

**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 10, 2017
Avance SA Headquarters
118 North Medina
San Antonio, Texas 78207
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
Laura L. Parker, Judge
Richard Usatine, M.D.
Margaret M. Vera

TRUSTEES ABSENT: 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
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
Tom Cobb, Director, Financial Planning & Analysis
Marshall Millard, General Counsel
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUESTS PRESENT: Charles H. Boone, CEO/Tejas Health Management
Vanessa Drummond, COO/Tejas Health Management

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 10, 2017, at the Avance SA Headquarters located at 118 North Medina, San Antonio, Texas 78207.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

The meeting was called to order by the Secretary of the Board, Graciela Cigarroa, at 6:02 p.m., with the following trustees present: Mses. Jackson-Spencer and Vera; Drs. Kelley and Usatine; thereby establishing a quorum. Mr. Barrett and Ms. Brown arrived after the certification of a quorum.

PLEDGE OF ALLIGIANCE - Led by Ms. Cigarroa

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

1. OATH OF OFFICE & INSTALLATION OF NEWLY APPOINTED BOARD MEMBER, THE HONORABLE LAURA PARKER – PLACE 7, APPOINTED BY COMMISSIONER KEVIN WOLFF, PRECINT 3

Judge Laura L. Parker was sworn in by Judge Polly Jackson Spencer to a term of two years which will expire on June 30, 2019.

Ms. Brown arrived at this time.

2. TEJAS BEHAVIORAL HEALTH MANAGEMENT PRESENTATION
- *Charles H. Boone, Chief Executive Officer*

Mr. Boone introduced Tejas' new Chief Operating Officer, Ms. Vanessa Drummond. Ms. Drummond briefly talked about her experience and work history.

Mr. Boone provided a brief overview on the formation of Tejas Behavioral Health Management, its membership and the expansion thereof, and the services they provide.

He outlined the changes in revenue contributions per year in operation and stated that based on the average increase of 35% in earned revenue per year, Tejas should be self-sustainable by FY 2019, noting a larger return on investments by FY 2020.

Discussion ensued regarding the services and benefits that Tejas has provided to the Center since its inception, i.e., credentialing, MCO Generator, insurance negotiation assistance, etc.

3. APPROVAL OF MINUTES

Ms. Cigarroa called for a motion to approve the minutes of the August 8, 2017 board meeting as presented. Dr. Usatine moved for approval; Ms. Brown seconded the motion. Motion carried.

4. CHAIRMAN'S REPORT

On behalf of Mr. Barrett, Ms. Burley reported on the following:

- Report Reappointments

Place 2 – Mary Rose Brown – Appointed by the University Health System

Place 4 – Judge Polly Jackson Spencer – Appointed by the University Health System

Both members were appointed for a two year term (July 1, 2017 – June 30, 2019).

- Appointment of a Board Policy Committee

Mr. Barrett appointed Judge Laura Parker to chair the new Board Policy Committee. As soon as Mr. Barrett appoints the rest of the committee members, General Counsel will share the work that has already been done to date.

- CHCS Foundation Report

Ms. Burley thanked the CHCS Foundation for funding the Center's Employee Appreciation Picnic scheduled for October 28th.

She also announced the following upcoming events:

The National Council for Behavioral Health Annual Conference
Washington D.C. – Monday, April 23 through Wednesday, April 25, 2018

2017 Bexar County Behavioral Health & Wellness Conference
Norris Conference Center, Park North Shopping Center, 618 NW Loop 410
Friday, Oct 20th – Saturday, Oct 21st, 2017

Ms. Greer provided a briefing on the Behavioral Health & Wellness Conference and thanked the CHCS Foundation for funding the conference.

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

- Leadership Briefing

Ms. Burley reported on the following:

- The United Way Campaign which ends on October 31st - 100% participation is anticipated.
- The FY 2018 budget has been put into action and the business plans have been completed. Quarterly reviews will be held with the Executive Team. The first review is scheduled for early December 2017. Presentations will also be forthcoming to the board.
- The Center has contracted with Mercer Group to assist in the recruitment of a Vice President for the People & Culture Department, formerly Human Resources. Anticipate having some candidates to interview by November.

- Also working on the recruitment of a Chief Medical Officer. Have engaged in discussions with UTHSC-SA about possibly contracting for the CMO position.
 - Working with STRAC - Southwest Texas Crisis Collaborative (STCC) on the initiation of the MEDCOM Law Enforcement Navigation system to transport Emergency Detention patients that are in police custody to the most appropriate psychiatric facility, more specific to high utilizers. Soft launch is scheduled for October 16th to be conducted for 30 days.
 - Also working on legislative funding opportunities
SB 292 – The proposal is ready. However, we have been notified that the State has extended the deadline.
HB 13 – Working with County officials to develop proposal.
State Hospital Funding – Working with UTHSC-SA, UHS, SASH, MHM, Bexar County and Clarity Child Guidance Center to develop that plan. The State is awarding \$14 million (\$1 million for pre-planning activities and \$13 million for refurbishing an existing facility to restore the 40 beds that were converted from civil to forensic in 2016).
 - The Center will be issuing a one-time pay treatment for employees on November 17th.
 - Working on developing a new performance management program.
 - The Center has not received any news from Centers for Medicaid and Medicare (CMS) or the State in regards to the extension or funding of 1115 waiver.
 - Ms. Burley had asked Turner Construction to provide some pro-bono services in doing a walk-through of our facilities to determine what our needs are. We now have an \$8 million project analysis which we will need to work to prioritize.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of August & September 2017

6. CONSENT AGENDA

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

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

Ratification of the following State and Federal executed contracts:

1. Contract Renewal with the Texas Department of Family and Protective Services (DFPS) for the provision of Residential Child Care/Emergency Shelter Services – *Melissa Tijerina*
2. Contract Amendment Renewal with the Texas Health and Human Services Commission (HHSC) for the Youth Empowerment Services (YES) Waiver Provider Agreement – *Sherry Bailey*

3. Contract Amendment Renewal with the Texas Health and Human Services Commission (HHSC) for the provision of the Project for Assistance in Transition from Homelessness (PATH) Services Program – *Teshina Carter*
4. Continuum of Care Program Consolidation Agreement with the United States Department of Housing and Urban Development – *Teshina Carter*
5. Contract Renewal Agreement with the Texas Health and Human Services Commission for Co-occurring Mental Health and Substance Abuse Services (SA/TCO-COPSD) and Treatment Adult Services for Females (TRF) – *Teshina Carter*
6. Contract Renewal with the Texas Department of Criminal Justice for Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) Program – *Juanita Rodriguez-Cordero*
7. Fiscal Year 2018 Mental Health Performance Contract Renewal Amendment with Texas Health and Human Services Commission for the provision of Mental Health Services (Adult and Child Outpatient Services, Crisis Services, Consumer Operated Services, Outpatient Competency Restoration Services, Psychiatric Emergency Services Center, Private Psychiatric Beds, Residential Treatment Center Integration, Supportive Housing Project, Pre-admission Screening and Resident Review, and Job Development-Supported Employment Services) – *Juanita Rodriguez-Cordero*
8. Contract Renewal Amendment with the Texas Health and Human Services Commission for the Neonatal Abstinence Syndrome Program for the provision of Recovery Residence Housing (RRH) – *Teshina Carter*
9. Contract Renewal Amendment with the Texas Health and Human Services Commission for the Neonatal Abstinence Syndrome Program for the provision of Recovery Support Services (RSS) – *Teshina Carter*
10. Contract Renewal Amendment with the Texas Health and Human Services Commission for the Neonatal Abstinence Syndrome Program for the provision of Opioid Treatment Services (OTS) – *Teshina Carter*
11. Contract Renewal Amendment with the Texas Health and Human Services Commission for the Neonatal Abstinence Syndrome Program for the provision of Pregnant Post-partum Women Services (NAS-PPW) – *Teshina Carter*
12. Contract Renewal Amendment with the Texas Health and Human Services Commission for the provision of Recovery Support Services – Treatment Organization (RSS-TO) – *Teshina Carter*
13. Contract Renewal Amendment with Texas Health and Human Services Commission for the provision of Mental Health Coordinated Specialty Care Services (CSC) – *Juanita Rodriguez-Cordero*
14. Contract Renewal Amendment with the Texas Health and Human Services Commission for HIV Outreach Services – *Teshina Carter*
15. Contract Renewal Amendment with Texas Health and Human Services Commission for the provision of HIV Early Intervention Services (HEI) – *Teshina Carter*

16. Contract Renewal Amendment with the Texas Health and Human Services Commission for Treatment Adult Services (TRA) – *Teshina Carter*
17. Contract Renewal Amendment with the Texas Health and Human Services Commission for the provision of Outreach, Screening, Assessment and Referral (OSR) Services – *Teshina Carter*

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

Acceptance of the 2016 Second Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley – Carroll Jackson, CIMA; and Hunter Stanco, CFA/Morgan Stanley

7. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

Approval for the President/Chief Executive Officer to negotiate the provision of Stop Loss Insurance for the Center's health benefit plan – Jelynn LeBlanc Burley

Ms. Brown moved for the Board to approve the President/Chief Executive Officer to negotiate the provision of Stop Loss Insurance for the Center's health benefit plan.

Ms. Cigarroa seconded the motion; motion carried.

Mr. Barrett arrived at this time.

Ms. Burley stated that should a suitable proposal be made, staff will present to the Board for approval at the December meeting.

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

1. Ratification of the Healthy Outcomes through Prevention and Early Support (HOPES) Program Contract with United Way of San Antonio and Bexar County for the period April 1, 2017 to August 31, 2017, and Approval of the Renewal of the HOPES Program Contract for the period September 1, 2017 to August 31, 2018 – *Melissa Tijerina*

Dr. Usatine moved that the Board of Trustees ratify the Healthy Outcomes through Prevention and Early Support (HOPES) Program Contract with United Way of San Antonio and Bexar County for the period April 1, 2017 through August 31, 2017;

and further approve the renewal of the HOPES Program Contract for the period beginning September 1, 2107 through August 31, 2018 for a total amount of \$202,905.99.

Ms. Brown seconded the motion; motion carried.

Action was taken on the following agenda items:

2. Ratification of the Contract Extension Amendment with InSight Telepsychiatry, LLC, for the provision of Telemedicine Services – *Juanita Rodriguez-Cordero*
3. Ratification of the East Texas Behavioral Healthcare Network Professional Services Agreement for the provision of Telemedicine Services to date, and Approval of the Agreement through August 31, 2018 – *Juanita Rodriguez-Cordero*
5. Approval of the Contract Renewal with JSA Health Corp for the provision of Telemedicine Services – *Teshina Carter*

Judge Spencer moved that the Board of Trustees ratify the contract extension amendment with InSight Telepsychiatry, LLC; the agreement with East Texas Behavioral Healthcare Network Professional Services; and the approval of the contract renewal with JSA Health Corp for the provision of telemedicine services.

Ms. Brown seconded the motion; motion carried.

4. Approval for the President/Chief Executive Officer to negotiate and execute a contract with The University of Texas – Austin for the evaluation of the Center's Bexar CARES System of Care program – *Melissa Tijerina*

Dr. Usatine moved that the Board of Trustees approve for the President/Chief Executive Officer to negotiate and execute a contract with The University of Texas – Austin for the provision of evaluation services of the Center's Bexar CARES System of Care Program.

Judge Spencer seconded the motion; motion carried.

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Acceptance of the Center's Financial Statements for the period ending August 31, 2017 – *Tom Cobb*

Mr. Cobb reported that the Financial Statements for the period ending August 31, 2017 were preliminary at this point. The Center had a very good year, all General Revenue was recognized, and we also had a health expense reduction. Therefore, the year-to-date contribution to fund balance was reported at \$4,070,663. Fund balance was reported at \$24,452,000, sufficient enough to fund 104 days of operation with no further revenues coming in. Cash flow for the month of August was reported at \$10,354,000.

Ms. Brown moved for the Board of Trustees to accept the preliminary financials as presented for the month ending August 31, 2017; Judge Spencer seconded the motion. Motion carried.

2. Approval of the Center's Board Policy on Investments – *April Johnson-Calvert*

As part of the FY 2018 Financial and Compliance Audit and the Texas Public Funds Investment Act, the Center is required to have the Board Policy on Investments reviewed and approved on an annual basis. The Center's investments are only limited to TexPool Investments.

Judge Spencer moved that the Board of Trustees approve the Center's Board Policy on Investments as presented; Dr. Usatine seconded the motion. Motion carried.

3. Approval of the Texas Council for Community Centers Fiscal Year 2018 Commitment of Dues for the Center – *April Johnson-Calvert*

Ms. Brown moved that the Board of Trustees approve the Texas Council for Community Centers FY 2018 Commitment of Dues for the Center.

Total fees for FY 2018 are \$77,586.00; less \$2,344 for membership on the Texas Council Risk Management Fund. Net dues are \$75,242.00; which will be paid in quarterly installments of \$18,810.50.

Judge Spencer seconded the motion; motion carried.

4. Approval of the Contract Renewal with Medina Valley Security, Inc. for the provision of security and fire alarm system services to certain Center facilities – *April Johnson-Calvert*

Ms. Brown moved that the Board of Trustees approve the contract renewal with Medina Valley Security as presented; Dr. Usatine seconded the motion. Motion carried.

At 7:43 p.m., Mr. Barrett called for the Board of Trustees to move into Executive Session pursuant to Texas Government Code, Chapter 551, Section:

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

551.074 (a)(1) (Personnel Matters): For the purpose to deliberate the appointment, employment, evaluation reassignment, duties, discipline, or dismissal of a public officer or employee

Non-Qualified Deferred Compensation Plan for Jelynne LeBlanc Burley,
President/Chief Executive Officer

OPEN SESSION

The Board reconvened into Open Session at 7:48 p.m. where it was announced that no formal action had been taken in closed session.

Dr. Usatine moved that the Board of Trustees approve the non-qualified deferred compensation plan as presented in Executive Session for Ms. Jelynne LeBlanc Burley, President/Chief Executive Officer.

Ms. Brown seconded the motion; motion carried unanimously.

REPORTS

- Texas Council of Community MHMR Centers, Inc. Board – *Dan Barrett*
- Texas Council Risk Management Fund Board – *Robert Guevara*
- Tejas Health Management Board – *Robert Guevara*

There were no reports at this time. However, Mr. Guevara did announce that the Risk Management Fund Board was schedule to meet on November 16th.

ADJOURNMENT

There being no further business to discuss, this meeting was adjourned at 7:51 p.m.

Passed and approved this 13th day of December, 2017.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary