

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

Regular Board Meeting

Monday, December 10, 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
Margaret A. Kelley, M.D., Treasurer
Graciela A. Cigarroa
Laura L. Parker, Judge
Richard P. Usatine, M.D.
Margaret M. Vera

TRUSTEES ABSENT:

Polly Jackson Spencer, Ret. Judge
Donnie W. Whited, Secretary

STAFF PRESENT:

Jelynn LeBlanc Burley, President/Chief Executive Officer
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
Frank Garza, General Counsel
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
Linda Rodriguez, Senior Executive Assistant/Board Liaison
Melissa Tijerina, VP/Children's BH

GUESTS PRESENT:

Donald J. Gonzales, CPA, Managing Director,
Estrada Hinojosa & Co.
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 Monday,

session they reinstated 25% of those rates. We are requesting consideration to have those rates fully restored.

- School Safety – major priority for the legislature – to fund mental health counselors and professionals in the school system.
- 1115 Waiver – Ms. Burley and George Hernandez working with the Texas Council to extend and expand.
- Funding for the reconstruction of the San Antonio State Hospital – high priority – community collaborative working to develop a plan for reconstruction; appeal to the legislature to move up the funding. Total reconstruction will provide approximately 292 beds.
- Last legislative session, we also asked for funding to restore a 40-bed unit. That will be on line in 2020.
- IDD – Asking for expansion capacity and an increase in rates.
- Mental Health First Aid/telehealth – Any effective prevention and early intervention initiatives are a priority for this session.

Rick Brown provided a briefing on the recruitment of clinical and medical personnel:

- Reported on the critical shortage of medical directors and nurse practitioners (NPs).
 - Two potential NP candidates, one offer made.
 - One potential child psychiatric candidate scheduled for interview on December 27th.
 - Additionally had two physicians reach out to the Center that did not come through the contracted recruitment agency and one that contacted the Center through our internet address. The Center is extending an offer to one of those candidates.
 - Also visited with five APRN's; one started NEO today; and one did not meet our needs. We currently have 3 FT APRN positions and 1 PT APRN position open.
 - Six MD openings; three potentials; one PA that we are extending an offer to.
 - Also talked about the critical shortage in clinical practitioners. This is the largest group of employees that the Center hires and is continually the largest number of openings that we have.
 - The Center holds numerous in-house job fairs. Most recently, the Center had job fairs for ABH, CBH, and for CCBHC.
 - ABH – 26 interviews, 8 offers extended, 7 accepted
 - CCBHC – 11 interviews, some internal, one very strong candidate for CCBHC Director
 - CBH – 9 interviews, 1 offer extended
 - The Center currently has 155 open requisitions for hire. That has been a consistent number since the end of FY 2018. Although we've added positions, our requisitions have not gone up. That means that our recruiters are doing a good job in maintaining those open requisitions.
- Chief Medical Officer's Report – *Dr. Rene Olvera*
 - Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of October & November 2018

4. **CONSENT AGENDA**

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

Qualifications for the provision of legal services.

The proposed contract will be for an initial term of three years with the possibility of two one-year renewals at the sole option of the Center, to go into effect on January 1, 2019.

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

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Acceptance of the 2018 Third Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley – *Carroll Jackson*

Mr. Jackson provided the board with an overview of the 2018 Third Quarter Performance on the Center's 401(a) and 457(b) accounts, and highlighted on the following:

- Board discussions at the last meeting in regards to reviewing the investment policy statement and adopting and changing the asset allocation plan.
- Mr. Barrett appointed a committee to serve that purpose. The committee will consist of Mary Rose Brown, Graciela Cigarroa and Mr. Barrett.
- Morgan Stanley has continued to hold enrollment meetings on the 457 plan and the results have been excellent. Participation continues to grow and more importantly, has been the percentage of how much staff is contributing to the plan.
- Morgan Stanley also held a financial wellness seminar in October which did not have a good turnout. However, plans are underway for another one in January 2019 and Mr. Brown is working to aggressively communicate that information out to the staff.
- Morgan Stanley also made a recommendation to the Finance Committee at their last meeting, to consider utilizing some of the forfeiture balance in the 401(a) plan to fund the plan's administrative fees as well as some of the Center's employee contributions. This fund is in excess of \$888,000. The committee voted to accept and implement that recommendation.

There being no further information to report, Ms. Brown moved for acceptance as presented; Dr. Usatine seconded the motion. Motion carried.

2. Acceptance of the Center's Financial Statements for the periods ending September 30, 2018 and October 31, 2018. – *Tom Cobb*

Mr. Cobb reported that the Center's financials for the month ending September 30, 2018 had ended with a negative operating loss of (\$271,857). Unrecognized general revenue was reported at \$487,332; bringing the total Y-T-D operating gain to \$215,475.

For the month of October 2018, the Center's financials ended with a negative operating loss of (\$939,098). Unrecognized general revenue was reported at \$766,526; bringing the total Y-T-D operating loss to (\$444,430). However, there was a total of \$361,000 of planned losses built into that - \$226,000 for the Inner City Clinic and \$130,000 for the Center Care Clinic, bringing the actual Y-T-D operating loss to (\$83,000).

551.074 (a) (1) (Personnel Matter): For the purpose to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee

President/CEO Annual Performance Evaluation

OPEN SESSION

The board reconvened into open session at 8:38 p.m., where it was announced that no formal action had been taken in closed session.

REPORTS - There were no reports made at this time.

- 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 8:40 p.m.

Passed and approved this 12 day of February, ^{2019.} ~~2018.~~



Daniel T. Barrett
Board Chairman



Donnie W. Whited
Board Secretary