

**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 13, 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
Laura L. Parker, Judge
Margaret M. Vera

TRUSTEES ABSENT: Polly Jackson Spencer, Ret. Judge
Richard P. Usatine, M.D.

STAFF PRESENT: Jelynn LeBlanc Burley, President/Chief Executive Officer
Tremaine Butler, Chief Information Officer
James Chapman, Chief Compliance Officer
Robert Guevara, Chief Operating Officer
April Johnson-Calvert, Chief Financial Officer
Rene Olvera, M.D., Chief Medical Officer
Adrienne Alcazar, VP/People & Culture
Lauro Garza, VP/Operational Safety Risk Management
Allison Greer, VP/External Communications
Melissa Tijerina, VP/Children's Behavioral Health
Noah Almanza, Director/CHCS Foundation
Willie Love, Director/TRR Services, ABH
Ruth Morgan, M.D., Medical Director/Primary Care
Adam Velez, Director/Contracting & Procurement
Frank Garza, General Counsel
Maritza Farias, Senior Executive Assistant
Linda Rodriguez, Senior Executive Assistant/Board Liaison

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 13, 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 6:07 p.m. with the following trustees present: Mses. Cigarroa, Parker, Vera, Whited and Dr. Kelley; thereby establishing a quorum. Ms. Brown arrived after the certification of a quorum.

PLEDGE OF ALLIGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD

Kimberle Vatankhah – In regards to the lack of a process for transitioning from children’s services to the adult program.

Abraham Vatankhah – Spoke in regards to a breach of confidentiality by disclosure of personal data and concerns in regards to his medication.

Carley Goode – Addressed the board in regards to the compensation study; the workload; no admin time in the schedules; and decreased flexibility in time spent with the clients.

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

Ms. Brown reported that the Nominations Committee was proposing the following slate of officers for the period August 1, 2019 through July 31, 2020:

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

There being no nominations from the floor, Mr. Barrett called for a motion to accept the recommendations from the Nominations Committee. Ms. Cigarroa moved for acceptance of the motion; Dr. Kelley seconded the motion. Motion carried.

2. APPROVAL OF MINUTES

The minutes of the Regular Board Meeting of June 12, 2019 were presented for review and approval. Dr. Kelley moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

3. BOARD CHAIRMAN’S REPORT

- Announcement of Board Re-appointments

Mr. Barrett announced the following re-appointments to the Board of Trustees:

Place 2 – Mary Rose Brown, re-appointed by University Health System

Place 4 – Polly Jackson Spencer, re-appointed by University Health System
Place 7 – Laura L. Parker, re-appointed by Commissioner Kevin Wolff

All members were re-appointed for a two-year term for the period July 1, 2019 through June 30, 2021.

- Announcement of Sheriff Javier Salazar joining the Center's Board of Trustees as an ex officio non-voting member.

Mr. Barrett announced the appointment of Sheriff Javier Salazar to the Center's Board of Trustees as an ex officio member. This was in response to SB 632, Section 533.0351 – Required composition of a Local Mental Health Authority.

4. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing – *Jelynn LeBlanc Burley*

Ms. Burley reported on the following matters:

- Teshina Carter, Vice President of Restoration & Transportation resigned effective last Friday. Currently, working to fill that vacancy.
 - Introduced Adrienne Alcazar, new Vice President of People & Culture
 - FY 2020 budget will be presented for review and approval this evening; she acknowledged the staff that worked so hard on this budget and indicated that with the approval of this budget, it will set the Center as a high performing organization in every respect.
 - She anticipates closing out FY 2019 at the October board meeting with a \$5.7 million fund balance.
 - Safety looking to realize a 70% reduction in the incident and vehicle reporting rate; 57% reduction on vehicle incidents.
 - The Center met all of its 1115 Waiver metrics for DY7 resulting in receipt of \$29 million.
 - For DY8 and in response to required reporting last April, the Center anticipates receipt of \$4.4 million in October. Outcome measures are being monitored very closely to ensure we are tracking our performance for DY7 in DY8, and are already planning for DY9 – DY10.
 - The Center has received a 57% score on its initial submittal of policies and procedures for CCBHC certification. We need to have a 90% score in order to be considered for certification. Staff is currently working on those for resubmittal to HHSC.
 - Other major initiatives executed for FY19 were the compensation study and structure, market adjustments, performance management system, process improvement systems (access redesign, just in time scheduling, centralized scheduling, back office redesign). All in preparation for FY 2020 initiatives.
 - She also shared with the Board Chair a copy of the CEO goals for FY19; she will report on those achievements at the October board meeting.
- Chief Medical Officer's Report – *Dr. Rene Olvera*

Dr. Olvera reported on the following:

- New doctors on board – Dr. Norma Naghaviani started in the OATS (Opioid Addiction Treatment Services) Program in August; Dr. William Lee will begin at the Crisis Center effective October 1st. Dr. Thomas Hardaway has also returned to the Children’s Program.
 - Another new hire is Kelly Welsh, Academic Coordinator. She will be working with St. Phillips College and the UTHSC-SA School of Nursing organizing the nursing rotations. He is currently working with the Contracts Director Adam Velez on the contracts.
 - A medical supervision plan was approved to hire nursing supervisors and medical directors at the major clinics.
 - In regards to the electronic medical record (EMR) – he reported that there were three finalists who presented their products to the Center and staff will be following up with site visits.
- Contracts executed by the President/CEO over \$50,000 and under \$10,000 for the months of June & July 2019

5. CONSENT AGENDA

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

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

Review and Approval of the Board & Committee Meeting Schedule for FY 2020

BOARD POLICY COMMITTEE (*Laura Parker, Chair*)

Adoption of the Center’s Amended Procurement Policy – *Frank Garza*

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Approval for the President/CEO to negotiate and execute the Renewal of the Commercial Lease Agreement with Richard W. Lowder d/b/a Obispo Associates for 722 Isom Road, Suite #1, San Antonio, Texas – *Adam Velez*
2. Ratification of the Execution of the Contract Amendment with Relias, LLC for the provision of increasing the number of Training Licenses – *Adam Velez*
3. Approval for the President/CEO to negotiate and execute a Contract with Relias, LLC for the provision of Training and Learning Management Services – *Adam Velez*

6. 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 the University

of Texas Health Science Center at San Antonio to operate a Recovery Connections Clinic
– *Adam Velez*

Ms. Vera moved that the Board of Trustees approve for the President/CEO to negotiate and execute a contract with the University of Texas Health Science Center at San Antonio to operate a Recovery Connections Clinic.

This program was designed to provide intensive case management to persons discharged from inpatient psychiatric units and emergency departments. The Center anticipates an increase for FY 2020 for a total of \$875,859 effective September 1, 2019, and is requesting approval to negotiate and execute a contract with the University of Texas Health Science Center at San Antonio to operate the Recovery Connection Clinic through August 31, 2020.

Dr. Kelley seconded the motion. Motion carried.

2. Approval for the renewal of the contract with Nix Hospital Systems, LLC d/b/a Nix Specialty Health Center, Nix Behavioral Health and Nix Medical Center for the operation of a Crisis Stabilization Unit – *Adam Velez*

Dr. Kelley moved that the Board of Trustees approve the renewal of the contract with Nix Hospital Systems, LLC d/b/a Nix Specialty Health Center, Nix Behavioral Health and Nix Medical Center for the operation of a Crisis Stabilization Unit.

This contract was a result of legislation (SB 292) to provide a secure Crisis Stabilization Unit where individuals in crisis can be taken for assessment and determination of appropriate care or as an alternative to inpatient state hospital admission. This unit enhances the Center's current Crisis Center. Contract renewal with Nix Hospital is for a total amount of \$3,520,000 beginning September 1, 2019.

Ms. Vera 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*

This item was pulled.

2. Acceptance of the Center's Financial Statements for the period ending May 31, 2019
– *April Johnson Calvert*

That the Board of Trustees reviews and accepts the Center's Financial Statements for the period ending May 31, 2019.

Ms. Calvert reported that the Center's financials for the month of May 2019 had ended with a negative contribution to fund balance of (\$286,418). The Y-T-D loss before unrecognized revenues were added back was a negative (\$2,797,669). With Y-T-D

unrecognized revenues added back to the financials, the operating loss was (\$837,502); and with planned expenditures paid from prior year's earnings totaling \$1,450,798; the Center ended the month of May with a net operating gain of \$613,296.

Upon review, Ms. Brown moved for acceptance of the Center's financial statements as presented for the months of May; Ms. Cigarroa seconded the motion. Motion carried.

3. Approval of the Center's FY 2020 Budget and Authorized Positions – *Jelynn LeBlanc Burley*

Ms. Brown moved that the Board of Trustees approve the Center's Budget Plan and Authorized Positions for FY 2020.

Ms. Burley provided a brief synopsis of the Board's Planning Retreat, to include revised goal statements and key focus outcomes for each goal. Budget assumptions were also outlined as well as action based on those assumptions.

The FY 2020 budget is \$114,950,196; an increase of \$6,222,515 from the current FY 2019 budget. Authorized FTE's are at 1,156; the same as the FY 2019 budget.

Dr. Kelley seconded the motion; motion carried.

4. Approval for the President/CEO to Negotiate and Execute a Lease Agreement Amendment for Commercial Space located at 6800 Park Ten Boulevard, Suite 240-E and 241-E, San Antonio, Texas – *Robert Guevara*

Ms. Brown moved that the Board of Trustees approve for the President/CEO to negotiate and execute a Lease Agreement for Commercial Space located at 6800 Park Ten Blvd, Suite 240-E and Suite 241-E, San Antonio, Texas. The expansion includes 2,225 square feet in the East Building and will be leased for a term conterminous with the Center's primary One Park Ten lease agreement.

Judge Parker seconded the motion; motion carried.

5. Approval for the President/CEO to Negotiate and Execute a Parking Lease Agreement for the property located at 1232 W. Martin, San Antonio, Texas – *Lauro Garza*

Ms. Brown moved that the Board of Trustees approve for the President/CEO to negotiate and execute a Parking Lease Agreement for the property located at 1232 W. Martin, San Antonio, Texas. This would provide additional parking space for employees at the Paul Elizondo Clinic located at 928 W. Commerce.

Ms. Whited seconded the motion; motion carried.

EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)

The Board moved into Executive Session at 7:41 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 regarding terms of Munis Software Contract regarding the Center's Financial System of Record and Ratification of the Contract
- Discussion on proposal process for Benefits
- Discussion on terms of President/CEO Contract

OPEN SESSION

The board reconvened into open session at 8:25 p.m., where it was announced that no formal action had been taken in closed session.

Ms. Brown moved that the Board Chairman and the President/CEO negotiate and approve the terms of the President/CEO's contract. Ms. Whited seconded the motion; motion carried.

Ms. Brown moved that the Board of Trustees authorize the President/CEO to negotiate and execute an amendment to the contract with Tyler Technologies, Inc. to expand MUNIS Enterprise Resource Planning Software Products; and to ratify the previous MUNIS contract with Tyler Technologies, Inc.

Ms. Cigarroa seconded the motion; motion carried.

REPORTS

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

Mr. Barrett reported that the Texas Council Board of Directors had met during the annual conference to discuss legislation, the audit, and the budget. Overall, the meeting went well.

He also acknowledged Allison Greer for doing such a great job during the legislative session and in representing not only the Center but all community centers around the State.

- Texas Council Risk Management Fund Board – *Robert Guevara*
- Tejas Health Management Board – *Robert Guevara*

Mr. Guevara reported on the Tejas Board Retreat that was held on August 1, 2019 where discussions revolved around the types of services that they provide to member centers and to identify what other services they can provide. Other discussions revolved around the CEO's position. Strategic plans were also shared with center members.

Mr. Barrett asked Mr. Guevara to remind them that the Center would like to see its' return

guarantee in place.

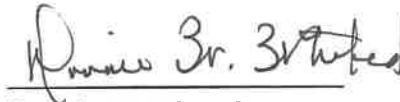
ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Kelley moved for adjournment of the meeting; Ms. Brown seconded the motion. Motion carried and the meeting was adjourned at 8:35 p.m.

Passed and approved this 8th day of October, 2019.



Daniel T. Barrett
Board Chairman



Donnie W. Whited
Board Secretary