

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

Regular Board Meeting

Wednesday, June 12, 2019
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
Graciela A. Cigarroa
Polly Jackson Spencer, Ret. Judge
Richard P. Usatine, M.D.
Margaret Vera

TRUSTEES ABSENT:

Laura L. Parker, Judge

STAFF PRESENT:

Jelynn LeBlanc Burley, President/Chief Executive Officer
James Chapman, Chief Compliance Officer
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Rene Olvera, M.D., Chief Medical Officer
Teshina Carter, VP/Restoration & Transformation
Lauro Garza, VP/Operational Safety Risk Management
Allison Greer, VP/External Communications
Cynthia Martinez, VP/Strategic Planning
Juanita Rodriguez-Cordero, VP/Adult Behavioral Health
Melissa Tijerina, VP/Children's Behavioral Health
Noah Almanza, Director/CHCS Foundation
Tom Cobb, Director/Financial Planning & Analysis
Adam Velez, Director/Contracting & Procurement
Frank Garza, General Counsel
Maritza Farias, Supervisor/Administrative Services
Linda Rodriguez, Senior Executive Assistant/Board Liaison

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 Wednesday, June 12, 2019, 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 6:02 p.m. with the following trustees present: Mses. Cigarroa, Vera, Whited and Drs. Kelley and Usatine; thereby establishing a quorum. Ms. Brown and Judge Spencer arrived after the certification of 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 Regular Board Meeting of April 9, 2019 were presented for review and approval. Dr. Usatine moved for approval as presented; Dr. Kelley seconded the motion. Motion carried.

The minutes of the Board Planning Retreat of May 4, 2019 were presented for review and approval. Dr. Usatine moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

2. BOARD CHAIRMAN'S REPORT

- Announcement of a Nominations Committee Chairman

Mr. Barrett announced the appointment of Ms. Mary Rose Brown as the chair of the Nominations Committee for FY 2020, and stated that Ms. Brown had appointed Dr. Richard Usatine and Ms. Graciela Cigarroa to serve on this committee.

- CHCS Foundation 'State of Mental Health' Luncheon – *Graciela Cigarroa*

Ms. Cigarroa provided a brief synopsis on the 2019 State of Mental Health Luncheon which took place on May 22nd. She reported that the event was a great success and was well attended. Total revenue was \$53,257.50; with a net revenue of \$33,004.91. Next year's luncheon has already been scheduled for May 6, 2010 and the goal of the Foundation is to net \$50,000.

Mr. Barrett acknowledged staff for their hard work and great leadership.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing – *Jelynn LeBlanc Burley*

Ms. Burley provided an update on the 2019 Legislative Session and highlighted on the following:

- \$59 M – to expand Mental Health Capacity at LMHA/LBHAs (for Outpatient Services)
- \$22.5 M – Mental Health Crisis Services (SB292/HB 13)
- \$26 M – Locally purchased Inpatient Beds (additional capacity)
- \$47 M – Early Child Intervention (ECI) Services (funds caseload/cost growth and provider add-ons)
- \$10.4 M – Intellectual Development Disability (IDD) Crisis Continuum of Care
- Highlights from SB 500
 - Mental Health State Hospital Services \$31.7M
 - Community Mental Health Crisis Services \$5.5M
 - Community Mental Health Children’s Services \$2M
 - Early Childhood Intervention \$1.5M
 - San Antonio State Hospital Funding \$190M
(Funds 50% of construction; balance will be funded in 87th R)
- She also reported on other legislation impacting mental health (SB10, SB11, SB632, HB18, and HB19)
 - Contracts executed by the President/CEO over \$50,000 and under \$10,000 for the months of April & May 2019

4. CONSENT AGENDA

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

PLANNING & OPERATIONS COMMITTEE (*Polly Jackson Spencer*)

1. Approval for the President/CEO to negotiate and execute the subcontract renewal with Counseling Link, LLC for the provision of services to the Center’s YES Waiver Program – *Adam Velez*
2. Ratification of the First Amendment to the subcontract and Approval to renew the subcontract with Prosumers International for the provision of Consumer Operated Services (COS) for the Center – *Adam Velez*
3. Approval of the Proposed Membership Renewal Appointments of Mr. Doug Beach, Mr. Gilbert Gonzales, and Ms. Brandee Perez to the Center Advisory Committee (CAC) – *Cynthia Martinez*
4. Approval of the revised Center Advisory Committee (CAC) Bylaws – *Cynthia Martinez*

5. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

PLANNING & OPERATIONS COMMITTEE (*Polly Jackson Spencer*)

1. Approval for the President/CEO to negotiate and execute a contract with Avail Solutions, Inc. for the provision of a Crisis Hotline Services for the Center – *Adam Velez*

That the Board of Trustees approve for the President/CEO to negotiate and execute a contract with Avail Solutions, Inc. for the provision of Crisis Hotline Services for the Center.

This contract would be for \$32,000 for 3100 – 3400 calls. If the call volume exceeds 5% of the contracted range during any month, CHCS will be billed for the overage at a rate of \$9.40 per call. The projected yearly cost is \$384,000 which is a savings of 37% in comparison to the current contract. If approved, this contract will go into effect July 1, 2019.

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

2. Ratification of the Agreement between Southwest Texas Regional Advisory Council (STRAC) and the Center for the provision of Embedding a Mobile Crisis Outreach Team (MCOT) Assessor in MEDCOM and Hospital Liaisons with each Psychiatric Emergency Service Facility – *Robert Guevara*

That the Board of Trustees ratify the agreement between Southwest Texas Regional Advisory Council (STRAC) and the Center for the provision of embedding a Mobile Crisis Outreach Team (MCOT) assessor at MEDCOM and a hospital liaison at each of the Psychiatric Emergency Services (PES) facilities to provide intake and referral services to the next level of care.

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

3. Approval for the President/CEO to negotiate and execute an Agreement between Southwest Texas Regional Advisory Council (STRAC) and the Center for the provision of the Program for Intensive Care Coordination (PICC) – *Robert Guevara*

That the Board of Trustees approves for the President/CEO to negotiate and execute an Agreement between Southwest Texas Regional Advisory Council (STRAC) and the Center for the provision of the Program for Intensive Care Coordination (PICC), a collaboration between the San Antonio Police Department, San Antonio Fire Department, and the Center in an effort to develop agency integration and better consumer care coordination, thereby reducing the utilization of EDO's. STRAC will reimburse the Center monthly for all eligible costs incurred in providing services up to \$541,864 for six months. If approved, this contract will go into effect July 1, 2019.

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

4. Ratification of the Sub-award Agreement between The University of Texas Health Science Center at San Antonio and the Center for the provision of Opioid Drop-In Services – *Adam Velez*

That the Board of Trustees ratifies the Sub-award Agreement between The University of Texas Health Science Center at San Antonio and the Center for the provision of Opioid Drop-In Services. Current sobering patients presenting with Opioid use will receive an additional service at no expense to the unit and existing programs will meet their outreach and education targets.

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

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Acceptance of the 2019 First 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 2019 First Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley.

Mr. Stanco provided the Board of Trustees with an update on the 2019 First Quarter Performance of the Center's 401(a) and 457(b) accounts, noting that both plans have experienced a robust performance during this quarter and also for the full calendar year 2019 (through May 8th). The 401(a) increased 7.52% during the 1st quarter and 7.94% in the 457 plan. Through May 8th, the 401(a) plan increased 8.34% for the year; and 8.79% in the 457 plan. He also reported that since the IPS Committee is actively reviewing the investment policy for each portfolio, they had not made any changes to asset allocations during this quarter. Also as recommended and voted last year, the Center has been utilizing forfeiture balances to fund employer contributions to the 401(a) plan. Since 2018, an approximate \$1 million have been used in matching and non-elective contributions to the 401(a) plan in forfeitures and approximately \$137 thousand remain as of May 15, 2019.

Upon review, Ms. Brown moved for acceptance as presented; Dr. Kelley seconded the motion. Motion carried.

2. Acceptance of the Center's Financial Statements for the period ending March 31, 2019 and April 30, 2019 – *Tom Cobb*

Mr. Cobb reported that the Center's financials for the month of March 2019 had ended with a positive contribution to fund balance of \$107,103. The Y-T-D loss before unrecognized revenues were added back was a negative (\$2,298,943). With Y-T-D unrecognized revenues added back to the financials, the operating loss was \$387,766; and with planned expenditures paid from prior year's earnings totaling \$1,287,894; the Center ended the month of March with a net operating gain of \$910,128.

For the month of April 2019, the Center ended with a negative contribution to fund balance of (\$212,237). The Y-T-D loss before unrecognized revenues were added back was a negative (\$2,511,251). With Y-T-D unrecognized revenues added back to the financials, the operating loss was \$235,263; and with planned expenditures paid from prior year's earnings totaling \$1,302,993; the Center ended the month of April with a net operating gain of \$1,067,730.

Ms. Burley reported that staff continue to work on productivity levels, centralization of intake & scheduling, process improvement, front desk, authorization services, back-office operations, and holding hiring fairs. All of this is in process to enhance clinical supervision and increase billing.

Upon review, Dr. Usatine moved for acceptance of the Center's financial statements as presented for the months of March and April; Dr. Kelley seconded the motion. Motion carried.

3. Approval for the President/CEO to negotiate and execute the Renewal of the Contract with Brigido Garcia d/b/a Jay's Lawn & Tree Service for the provision of Lawn Maintenance Services to Center facilities – *Adam Velez*

That the Board of Trustees move for approval for the President/CEO to negotiate and execute the renewal of the contract with Brigido Garcia d/b/a Jay's Lawn & Tree Service for the provision of lawn maintenance services to Center facilities.

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

4. Approval for the President/CEO to negotiate and execute the Renewal of the Contract with BFI Waste Services of Texas, LP for the provision of Waste Disposal Services to Center facilities – *Adam Velez*

That the Board of Trustees move for approval for the President/CEO to negotiate and execute the renewal of the contract with BFI Waste Services of Texas, LP, for the provision of waste disposal services to Center facilities.

Dr. Kelley 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 7:10 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

Update on Office of the Inspector General's Review

Discussion on terms of President/CEO Contract

OPEN SESSION

The board reconvened into open session at 7:40 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*

It was reported that the Tejas Health Management Board would be holding their annual board retreat on August 1, 2019. Both Ms. Burley and Robert Guevara plan to be in attendance.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Usatine moved for adjournment of the meeting; Ms. Whited seconded the motion. Motion carried and the meeting was adjourned at 7:43 p.m.

Passed and approved this 13th day of August, 2019.



Daniel T. Barrett
Board Chairman



Donnie W. Whited
Board Secretary