

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

Regular Board Meeting

Tuesday, December 13, 2016
Central Administration Offices
3031 IH 10 West
San Antonio, Texas 78201
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
Richard Usatine, M.D.
Margaret M. Vera
Donnie W. Whited

STAFF PRESENT:

Leon Evans, President/Chief Executive Officer
Robert Guevara, Chief Operating Officer
Roberto L. Jimenez, M.D., Chief Medical Officer
April Johnson-Calvert, Chief Financial Officer
Sheila Marlow Due, Chief Development Officer
Cynthia Martinez, Chief Strategic Officer
Ruth Morgan, M.D., Project H.E.A.L.T.H. Clinic/Haven for Hope
Marshall Millard, General Counsel
Allison Greer, Vice President/Communications
Melissa Tijerina, Vice President/Children's BH Services
Tom Cobb, Director/Financial Planning & Analysis
Eduardo Jimenez, Director/Legal Counsel of Human Resources
Corrine LeVasseur, Director/Facilities & Fleet Maintenance
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUESTS PRESENT:

Robin Phillips-Madson, DO, MPH, FACOFP, Founding Dean
- School of Osteopathic Medicine, UIW
Thomas J. Mohr, M.S., DO, FACOI, FAODME, Associate Dean
for Graduate Medical Education/Professor of Internal Medicine, UIW
Marsha Sellner, Director of Graduate Medical Education, UIW
Kathryn E. Keeton, Ph.D., Chief Executive Officer, Minerva Work Solutions

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, December 13, 2016, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

In the absence of Mr. Barrett, Vice Chairman Charles Bowker called the meeting to order at 6:11 p.m., with the following trustees present: Ms. Brown, Ms. Whited, and Drs. Kelley and Usatine, thereby establishing a quorum. (Judge Spencer, Mr. Barrett, and Mses. Cigarroa and Vera arrived after the certification of a quorum).

PLEDGE OF ALLIGIANCE - Led by Mr. Charles Bowker

In the essence of time, members of the Board elected to move up Item #6.1 on the agenda for discussion, review and action:

- 6.1 Approval of the Center's Participation in the Texas Institute for Graduate Medical Education and Research (TIGMER) with the University of Incarnate Word's new school of Osteopathic Medicine - Robert Guevara

Dr. Jimenez introduced the staff from the School of Osteopathic at the University of Incarnate Word and proceeded to report that the University of Incarnate Word through its newly established School of Osteopathic Medicine has formed the Texas Institute for Graduate Medical Education and Research (TIGMER). TIGMER has been awarded a grant for \$600,000 through the Texas Higher Education Coordinating Board GME Expansion Grant Program to begin a new family medicine residency program working with underserved patients. This program will allow for eight residents to train at the Center beginning July 2017, with an opportunity to train in both psychiatric and primary care.

TIGMER is requesting \$250,000 to begin the establishment of this program. An initial payment of \$50,000 in January 2017 for start-up costs with the remainder to be paid in July 2017 at the onset of the program.

Discussion ensued in regards to the continued funding of the program. Dr. Mohr stated that they were already working with other medical institutions to incorporate the program should the funding be depleted. He additionally noted that the curriculum was not in final form. Once the board approves the Center's participation, they will create an advisory group which will be tasked with reviewing and revising the curriculum.

Dr. Usatine moved that the Board of Trustees approve the Center's participation in the Texas Institute for Graduate Medical Education and Research Program with the University of Incarnate Word's new school of Osteopathic Medicine. Mr. Bowker seconded the motion; motion carried unanimously.

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

IN RECOGNITION OF MS. BREN MANAUGH FOR HER SERVICE AS VICE PRESIDENT OF ADULT BEHAVIORAL HEALTH SERVICES FOR THE CENTER

The Board of Trustees acknowledged Ms. Bren Manaugh for her dedication, leadership and service to the Center during her tenure of ten years. Ms. Manaugh served in various positions, lastly as Vice President of Adult Behavioral Health Services.

1. APPROVAL OF MINUTES

Mr. Bowker moved that the Board approve the Minutes from the October 11, 2016 meeting. Ms. Whited seconded the motion; motion carried.

