

**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 8, 2020

(Via Zoom)

6:00 p.m.

TRUSTEES PRESENT:

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

TRUSTEE ABSENT:

Sheriff Javier Salazar

STAFF PRESENT:

Jelynn LeBlanc Jamison, President/Chief Executive Officer
Adrienne Alcazar, VP/People & Culture
Edward Benavides, Director/Authorization Services
Brad Benoit, VP/IDD & Long Term Care
James Chapman, Chief Compliance Officer
Juanita Cordero-Rodriguez, VP/Adult Behavioral Health
Frank Garza, General Counsel
Lauro Garza, VP/Occupational Safety Risk Management
Ashley George, Director/Integrated Marketing & Communications
Allison Greer-Francis, VP/Governmental Relations
Robert Guevara, Chief Financial Officer
Jennifer Hussey, Director/Compliance & Internal Review
Rene Olvera, M.D., Chief Medical Officer
Jesse Peralez, VP/Restoration & Transformation
Omar Qassom, VP/External Provider Network Development
Leonard Rodriguez, Director/Development
Burt Santos, Director/CCBHC
Melissa Tijerina, VP/Child Behavioral Health
Adam Velez, Director/Contracting & Procurement
Linda Cantu-Costilla, Senior Executive Assistant/Board Liaison

GUEST PRESENT:

Hunter Stanco, CFA / Senior Vice President, The Hunter Stanco Group
Mike Friedman, Account Executive, USI Insurance Services

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 8, 2020 via Zoom.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

The meeting was called to order at 6:00 p.m. by Board Chairman Daniel Barrett, with the following trustees present: Mses. Brown, Cigarroa, Parker, Whited; and Drs. Krueger and Usatine; thereby establishing a quorum. Judge Spencer and Ms. Vera joined the meeting after quorum was established.

PLEDGE OF ALLIGIANCE - Led by Chairman Daniel T. Barrett

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

1. APPROVAL OF MINUTES

Minutes of the Regular Board Meeting of October 13, 2020 were presented for review and approval. Ms. Whited moved for approval as presented; Ms. Cigarroa seconded the motion. Motion carried.

2. BOARD CHAIRMAN'S REPORT

- In Recognition of Ms. Graciela Cigarroa, Chairman of the CHCS Foundation Board

Mr. Barrett announced that Ms. Graciela Cigarroa, Board Secretary, would be stepping down as Chair of the Center's Foundation Board. During her tenure as Board Chair, Ms. Cigarroa has been instrumental in maintaining the focus on what is best for the organization as well as facilitating good board leadership and governance.

Mr. Barrett thanked her for her time, dedication and great leadership.

The Foundation will have a new chairman in January - Ms. Kathryn Keeton.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- Leadership Briefing
 - 87th Legislative Agenda

Ms. Greer-Francis provided a brief synopsis on the Center's legislative priorities for the upcoming Session -

- To maintain base appropriations and current service capacity for the following:
 - Mental Health outpatient treatment for adults and children
 - Locally purchased inpatient psychiatric beds and community hospitals
 - Substance use disorder services
 - Early Childhood Intervention (ECI) programs
- Advance 1115 Transformation Waiver Plan
- DSRIP Delay due to COVID -19
- CCBHC - APM with payment for primary care services for our consumers
- Expanded telehealth capabilities
- Enhanced Rates for IDD population
- Funding for the San Antonio State Hospital and support for the All Texas Access Plan (SASH Catchment Area)
- Longer-term inpatient beds for substance use/mental health (60-90 days)

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

Dr. Olvera reported the following -
 - Have interviewed and selected an Advanced Psychiatric Nurse practitioner for the Eastside Clinic
 - Have posted a new position for a psychiatrist and has already received two applicants who are senior psychiatry residents at UT Health. Since they are still residents, they cannot come on board until summer 2021.
 - Have hired a new Director of Nursing – Mari Fraire – who will begin employment on December 14, 2020.

- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of October & November 2020 – no contracts to report.

4. **INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION**

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

1. Approval for the President/CEO to negotiate and execute a contract with United Health Care for the provision of Stop Loss Insurance – *Adam Velez*

That the Board of Trustees approve to authorize the President/CEO to negotiate and execute a contract with United Health Care for the provision of Stop Loss Insurance.

Mr. Velez reported that they had solicited 17 vendors to provide the following stop loss insurance services for the Center: stop loss levels at \$225,000/\$250,000/\$275,000; no new lasers at renewal, renewal rate cap on the specific stop loss, contract mirroring, 150 day early rate lock in, and three year rate guarantee. One vendor responded to the RFP. The Center's evaluation committee, assisted by USI Southwest, reviewed the response based on required criteria.

Based on current enrollment, the specific stop loss level will be \$250,000 with a projected stop loss premium of \$474,862; an estimated annual savings of \$83,255. The proposed contract will 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. If approved, the proposed contract will commence on January 1, 2021.

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

2. Approval for the President/CEO to negotiate and execute all documents related to an increase of funding for COVID-19 expenditures under Funding Agreement from Bexar County – *Adam Velez*

That the Board of Trustees approve to authorize the President/CEO to negotiate and execute all documents related to an increase of funding for COVID-19 expenditures under Funding Agreement from Bexar County.

