion. Motion carried.

Discussion ensued regarding other options for providing these services, i.e., in-house, locally, other contracting agency, etc. Ms. Burley mentioned that United Way might have the capacity within their call center.

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

Acceptance of the Center’s Financial Statements for the period ending April 30, 2017–
Tom Cobb

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

Mr. Cobb reported that the Center’s financial statements for the period ending April 30, 2017 had closed with a negative contribution to fund balance of (\$88,865); bringing the year-to-date total to a negative contribution of (\$373,185). Unrecognized GR through the month of April was \$2,418,992; adding that back would give us an operating gain of \$2,045,807. In addition, there is a \$450,000 reserve fund through the month of April for the payback to the County if we are unable to provide all of the services required.

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

EXECUTIVE SESSION - There was no Executive Session held.

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 of Directors had met on April 28th and 29th at which time they had approved the legislative priorities. Ms. Greer reported on those results earlier in the meeting.

The Texas Council is scheduled to hold its annual conference on June 28th through 30th in Galveston. He briefly outlined the agenda for the conference.

On August 18th – 19th, the Texas Council Board of Directors is scheduled to meet again at the Doubletree Hotel in Austin. The Board will need to send a representative to that meeting.

REPORT ON THE ACTIVITIES OF THE TEJAS HEALTH MANAGEMENT BOARD

- Robert Guevara

There was no report at this time.

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

- Robert Guevara

Mr. Guevara reported that the Fund wanted to extend an invitation to the board and staff attending the Texas Council Conference; they will be sponsoring the breakfast.

He reported the following on Fund activity:

- Member contributions are going to be flat this year; partly because the board decided to invest \$685,000 in surplus for rate stabilization.
- Their overall budget did increase by 9% as they added additional loss control activity, i.e., leadership trainer, loss control consultant
- All of these services are available to us as members of the Fund – workers comp training, van driver training
- Surplus for the overall fund is \$24.4 million as of February 2017
- Rates for workers comp will be going down
- Rates for general liability – increase 11%
- Rates for property - increase by about 15%

Mr. Barrett reiterated his request as follows: 1) How do they set their reserves; and 2) Access reserves as a return to its members.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Kelley moved for adjournment; Ms. Whited seconded the motion. Meeting was adjourned at 8:50 p.m.

Passed and approved this 8th day of August, 2017.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary