

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

Regular Board Meeting

Tuesday, February 11, 2020
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
Polly Jackson Spencer, Ret. Judge
Richard P. Usatine, M.D.
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
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
Jesse Peralez, VP/Restoration & Transformation
Juanita Cordero-Rodriguez, VP/Adult Behavioral Health
Melissa Tijerina, VP/Children's Behavioral Health
Ruth Morgan, M.D., Medical Director/Primary Care
Noah Almanza, Director/CHCS Foundation
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

GUEST PRESENT:

Austin R. Beck, Attorney/Davidson Troilo Ream & Garza

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, February 11, 2020, 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. Brown, Cigarroa, Jackson-Spencer, Parker, Vera, Whited and Drs. Kelley and Usatine.

PLEDGE OF ALLEGIANCE - Led by Mr. Barrett

CITIZENS TO BE HEARD – No citizens to be heard

EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)

The Board moved into Executive Session at 6:07 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 and Section 551.085 (Deliberations regarding IT security assessments)

- Cyber Security Matter and Assessment Claim
- Electronic Health Record
- Personnel Matters

OPEN SESSION

The board reconvened into open session at 6:39 p.m., where it was announced that no formal action had been taken in closed session.

I. APPROVAL OF MINUTES

The minutes of the Regular Board Meeting of December 10, 2019 were presented for review and approval. Dr. Kelley moved for approval as presented; Judge Parker seconded the motion. Motion carried.

II. BOARD CHAIRMAN'S REPORT

Members of the board received a refresher course on Open Government, specifically on Local Government Code 171 as provided by General Counsel Frank Garza. The board also received their annual training on the following:

- Ethical Conduct/Corporate Compliance
- Consumer Rights, Advocacy, Confidentiality/HIPAA Privacy and the Prevention of Client Abuse, Neglect & Exploitation
- Cultural Competency

Also in accordance with CARF accreditation requirements, the board also received the Annual Board Self-Assessment and Annual Board Assessment forms to be filled out and returned to the CEO's office.

III. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing – *Jelynne LeBlanc Burley*

Ms. Burley announced that on Friday, March 6th – the Center would be holding its' second annual employee recognition luncheon. 106 employees will be recognized for tenures from five to forty-five years of employment with the organization.

The Center is ready to embark on its first ever Leadership Academy in contract with the WHY Group. The WHY Group provides management coaching to develop and build supervisors and leaders. This initiative was part of the budget approved for this fiscal year. The training will consist of seven modules beginning February 28, 2020 through June 4, 2020. Toward the end of the fiscal year, the group will begin working on a succession plan.

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

Dr. Olvera briefly reported on the following:

- New hire, Dr. Victoria Trickett will be working at the Haven for Hope Clinic.
- Dr. Thomas Matthews will be leading the new Children's Clinic as established by the Senate Bill 11 Consortium, and in collaboration with the UTHSC-SA.
- Just-In-Time scheduling has resulted in an increase of 10,000 calls a month to 19,000; and after the first month, the no-show rate dropped to 13%. It has also allowed us to recover from the ransomware attack of December 2019. After the attack we had about 1,200 appointments that needed to be rescheduled and now there are only about 200.

- Contracts executed by the President/CEO over \$50,000 and under \$10,000 for the months of December 2019 & January 2020

IV. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

EXECUTIVE COMMITTEE (*Daniel T. Barrett*)

1. Approval for the President/CEO to enter into an Intergovernmental Agreement with Tejas Behavioral Health Management for the provision of IT Project Management Services – *Jelynne LeBlanc Burley*

That the Board of Trustees approve for the President/CEO to enter into an Intergovernmental Agreement with Tejas Behavioral Health Management for the provision of IT Project

Management Services.

Ms. Burley informed the Board that the lead project manager had left employment with the Center and other staff were still working on the recovery project. The person being recommended from Tejas Behavioral Health is a former employee of the Center and is familiar with the project.

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

2. Approval for the President/CEO to negotiate and enter into a contract with an entity for the Electronic Health Record for the Center – *Jelynn LeBlanc Burley*

That the Board of Trustees approve the President/CEO to negotiate and enter into a contract with a qualified entity for the implementation of an Electronic Health Record for the Center.

Ms. Burley stated that the Center had two solid options to consider. However, if there is no opportunity to evaluate functional demo then the Center will move forward with the current procurement process. Should the process change, she will come back to the Board with an update.

Mr. Barrett called for a motion to accept the recommendation as stated. Dr. Usatine moved for approval; Ms. Brown seconded the motion. Motion carried unanimously 9/0.

PLANNING & OPERATIONS COMMITTEE (*Polly Jackson Spencer*)

INFORMATION ITEM PRESENTATION

- Cyber Event Briefing

Tremaine Butler, Chief Information Officer, provided a brief update on the Cybersecurity incident of December 19, 2019. (Full presentation on file in the Executive Office).

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

1. Acceptance of the Center's Financial Statements for the period ending October 31, 2019 and November 30, 2019; and Mid-Year Performance Forecast – *Tom Cobb*

Mr. Cobb reported that the Center's financials for the month of October 2019 had ended with a positive contribution to fund balance of \$39,222; and a negative contribution Y-T-D of (\$232,635). With added planned expenditures of \$629,271; the Center ended the month with a net operating gain of \$396,636.

Center financials for the month of November 2019 ended with a negative contribution to fund balance of (\$533,679); with a negative contribution Y-T-D of (\$766,312). With added planned expenditures of \$1,025,771; the Center ended the month with a net operating gain of \$259,459. 1115 waiver funding recognized Y-T-D was reported at \$3,110,385; approximately \$541,159 below the Y-T-D expense budget. Fund balance was reported at \$34,522,844; with 79 days of operation. Cash flow for the month of November began

at \$15,272,088; and ended at \$7,935,176.

On year-end projections for FY 2020, Mr. Cobb reported that the Center's estimated operating revenue was at \$95,834,880. With the addition of \$4,072,457 in additional revenue (\$1,987,133 GR; \$178,842 UHS Match; and \$1,906,482 Waiver revenue recognized); the total projected revenue for FY 2020 was reported at \$99,907,337. Estimated operating expenses were reported at \$99,733,902. Net operating gain before reserve spending was reported as \$173,435; estimated reserve spending for FY 2020 was reported at \$4,010,760; for an estimated operating gain with reserve spending at \$4,184,195.

Ms. Burley gave a brief update on the Center's initiatives, i.e., centralized scheduling, productivity; and the employment of a Vice President for External Provider Network Development in an effort to build the provider network at Center Care.

Dr. Kelley moved for approval of the Center's financial statements for the period ending October 31 2019 and November 30, 2019; and the mid-year performance forecast as presented. Dr. Usatine seconded the motion; motion carried.

2. Approval for the President/CEO to Negotiate and Execute a Contract Amendment with Behavioral Health Industry News, Inc. d/b/a Open Minds for the Provision of Additional Electronic Health Record ("EHR") Consultant Services related to EHR Contracting and Procurement – *Adam Velez*

That the Board of Trustees approve for the President/CEO to negotiate and execute a contract amendment with Behavioral Health Industry News, Inc. d/b/a Open Minds for the provision of additional Electronic Health Record ("EHR") Consultant Services related to EHR Contracting and Procurement.

The Center estimates a total of 420 additional hours at \$268.00 per hour, for an additional cost of \$112,560.00 over the original contract value of \$73,500.00.

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

REPORTS

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

Dr. Barrett briefed the board on a report from the Texas Council – *Things Every Board Member Should Be Talking About* – which addresses the HOW (Health Opportunities Workgroup) Project – preparing for mass casualty events; Coordinated Specialty Care programs designed to meet the needs of individuals with early onset psychotic disorders; legislative funding for outpatient mental health services for people with IDD; CCBHC certification and DSRIP transition plan; and the newly established Texas Child Mental Health Care Consortium.

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

Mr. Guevara reported that the Fund Board had met on February 7th -

- approved their strategic plan
- Discussed membership growth and retention
- Received recognition
- Received a favorable performance audit
- Net Position \$27 million

- Tejas Health Management Board – *Robert Guevara*

Mr. Guevara reported on the Tejas Board meeting of January 15th noting that the focus of the meeting was to develop their strategic objectives for FY 21, and leadership and growth.

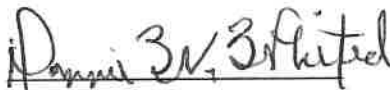
ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Usatine moved for adjournment of the meeting; and the meeting was adjourned at 7:38 p.m.

Passed and approved this 14th day of April, 2020.



Daniel T. Barrett
Board Chairman



Donnie W. Whited
Board Secretary