

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

Regular Board Meeting
Tuesday, April 10, 2018
Administrative Offices
6800 Park Ten Blvd., Suite 200-S
San Antonio, Texas 78213
6:00p.m.

TRUSTEES PRESENT: Daniel T. Barrett, Chairman
Graciela A. Cigarroa, Secretary
Margaret A. Kelley, M.D., Treasurer
Polly Jackson Spencer, Ret. Judge
Laura L. Parker, Judge
Margaret M. Vera

TRUSTEES ABSENT: Mary Rose Brown, Vice Chairman
Richard P. Usatine, M.D.
Donnie W. Whited

STAFF PRESENT: Jelynn LeBlanc Burley, President/Chief Executive Officer
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Tremaine Butler, Chief Information Officer
Rick Brown, VP/People & Culture
Allison Greer, VP/External Communications
Cynthia Martinez, VP/Strategic Planning
Teshina Carter, VP/Restoration & Transformation
Juanita Rodriguez-Cordero, VP/Adult Behavioral Health
Melissa Tijerina, VP/Children's BH
Tom Cobb, Director/Financial Planning & Analysis
Corrin Le Vasseur, Director/Facilities, Fleet Maintenance
Dr. Ruth Morgan, Medical Director/PCY Integrated Medical Care
Frank Garza, General Counsel
Maritza Farias, Administrative Services Supervisor
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUESTS PRESENT: Patrick Bernal, Partner/Denton, Navarro, Rocha, Bernal & Zech, P.C.
Alberto Pena/Denton, Navarro, Rocha, Bernal & Zech, P.C.
Gilbert Gonzales, Mental Health Director/County of Bexar

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,

April 10, 2018, at the Center's Administrative Offices located 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 the Chairman of the Board, Mr. Daniel T. Barrett, at 6:05 p.m., with the following trustees present: Mses. Cigarroa, Jackson-Spencer, Parker and Vera; thereby establishing a quorum. Dr. Kelley arrived after the certification of a quorum.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – Ms. Susan Beattie, Center consumer, addressed the Board in regards to the Center's formulary.

1. APPROVAL OF MINUTES

Ms. Cigarroa moved for approval of the February 13, 2018 board meeting minutes as presented; Dr. Kelley seconded the motion. Motion carried.

At 6:10 p.m., Mr. Barrett moved to amend the order of the agenda and move into Executive Session.

**EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC) PURSUANT TO
CHAPTER 551, TEXAS GOVERNMENT CODE**

551.071 (Consultation with General counsel): The BEXAR COUNTY BOARD OF TRUSTEES EXECUTIVE COMMITTEE FOR MENTAL HEALTH MENTAL RETARDATION SERVICES reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government code Chapter 551.

551.071 (2) (Pending Litigation): Consultation with Attorney for advice on pending or contemplates litigation or settlement offers in the following matters:

Willis et. al. v. Center for Health Care Services, Cause No. 5:16-CV-00964-OLG United States District Court, Western District of Texas, San Antonio Division.

Client care matter

Employee Separation Agreement

OPEN SESSION

The board reconvened into open session at 7:12 p.m., where it was announced that no formal action had been taken in closed session.

Judge Spencer moved that the Board of Trustees authorize the current General Counsel and the President/Chief Executive Officer to negotiate a separation agreement for the former General Counsel; Ms. Vera seconded the motion. Motion carried unanimously 6/0.

2. BOARD CHAIRMAN'S REPORT – No report

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing

Ms. Burley announced the following organizational changes:

