

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

Regular Board Meeting

Tuesday, October 13, 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  
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  
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  
Robert Guevara, Chief Financial Officer  
Rene Olvera, M.D., Chief Medical Officer  
Omar Qassom, VP/External Provider Network Development  
Jesse Peralez, VP/Restoration & Transformation  
Juanita Cordero-Rodriguez, VP/Adult 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  
Mark Stoeltje, Executive Director, SA Clubhouse

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, October 13, 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: Mes. Cigarroa, Jackson-Spencer, Parker, Whited; and Drs. Krueger and Usatine; thereby establishing a quorum. Mes. Brown and 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 August 11, 2020 were presented for review and approval. Dr. Usatine moved for approval as presented; Ms. Whited seconded the motion. Motion carried.

**2. BOARD CHAIRMAN'S REPORT**

- In Recognition of Mark Stoeltje, Executive Director, San Antonio Clubhouse, for his Dedication, Leadership and Service

On behalf of the Board of Trustees, Mr. Barrett gratefully acknowledged Mark Stoeltje for his dedication, leadership and service to the community of San Antonio and Bexar County as Executive Director of the San Antonio Clubhouse. Mr. Stoeltje served in his position as Executive Director for eighteen years (November 2002 – October 2020).

- The following Interns were acknowledged for their participation in this evening's board meeting. They requested to shadow a board member as part of a leadership course as they pursue their degree.
  - Sarah Stevenson, Master Student at Texas Tech Health Science Center – Dr. Roberta Krueger
  - Cassandra Martinez, RN, Masters of Science in Nursing – Donnie Whited
  - Brittney Pescador, RN, Brooke Army Medical Center – Donnie Whited

**3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT**

- Leadership Briefing
  - Ms. Burley acknowledged Allison Greer on her recent wedding nuptials to Kirk Francis.
  - She also announced the retirement of Director of Nursing Kim Blast, and the departure of Noah Almanza, Director of the Center's Foundation.
  - New hires in leadership roles - Ashley George, Director of Integrated Marketing &

- Communications; and Leonard Rodriguez, Director of Development.
- Mr. Rodriguez will be working directly with Ms. Burley to assist with the development efforts and fundraising efforts for the Center.
- At the same time, she will be working with the Foundation Board to discuss the future replacement for the Development Officer for the Foundation.

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

Dr. Olvera provided the following personnel updates:

- Dr. Yee Child, Child & Adolescent psychiatrist – joined the Center in late September
  - Our ABH Medical Director, Dr. Mohammad Javed, has moved and is now living in Austin but has agreed to continue working part-time remotely until we can find his replacement.
  - Dr. Marshall Smith has informed us that the Department of Defense has confirmed his separation orders; therefore, he will be joining the Center in March 2021.
  - The Center has also entered into a contract with Dr. Jennifer Papac, faculty member at UTHSC-SA, on a part-time basis. Her areas of expertise are in buprenorphine and dual diagnosis.
  - The Center has just executed a pharmacy contract with a new pharmacy - 15Rx. They are locally owned and operated and will be ready to begin October 31, 2020.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of August & September 2020 – no contracts to report.

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

1. Review and Recommendation for the Board of Trustees to Ratify the President/CEO approval and execution of the East Side Clinic Expansion Memorandum of Understanding (MOU) with the University Health System – *Jelynne LeBlanc Burley*

That the Board of Trustees reviews and recommends ratification of the President/CEO approval and execution of the East Side Clinic Expansion Memorandum of Understanding (MOU) with the University Health System.

The Center has relocated its services from the Harvard Clinic at 1920 Burnet to 1954 E. Houston Street in an effort to expand services. The Center currently serves approximately 1700 active adults; however, the ultimate plan to expand care is to serve 3,000 total. Funding request for this MOU will support those expansion efforts with relocation expenses, added personnel and the necessary medical equipment.

Total amount of contract for CHCS is not to exceed \$1,875,000 for a term commencing October 1, 2020 through December 31, 2021. Due to the commencement of the MOU, the President/CEO executed the MOU.

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

2. Review and Recommendation for the Board of Trustees to Ratify the President/CEO approval and execution of the S.M.A.R.T. Program Agreement with the South Texas Regional Advisory Council (STRAC) – *Jelynne LeBlanc Burley*

That the Board of Trustees reviews and recommends ratification of the President/CEO approval and execution of the S.M.A.R.T. Program Agreement with the South Texas Regional Advisory Council (STRAC).

