

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

Regular Board Meeting

Tuesday, April 9, 2019

Paul Elizondo Adult Behavioral Health Clinic
928 W. Commerce
San Antonio, Texas 78207
6:00p.m.

- TRUSTEES PRESENT:** Daniel T. Barrett, Chairman
Mary Rose Brown, Vice Chairman
Donnie W. Whited, Secretary
Margaret A. Kelley, M.D., Treasurer
Laura L. Parker, Judge
Polly Jackson Spencer, Ret. Judge
Richard P. Usatine, M.D.
- TRUSTEES ABSENT:** Graciela A. Cigarroa
Margie 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
Maritza Farias, Supervisor/Administrative Services
Frank Garza, General Counsel
Lauro Garza, VP/Operational Safety Risk Management
Robert Guevara, Chief Operating Officer
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
Juanita Rodriguez-Cordero, VP/Adult Behavioral Health
Melissa Tijerina, VP/Children's Behavioral Health
Adam Velez, Director/Contracting & Procurement
- GUEST PRESENT:** 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, April 9, 2019, at the Paul Elizondo Adult Behavioral Health Clinic, 928 W. Commerce, San Antonio, Texas 78207.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

Upon certification of a quorum, Chairman Dan Barrett called the meeting to order at 6:10 p.m. with the following trustees present: Ms. Brown, Ms. Whited, Judge Spencer, Judge Parker, and Drs. Kelley and Usatine; thereby establishing a quorum.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

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

1. APPROVAL OF MINUTES

The Minutes of the February 12, 2019 meeting were presented for review and approval. Dr. Usatine moved for approval as presented; Dr. Kelley seconded the motion. Motion carried.

2. BOARD CHAIRMAN'S REPORT

Mr. Barrett acknowledged board members Mary Rose Brown, Graciela Cigarroa, Dr. Richard Usatine, and COO Robert Guevara for their hard work and diligence in bringing this project – the Paul Elizondo Westside Clinic - to fruition. It was noted that there are approximately 6400 persons served at this location every year.

Mr. Barrett also acknowledged DeJaye Dienhart, a Registered Nurse and grad student at TTUHSC, who will be observing the board meeting this evening.

- Announcement of Board Retreat, May 4, 2019

Mr. Barrett announced that the Board Planning Retreat was confirmed for Saturday, May 4, 2019 from 8:30 a.m. – 3:30 p.m., here at the Paul Elizondo Clinic.

- Tour of Center facilities

A doodle survey has been sent out to all board members with dates for scheduling a tour of Center facilities, to include this location. This invitation has also been extended to members of the Center's Foundation Board.

- 34th Annual Texas Council Conference

The Texas Council's Annual Training Conference is scheduled for Wednesday, June 19th through Friday, June 21st at the Westin Galleria in Houston, Texas.

- Mr. Barrett also distributed a Legislative document that he will speak to later in his report.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing – *Jelynne LeBlanc Burley*

Ms. Burley briefly made the following announcements:

- NAMI SA will be honoring County Judge Nelson Wolff at their Annual Visionary Award Luncheon on Wednesday, April 24th at the First Presbyterian Church beginning at 11:30 a.m.
- The Center's Foundation first annual State of Mental Health Luncheon is scheduled for Wednesday, May 22nd at Valero.
- SB 292/HB 13 – secured in the House; may be reaching out to Ms. Brown for assistance with the Governor's Office.

- Chief Medical Officer's Report

Dr. Olvera reported on the following:

- New Director of Primary Care – Carmen Choumont, R.N.
- Burt Santos was selected as the new Director of CCBHC; he has been doing a wonderful job leading the 1115 waiver project.
- Care Coordinators and Navigators being hired for CCBHC
- Another part of CCBHC is Intake and Scheduling - New Director of Intake, Utilization Management, and Centralized Scheduling is Edward Benavides
- He acknowledged Cynthia Martinez for initially taking on the centralization of intake and scheduling.
- He noted that staff was not only working on the front door but have also begun working on the back end as well.
- Another new hire is Rebecca De La Garza, Project Manager, who is working with our MTM consultant to look at our in-house processes. She is also the lead working with our Electronic Health Record (EHR) consultant.
- The RFP for our Electronic Health Record went out yesterday.
- Recruitment continues to be a problem for the Center.
- Had an excellent candidate for the Crisis Medical Director but in the end he declined.
- Working with National Council to post our positions nationally.
- Allison working on advertising positions on Facebook and Linked.
- Dr. Tomas Hardaway returning to the Children's Program full-time.

Dr. Kelley thanked Dr. Olvera for providing this information.

- Contracts executed by the President/CEO over \$50,000 and under \$10,000 for the months of April & May 2019

4. CONSENT AGENDA

There were no items under Consent Agenda.

5. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

Ratification of the contract with Jason C. Miller, D.O., for medical director services to the Center's Crisis Care Center for the period December 15, 2017 through February 28, 2019, and approval to extend the contracted services through December 31, 2019.

That the Board of Trustees ratify the contract with Dr. Jason C. Miller for medical director services to the Center's Crisis Care Center for the period December 15, 2017 through February 28, 2019, and approval to extend the contracted services through December 31, 2019. This is due to an ongoing vacancy in the position of Medical Director.

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

FINANCE COMMITTEE *(Mary Rose Brown, Chair)*

1. Acceptance of the 2018 Fourth Quarter Performance Report of the Center's 401(a) and 457 (b) Accounts from Morgan Stanley – *Hunter Stanco, Morgan Stanley*

That the Board of Trustees review and accept the 2018 Fourth Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley.

Mr. Barrett reported that the new Investment Policy Committee had met and held a two-hour briefing with Mr. Stanco.

Mr. Stanco proceeded to report on the 4th Quarter Performance, noting that the 1st Quarter was doing much better. He stated that although the 4th Quarter was pretty rough and taking into consideration the conservative nature of the plans, we did still see an increase in the plans.

He indicated he was very pleased with the establishment of the Investment Policy Committee allowing him exclusive communication with the board, and noted two outcomes from the first meeting – 1) The consensus of the committee; and 2) the target weigh-ins for international allocations has hampered the plan. Another thing was that while it is important to keep plan participation up, it is also important to keep them on board. Right now, they are trying to address those concerns. Consensus is that the board is considering a more aggressive allocation methodology; however, the committee is currently looking at that. Once we settle on what those allocations will be, a roll-out of the new allocation plans is anticipated by the summer. Further discussions at the committee level revolved around education, loans, forgiveness loans, etc.

Upon conclusion, Dr. Kelley moved for approval of the 2018 Fourth Quarter Performance Report as presented; Ms. Brown seconded the motion. Motion carried.

2. Acceptance of the Center's Financial Statements for the period ending February 28, 2019 – *Tom Cobb*

On behalf of Mr. Cobb, Robert Guevara reported that the Center's financials for the month of February 2019 had ended with a negative contribution to fund balance of (\$179,851). Included in this was \$228,000 in unrecognized spending so our overall fund balance contribution was \$48,000; bringing the total Y-T-D fund balance to a negative (\$2,406,407). Also included in this was unrecognized revenue of \$2 million, which brings the Center's overall financial performance through the end of February to \$856,730.

1115 Waiver recognized Y-T-D was reported at \$4 million; currently \$1.5 million below the expense budget for the month. Mr. Guevara reminded the board that the way we recognize waiver funding is on a cost basis. Therefore, there is more valuation above cost that we don't recognize until the end of the fiscal year during the audit.

The overall budget is \$53.2 million; revenue recognized to date \$42.9 million; and expenses at \$45.3 million. This includes \$1.2 million in planned reserved expenses which brings our fund balance to a negative (\$2.4 million).

Cash flow was reported beginning at \$18 million; ending at \$20 million.

Ms. Cigarroa moved for acceptance of the Center's financials as presented; Judge Spencer seconded the motion. Motion carried.

3. Approval of the Center's Fiscal Year 2019 Budget Amendment through the month of February 2019 – *Tom Cobb*

That the Board of Trustees approve the Center's FY 2019 Budget Amendment through the month of February 2019.

Mr. Guevara reported that this amendment would increase the Center's budget by \$838,151; for a revised budget of \$107,425,066 and an addition of 15.8 FTE's.

All positions must be reviewed by the Position Review Committee. Upon review and approval, recommendations will go to the Chief Executive Officer and the Executive Compliance Council for final approval. To date, the Committee has reviewed 64 requests which include 22 CCBHC positions.

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

4. Approval for the President/CEO to negotiate and execute a contract with Hospital Housekeeping Systems, LLC for the provision of Janitorial Services – *Adam Velez*

That the Board of Trustees approve for the President/CEO to negotiate and execute a contract with Hospital Housekeeping Systems, LLC, for the provision of janitorial services.

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

5. Approval of the salary adjustment for positions within the Center that are currently below market as identified by the Segal Waters Compensation Study – *Rick Brown*

That the Board of Trustees approve for the President/CEO to approve the recommended salary adjustments that have been identified as falling below market as referenced by the Segal Waters Compensation Study.

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 7:38 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

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

President/CEO Non-Qualified Deferred Compensation Plan

OPEN SESSION

The board reconvened into open session at 8:02 p.m., where it was announced that no formal action had been taken in closed session.

Ms. Brown moved that the Board Chairman work with General Counsel to amend the CEO's Non-Qualified Deferred Compensation Plan and bring it back to the Board for further review and approval; Ms. Whited seconded the motion. Motion carried.

REPORTS

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

Mr. Barrett announced that he had attended the Board meeting last week where the emphasis on Friday was to visit with respective legislators. He noted that he had received a very nice compliment from the Texas Council in regards to Allison Greer's ability to move around the Capitol and get things done.

He briefly highlighted some of the items on the document he previously distributed to board members – Things Every Board Member Should Be Talking About, April 2019:

- Post-DSRIP Landscape – what will happen to 1115 waiver?
- Early Childhood Intervention – The House has approved the full funding request of \$72.6 million to address ECI's sustainability challenges; now awaiting the approval on the Senate side.

Ms. Burley stated that Robert Guevara had attended the Executive Directors Consortium on her behalf and briefly reported the following:

- Still pursuing the Post-DSRIP strategy which is to make our consumers STAR+PLUS eligible.
- Still pushing all LMHA's toward CCBHC certification.
- Believes that the Center is in good shape moving into CCBHC. Although there are some concerns regarding the costing methodology due to the exclusion of a good percentage of primary care costs. We may need to do some educational work at the federal level so that they clearly understand the relationship between CCBHC and FQHC's and the acceptance of those consumers.

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

Mr. Guevara reported on the following:

- They have gone out for RFP for their performance audit which is anticipated to be delivered to the board in April.
- The investment fund lost 1.64% last quarter and an overall return since inception of 2.5%.
- The overall net position of the fund is \$21.9 million.

Mr. Barrett stated that he had met with Fund officials while at the board meeting and was very boastful in regards to the outstanding work that our OSRM leader Lauro Garza has accomplished since coming on board.

He anticipates some credit will be added to our minimum contribution plan.


• Tejas Health Management Board – *Robert Guevara*


No update provided at this time.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Ms. Brown moved for adjournment; Judge Spencer seconded the motion. Motion carried and the meeting was adjourned at 8:11 p.m.

Passed and approved this 12th day of June, 2019.


Daniel T. Barrett
Board Chairman


Donnie W. Whited
Board Secretary