- IDD & Long Term Care – Last August, during the budget process, she had asked the Board for six months to evaluate the program. While the program has improved this fiscal year, she would like to request additional time to focus on patient care for those consumers we are currently serving. Therefore, a budget amendment is forthcoming in tonight's meeting for consideration to continue funding these services through the end of the fiscal year. She also noted that she had assigned Melissa Tijerina on special assignment to oversee the program.
- Judge Spencer acknowledged Ms. Tijerina and her son Joseph, for an excellent presentation at last week's NAMI Visionary luncheon.
- If the Board approves this evening, the Center will be entering into a three-year Interlocal Agreement with UTHSC-SA for an assignment of an individual to serve as the Center's Chief Medical Officer. Dr. Rene Olvera has been assigned to this position and is scheduled to begin 75% on May 1st and 100% by July 1st.
- Kim Blast, Director of Nursing and all of the medical leads will be assigned under the Chief Medical Officer.
- Primary Care – Newly created unit to focus on primary and pharmacy services.
- Sherry Bailey has also been assigned to a new role - Director of Authorization Services, in which she will provide oversight of Utilization Management, YES Waiver Program, and the future Intake & Scheduling process. She will also report to the CMO.
- Compliance Division – Newly created division to include procurement & contracting, practice & treatment standards, and assurance & compliance. This division will oversee all quality management, internal reviews for best and ethical practices, and will be overseen by new Chief of Compliance, James Chapman.
- Enjonli Hutchison, Safety Director and Corrin Le Vasseur, Director of Fleet & Facilities will now report to the Chief Operating Officer
- David Pan, former Director of Acute Services, has also been assigned to a new role on community initiatives under the External Communications division.
- Clinical training is being moved into the People & Culture Division in an effort to centralize all training.
- We also did some calibration of positions so we now have directors reporting directly to the vice presidents.
- We have also created a new division – Revenue Enhancement & Reimbursement. We have been tracking our revenue attainment over the fiscal year and still have work to do in order to meet our revenue projections. Therefore, we have taken individuals that were embedded throughout the divisions that were focusing on revenue and reimbursement and centralized them within the financial arena so

that they can focus on billing solutions for the divisions while the divisions focus on enhancing productivity and meeting with our clients on a more regular basis.

- The biggest project yet to come is to calibrate all of our positions across the Center and stand up a compensation structure. The Center currently does not have a pay plan or compensation structure. However, we will be bringing in a consultant to assist us with that.
- Quarterly Review 2 – Report was provided in the board packet.
- SB 292 / HB 13 / SASH Update – A brief status update was provided in the board packet.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of February & March 2018

4. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

1. Approval for the President/Chief Executive Officer to negotiate and execute an Interlocal Agreement with the University of Texas Health Science Center at San Antonio for the Chief Medical Officer services – *Jelynn LeBlanc Burley*

That the Board of Trustees approve for the President/Chief Executive Officer to negotiate and execute an Interlocal Agreement with the University of Texas Health Science Center at San Antonio for the provision of a Chief Medical Officer.

The Interlocal Agreement is for an initial term of three (3) years for an amount of \$341,592 per year.

Judge Spencer moved for approval; Ms. Cigarroa seconded the motion. Motion carried.

2. Approval for the President/Chief Executive Officer to negotiate and execute an Interlocal Agreement with East Texas Behavioral Healthcare Network for the provision of crisis behavioral health telemedicine services - *Robert Guevara*

That the Board of Trustees approve for the President/Chief Executive Officer to negotiate and execute an Interlocal Agreement with East Texas Behavioral Healthcare Network for the provision of crisis behavioral health telemedicine services.

This Interlocal Agreement will expire on August 31, 2019, renewable thereafter for one-year periods by mutual agreement of both parties.

Judge Spencer moved for approval; Ms. Cigarroa seconded the motion. Motion carried.

3. Approval for the President/Chief Executive Officer to negotiate and execute a contract with a competitively-procured employee benefits broker – *Rick Brown*

That the Board of Trustees approve for the President/Chief Executive Officer to

negotiate and execute a contract with a competitively-procured employee benefits broker.

Mr. Barrett stated that he would like to set up a committee to assist staff with this initiative.

Judge Parker moved for approval; Ms. Vera seconded the motion. Motion carried.

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Acceptance of the 2017 Fourth Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley

That the Board of Trustees accepts the 2017 Fourth Quarter Performance Report of the Center's 401(a) and 457(b) accounts from Morgan Stanley

Judge Spencer moved for approval; Ms. Vera seconded the motion. Motion carried.