The Center has entered into a collaborative agreement with the Bexar County Sheriff's Office, Acadian Ambulance, and STRAC in the establishment of a multidisciplinary mental health response team. The target population would be individuals experiencing a mental health crisis that would otherwise be non-violent and in need of access to treatment.

Total amount of contract for CHCS is not to exceed \$885,000 for services from October 1, 2020 through September 30, 2021 and is renewable for up to one successive year providing that all parties are in agreement. The Bexar County Commissioners Court approved funding at its October 6, 2020 meeting and required an executed contract prior to approval; thereby, requiring the President/CEO to execute contract.

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

3. Review and Recommendation for the Board of Trustees to authorize the President/CEO to negotiate and execute all documents related to Coronavirus Relief Funding under the Federal CARES Act from Bexar County – *Jelynne LeBlanc Burley*

That the Board of Trustees authorizes the President/CEO to negotiate and execute all documents related to Coronavirus Relief Funding under the Federal CARES Act from Bexar County.

The Bexar County Commissioners Court awarded funding to the Center for additional expenses incurred due to the COVID pandemic. The award includes funding for the following: 1) staffing costs to screen employee and consumers entering all CHCS facilities; 2) purchase of automated temperature stations and HVAC equipment options for air purification; and 3) finish out a section of the second floor of the Paul Elizondo Clinic to assist in the efforts to meet social distancing requirements and increase daily census. The total amount of funding approved was for \$2,835,880.

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

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

FOR INFORMATIONAL PURPOSES ONLY

1. Annual Report on Contracts and Procurement – *Adam Velez*

The Center's Contracting & Procurement Department just concluded its first year of contract monitoring across the Center for FY 2020. There was a total of twenty-seven (27) revenue contracts and thirty-two (32) expenses contracts reviewed, to include six (6) leases. Reviews are conducted on a quarterly basis and provide for a thorough examination of contract terms and conditions such as – performance measures, staff training and certifications, and compliance with fiscal, record confidentiality and storage requirements. There were a total of three hundred and fifty seven (357) findings; three hundred and seven findings were addressed throughout the year; and fifty (50) are in resolution through a corrective action plan. Contract monitoring has been very effective in ensuring compliance with performance measures, documentation, billing and payment processing.

Mr. Velez also provided the Procurement Status Report for FY2020 and the year-to-date expenditures ending August 31, 2020. Local contracted and purchase order expenses totaled \$23.8 million and Non-Local contracted and purchase order

2. ABH and CBH Managed Enrollment Presentation – *Edward Benavides*

One of the Center's FY21 budget initiative is the implementation of a managed enrollment process in the ABH and CBH programs. This process will help manage Center capacity, maximize system utilization and adherence to budgetary resources. The State provides funding for a monthly census of 6,790 in Adults and 1,598 in Children. The Center's goal is to consistently maintain this census at a 95%-100% performance metric in compliance with the State's performance contract.

With the managed enrollment process in place, staff plan to enroll approximately 200 adults and 80 children each month. Once that monthly target is met, the Center will then begin referring individuals to other non-profits and/or community based organizations. The Center will continue to enroll individuals in crisis, hospital discharges and Medicaid recipients. Individuals with private pay or insurance may be referred to Center Care. The Center will resume the managed enrollment process at the beginning of each month. This initiative was implemented effective September 1, 2020.

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

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

Mr. Hunter reported that both the 401(a) and 457(b) plans had experienced a very robust performance for the second quarter. Although most of the accounts were still in the negative year-to-date at the end of the quarter, overall the markets did recover dramatically. The 401(a) gained 13.48% net of all fees and expenses; while the 457(b) gained 13.78% for the quarter. The third quarter was also reported as good, about 3 1/2 % up. At this point, year-to-date all portfolios are back at normal.

Participation in the 457 plan was also reported at 90% for the second quarter.

Mr. Hunter also highlighted on the Financial Wellness Initiative that Ms. Burley had requested. In addition to the financial seminars being offered to employees, they will have digital access to other Morgan Stanley materials, videos, webinars, etc.

In conclusion, Mr. Hunter brought forth a recommendation from the Investment Policy Committee which would eliminate plan loans from the 401(a) plan effective December 31, 2020. Moving forward, employees would only have the option of a plan loan from their 457(b) if they are enrolled in that plan. This was due to a growing trend in loan defaulting due to employee separation from the Center.

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

2. Acceptance of the Center's Financial Statements for the period ending June 30, 2020 and July 31, 2020 – *Robert Guevara*

Mr. Guevara reported that the Center's Financial Statements for the period ending June 30, 2020 had an operating loss of (\$82,873). This does include reserve spending of \$616,000; so overall for the month of June, we are at a positive \$534 thousand. We also have unrecognized y-t-d waiver funding slightly over \$6 million and have spent \$3.5 million in planned reserved expenditures. With all funds recognized, our overall operational gain for the month of June was reported at \$6.6 million.

We have spent \$10.3 million in Waiver funding; we have about \$1.7 million that we have not recognized; that will be recognized at the end of the year. Our overall fund balance composition is at \$4.8 million for cash and \$11.3 million for accounts receivable. Cash is low in this particular month and that is expected; however, in July we will see a huge rebound as we receive the waiver funding. Overall our revenue budget through the month of June is at \$95.9 million; our actual revenue budget is at \$83.3; with a variance of \$12.5.

Strategic Plan Revenues are short through the Fourth Quarter by 9.65% or the equivalent of \$1.6 million. However, we have maintained strategic expenses through the Fourth Quarter by 11.86% or a positive \$7.1 million. Therefore, you will see that \$6 million positive contribution to the operating gain.

Fund balance composition was reported at \$32.1 million. Investments in Texpool increased by \$3.4 million with a little over \$1,000 in interest earned. Overall profit margin is showing at (3.576%). However, when we recognize all of the waiver and all of the reserve spending, we have a 7.4% profit margin.

For the month of July, the Center's Financial Statements ended the month with a loss of (\$432,574). The overall year-to-date gain with all recognized funds was reported at \$6.6 million. Fund balance composition increased to \$15.7 million and Accounts Receivable to \$11.3 million. We did receive 1115 waiver funding, net to the Center \$17.8 million.

Fund balance composition was reported at \$31.1 million. Investments in TexPool increased by \$11.8 million with \$979 in interest earned. Total profit margin was a negative (4.3%); However, once the waiver revenue and reserve spending is recognized, we are at 6.7% profit margin from operations.

Dr. Usatine moved that the Board of Trustees accept the Center's Financial Statements as presented for the months of June and July 2020; Dr. Krueger seconded the motion. Motion carried.

3. Approval of the Center's Board Policy on Investments – *Robert Guevara*

That the Board of Trustees approve the Center's Board Policy on Investments.

The Center is required to have the Board Policy on Investments reviewed and approved once a year based on the Texas Public Funds Investment Act, and as part of the FY2020 Financial and Compliance Audit. The Center's investments are only limited to TexPool investments.

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

4. Approval for the President/CEO to negotiate and execute a contract with GovConnections, Inc. for the provision of purchasing and implementation of Workforce Management Solution Software – *Edward Benavides*

That the Board of Trustees approve the President/CEO to negotiate and execute a contract with GovConnections, Inc. for the provision of purchasing and implementation of Workforce Management Solution Software.

In alignment with the Center's existing customer service initiative, the implementation of the workforce management solution software would ensure appropriate and timely customer service of incoming calls, identify opportunities for success in responding to calls, and improve Call Center efficiency by scheduling employees based on call volume and availability. If approved, the proposed contract would go into effect October 1, 2020.

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

**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 was working on their legislative agenda. He will bring an update to the next meeting.

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

Mr. Guevara reported that the next meeting is on November 20<sup>th</sup>.

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

Mr. Guevara reported that the Tejas Board had a positive improvement in their equity by about \$185,000, mainly due to a payroll protection loan they received. He indicated that at this point it doesn't look like they will have to pay it back. There were also some changes with their biggest contract – Cigna Health Springs. That contract actually termed and they are


working on replacing that contract with Superior Health to provide Healthy@Home services to StarPlus members.

He did request that the board start thinking about reserve strategy for Tejas. They also need to start discussing how they are going to start paying back member centers for their original contribution.

**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 8th day of December, 2020.



Daniel T. Barrett  
Board Chairman



Donnie Windham-Whited  
Board Secretary