

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

Regular Board Meeting

Tuesday, December 10, 2019
Administrative Offices
6800 Park Ten Blvd, Suite 200-S
San Antonio, Texas 78213
6:00p.m.

- TRUSTEES PRESENT:** Daniel T. Barrett, Chairman
Donnie W. Whited, Secretary
Margaret A. Kelley, M.D., Treasurer
Graciela A. Cigarroa
Polly Jackson Spencer
Richard P. Usatine, M.D.
- TRUSTEES ABSENT:** Mary Rose Brown, Vice Chairman
Laura L. Parker, Judge
Margaret M. Vera
- STAFF PRESENT:** Jelynn LeBlanc Burley, President/Chief Executive Officer
Tremaine Butler, Chief Information Officer
James Chapman, Chief Compliance Officer
Robert Guevara, Chief Operating 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
Jesse Peralez, VP/Restoration & Transformation
Juanita Cordero-Rodriguez, VP/Adult Behavioral Health
Melissa Tijerina, VP/Children's Behavioral Health
Noah Almanza, Director/CHCS Foundation
Edward Benavides, Director/Authorization Services
Chris Callanen, Director/Revenue Cycle
Tom Cobb, Director/Financial Planning & Analysis
Adam Velez, Director/Contracting & Procurement
Frank Garza, General Counsel
Rebecca De La Garza, Project Manager
Maritza Farias, Senior Executive Assistant
Linda Rodriguez, Senior Executive Assistant/Board Liaison
- GUESTS PRESENT:** Hunter Stanco, Vice President/Morgan Stanley
Daniel Crites, Financial Advisor/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, December 10, 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 by General Counsel, Chairman Dan Barrett called the meeting to order at 6:05 p.m. with the following trustees present: Mses. Cigarroa, Jackson-Spencer, Whited and Drs. Kelley and Usatine.

PLEDGE OF ALLEGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – No citizens to be heard

1. APPROVAL OF MINUTES

The minutes of the Regular Board Meeting of October 8, 2019 were presented for review and approval. Ms. Whited moved for approval as presented; Dr. Usatine seconded the motion. Motion carried.

2. BOARD CHAIRMAN'S REPORT

Mr. Barrett announced the following events coming up:

One Year Anniversary of the Paul Elizondo Behavioral Health Clinic, 928 W. Commerce
Wednesday, December 11, 2019 – 5:30 – 7:00 p.m.

NatCon20 – Austin Convention Center – Sunday, April 5th – Tuesday, April 7th, 2020

CHCS Foundation 2nd Annual State of Mental Health Luncheon
Wednesday, May 6, 2020 – Security Service Event Center – Wednesday, May 6, 2020
11:00 a.m. – 1:00 p.m.

35th Annual Texas Council Conference – Wednesday, June 24th – Friday, June 26th
Grand Hyatt in San Antonio

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing – *Jelynne LeBlanc Burley*

Ms. Burley announced the Center's Annual Executive Team Holiday Party scheduled to take place on Thursday, December 12th – Hilton Palacio del Rio – 5:00 – 8:00 p.m.

She also invited members of the Board to take a Poinsetta with them at the end of the meeting; a gift on behalf of the Center in appreciation for their service and commitment.

- Chief Medical Officer's Report – *Dr. Rene Olvera*

Dr. Olvera reported on the following:

- New Adult BH Medical Director, Dr. Mohammad Javed, 12/6/19
 - New FACT provider, Sumaira Ahmed, 01/13/2020
 - Interviews in progress for other locations.
 - Hospital closures at Nix and SASH Adolescent Unit have had an impact on the community. Working with STRAC for other alternatives.
 - The Center was certified as a Certified Community Behavioral Health Center (CCBHC) with a 96% score. Dr. Olvera acknowledged
- Contracts executed by the President/CEO over \$50,000 and under \$10,000 for the months of December 2019 & January 2020

5. **CONSENT AGENDA**

Mr. Barrett called for a motion to approve the Consent Agenda with the exception of Item #4. That item will be discussed under Individual Items for Consideration. Dr. Usatine moved for approval of the Consent Agenda as revised by the Board Chair; Judge Spencer seconded the motion. Motion carried unanimously.

At this time, the Board welcomed Ms. Judith Zimmerman, new member to the Center's Foundation Board of Directors. Ms. Zimmerman thanked the Center's Board for their consideration of her appointment.

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

1. Investment Policy Statement Committee Report – *Adrienne Alcazar*

That the Board of Trustees approves the revised Investment Policy Statement for the Center's 457 and 401(a) plans; and the initial Investment Policy Statement for the Center's Non-Qualified Deferred Compensation Plan as presented at the Investment Policy Statement Committee meeting on November 4th and at the Executive Committee meeting on December 4, 2019.

2. Approval of the Proposed Membership to the Center's Foundation Board – *Noah Almanza*

That the Board of Trustees approves the membership of three (3) new CHCS Foundation Board members: Ms. Frances Gonzales; Mr. Gavino Ramos; and Ms. Judy Zimmerman.

3. Approval to declare 806 S. Zarzamora, 3551 Culebra and 3602 Culebra as surplus and, if required, to submit proposed sale to Bexar County Commissioners and the University Health System Board of Manager for approval; and to authorize the President/CEO to enter into agreements necessary for sale of the property at fair market value, including a surveyor, appraiser, and real estate brokerage services – *Robert Guevara*

6. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

4. Approval of the President/CEO's Goals for FY 2020 – *Jelynn LeBlanc Burley*

Ms. Burley summarized the budget planning assumptions for FY 2020 and stated that staff continue to follow the six areas of focus in the CEO's Goals – safety, financial, patient experience, patient outcomes, community perception, and workforce engagement.

Upon review, Ms. Whited moved for approval of the President/CEO's Goals for FY 2020; Judge Spencer seconded the motion. Motion carried.

PLANNING & OPERATIONS COMMITTEE (*Polly Jackson Spencer*)

INFORMATION ITEM PRESENTATION

1. FY 2019 Texas Health and Human Services Commission Performance Contract Metrics and Outcomes (full copy on file in the Executive Office).

The memorandum presented summarized the Center's performance targets for the Health and Human Services Performance Contract for FY2019. It includes performance targets for both Adult and Children's Behavioral Health. Overall, the Center met all of the required performance targets for FY 2019. For FY 2020, staff will begin developing a standard monthly report with analytics and recommendations to meet and exceed the performance requirements.

This information was also presented to the Planning & Operations Committee last month.

2. Edward Benavides and Chris Callanen presented a full report on the following six Access Redesign Initiatives (full copy of the presentation on file in the Executive Office):

- Centralized Scheduling/Call Center
- Centralized Medical Records
- Revenue Cycle Services
- Same Day/Next Day Enrollment
- JIT Prescriber Scheduling
- Customer Service

Dr. Kelley left at this time.

3. EHR Procurement and Implementation

Tremaine Butler and Rebecca De La Garza gave an overview of the Electronic Health Record (EHR) project – in which the Center is seeking an EHR system with integrated capabilities to include behavioral health, primary care, early childhood intervention, intellectual developmental disabilities and substance abuse as well as a billing software application and scheduling application.

The project objectives are to facilitate effective and efficient care delivery, improve care

coordination, provide interoperability with State and local systems, improve data collection and analysis, improve quality and reduce costs.

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Acceptance of the 2019 Third Quarter Performance Report of the Center's 401(a) and 457 (b) Accounts from Morgan Stanley – *Hunter Stanco*

That the Board of Trustees accept the 2019 Third Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley.

Mr. Hunter reported that both the 401(a) and 457(b) plans had again experienced a positive performance during the 3rd Quarter and also for the full calendar year thru October 24, 2019. The 401(a) increased 0.39% during the 3rd quarter and the 457(b) plan increased 0.44%, for a year-to-date increase of 21%.

He also reported that as the Investment Policy Statement Committee elected to make changes to the allocations in each of the investment buckets as well as to make changes to the default track option, keeping participants in the Moderate Aggressive bucket until the age of 55 rather than age 45, Morgan Stanley met with staff during the open enrollment process to inform employees on the changes made and the outcome was quite positive.

Upon conclusion of the report, Ms. Whited moved for approval as presented; Dr. Usatine seconded the motion. Motion carried.

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

That the Board of Trustees reviews and accepts the Center's Financial Statements for the periods ending August 31, 2019 and September 30, 2019

Mr. Cobb reported that the Center's financials for the month of August 2019 had ended with a positive contribution to fund balance of \$8,595,595; and a positive contribution Y-T-D of \$6,345,108. The Y-T-D revenue was reported at \$102,726,790; expenses at \$96,381,682; a variance of \$6,345,108 of the Y-T-D budget of \$108,727,681. Adding planned expenditures of \$1,472,150, the Center ended the month with a net operating gain of \$7,817,258. 1115 Waiver funding recognized Y-T-D was reported at \$16,468,753; approximately \$5,300,449 above the expense budget Y-T-D. Fund balance was reported at \$41,821,113; with 113 day of operation. Tex Pool investments decreased (\$7,075,797) for the month with \$24,203 interest earned at an average yield of 2.17%. Cash flow for the month of August began at \$16,961,987; ending at \$10,089,143.

Center financials for the month of September 2019 ended with a negative contribution to fund balance of (\$271,857); with a negative contribution Y-T-D of (\$271,857). Y-T-D revenue was reported at \$8,194,152; expenses at \$8,466,009; a variance of \$8,466,009 of the Y-T-D budget of \$9,531,383. With planned expenditures of \$258,370 and no more reserves to recognize, the Center ended the month with a net operating loss of

(\$13,487). 1115 waiver funding recognized Y-T-D was reported at \$929,049; approximately \$288,133 below the Y-T-D expense budget. Fund balance was reported at \$41,352,861; with 105 days of operation. Investments in Tex Pool increased \$5,120,353 with \$20,353 interest earned at an average yield of 2.1635%. Cash flow for the month of September began at \$10,089,143; and ended at \$16,172,997.

Upon review, Dr. Usatine moved for acceptance of the Center's financial statements as presented for the months of August and September 2019; Ms. Whited seconded the motion. Motion carried.

3. Approval for the President/CEO to Negotiate and Execute a Contract with McKesson Medical-Surgical, Inc. and Medical Wholesale, Inc. for the provision of Medical Supplies – *Adam Velez*

That the Board of Trustees approves for the President/CEO to negotiate and execute a contract with McKesson Medical-Surgical, Inc. and Medical Wholesale, Inc. for the provision of medical supplies.

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

4. Approval for the President/CEO to Negotiate and Execute a Contract with the National Council for Behavioral Health for the provision of Customer Service Training – *Adam Velez*

If approved, this contract will go into effect January 1, 2020.

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

EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)

The Board moved into Executive Session at 8:20 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

OPEN SESSION

The board reconvened into open session at 8:45 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*

Mr. Guevara highlighted the following from the Fund Board meeting:

- Election of officers
- Received an actuary report; net position of \$26 million
- FY 19 audit without a qualified opinion
- Next meeting – January 6/7, 2020.

- Tejas Health Management Board – *Robert Guevara*

Mr. Guevara reported that the Tejas board had met on October 30, 2019 and highlighted the following:

- Discussions re: role, purpose, mission and vision
- Challenged the CEO to develop some business plans
- Develop job description for the CEO; develop goals for the CEO

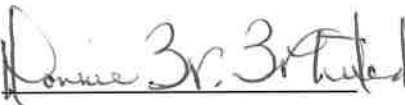
ADJOURNMENT

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 8:54 p.m.

Passed and approved this 11th day of February, 2020.



Daniel T. Barrett
Board Chairman



Donnie W. Whited
Board Secretary