

**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 12, 2018

Administrative Offices

6800 Park Ten Blvd., Suite 200-S

San Antonio, Texas 78213

6:00p.m.

TRUSTEES PRESENT:

Daniel T. Barrett, Chairman
Mary Rose Brown, Vice Chairman
Graciela A. Cigarroa, Secretary
Margaret A. Kelley, M.D., Treasurer
Polly Jackson Spencer, Ret. Judge
Laura L. Parker, Judge
Margaret M. Vera
Donnie W. Whited

TRUSTEES ABSENT:

Richard P. Usatine, M.D.

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
Jennifer Hussey, Director/Internal Review
Dr. Ruth Morgan, Medical Director/PCY Integrated Medical Care
Frank Garza, General Counsel
Linda Rodriguez, Senior Executive Assistant/Board Liaison

GUEST PRESENT:

Carroll Jackson, Senior Vice President/Jackson Stanco Group at
Morgan Stanley

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 12, 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: Dr. Kelley, Mses. Cigarroa, Jackson-Spencer, Parker, Vera and Whited; thereby establishing a quorum. Ms. Brown arrived during the meeting.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – No citizens to be heard.

1. APPROVAL OF MINUTES

Judge Parker moved for approval of the April 10, 2018 regular board meeting minutes as presented; Judge Spencer seconded the motion. Motion carried.

Judge Parker moved for approval of the May 14, 2018 special-called board meeting minutes as presented; Judge Spencer seconded the motion. Motion carried.

2. BOARD CHAIRMAN'S REPORT

Mr. Barrett briefly announced that the Center had received notice and contract on the SB 292 grant proposal. A detailed presentation will be forthcoming later on in the meeting.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing

In preparation for the August 14th board meeting, Ms. Burley reported that staff had met for a 1 ½ day strategic planning session on April 14th and 15th. All of the business units are now preparing for the budget session scheduled for June 25th – 27th. Later on that week, staff will be conducting their 3rd quarterly review of all of their accomplishments through this quarter of the fiscal year and will end the week with a management team meeting on June 29th where we will be discussing several Center initiatives and an update on the budget.

The newly established Executive Compliance Council has met several times now and is looking at all of the Center's external reviews. The Detox and Substance Abuse Program recently went through a CARF accreditation review and although there were some minor findings, the program received its' three-year accreditation. The Health & Human Services Commission (HHSC) also conducted a similar review and provided staff with some insight on the areas that needed to be looked at, much like the policy areas that CARF looked at. However, we have not received the final report. We also had a Housing & Urban Development (HUD) review, with no findings reported.

We continue to look at our system of care progress, reviewing the outcome measures associated with the 1115 waiver projects.

We are resetting our Electronic Health Record (EHR) project. We are issuing an RFP for a consultant to assist us in putting together a business requirement plan for the EHR project.

Some months ago we launched, along with STRAC, law enforcement navigation utilizing METCOM to navigate emergency detentions (EDs) to the appropriate available facility, averaging at about 750 EDs per month. However, there are a number of psychiatric facilities undergoing various phases of construction at this time and the Center's Crisis Care Center is carrying the weight of the majority of those EDs. A meeting was held last night with all of the hospital CEO's, asking everyone to try to manage their bed capacity and help us out during this time until all of the facilities are back on line.

Judge Kelly Cross, Probate Court No. 1, has issued an administrative order revising the Mental Health warrant process, requiring individuals seeking a mental health warrant to appear in person at the courthouse. After revisiting our processes, we have resolved this matter with a letter signed by Ms. Burley and Sheriff Javier Salazar acknowledging that the Center will no longer engage in placement setting in the MH warrant process and the Sheriff's office will call METCOM who will then navigate to the first appropriate psychiatric facility.

The CHCS Foundation Board is scheduled to meet tomorrow and will be considering the appointment of four new individuals to their board. Those appointments will be coming to this board at the August meeting.

Interviews continue for the position of the Development Director through the end of the week.

Twenty to twenty-five staff members will be volunteering next weekend for Habitat for Humanity to build a home in Linwood Village.

Gordon Hartmann is planning to announce a capital campaign for a multi-assistance center at Morgan's Wonderland sometime in July. This facility will have medical, therapeutic and other support services for a variety of special populations. The Center is in discussions with them for a potential Center Care clinic at that location.

Copies of the 2017 Annual Report were distributed to each board member.

- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of April & May 2018

4. CONSENT AGENDA

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

1. Approval for the President/CEO to negotiate and execute the Fiscal Year 2018 General Fund Agreement with Bexar County for the provision of behavioral health services to divert persons from incarceration into treatment – *Robert Guevara*

2. Approval for the President/CEO to negotiate and execute the Specialty Courts Agreement with Bexar County for the provision of substance abuse services to adult participants of Bexar County Drug Court programs – *Teshina Carter*
3. Acceptance of The Center for Health Care Services Quality Management Plan for Fiscal Year 2018 – 2020 – *James Chapman*

PLANNING & OPERATIONS COMMITTEE (Polly Jackson Spencer, Chair)

1. Approval of the contract renewal with Bexar County Hospital District d/b/a University Health System (UHS) for the provision of Pharmacotherapy Treatment Services – *Teshina Carter*
2. Approval of the proposed membership appointments of Mr. John Elizondo and Ms. Brandee Perez to the Public Network Advisory Committee (PNAC) - *Cynthia Martinez*

FINANCE COMMITTEE (Mary Rose Brown, Chair)

1. Acceptance of the 2018 First Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley

5. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

1. Approval of Adoption of a Resolution for acceptance of Center-related subpoenas – *Frank Garza*

That the Board of Trustees adopt a Resolution on who at The Center for Health Care Services is authorized to accept service on all claims, lawsuits or subpoenas relating to Center business.

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

2. Approval of the Interlocal Agreement Renewal Amendment with The Harris Center for Mental Health and IDD for the provision of Crisis Intervention Helpline Services – *Teshina Carter*

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.

Mr. Guevara reported that The Harris Center has been providing these services since 2011. The current amendment includes a call volume of 2,200 to 2,500 per month at a monthly fee of \$37,720; however, the Center has exceeded the call volume during the current contract year averaging a monthly call volume of 3,147. Although there has been a slight decrease in calls, staff anticipate an increase during the summer months especially for children's crisis. The proposed amendment increases the call volume to

2,750 – 3,100 at a monthly fee of \$46,500. If the call volume should exceed 5% of the contracted range during any month, the Center will be billed for the overage at a rate of \$16.00 per call. This is the last year of the agreement; therefore, giving the Center an opportunity to look at other options for the future.

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

3. Approval for Authorization for the President/CEO to take all necessary action to operationalize the programs identified in the Center's Senate Bill 292 and House Bill 13 funding proposals – *Robert Guevara*

Mr. Guevara briefly highlighted the charges of the House Select Committee of the 85th Legislative Session and the grant funding resulting thereof: For SB 292 - FY18 \$12.5 million; FY19 \$25 million. For HB 13 – FY18 \$10 million; FY19 \$20 million. Both grants require 1:1 local match.

SB 292 – The Center proposed a 15-bed crisis stabilization unit; a Forensic Assertive Treatment program; conversion of the current Assertive Treatment Program to a fidelity model; and expansion of services at the Central Magistrate to 24/7. The Center was awarded \$3.2 million for FY 2018 and \$4.5 million for FY 2019, and the contract was received on Friday, June 8, 2018.

HB 13 – was divided into two phases: 1) Local Mental Health Authorities (LMHA); and 2) Local Non-Profits. On the LMHA, the Center proposed case management services for consumers with no community alternatives through The Recovery Connections Clinic and in collaboration with UTHSC-SA. The Center was awarded \$371,463 for FY 2018 and \$875,589 for FY 2019. Notification of award was received on January 23, 2018 but no contract has been issued to date.

On the Local Non-Profit, the workgroup submitted proposals to establish a welcome center at The Clubhouse; partnering with SAMMinistries to improve access to mental health services for individuals in danger of losing their housing; and provide mental health treatment for children in Bexar County through the Ecumenical Center.

Discussion continued in regards to risk considerations, one being the continuum of services at The Recovery Connections Clinic. University Health System has agreed to continue funding through the end of FY19.

Additionally, the Center is proposing to the County that they consider allowing the Center to utilize the \$1.7 million in reserves for debt service toward the 1:1 match requirement of the SB 292 grant. Allowing the Center to utilize those funds would enhance services to the community by \$5.3 million and would help contribute to the sustainability of these programs moving forward.

Upon conclusion, Judge Spencer moved that the Board of Trustees approve the authorization of the President/CEO to take all necessary action to operationalize the programs identified in the Center's SB 292 and HB 13 funding proposals as presented; Dr.

Kelley seconded the motion. Motion carried.

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

Ratification of the Pathways Community HUB Navigators contract with the Bexar County Community Health Collaborative – *Melissa Tijerina*

That the Board of Trustees ratifies the Pathways Community HUB Navigators contract with the Bexar County Community Health Collaborative.

Judge Parker moved for approval as presented; Dr. Kelley seconded the motion. Motion carried.

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

Ms. Brown arrived at this time.

1. Acceptance of the Center's Financial Statements for the periods ending March 31, 2018 and April 30, 2018. – *Tom Cobb*

Mr. Cobb reported that the Center's financials for the month ending March 31, 2018 had ended with a negative contribution to fund balance of (\$220,592); and a negative contribution of (\$894,103) year-to-date. 1115 waiver revenue recognized was reported at \$6,772,665; and unrecognized general revenue to date at \$3,029,158. Funds for liability were also set aside in that operating loss in the amount of \$131,000; \$787,000 for the Inner City debt service; and \$1.4 million in Capital Outlay; bringing the total operating gain for the month to \$2.1 million.

For the month of April 2018, the Center's financials ended with a negative contribution to fund balance of (\$350,083); and a negative contribution of (\$1,244,187) year-to-date. 1115 waiver recognized was reported at \$7,623,575; and unrecognized general revenue to date at \$3,694,646. Funding set aside for liability was reported at \$147,193; \$1.6 million for Capital Outlay; and \$900,000 for the Inner City debt service, bringing the total operating gain to \$2.4 million.

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

2. Approval for the President/CEO to negotiate and execute a contract with The Segal Company, Inc. d/b/a Segal Waters Consulting for the provision of Job Classification & Compensation Study Services for the Center – *Rick Brown*

That the Board of Trustees approve for the President/CEO to negotiate and execute a contract with The Segal Company, Inc. d/b/a Segal Waters Consulting for the provision of Job Classification & Compensation Study Services for the Center.

Judge Spencer moved for approval as presented; Ms. Brown seconded the motion. Motion carried.

3. Ratification of the Statement of Work with the Alamo Security & Investigations, LLC, for the provision of Peace Officers and Roving Officers Services – *Robert Guevara*

That the Board of Trustees ratifies the Statement of Work with Alamo Security & Investigations, LLC for the provision of peace officers and roving officer services.

Mr. Guevara reported that the Center had signed a Statement of Work with Alamo Security & Investigations, LLC, commencing on April 30, 2018 to remain through July 31, 2018, continuing automatically thereafter on a month-to-month basis for up to three additional months. This will allow the Center to complete its procurement efforts for peace officer services.

Ms. Brown moved for approval as presented; Dr. Kelley seconded the motion.
Motion carried.

EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)

At 7:30 p.m., the Board moved into Executive Session, pursuant to Texas Government Code Chapter 551, Section:

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.

Status of Office of Inspector General matter

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.

Clayton Anderson v. Center for Health Care Services, Cause No. 2016-CI-17155

OPEN SESSION

The board reconvened into open session at 7:50 p.m., where it was announced that no formal action had been taken in closed session.

Judge Spencer left the meeting at this time.

REPORTS

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

No report at this time.

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

Mr. Guevara reported that the Risk Management Board had met on May 3rd and 4th for their strategic planning session. Discussions revolved around the impact of HB 13, SB 292, and more specifically CCBHC. He reported that the Fund's equity surplus through February 2018 was at \$25.6 million. They are proposing for the coming year to redistribute premium offset at about \$1 million.

- Tejas Health Management Board – *Robert Guevara*

Mr. Guevara reported that there has been no board meeting but lots of activity taking place with the StarPlus opportunities. Community centers are interested in joining as either a contributing member or a member actually purchasing services. In response to questions posed, he reported that we are expecting distribution but we've also recovered our investments based on the products that we have used.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Ms. Brown moved for adjournment; Ms. Whited seconded the motion. Meeting was adjourned at 8:05 p.m.

Passed and approved this 14th day of August, 2018.



Daniel T. Barrett
Board Chairman



Graciela A. Cigarroa
Board Secretary