

**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 9, 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  
Donnie W. Whited, Secretary  
Margaret A. Kelley, M.D., Treasurer  
Polly Jackson Spencer, Ret. Judge  
Richard P. Usatine, M.D.

**TRUSTEES ABSENT:**

Graciela A. Cigarroa  
Laura L. Parker, Judge  
Margaret M. Vera

**STAFF PRESENT:**

Jelynn LeBlanc Burley, President/Chief Executive Officer  
Noah Almanza, Director/CHCS Foundation  
Rick Brown, VP/People & Culture  
Tremaine Butler, Chief Information Officer  
Teshina Carter, VP/Restoration & Transformation  
James Chapman/Chief Compliance Officer  
Tom Cobb, Director/Financial Planning & Analysis  
Maritza Farias/Administrative Supervisor  
Frank Garza, General Counsel  
Lauro Garza, Director/Safety Division  
Allison Greer, VP/External Relations  
Robert Guevara, Chief Operating Officer  
April Johnson-Calvert, Chief Financial Officer  
Sascha Kaster, Manager/Facilities & Maintenance  
Cynthia Martinez, VP/Strategic Planning  
Ruth Morgan, M.D., Medical Director/Primary Care  
Rene Olvera, M.D./Chief Medical Officer  
Juanita Rodriguez-Cordero, VP/Adult Behavioral Health  
Linda Rodriguez, Senior Executive Assistant/Board Liaison  
Sylvia Soriano, Manager/Compensation & Benefits  
Melissa Tijerina, VP/Children's BH  
Adam Velez, Director/Contracts & Procurement

**GUESTS PRESENT:**

Clarissa M. Rodriguez/Denton, Navarro, Rocha, Bernal & Zech, P.C.  
Hunter Stanco, First 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, October 9, 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**

Upon certification of a quorum, Chairman Dan Barrett called the meeting to order at 6:05 p.m. with the following trustees present: Mses. Brown, Spencer, Whited, Drs. Kelley and Usatine; thereby establishing a quorum.

**PLEDGE OF ALLIGIANCE** - Led by Mr. Barrett

**CITIZENS TO BE HEARD**

James Myart – Civil Rights Lawyer/Activist – addressed members of the board regarding a request for justice in respect to a HIPAA violation.

**1. APPROVAL OF MINUTES**

The minutes from the August 14, 2018 meeting were presented for review and approval. Judge Spencer moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

**2. BOARD CHAIRMAN'S REPORT**

Mr. Barrett acknowledged Ms. Mary Rose Brown for her recognition by The San Antonio Women's Chamber of Commerce Foundation as a recipient of the Constellation of Stars Award.

Mr. Barrett also acknowledged Dr. Richard Usatine for his selfless and untiring dedication to the Alpha Home and the Bexar County community.

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

- Leadership Briefing – *Jelynn LeBlanc Burley*

Ms. Burley deferred to Rick Brown, Vice President of People & Culture to report on the following:

- FY 2018 primary initiatives to include assessment of the Human Resources Department and recruitment of new staff, creating a culture of safety, a compensation management plan, performance management plan, recruitment and retention plan, and the establishment of a fair treatment culture. Additional initiatives undertaken in FY 2018 was a complete revision of the employee handbook and partnering with Credit Human Credit Union to provide services for employees.
- In FY 2019, staff will work on the implementation of the Compensation Management Plan, Performance Management Plan, Supervisory Development

Program, and the development of a Wellness Program for employees.

- Chief Medical Officer's Report – *Dr. Rene Olvera*

Dr. Olvera reported on the following:

- Nurse Educator – That position has been filled in-house and will assist in stabilizing the nursing workforce and in providing better patient care.
  - Physician Recruiter – Has begun discussions with them and is already in the process of receiving CVs for physicians and APN positions.
  - Reported receiving more recognition from our own website.
  - Will be meeting with senior psychiatric residents at UTHSC-SA on November 6<sup>th</sup>.
  - Reported that the reality is that we have an incredibly high shortage of psychiatrist in San Antonio as they don't normally stay here due to the fact that they are being recruited throughout the country.
  - Another major initiative is the CCBHC readiness. Mr. Guevara has already established a strategic team to begin working on the preparation and Dr. Olvera has joined that team.
  - Attended the Trauma Informed Training last week along with Center staff.
  - Dr. Ruth Morgan also coordinated the Case to Care Conference with the National Council.
  - Another major initiative is the new Electronic Health Record (EHR). As the Center receives more information on what the needs for CCBHC are going to be, it is going to allow us to have a much more robust discussion with the EHR consultant.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of August & September 2018
  - Upcoming events announced
    - Bexar County Health and Wellness Conference – Friday, October 19, 2018 at the Norris Conference Center
    - NatCon19 – National Council Annual Conference – March 25-27, 2019 in Nashville, Tennessee – Early registration is now open.
    - World Mental Health Day – Wednesday, October 10, 2018 – CHCS Administrative Offices (Courtyard).

#### 4. **CONSENT AGENDA**

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

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

Approval to repurpose and reconfigure the membership, role and charge of the Center's Behavioral Health Planning Network Advisory Committee (PNAC) – *Robert Guevara*

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

1. Approval of the Proposed Membership Appointments of Ms. Natalie Maples, Ms. Anne

Sheldon, and Mr. Fonda White to the Center's Behavioral Health Planning Network Advisory Committee (PNAC) – *Cynthia Martinez*

2. Informational Report – Update on Anticipated Fiscal Year 2019 Revenue Contracts Renewing during the period August 15, 2018 through October 1, 2018 – *Robert Guevara*

**FINANCE COMMITTEE** (*Mary Rose Brown, Chair*)

1. Approval of the Texas Council for Community Center's Fiscal Year 2019 Commitment of Dues for the Center – *April Johnson-Calvert*
2. Approval for the President/CEO to negotiate a contract with Behavioral Health Industry News, Inc. d/b/a OPEN MINDS, for the provision of electronic health record consultation services – *Tremaine Butler*
3. Approval for the President/CEO to negotiate a contract with Alamo Security & Investigations, LLC, for the provision of peace officers and security guard services – *Lauro Garza*

**5. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION**

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

1. Approval for the President/CEO to negotiate and execute a contract with East Texas Behavioral Healthcare Network and Locum Tenems.com, LLC, for the provision of Tele-psychiatry Services for the Center – *Dr. Rene Olvera*

That the Board of Trustees approve for the President/CEO to negotiate and execute a contract with East Texas Behavioral Healthcare Network and Locum Tenems.com, LLC, for the provision of Tele-psychiatry Services for the Center.

East Texas BHN will provide services to the Center's crisis stabilization programs and Locum Tenems.com will provide services to the Adult Behavioral and Children's Behavioral Health programs. The proposed contract for both will be for a period of three (3) years with an option to renew for up to two (2) additional one (1) year periods, with a commencement date of January 1, 2019.

Dr. Usatine moved for approval to proceed; Judge Spencer seconded the motion. Motion carried.

**FINANCE COMMITTEE** (*Mary Rose Brown, Chair*)

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

That the Board of Trustees accept the 2018 Second Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley – *Hunter Stanco*

Mr. Stanco reported that Morgan Stanley would be participating in the Center's wellness program beginning next week. They will be providing overall financial services to employees on budgeting, saving, and the benefits of participating in the plan. He reported that participation in the plan had increased from 40% to 70% since they begin reaching out to the employees but would like to see those numbers get higher.

Performance on the 401(a) has been challenging this year. The US stock market has been doing very well although markets everywhere else have been down. Performance has also been slack due to the manner in which our portfolios are set up; however, there has been a slight positive for the year at this point. Mr. Stanco indicated that they plan to address that as we move forward.

The 457 is slightly more conservative due to how those funds are structured based on the choices made by the employees. Discussion ensued regarding the various portfolios that are available to the employees. It was noted that these are board directed. Previous board committee elected what those portfolios should look like. Therefore, employees are given the option to choose from those board directed buckets. However, the committee can elect to make changes and/or redirect.

Upon further discussion, it was the board's consensus to reenact the Pension Review Committee for the purpose of conducting quarterly reviews and also to revisit the target allocations in the various portfolios.

Ms. Brown moved for acceptance; Dr. Usatine seconded the motion. Motion carried.

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

Mr. Cobb reported that the Center's financials for the month ending July 31, 2018 had ended with a negative contribution to fund balance of (\$749,156); and a negative contribution of (\$2,610,098) year-to-date. 1115 waiver revenue recognized Y-T-D was reported at \$10,316,864; unrecognized general revenue at \$5,052,359. Funds for liability were also set aside in that operating loss as well as \$1.2 million for the Inner City Clinic and \$2.2 for capital outlay; bringing the total Y-T-D operating gain to \$2,442,261. The Y-T-D budget was reported at \$91.4 million; with an actual Y-T-D revenue of \$78.2 million and expenses at \$80.8 million. A year-end gain of \$6,085,454 is anticipated; however, these were reported as preliminary figures.

For the month of August 2018, the Center's financials ended with a positive contribution to fund balance of \$8,695,552; and a positive contribution of \$6,085,454 year-to-date. 1115 waiver revenue recognized Y-T-D was reported at \$16,148,974; approximately \$4.9 million above expense for the year. Total year-end recognition was reported at \$9.6 million – this would include \$4.3 million in general revenue, the 1115 waiver recognition, and \$320,000 from UHS, bringing the total Y-T-D operating gain to \$6 million. The Y-T-D budget was reported at \$99.7 million, with actual Y-T-D revenue at \$94.8 million and expenses at \$88.7 million.

Ms. Brown moved for acceptance of the financials as presented; Dr. Usatine seconded the motion. Motion carried.

3. Approval of the Center's Budget Amendment for the month of September – FY 2019 – *April Johnson-Calvert*

That the Board of Trustees approve the budget amendment for the month of September FY 2019.

This amendment increased the budget by \$2,155,512; for a total of \$106,589,915; and an increase in FTE's of 25 for a total of 1099.86. This budget increase was mainly due to the SAMHSA grant for CCBHC implementation and increased or additional funding by the County, University Health System, Nix Health and Haven for Hope.

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

4. Ratification of the contract to be negotiated and executed by the President/CEO with Cram Roofing, Inc., for the provision of general contractor services for roof and HVAC replacement services to Center facilities – *Lauro Garza*

That the Board of Trustees ratifies the contract negotiated and executed by the President/CEO with Cram Roofing, Inc., for the provision of general contractor services for roof and HVAC replacement of Center facilities.

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

5. Approval for the President/CEO to negotiate and execute a contract with AcePex Management Corporation for the provision of maintenance services for the Center's facilities – *Lauro Garza*

That the Board of Trustees approves for the President/CEO to negotiate a contract with Acepex Management Corporation for facility maintenance services for the Center.

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

**EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)**

The Board moved into Executive Session at 7:53 p.m., pursuant to Texas Government Code Chapter 551, Sections:

551.071 (Consultation with General Counsel): Advise on matters in which the duty of the General Counsel to the Center under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with Chapter 552 of the Texas Government Code

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

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

**OPEN SESSION**

The board reconvened into open session at 8:01 p.m., where it was announced that no formal action had been taken in closed session.

Ms. Brown moved that the Board of Trustees accept the settlement agreement as discussed in Executive Session; Dr. Usatine seconded the motion. Motion carried 6/0.

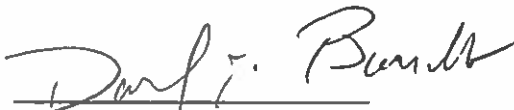
**REPORTS**

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

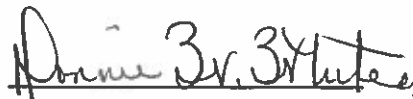
**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:06 p.m.

Passed and approved this 10 day of December, 2018.



Daniel T. Barrett  
Board Chairman



Donnie W. Whited  
Board Secretary