2. Acceptance of the Center's Financial Statements for the periods ending January 31, 2018 and February 28, 2018. – *Tom Cobb*

Mr. Cobb reported that the Center's financials for the month ending January 31, 2018 had ended with a positive contribution to fund balance of \$198,100; and a positive contribution of \$140,220 year-to-date. 1115 waiver revenue recognized was reported at \$4,884,521; unrecognized general revenue to date at \$1,569,815; bringing the total operating gain for the month of January to \$1.7 million.

For the month of February 2018, the Center's financials ended with a negative contribution to fund balance of (\$813,731); and a negative contribution of (\$673,511) year-to-date. 1115 waiver revenue recognized was reported at \$5,802,295; and unrecognized general revenue at \$1,906,182; bringing the total operating gain for the month of February to \$1,232,671. Funds for liability were also set aside in that operating loss in the amount of \$585,000; \$675,000 for the Inner City Clinic; and \$1.2 million for Capital Outlay.

Judge Parker moved for acceptance of the Center's Financial Statements as presented; Dr. Usatine seconded the motion. Motion carried.

Dr. Kelley moved for approval; Ms. Cigarroa seconded the motion. Motion carried.

3. Approval of the Center's fiscal Year 2018 budget amendment through the month of February 2018 – *Tom Cobb*

That the Board of Trustees approve the Center's Fiscal Year 2018 Budget Amendment through the month of February 2018.

The budget amendment presented would increase the overall budget by \$5,917,534, for a

total revised budget of \$99,718,662. Full Time Equivalents (FTE's) would increase by 40.35 for new programs for a total of 1,184 FTE's. Funding increases were due to Senate Bill 292, House Bill 13, expansion of the Neonatal Abstinence Syndrome program by SAMHSA, additional funding by SAMHSA for the Texas Targeted Opioid Response program; extension of the Long Term Care – Home and Community Services (HCS) program for a full year; and State general revenue to address the waitlist. Other budget adjustments made were the reorganization of the Chief Medical Officer's Division; full funding of the Capital Outlay budget; reduction of the Methadone evening clinic budget, the health insurance coverage, and the service revenues to actual productivity levels.

Judge Parker moved for approval; Ms. Cigarroa seconded the motion. Motion carried.

REPORTS

- Texas Council of Community MHMR Centers, Inc. Board – *Daniel T. Barrett*

Mr. Barrett reported that the Texas Council Board would be meeting next week and he would not be in attendance. He asked if any other board member was interested in attending, to please let him know.

- Texas Council Risk Management Fund Board – *Robert Guevara*

Mr. Guevara announced that the Risk Management Board was scheduled to meet on May 3rd and 4th for their strategic planning session. Mr. Barrett stated that the Risk Management sets penalties for those in debit positions; however, they also have rewards for those in equity position. He would like to know what the Center's portion of the Fund's \$24 million equity fund is.

- Tejas Health Management Board – *Robert Guevara*

Mr. Guevara reported that the Tejas Board is scheduled to meet next Wednesday.

At this time, Ms. Burley reported on the Center's Strategic Plan Quality Review Monitoring (QRM) Report, indicating that the 2nd quarter of the fiscal year had just been completed. She briefly reported on the project highlights for all three tiers, specifically productivity standards, safety and vehicular targets, and service revenues.

She emphasized the importance of reducing the incident rates on safety and vehicular incidents and continues to address this matter with the leadership team. On the service revenue targets, she reported that those numbers would change as a result of the board's approval this evening of the revenue adjustment but work will continue on the productivity side. She reported that the Center had established a standard productivity target as well as a caseload target for all clinicians and medical providers. Based on the performance targets issued by the State, the Center is looking at service hours required to meet those targets and our caseload requirements

per employee and making sure we have the right number of positions in each of the areas to meet 100% of our productivity and our service targets.

Upon conclusion, she announced that the leadership team would be holding their two-day business planning session this week to begin the budget process for the next fiscal year in anticipation of bringing it to the August 14th meeting for board consideration and approval.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Judge Parker moved for adjournment; Judge Spencer seconded the motion. The meeting was adjourned at 8:03 p.m.

Passed and approved this 12th day of June, 2018.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary