

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

SPECIAL-CALLED BOARD MEETING

Monday, May 22, 2017

Administrative Office

6800 IH 10 West, Suite 200-S

San Antonio, Texas 78213

12:30 p.m.

- MEMBERS PRESENT:** Daniel T. Barrett, Chair
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:** Jelynne LeBlanc Burley, President/Chief Executive Officer
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Allison Greer, Vice President/Communications
Marshall Millard, General Counsel
Linda Rodriguez, Senior Executive Assistant/Board Liaison
- GUESTS PRESENT:** Rene Gonzalez, Partner, Garza/Gonzalez & Associates
Kimberly Lopez-Gonzales, Partner, Garza/Gonzalez & Associates
Jason Hyde, Manager, Garza/Gonzalez & Associates

The special-called 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 Monday, May 22, 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 12:35 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.

CLOSED EXECUTIVE SESSION

At 12:37 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

Terms of Employment Contract, Executive Director – Jelynne LeBlanc Burley

OPEN SESSION

Mr. Barrett reconvened the meeting into open session at 1:15 p.m., and announced that no formal action had been taken during closed session.

Mr. Bowker moved that the Board of Trustees approve the Employment Agreement for the position of President/Chief Executive Officer with Ms. Jelynne LeBlanc Burley, as per terms discussed in executive session. Dr. Usatine seconded the motion; motion carried 9/0.

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

Presentation and Approval of the Center's Fiscal Year 2016 Independent Audit Report conducted by Garza/Gonzales & Associates

Mr. Bowker reported that the Finance Committee had reviewed the audit report in detail and it was the consensus of the committee to submit the report to the full board for acceptance.

Ms. Lopez-Gonzales, Partner with Garza/Gonzalez & Associates announced that the Center's financial statements for the period ending August 31, 2016 had been audited in accordance with generally accepted auditing standards, Government Auditing Standards, Uniform Guidance, and The State of Texas Single Audit Circular.

- Financial and Compliance on Financial Statement – An unmodified opinion was issued in that all financial statements presented fairly in all material respects. However, there was one finding in the internal control over financial reporting and a previous finding from 2015, as outlined in the Report on Conduct of Audit dated April 11, 2017.

- Federal and State Programs - There were three major Federal programs and one major State program audited. An unmodified opinion was also issued in that the Center complied in all material respects, with the types of compliance requirements of each major federal and state program required by the Uniform Guidance and the State of Texas Single Audit Circular.

Findings and deficiencies noted on the Report of Conduct of Audit dated April 11, 2017:

- 1) Lack of inventory management procedures; 2) Lack of competitive procurement process.

Upon conclusion of presentation, Mr. Bowker moved that the Board of Trustees accept the Center's FY 2016 Independent Audit Report as presented; Ms. Whited seconded the motion. Motion carried.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:27 p.m.

Passed and approved this 5th day of August, 2017.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary