

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

Regular Board Meeting

Tuesday, August 14, 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
Richard P. Usatine, M.D.
Margaret M. Vera
Donnie W. Whited

TRUSTEES ABSENT: Laura L. Parker, Judge

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
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Cynthia Martinez, VP/Strategic Planning
Rene Olvera, M.D./Chief Medical Officer
Juanita Rodriguez-Cordero, VP/Adult Behavioral Health
Linda Rodriguez, Senior Executive Assistant/Board Liaison
Patricia Shippey, Project Manager/Strategic Initiatives
Melissa Tijerina, VP/Children's BH

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, August 14, 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 Board Chairman Daniel Barrett at 6:05 p.m., with the following trustees present: Mses. Brown, Cigarroa, Spencer, Vera, Whited, Drs. Kelley and Usatine; thereby establishing a quorum.

Mr. Barrett acknowledged Ms. Vera for her recognition by the San Antonio Business Journal as a recipient of the 2018 Women's Leadership Award.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – No citizens to be heard.

1. REPORT FROM THE NOMINATIONS COMMITTEE – *Mary Rose Brown*

Ms. Brown reported that the Nominations Committee had met on August 9, 2018 and announced that the committee was proposing the following slate of officers for the period August 1, 2018 through July 31, 2019:

- Chairman – Daniel T. Barrett
- Vice Chairman – Mary Rose Brown
- Secretary – Donnie W. Whited
- Treasurer – Dr. Margaret Kelley

Ms. Vera moved that the Board of Trustees accept the recommendation from the Nominations Committee as presented. There being no nominations received from the floor, the nominations were closed. Dr. Usatine seconded the motion; motion carried unanimously.

2. APPROVAL OF MINUTES

Upon review of the June 12, 2018 meeting minutes, Dr. Usatine moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

3. BOARD CHAIRMAN'S REPORT

Mr. Barrett acknowledged the re-appointments of the following board members for another two year term (July 1, 2018 – June 30, 2019):

- Place 1 – Margaret A. Kelley, M.D. – Re-appointed by County Judge Nelson Wolff
- Place 6 – Graciela A. Cigarroa – Re-appointed by University Health System
- Place 8 – Richard P. Usatine, M.D. – Re-appointed by University Health System
- Place 9 – Donnie W. Whited, Re-appointed by Commissioner Tommy Calvert

4. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing – *Jelynn LeBlanc Burley*

- Ms. Burley acknowledged the staff for their hard work and diligence in the preparation of the 2019 budget which will be presented tonight. There are significant organizational changes, revamped treatment programs, initiation of a new performance management program, goal setting, etc.
 - Staff is also asking the board to support the Center's transition from a Local Mental Health Authority (LMHA) to a Certified Community Behavioral Health Clinic (CCBHC)
 - Introduction of new leadership: Mr. Lauro Garza, new Safety Director; and Mr. Noah Almanza, Director of the CHCS Foundation.
 - Ms. Burley also acknowledged Corrin LeVasseur, former Facilities/Fleet Maintenance Director, for her services. Ms. LeVasseur has moved into a new role as project manager.
 - Upcoming events:
 - Meeting with Bexar County Commissioners and University Health System to present our proposed FY 19 budget;
 - The next Quarterly Management Team meeting - August 22nd - St. Phillips College Campus
 - The Pathway to Hope Conference - August 24th & 25th - The Tobin Center
 - The Annual Employee Event - September 15th - Pedrotti's North Wind Ranch
 - The Bexar County Behavioral Health and Wellness Conference – October 19th – Norris Conference Center
 - CHCS Town Hall Meetings – October 2nd through 23rd - 12 Center locations
- Chief Medical Officer's Report – *Dr. Rene Olvera*

Dr. Olvera reported on the following:

- The urgent need for recruitment of providers. The Center currently has five vacant positions including the Medical Director for Crisis Care. Ms. Burley has approved an emergency RFP to secure a recruiting firm to assist the Center with recruitment.
- Independent of the RFP, he received an application for the position of Crisis Care Medical Director; conducted an in-depth interview last week; is in the process of scheduling a second interview with Ms. Burley.
- Long term vision is to engage with some of our partners in training; best example is with the Nurse Practitioners. Engagement has resulted in various hires over the last couple of years.
- Working with Dr. Steven Pliszka, Chairman, UTHSC-SA Department of Psychiatry, on re-engaging the school in the rotation of psychiatric residents.
- Working to develop a similar relationship with other schools. UIW family practice residents have started rotating at the Center; would like to develop a similar relationship for behavioral health.
- Thanked the board for all of their work, i.e., approval of expenditures to improve and upgrade facilities.
- RFP on the Electronic Medical Records Consultant – they will begin scoring those proposals tomorrow so they can have the results to Ms. Burley by the end of the week. Hopefully by this time next year, the Center will have an updated EHR which will improve patient flow and assist the physicians in their day-to-day operations.

- He acknowledged Robert Guevara for adding transparency to the reimbursement ranks for providers.
 - Working with Nurse Practitioners in creating a more standardized on-board schedule.
 - Effective September 1st, will begin the process of updating over 200 policies and procedures. This will be an on-going process.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of June & July 2018

5. CONSENT AGENDA

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

Approval of Nominations to the National Center for Behavioral Health Solutions d/b/a The CHCS Foundation Board of Directors – *Allison Greer*

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

Approval of the Proposed Board and Committee Meeting Schedule for FY 2019

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

1. Approval of a Resolution Authorizing the President/CEO to request to the Texas Department of Housing and Community Affairs (TDHCA) to become a Reservation System Participant to access HOME funds; and authorizing the Step Down Director to execute certain documents on behalf of The Center for Health Care Services – *Robert Guevara*
2. Approval of the subcontract with Imagine Therapies, LLC, for the provision of services to the Center's YES Waiver Program – *Robert Guevara*
3. Approval of the subcontract with Beyond Limits, LLC, for the provision of services to the Center's YES Waiver Program – *Robert Guevara*
4. Informational Report 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 Contract Renewal with the San Antonio Food Bank for the provision of food services to certain Center residential facilities – *Robert Guevara*
2. Approval for the President/CEO to negotiate and execute a Lease Agreement renewal for the commercial property located at 1007 Paulsun Street, San Antonio, Texas – *Robert Guevara*

3. Ratification of the Lease Agreement Amendment for expansion premises located at 6800 Park Ten Blvd., Suite 150-S, San Antonio, Texas – *Robert Guevara*

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

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

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

Mr. Cobb reported that the Center's financials for the month ending May 31, 2018 had ended with a negative contribution to fund balance of (\$485,515); and a negative contribution year-to-date of (\$1,729,702). 1115 waiver revenue recognized year-to-date was reported at \$8,543,142; and unrecognized general revenue at \$4,160,919. Funds for liability were also set aside in that operating loss as well as for the Inner City debt service and capital outlay; bringing the total operating gain for the month to \$2.4 million.

For the month of June 2018, the Center's financials ended with a negative contribution to fund balance of (\$131,240); and a negative contribution of (\$1,860,942) year-to-date. 1115 waiver revenue recognized year-to-date was reported at \$9,437,770; and unrecognized general revenue at \$4,627,191. With funds set aside for the Inner City debt service and capital outlay, the total operating gain for the month was reported at \$2.7 million.

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

2. Acceptance of the Center's Budget for Fiscal Year 2019 – *Robert Guevara*

Mr. Guevara announced that FY 2019 would be the year of transition and transformation for the Center, with the conversion to a New Delivery System Reform Incentive Payment (DSRIP) methodology and transformation from a Local Mental Health Authority (LMHA) to a Certified Behavioral Health Center (CCBHC).

The budget for FY 2019 was reported at \$104,431,403; an increase of \$4.7 million from the current FY 2018 budget, with a workforce of 1,074.86 FTE's, a decrease of 109.42 positions. This was due to the completion of several program projects and staff being reassigned to other programs.

Budget assumptions were based on the areas of strategic focus as outlined in the Center's Business Plan: Patient Experience, Patient and Community Outcomes, Community Perception, Workforce Engagement, Safety and Risk, and Finance and Sustainable Growth.

Mr. Guevara proceeded in highlighting the major funding assumptions in detail, individuals served/encounters per year, funding sources, service revenues,

staffing/expense comparisons, and capital projects.

Ms. Vera left at this time.

Upon conclusion of the presentation, Ms. Brown moved that the board accept the proposed budget for FY 2019 as presented; Judge Spencer seconded the motion. Motion carried.

EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)

The Board moved into Executive Session at 7:59 p.m., pursuant to Texas Government Code Chapter 551, Sections:

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

551.071 (Pending Litigation): Consultation with Attorney for advice on pending or contemplated litigation; or settlement offers; or on a matter in which the duty of the General Counsel under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

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

Status of Office of Inspector General matter

OPEN SESSION

The board reconvened into open session at 8:18 p.m., where it was announced that no formal action had been taken in closed session.

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 8:22 p.m.

Passed and approved this 9th day of October 2018.

A handwritten signature in blue ink, appearing to read "Dan Barrett", written over a horizontal line.

Daniel T. Barrett
Board Chairman

A handwritten signature in blue ink, appearing to read "Donnie W. Whited", written over a horizontal line.

Donnie W. Whited
Board Secretary