On December 15th, the Bexar County Commissioners Court will award the Center approximately \$3.9 million in funding to cover added expenses incurred due to COVID.

Funding will cover the following:

- Staffing costs to screen all employees/consumers entering all CHCS facilities - \$734,400;
- automated temperature stations and HVAC equipment options for air purification - \$491,480;
- finish out a section of the 2nd floor at the Paul Elizondo Clinic to assist in our efforts to meet social distancing requirements and increase our daily census at this clinic - \$1,610,000;
- staffing costs to provide around the clock assessments through CHCS' Mobile Crisis Outreach Team (MCOT) and at the Justice Intake Assessment (JIA) facility - \$447,224;
- substance use disorder treatments - \$250,000; and
- personal protective equipment - \$422,821

Ms. Brown moved for approval; Judge Spencer seconded the motion. Motion carried.

3. Approval for the President/CEO to negotiate and execute all documents related to Paul Elizondo Clinic COVID Modification expenditures under Funding Agreement from Bexar County – *Adam Velez*

That the Board of Trustees approve to authorize the President/CEO to negotiate and execute a contract with Turner Construction and all other documents related to the Paul Elizondo Clinic COVID modification expenditures under Funding Agreement from Bexar County for an amount not to exceed \$1,600,000.

Informal proposals were solicited for the design and construction to finish out a section of the 2nd floor at the Paul Elizondo Clinic as outlined in the previous recommendation. A proposal was received from Turner Construction that included the full design, building permit and insurance/bonds to complete the 11,500 sq. ft. project to include but not limited to, lobby, corridor, restrooms and open office space. Project completion anticipated May 2021.

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

4. Review and Approval of the President/CEO 2021 Goals – *Jelynn LeBlanc Jamison*

That the Board of Trustees review and approve the President/CEO 2021 Goals.

Ms. Jamison briefly reminded the board that during the month of August when staff presented the proposed FY21 budget, each of the planning assumptions was reviewed with the board in detail. All of those key revenue and expense assumptions are included in this presentation for the board's perusal.

She moved forward with providing a detailed summation of the FY20 goal achievements in safety, financial, patient experience, patient outcomes, community reputation & perception, and workforce engagement. Additionally, she presented and outlined the proposed CEO & Center goals for FY2021.

In closing, Ms. Jamison stated that should the board want to amend and/or add any additional goals, she is prepared to move forward with those recommendations.

Mr. Barrett asked members of the board if they would like to make any amendments and/or adjustments to the goals, to please bring those recommendations to the April 2021 board meeting.

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

FINANCE COMMITTEE (*Mary Rose Brown, Chair*)

5. Acceptance of the 2020 Third Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley – *Hunter Stanco*

That the Board of Trustees accepts the 2021 Third Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Morgan Stanley.

Mr. Stanco briefly reported that the plans had done extremely well during the third quarter as the markets continue to rebound from earlier lows in the year. The asset allocation changes made during the crisis added significant value in the quarter, causing all of the blended portfolios and the all-equity portfolio to outperform their blended benchmarks. Overall, the 401(a) gained 4.53% and the 457(b) gained 4.61%.

Ms. Brown added that Mr. Stanco has done an extremely great job of calling emergency meetings as needed so that the ISP Committee can make necessary adjustments, and as a result the plans have done really well especially in this environment.

Ms. Brown moved for acceptance as presented; Ms. Whited seconded the motion. Motion carried.

6. Acceptance of the Center's Financial Statements for the period ending August 31, 2020 and September 30, 2020 – *Robert Guevara*

Mr. Guevara reported that the Center financials ended the month of August 2020 with a gain of \$770 thousand and a Y-T-D gain of \$3.4 million. With the \$4.2 million in planned reserve expenditures, the Center's overall operating gain for FY 20 was at \$7.6 million. 1115 waiver funding recognized was reported at \$12.5 million; there is still about \$2 million that can be recognized at the end of the year. Overall fund balance composition is \$13.7 million in cash and \$9.8 million in AR.

The revenue budget ending August 31, 2020 was reported at \$115 million; the actual Y-T-D was reported at \$100.8 million. Strategic Plan revenues were reported at 15% below target due to specific areas impacted by Covid. However, that was offset by a 12% positive in expenses for an equivalent of \$3.5 million.

The overall target for Service Revenue was reported at \$11.9 million; the Center ended the fiscal year at \$11.4 million. The Service Revenue budget for the month of August was \$998 thousand; the actual revenue reported was \$947 thousand. The target was missed by 5%. However, Mr. Guevara reported that during the first six months of the fiscal year, the Center was averaging about \$948 thousand per month. During the second six months, the monthly actual was increased to \$982 thousand, an increase of about \$32 thousand. Daily Billable for the month of August was reported at \$45,124; the target was \$47 thousand. Mr. Guevara pointed out that the Center was averaging about \$44 thousand for the first six months of the fiscal year. However, towards the end of the fiscal year, the average was at \$47 thousand so there was an increase in daily billable per day by about \$3200. Medicaid Rehab/CM had an overall budget of \$305 thousand; the month of August ended at \$292 thousand. Mr. Guevara again pointed out that we have seen an increase in Medicaid Rehab in comparison to the first six months which begin at about \$299 thousand.

Overall fund balance was reported at \$30.9 million. Investments in TexPool decreased by \$2.7 million with an earned interest of \$2500. The overall profit margin was reported at a negative (3.8%).

However, adding back the waiver and planned reserve expenditures, our profit margin is a positive 7.12% through the month of August. Overall a strong financial performance for the month of August. Mr. Guevara added that these are the financials that the external auditors will be working with for our annual audit.

Financials for the month of September ended with a positive contribution to fund balance of \$280 thousand. With the \$579 thousand in planned reserve expenditures, the Center's overall contribution to fund balance was a positive \$859 thousand. 1115 waiver funding recognized was reported at \$1.1 million; there is still about \$253 thousand that can be recognized at the end of the year. Overall fund balance composition is \$19.8 million in cash and \$11.3 million in AR.

The overall revenue budget for the month of September was \$9.5 million; the actual Y-T-D was reported at \$8.3 million. Strategic Plan revenues were reported at 15% below target or approximately \$255 thousand. However, that was offset in the expenditures by a positive 11% (\$11 million). Therefore, in terms of revenues vs. expenses, we are at a positive \$700 thousand.

The monthly target for Service Revenue was reported at \$992 thousand; the actual for the month of September was \$1.037 million so we actually exceeded our target by 4.5% for the first month of the fiscal year. We have also exceeded our target for the months of October and November. Daily Billable for the month of September was reported at \$49 thousand; the target was \$47 thousand. Last year, the average was at about \$48 thousand so we've seen about a 4% improvement in daily billable activity. Medicaid Rehab/CM had an overall target of \$299 thousand; the month of September was reported at \$307 thousand; a 3% increase against last year's target and indicative of a 5% improvement over last year.

Overall fund balance was reported at \$29.6 million. Investments in TexPool increased by \$5.5 million with an earned interest of \$1,787. The overall profit margin was reported at a negative (2.3%). However, once we recognize waiver and reserve expenditures, our profit margin is a positive 9.7% through the month of September.

Ms. Brown moved for acceptance as presented; Ms. Whited seconded the motion. Motion carried.

7. Approval for the President/CEO to negotiate and execute a contract with Crescendo Consulting Group for the provision of conducting a Community Needs Assessment – *Adam Velez*

That the Board of Trustees approve to authorize the President/CEO to negotiate and execute a contract with Crescendo Consulting Group for the provision of conducting a Community Needs Assessment.

As a Certified Community Behavioral Health Clinic (CCBHC), the Center is required to have an updated needs assessment of our community every three years to ensure the fidelity and compliance of CCBHC criteria. The estimated cost to complete this assessment by August 1, 2021 is \$98,000.

Judge Spencer moved for approval; Ms. Whited seconded the motion. Motion carried.

8. The following reports were presented in full detail:
- FY20 Performance Report – *Robert Guevara*
 - FY21 Tier 1 Business Plan – *Robert Guevara*
 - FY20 CenterCare Performance Report – *Omar Qassom*
 - Service Dashboard – *Omar Qassom*

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

9. Approval for the President/CEO to execute a subcontract with Imagine Therapies, LLC for the provision of services to the Center’s YES Waiver Program – *Adam Velez*

That the Board of Trustees approve to authorize the President/CEO to execute a subcontract with Imagine Therapies, LLC for the provision of services to the Center’s YES Waiver Program.

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

10. The following reports were presented in full detail:
- FY20 Compliance Performance – *James Chapman/Jennifer Hussey*
 - FY20 Annual Report on Contracts & Procurement – *Adam Velez*
 - FY20 HHSC Performance Contract Metrics & Outcomes – *Edward Benavides*
 - FY20 Utilization Management Review – *Edward Benavides*
 - 1115 Medicaid Transformation Waiver Report/Certified Community Behavioral Health Clinic – *Burt Santos*

EXECUTIVE SESSION – There was no Executive Session held.

REPORTS

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

Mr. Barrett reported that the Texas Council Board had met on November 6th and discussed/took action on the following: 1) Legislative priorities; 2) their budget; and 3) selection of new board members.

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

Mr. Guevara reported that the Fund Board had met on November 20th and they re-elected the current officers for another one-year term. Their overall position is a positive \$34.7 million; and they had a positive actuarial study reducing their IRB by \$2.5 million.

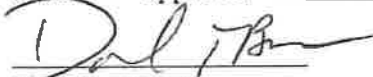
- **TEJAS HEALTH MANAGEMENT BOARD** – *Robert Guevara*

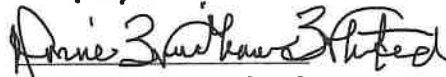
There was no meeting held.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett called for a motion to adjourn. Dr. Usatine moved for adjournment; Ms. Brown seconded the motion; and the meeting was concluded at 7:00 p.m.

Passed and approved this 3rd day of February, 2020. ^{21/LEC}


Daniel T. Barrett
Board Chairman


Donnie Windham-Whited
Board Secretary