

**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 11, 2020

(Via Zoom)

6:00 p.m.

**TRUSTEES PRESENT:**

Daniel T. Barrett, Chairman  
Mary Rose Brown, Vice Chairman  
Donnie Windham Whited, Secretary  
Graciela Cigarroa  
Roberta L. Krueger, M.D.  
Laura Parker, Judge  
Javier Salazar, Sheriff  
Polly Jackson Spencer, Ret. Judge  
Richard Usatine, M.D.  
Margaret M. Vera

**STAFF PRESENT:**

Jelynn LeBlanc Burley, President/Chief Executive Officer  
Adrienne Alcazar, VP/People & Culture  
Noah Almanza, Director/CHCS Foundation  
Brad Benoit, VP/IDD & Long Term Care  
Tremaine Butler, Chief Information Officer  
James Chapman, Chief Compliance Officer  
Frank Garza, General Counsel  
Lauro Garza, VP/Occupational Safety Risk Management  
Allison Greer, VP/External Relations  
Robert Guevara, Chief Financial Officer  
Ruth Morgan, M.D., Medical Director/Primary Care  
Rene Olvera, M.D., Chief Medical Officer  
Jesse Peralez, VP/Restoration & Transformation  
Juanita Cordero-Rodriguez, VP/Adult Behavioral Health  
Adam Velez, Director/Contracting & Procurement  
Sylvia Soriano, Manager/Compensation & Benefits  
Melissa Tijerina, VP/Child Behavioral Health  
Rosemary Velez, HR Generalist/Benefits  
Linda Cantu-Costilla, 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 11, 2020 via Zoom.

**CALL MEETING TO ORDER**

### **CERTIFICATION OF QUORUM**

The meeting was called to order at 11:00 a.m. by Board Chairman Daniel Barrett, with the following trustees present: Mses. Brown, Cigarroa, Jackson-Spencer, Vera, and Whited; Sheriff Salazar and Dr. Usatine; thereby establishing a quorum.

**PLEDGE OF ALLIGIANCE** - Led by Chairman Daniel T. Barrett

**CITIZENS TO BE HEARD** – There were no citizens present to be heard.

#### **1. SWEARING IN & INSTALLATION OF NEWLY APPOINTED BOARD MEMBER BY RETIRED JUDGE POLLY JACKSON SPENCER**

Judge Polly Jackson Spencer performed the Oath of Office for Dr. Roberta L. Krueger, who was appointed to Place 1 by County Judge Nelson Wolff for a two-year term. Dr. Krueger will serve through June 30, 2022.

#### **2. REPORT FROM THE NOMINATIONS COMMITTEE – *Mary Rose Brown***

Committee chair Mary Rose Brown reported that the Nominations Committee had virtually met on August 8, 2020 to discuss and propose a new slate of officers for the period August 2020 through July 2021. Board members serving on this committee were Graciela Cigarroa and Dr. Richard Usatine.

Ms. Brown announced that the committee was recommending the following slate of officers:

- Daniel T. Barrett, Chairman
- Mary Rose Brown, Vice Chairman
- Donnie W. Whited, Secretary
- Graciela Cigarroa, Treasurer

There being no nominations from the floor, Judge Spencer moved by acclamation that the Board of Trustees approve the slate of officers as recommended by the Nominations Committee. Ms. Vera seconded the motion. Motion carried unanimously.

#### **3. APPROVAL OF MINUTES**

The minutes of the Regular Board Meeting of June 9, 2020 were presented for review and approval. Dr. Usatine moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

#### **4. BOARD CHAIRMAN'S REPORT**

- Mr. Barrett announced the re-appointment of the following board members for a two-year term (July 1, 2020 through June 30, 2022) and thanked them for their dedication and commitment to the mission of the Center.

Place 6 – Graciela A. Cigarroa, Re-appointed by University Health System

Place 8 – Richard P. Usatine, M.D., Re-appointed by University Health System

Place 9 – Donnie Windham Whited, Re-appointed by Commissioner Tommy Calvert

- Staff Recognition for their Service and Commitment

Mr. Barrett and Dr. Rene Olvera, Chief Medical Officer, acknowledged the following staff members for their hard work in contact tracing, tracking, notifying and coordinating with the business units, and managing FMLA and sick leave for employees during this pandemic.

- Lauren Rodriguez-Thompson, Occupational Health and Wellness
- Rosemary Velez, HR Generalist/Benefits

## 5. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing

Ms. Burley provided a briefing on the five-point plan to re-open the Center as we close out FY20, CY20 and prepare for FY 2021. Those areas of focus were identified as: Operations, Human Capital, Fiscal, Compliance and Technology.

She also provided a brief update on the following FY20 strategic initiatives: CCBHC certification and implementation, expansion of Primary Care, implementation of a new Electronic Health Record, consolidation of HRIS and Financial System, development of a Managerial Leadership Academy, new Employee Insurance Providers for CY21, implementation of Customer Service Training, Medical Supervision implementation, Outcome Driven Clinical Supervision and Patient Outcomes, Centralized Scheduling, Same Day Next Day Enrollment, increased cyber security efforts, safety and consumer incident prevention, and virtual outreach to enhance engagement and training.

- Chief Medical Officer's Report – *Dr. Rene Olvera*
  - Dr. Olvera reported that Dr. Mohammad Javed, ABH Medical Director, had given notice that he would be relocating to Austin in October.
  - The Center has received an excellent candidate in Col. Marshall Smith, who will be retiring from the Army in the Spring.
  - Dr. Smith has expressed an interest in the position of ABH Medical Director and has submitted his Letter of Intent.

- Dr. Javed has also offered to stay on part-time remotely to assist administratively until Dr. Marshall joins the Center in the Spring.
  - The Governor's emergency declaration will continue until late October.
  - The Center's goal is to continue to see patients remotely but also to maintain all of the necessary PPE for when patients need to present themselves in person.
  - The Center also continues to prepare for school re-openings and the needs of the community.
  - Dr. Morgan has been preparing our primary care clinic and our pediatric primary care clinics for response to our new normal. She has ordered equipment and kits to begin offering Covid testing and flu testing in the Fall.
  - The Center successfully launched the UT Health CBH clinic the second week of July at the Bandera location. Dr. Yee will be joining CBH in September.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of June & July 2020

## **6. CONSENT AGENDA**

### **EXECUTIVE COMMITTEE**

That the Board of Trustees reviews and approves the Board & Committee Meeting Schedule for FY 2021. It was noted that the only change to the schedule this year was that the Finance Committee would now meet every third Thursday of every other month instead of the first Monday of every other month.

Judge Parker moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

## **7. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION**

1. That the Board of Trustees approves for the President/CEO to complete analysis of pharmacy proposals and negotiate and execute a contract with the pharmacy services RFP respondent offering best value and most advantageous business terms to the Center, for an annual total not to exceed \$450,000.

The proposed contract would be for an initial term of three (3) years and the Center shall have the option to renew under the same terms and conditions for up to two (2) additional one (1) year extensions. Subject to prior approval by the Board of Trustees, and subject to successful negotiations by the President/CEO, the proposed contract shall commence October 1, 2020.

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

2. That the Board of Trustees approves for the President/CEO to negotiate and execute a contract with Blakeley Commercial Real Estate, LLC, for the provision of real estate broker services.

The intent of this solicitation was to select a qualified firm to provide real estate broker services for the disposition of properties previously approved by the Board as surplus – 806 S. Zarzamora, 3551 Culebra and 3602 Culebra. If approved, the proposed contract shall commence September 1, 2020.

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

**PLANNING & OPERATIONS COMMITTEE** (*Polly Jackson Spencer, Chair*)

That the Board of Trustees approves for the President/CEO to negotiate and execute a contract with Quest Diagnostics Clinical Laboratories, Inc. for the provision of Laboratory Services – *Adam Velez*

Upon discussion, Dr. Usatine asked that staff verify that Quest will include Covid-19 testing and next day reporting.

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

**FINANCE COMMITTEE** (*Mary Rose Brown, Chair*)

1. Acceptance of the Center's Financial Statements for the period ending April 30, 2020 and May 31, 2020 – *Robert Guevara*

Mr. Guevara reported that the Center's Financial Statements for the period ending April 30, 2020 had an operating gain of \$251,757. The overall year-to-date gain with all recognized funds was reported at \$2.4 million. In terms of reserved expenditures, we have spent \$2.6 million, therefore, our overall operational gain through the month of April was reported at a little over \$5 million. 1115 waiver funding recognized was reported slightly over \$8.2 million; and we will have about \$1.4 million that we can recognize towards the end of the fiscal year. Fund balance composition was reported at \$4.9 million in cash and \$12.3 million in A/R.

Our overall revenue target was reported at \$76 million; our actual Y-T-D was reported at \$66 million. The variance of \$9.8 million is made up of three major line items – 1) private psychiatric beds lapsing \$1.5 million; SB 292 a little over \$2.1 million; and unused fund balance of \$2.1 million – all cost reimbursement line items with no positive or negative impact to the bottom line.

In Service Revenues, he reported \$7.4 million in revenue with a target of \$6.9 million. The overall budget for Service Revenues for the month of April was reported at \$998,000; and we ended the month at \$993,000. Our overall billing for daily service has increased; now averaging at about \$47,000 in comparison to what we have been doing at \$45,000.

Total profit margin was reported at (3.7%); however, that does not include all of the revenue that we have recognized to date. With all of the recognitions, we are at a positive 3.6% including waiver funding. Beginning cash flow for the month was \$9.1 million; in flows at \$4.2 million; out flows at \$7.6 million; and the ending balance at \$5.7 million. Mr. Guevara reported that April and May are normally low months in terms of cash but reported that last week, the Center had received its waiver draw, a net of about \$17.6 million.

For the month of May, the Center's Financial Statements ended the month with a gain of \$777,531; with an overall Y-T-D gain of a little over \$3.1 million. With \$2.9 million in reserve expenditures, the overall financial performance for the month was at \$6.1 million. There was \$9.3 million in waiver expenses recognized; and we still have \$1.6 million to be recognized at the end of the fiscal year. Overall fund balance composition was reported at \$1.6 million in cash and \$12 million in A/R.

The overall revenue target was reported at \$86.3 million; actual earned was \$75 million. The same three major line items were reported as last month – 1) private psychiatric bed at \$1.8 million; SB 292 at \$2.4 million; and unspent fund balance at \$2.3 million.

The Strategic Plan revenue was short \$644,000 through the month of May; about 12.6% of the target. However, this is offset by a positive 14.3% (\$4 million) in underspending in our strategic expenses.

Service Revenue was reported at \$8.4 million; target was \$8.8 million. Monthly service revenue target was reported at \$950,000; actual earnings were reported at \$976,000 – target was exceeded by \$25,000 (2.6%). Daily billable service revenue has been averaging at about \$44,912 per day. The Center has been exceeding that threshold; May was reported at \$49,000. Medicaid Rehab and Case Management – the target was exceeded for both April and May, averaging at about \$15,900. Prior to that, we were averaging at about \$14,500.

Overall fund balance was at \$32.8 million. Our investments in TexPool decreased by \$3.1 million. Earned \$832 in interest at an average yield of .2685%. Our total profit margin without all recognized revenues was at a negative 3%; with all recognized revenues it was a positive 4.2%. Beginning cash flow balance for the month was at \$5.7 million; in flows at \$4.7 million; out flows at \$7 million; and ending balance at \$3.4 million.

Ms. Brown moved for acceptance of the financial statements for the months of April and May as presented; Dr. Usatine seconded the motion. Motion carried.

2. That the Board of Trustees approves for the President/CEO to negotiate and execute a contract with SHI Government Solutions, Inc. for the provision of purchasing disaster recovery hardware and software – *Tremaine Butler*

Services provided will include all personnel, maintenance and support for three (3) years to protect against potential cyberattacks against the Center for a potential cost of \$236,000. If approved, this contract will commence on September 1, 2020.

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

3. Review and Approval of the Center's FY 2021 Budget and Staffing – *Robert Guevara*

That the Board of Trustees reviews and approves the proposed budget for Fiscal Year 2021.

The proposed budget for Fiscal Year 2021 is \$114,581.094 with a proposed authorized head count of 1,069.88 and a fund balance designation of \$4,248,939.

Ms. Burley provided the board with a brief recap on FY 2020 noting that the overall Center's financial performance for the fiscal year was projected to be a positive \$3.5 million. She briefly highlighted on the impact to operations and service delivery by the cyber security breach and Covid-19; and also on new initiatives implemented through the year. She also reported that the Center had met all of the 1115 waiver metrics for a total valuation of \$19.6 million. She highlighted on continued initiatives and strategic budget efforts for FY 2021.

Mr. Guevara provided a detailed review of budget assumptions (revenue, expenses, program changes and other impacts) for FY 2021.

Upon discussion, Mr. Barrett amended the motion to approve the proposed budget for Fiscal Year 2021 with the inclusion of additional funds received from the City of San Antonio in the amount of \$442,000 for the Integrated Treatment Program; \$346,000 from Health and Human Services for the Mommies Program; and the addition of 3 FTEs.

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

4. Update on the Electronic Health Record Technology Selection and Financing  
– *Robert Guevara*

Mr. Guevara reported that on February 11, 2020, the Board had approved for the President/CEO to negotiate and enter into a contract with an electronic health record vendor that would be within the Center's budget. On June 24, 2020, the President/CEO executed a contract with Netsmart Technologies, Inc., to provide an overall comprehensive Electronic

Health Record and billing software to support the Center's mission to facilitate effective care delivery.

The initial term of the contract is for four (4) years and the Center has the option to renew under the same terms and conditions for up to three (3) additional one year extensions. Estimated compensation for Year 1 is not to exceed \$2.1 million. Of the \$2.1 million, there was a one-time payment of \$1.062 million which was due upon execution. The Center paid \$318,000 in June and the remaining 70% of \$744,000 in late July. The remaining Year 1 balance of \$1.039 is included in the FY 2021 budget.

**EXECUTIVE SESSION** – There was no Executive Session held.

## **REPORTS**

### **TEXAS COUNCIL OF COMMUNITY MHMR CENTERS INC. BOARD** – *Daniel T. Barrett*

Mr. Barrett reported that he had missed the May 1<sup>st</sup> virtual Texas Council Board meeting. However, he indicated that he would get an update and bring it back to the October meeting.

### **TEXAS COUNCIL RISK MANAGEMENT FUND BOARD** – *Robert Guevara*

Mr. Guevara reported the following -

- Nominating Committee will be filling Places 4, 5, and 6 of the Board; to be completed on November 20<sup>th</sup>.
- The Board approved a Memorandum of Agreement with the Texas Council of Community Health Centers for an amount of \$150,000.
- Overall net position of the Risk Management Fund is a little over \$30.2 million.
- Since inception of the Covid-19 pandemic, the Fund has received a total of 100 claims through workers comp.

### **TEJAS HEALTH MANAGEMENT BOARD** – *Robert Guevara*

Mr. Guevara reported that the Tejas Board would meet next week.

## **ADJOURNMENT**

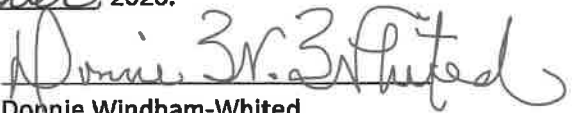
There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Ms. Brown moved for adjournment; Dr. Usatine seconded the motion; and the meeting was concluded at 7:43 p.m.



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August 11, 2020  
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Passed and approved this 13<sup>th</sup> day of October, 2020.

  
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Daniel T. Barrett  
Board Chairman

  
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Donnie Windham-Whited  
Board Secretary