2. BOARD CHAIRMAN'S REPORT

- Report from the Search Committee – Mary Rose Brown

Ms. Brown reported that the CEO position had been posted nationwide on the following websites: NACBHDD, NACo, National Council, Texas Council, Monster, Indeed, Texas Non-Profit, and Non-profit jobs.org. 122 responses have been received to date with approximately 30% of those meeting the necessary requirements. However, it was noted that if a suitable candidate could not be found, they would then consider hiring a recruiting firm.

Letters to the Selection Committee confirming their acceptance to serve have also been mailed. She anticipates the first meeting of the Selection Committee to be sometime in January 2017. Committee members selected by the Executive Committee of the Board are as follows: Chairman Dan Barrett, Vice Chairman Charles Bowker, Mary Rose Brown, UHS CEO George Hernandez, and County MH Director Gilbert Gonzales.

- Communications/Legislative Report – Allison Greer

Ms. Greer congratulated everyone on the Boston Globe article written by Scott Helman - "The Desperate and the Dead: Solutions – San Antonio became a national leader in mental health care by working together as a community". Mr. Helman spent several days in San Antonio interviewing numerous community partners.

This year's legislative agenda is as follows:

- Restoration of 32-40 forensic beds to civil beds at the State Hospital (Statewide)
- \$8.76M for 30 adult civil and voluntary commitment beds
- That DSHS fund existing 40 bed unit at SASH in the amount of \$1.5M (this would include refurbishment of facility and staffing)
- Request funding in the amount of \$1.2 million annually (for the biennium) to staff the existing 32 bed facility at 711 E. Josephine to serve as a Crisis Stabilization Unit
- \$2 million to fund a two year High Utilizer pilot program (currently being funded by 1115 waiver)

- CHCS Foundation/Fundraising Activities – Sheila Marlow Due

Ms. Due thanked Mary Rose Brown and the entire NuStar team for their assistance with the 50th Anniversary Gala. There were a total of 580 in attendance, 59 new donors, and a net of \$331,000 with \$50,000 in restricted donations. This leaves a total of \$281,000 to be used as needed. She will be meeting with Mr. Evans, Mr. Guevara and Ms. Calvert to determine where those needs are.

The CHCS Foundation has also established an Employee Grant Committee. This committee comprised of employees that have made donations to the Foundation through the United Way Campaign will determine where those donated funds will be applied in terms of patient care needs. Currently the Employee Campaign Fund has \$27,500 to grant out.

The Baptist Health Foundation today awarded the CHCS Foundation and the Children's Behavioral Health Division with a \$300,000 grant payable over two years. This grant will provide funding to collaboratively work with the Specialty Courts, Child Protective Services and Foster Care to provide comprehensive wraparound services to a group of families.

- Status Report on the Inner City Clinic – Robert Guevara

Mr. Guevara reported that the Board had, at its October meeting, authorized the CEO to negotiate the necessary agreements with the County in relation to their investment in the Inner City Center. The document in the packet highlights the agreements which are also attached. In addition to the \$2 million debt service and/or services negotiated, the Center would also be required to invest an additional \$6 million in resources for the development and construction of the Inner City Center.

- 1115 Waiver Update – Robert Guevara

Mr. Guevara reported that the Center had met 24 ½ of the 26 metrics. They are scheduled to report on December 19th for a \$28 million draw down in February 2017.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

It was noted that the following reports were included in the board material packet:

- President/CEO's Report of Activities for the months of October & November 2016
- Chief Medical Officer's Report – Dr. Roberto Jimenez
- Contracts Executed by the President/CEO over \$50,000 and under \$100,000 for the months of October & November 2016
- HR Metrics Report for the months of October & November 2016

The following reports were discussed and reviewed in detail.

- Employee Exit Survey & Employee Engagement – Dr. Kathryn Keeton
- Pay Grade Analysis for Providers & Case Managers – Eduardo Jimenez
- Turnover & Productivity Analysis – April Johnson-Calvert

CONSENT AGENDA

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

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

1. Ratification of the Contract Renewal Amendments with the Texas Department of State Health Services for the Neonatal Abstinence Syndrome programs: Recovery Residence Housing; Recovery Support Services; Opioid Treatment Services; and Pregnant Post-partum Women – Dr. Roberto Jimenez
2. Ratification of the Interlocal Agreement with the City of San Antonio for Public Inebriate Services at the Restoration Center – Dr. Roberto Jimenez
3. Ratification of the Interlocal Agreement with the City of San Antonio for Prospects Courtyard and In-House Wellness Program Services at Haven for Hope – Teshina Carter

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

Acceptance of the 2016 Third Quarter Performance Report of the Center’s 401(a) and 457(b) Accounts by Morgan Stanley – Robert Guevara

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

2. Approval for the President/CEO to execute an Amendment to the Legacy Oaks Lease to accommodate an Employee Clinic – Robert Guevara

Mr. Bowker moved that the Board of Trustees approve for the President/CEO to execute an amendment to the Legacy Oaks lease (5372 Fredericksburg Road) to accommodate an employee clinic which will be administered by the Baptist Health System.

Ms. Brown seconded the motion; motion carried.

7. FINANCE COMMITTEE (Charles "Sam" Bowker, Chair)

1. Acceptance of the Center's Financial Statements for the periods ending September 30, 2016 and October 31, 2016 – Tom Cobb

Mr. Cobb reported that the Center's financial statements ending September 30, 2016 had closed with a negative contribution to fund balance of (\$81,698); bringing the year-to-date total to a negative contribution of (\$81,698). This does not include \$278,639 in unrecognized revenue. 1115 Waiver funding recognized to date was reported at \$1,061,777. Days of operation without further funding were reported at approximately 80 days.

For the month ending October 31, 2016, the financial statements ended with a positive contribution to fund balance of \$248,659; bringing the year-to-date total to a positive contribution of \$166,961. This does not include \$557,277 in unrecognized revenue. 1115 Waiver funding recognized to date was reported at \$2,074,711. Days of operation without further funding were reported at approximately 86 days.

Ms. Brown moved that the Board of Trustees accept the Center's Financial Statements as presented; Mr. Bowker seconded the motion. Motion carried.

2. Discussion and Approval for the President/CEO to negotiate and execute an agreement with Kashable for the provision of short-term loan services to CHCS employees – Eduardo Jimenez

That the Board of Trustees approves for the President/CEO to negotiate and execute an agreement with Kashable for the provision of short-term loan services to CHCS employees.

Discussion ensued in regards to the inability for employees to borrow from their retirement plans due to the restriction of qualifying events.

Mr. Bowker moved for approval of the negotiation and execution of an agreement with Kashable as presented. In addition, he asked staff to research the guidelines and restrictions on the Center's retirement plans and brings back some possible options for the Board to explore.

Ms. Cigarroa seconded the motion; motion carried.

3. Discussion and Approval of the Center's withdrawal from Day Activity Health Services (DAHS) – Sherry Bailey

That the Board of Trustees discusses and approves the Center's withdrawal from the Day Activity Health Services (DAHS) Program.

Judge Spencer informed the Board that the Planning & Operations Committee had discussed this recommendation in detail at their last meeting and were jointly opposed to the closing of this program. Mr. Bowker added that the recommendation had also been presented to the Finance Committee where it had been discussed in detail. The Finance Committee's recommendation was to bring it to the full Board for discussion and approval to eliminate the program.

Discussion ensued regarding future funding issues that the Center might have to deal with at some point. However, Judge Spencer suggested that the Center should consider looking to the Foundation for assistance to fund this program for now.

In conclusion, Judge Spencer moved to reject the Finance Committee's recommendation to eliminate the program; Ms. Whited seconded the motion.

Upon further discussion, Ms. Brown moved to defer this item to the next board meeting; Dr. Usatine seconded the motion. Motion carried.

EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)

- 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 announced that the Texas Council Board of Directors would not be meeting until January 20th – 21st. He and Ms. Greer will be visiting with legislators at that time.

REPORT ON THE ACTIVITIES OF THE TEJAS HEALTH MANAGEMENT BOARD – Robert Guevara

Mr. Guevara reported that Charlie Boone had provided an update on Tejas Health Management to the Finance Committee on October 31st.

REPORT ON THE ACTIVITIES OF THE TEXAS COUNCIL RISK MANAGEMENT FUND BOARD
– Robert Guevara

Mr. Guevara stated that the Risk Management Fund Board will not meet until January 2017.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Usatine moved for adjournment; Ms. Brown seconded the motion and the meeting was concluded at 9:04 p.m.

Passed and approved this 13th day of February, 2016.⁷



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary