

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

Regular Board Meeting

6800 Park Ten Blvd, Suite 200-S

San Antonio, Texas 78213

Tuesday, October 12, 2021

6:00 p.m.

TRUSTEES PRESENT: Mary Rose Brown, Vice Chairman
Donnie Windham Whited, Secretary
Graciela Cigarroa, Treasurer
Roberta L. Krueger, M.D.
Polly Jackson Spencer, Ret. Judge
Richard Usatine, M.D.
Margaret M. Vera
Santee Marion, Ret. Judge

TRUSTEE ABSENT: Daniel T. Barrett
Sheriff Javier Salazar

STAFF PRESENT: Jelynn LeBlanc Jamison, President/Chief Executive Officer
Robert Guevara, Chief Financial Officer
Rene Olvera, M.D., Chief Medical Officer
Lauro Garza, VP/Occupational Safety Risk Management
Adam Velez, Director/Contracting & Procurement
Frank Garza, General Counsel
Ashley George, Director of Integrated Marketing and Communications
Adrienne Alcazar, VP of People & Culture
Maritza Farias, Senior Executive Administrative Assistant

GUESTS PRESENT: Sandra Pickell, Bexar County, Proxy for Sheriff Javier Salazar
Hunter Stanco, Morgan Stanley
Jonathan Gurwitz, KBG Texas

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 12, 2021 at the Administrative Offices located at 6800 Park Ten Blvd, Suite 200, San Antonio, Texas 78213.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

Ms. Brown called the meeting to order at 6:06 p.m., with the following trustees present: Mses. Cigarroa, Vera, Whited, Spencer, Marion; and Drs. Krueger and Usatine, thereby establishing a quorum.

PLEDGE OF ALLEGIANCE - Led by Vice Chairman Mary Rose Brown

CITIZENS TO BE HEARD – No citizens presented to be heard.

1. APPROVAL OF MINUTES

Minutes of the Regular Board Meeting held on August 10, 2021 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

No report available as Mr. Barrett, Chairman was not in attendance.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Jamison stated that hers and the Chief Medical Officer's report will be presented at the Executive Session.

4. CONSENT AGENDA

Ms. Brown commented on the 401(a) and 457(b) Accounts Performance, noting that the decisions made throughout the year had resulted in a robust performance of the plans.

Ms. Whited moved for approval of the Consent Agenda as presented. Dr. Usatine seconded the motion. Motion carried.

5. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

EXECUTIVE COMMITTEE MEETING

1. Review and Recommendation for Approval to the Board of Trustees for the President/CEO to Negotiate and Execute a Contract with KGB Texas Marketing for Public Relations and Advertisement Agency of Record Services

Mr. Velez stated that the Center issued Request for Proposals (RFP) in the month of May 2021 to obtain advertisement agency of record services to include advertising via TV, outdoor, print, radio, digital, and social media advertising campaigns.

The evaluation committee recommended Parallel - A Brand Agency, LLC for contract award. However, after reviewing the recommendation and considering the greatest need for the Center, the CEO is recommending KGB Texas Marketing for their public relations expertise, ability to raise the awareness, and reaffirm The Center's role as the local mental health authority in Bexar County. KGB was the second highest rated firm and within three points of Parallel.

The proposed contract is for an initial term of three years with the option to renew under the same terms and conditions for up to two additional one-year extensions. The projected cost for FY2022 is \$130,000.

Mr. Brown introduced Mr. Jonathan Gurwitz, Vice President of KGB, noting that he has a long-standing commitment to the community. Ms. Jamison added that this is the first opportunity for the Center to have an agency of record. The intent is to focus on remarketing and branding for the community to have a better understanding of what the Center represents and the services provided. This contract does not include the Foundation at this time.

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

PLANNING & OPERATIONS COMMITTEE

2. Review and Recommendation to the Board of Trustees for Ratification of the Subcontract with Prosumers International for the provision of Consumer Operated Services (COS) Program for the Center

Mr. Velez stated that according to the Mental Health Performance Contract with the Texas Health and Human Services Commission (HHSC), the Center is required to enter into a subcontract with a qualified non-profit organization for the development, maintenance, or expansion of a Consumer Operated Services Program.

The Center issued an RFP in June 2021 in anticipation of the Performance Contract ensuring to have a subcontractor in place by September 1, 2021.

The evaluation committee recommends Prosumers International for subcontract award. The contract initial term is for one year, with two one-year renewal options thereafter. The projected yearly cost of subcontracted services for one year is \$104,760.

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

3. Review and Recommendation to the Board of Trustees for Ratification of the Contract with Around the Clock Healthcare Services for the provision of temporary nurse staffing services

Mr. Velez stated that the Center experienced a temporary nurse shortage for a short period of time as a result of the Covid-19 pandemic. The Center proactively issued a Request for Qualification (RFQ) with the intent to select a staffing firm to provide temporary nurse staffing services on an as-needed basis and to collaborate with the Center to reduce the possibility of the Crisis Unit going into diversion.

The evaluation committee reviewed the proposals received and recommended Around the Clock Healthcare Services for contract award. The contract will provide additional temporary nurse staffing services allowing the Center to have a larger pool of Registered Nurses and Licensed Vocational Nurses.

Mr. Velez noted that the Center currently holds a contract with Nurses Etc. for the provision of temporary nursing staffing. It was clarified that the fees are paid only on the event the

service is procured. The initial term of the contract is three years with the option to renew for up to two additional one-year extensions at an hourly rate of \$59 for a Registered Nurse and \$47 for a Licensed Vocational Nurse.

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

FINANCE COMMITTEE

4. Acceptance of the Center's Financial Statements for the Period Ending June 30, 2021 and July 31, 2021

Mr. Guevara presented the Center's Financial Statements as follows:

a) June 2021 Financials:

- Overall operating loss of (\$401,175) for the month. YTD loss - (\$499,177). Including the Planned Reserve Expenditures YTD of \$5.4 million and all funds recognized; the Net YTD gain is \$4.8 million
- Monthly personnel cost were \$491,502 above May expenses, June had one additional payroll day.
- 1115 Waiver funding recognition YTD - \$11.9 million. Approximately (\$2.2 million) below the expense budget YTD
- Fund Balance Composition: Cash - \$7.5 million, A/R - \$10 million
- YTD Revenue Budget - \$99.5 million, Actual YTD Revenue - \$85,042,633, Actual YTD Expense - \$87,362,255, Net Gain YTD - (\$2,319,622). The \$14 million variance consists of cost reimbursement programs or 1115 Waiver and have none or minimal financial impact to the bottom line due to no cost incurred.
- Strategic Plan Revenues - (\$571,787) - 3.67%
- Strategic Plan Expenses - (\$7,852,840) Controlled Spending
- YTD Service Revenue - Original Budget - \$9.8 million. Actual YTD - \$10.4 million. Target exceeded by \$593,000.
- Month Service Revenue Target - Original Budget - \$1.039 million, Actual - \$1.007 million, Variance of \$32,000.
- PTO requests had increased during the last four months impacting the service revenue. However, the year will end in the positive because of performance on the first 9 months of the year.
- Daily Billable Service Revenue - Daily Average Target - \$47,262, Actual - \$45,776. Averaging \$50,309 through the month of June. Compared to same month last year the daily billable average exceeded by \$1,500 per day.
- Medicaid Rehab Actual - \$295,960. Original Budget - \$299,469.
- Fund Balance - \$34.4 million
- Investments in Tex Pool increased by \$3.7 million. Interest earned for the month - \$70
- Days of operation - 77.97 with a profit margin of 5.6%
- Cash Flow - Beginning Balance - \$4.9 million, In Flows - \$13.1 million, Out Flows - \$9.4 million, Ending Balance - \$8.7 million

b) July 2021 Financials:

- Overall operating gain of \$696,655 for the month. YTD gain - \$197,478. Including the Planned Reserve Expenditures YTD- \$6.1 million and with all funds recognized; the Net YTD gain is \$6.2 million
- Monthly Personnel Cost were (\$355,564) below June expenses. June and July had the same number of payroll days.
- 1115 Waiver funding recognition YTD - \$13.2 million, approximately (\$2.3 million) below the expense budget YTD
- Fund Balance Composition: Cash - \$14.4 million , A/R - \$10.3 million
- YTD Revenue Budget - \$109.5 million, Actual YTD Revenue - \$94.5 million, Actual YTD Expense \$96.1 million, Net Gain YTD - (\$1,636,954). The \$15 million variance is comprised of Waiver, HHSC Other (PPB Beds), and Other (cost reimbursement grants and the fund balance) and have none or minimal financial impact due to no cost incurred.
- Strategic Plan Revenues - (\$633,743), the equivalent of 3.69% of target
- Strategic Plan Expenses - (\$8.9 million), Controlled Spending, the equivalent of 14.49%.
- YTD Service Revenue - Original Budget - \$10.8 million. Actual Budget - \$11.3 million. Target exceeded by \$508,395
- Monthly Service Revenue Target was \$992,495. Actual \$895,832. Variance of \$96,663. August target will be short by approximately \$137,000. However, with all services revenue recognized the target for the year exceeded by approximately \$419,000. PTO was a contributing factor after COVID travel restrictions lifted. In addition, the volume of consumer has shifted.
- Ms. Jamison noted that the Center is increasing the telehealth services. Due to the Delta variant consumers prefer this type of services. Ms. Jamison added that the final rule from the State has not come out and the ruling may change in the future. When looking at the level of care, it is evident that the consumer response to treatment is not improving. Dr. Olvera share the same opinion.
- Daily Billable Service Revenue – Daily average target is \$47,262, Actual is \$42,659. Averaging \$49,613 through the month of July. Last fiscal year the July average was approximately \$46,000.
- Medicaid Rehab Actual - \$239,255. Original Budget - \$299,469
- Fund Balance - \$35.1 million
- Investments in Tex Pool increased \$5.7 million, Interest earned for the month - \$111. Days of operation – 80, Profit margin of 6.5%
- Cash Flow - Beginning Balance - \$8.6 million, In Flows - \$33.2 million, Out Flows - \$27.5 million , Ending Balance - \$14.4 million

Dr. Krueger moved to accept the financial statements. Judge Marion seconded the motion. Motion carried.

5. Ratification of a Resolution Authorizing the President/CEO to request to the Department of Housing and Community Affairs (TDHCA) to become a Reservation system Participant to access HOME funds and authorizing the Clinical Director to Execute Certain document of Behalf of The Center for Health Care Services

Mr. Guevara noted this would be the last time this item is presented as a ratification. The Clinical Director have received direction on planning the execution of this agreement in alignment with Board meetings. The "Reservation System Participant" (RSP) enables the Center to apply for "HOME Funds" allowing the Center's Tenant-Base Rental Assistance Program (TBRA) at Haven for Hope. The new Resolution will allow the Center's continuing participation in RSP agreements for a three year period; from November 1, 2021 through October 31, 2024.

The RSP status has allowed the Center to draw down approximately \$947,353 in HOME Funds over the past three years providing rental based assistance to approximately 98 clients. The exact amount the Center may draw is variable.

Dr. Usatine move for ratification. Ms. Whited seconded the motion. Motion carried.

6. Approval of the President /CEO to negotiate and execute a contract with South Texas Safety for the provision of Peace Officer and Security Guard services for the Center.

In May 2021, the Center issued Request for Proposals (RFP) to obtain peace officer and security guard services. The evaluation committee reviewed the four (4) proposals received and recommended South Texas Safety for contract award. South Texas Safety's proposal includes providing supervision, materials, and technically trained personnel to provide routine and emergency security protection and support services for Center facilities, employees, visitors, and clients. The proposed contract is for an initial term of three years. The Center has the option to renew under the same terms and conditions for up to two additional one-year extensions. The contracted services will provide all management and personnel needed for Peace Officer & Security Guard Services at a projected annual cost of \$3,226,950. The proposed contract will commence November 1, 2021.

Ms. Jamison stated the Center has security guard services, but there is a need to enhance the peace officer presence at facilities where they can perform the emergency detentions and because other issues with security and COVID.

Judge Marion moved to approve the recommendation. Dr. Usatine seconded the motion. Motion carried.

6. EXECUTIVE SESSION (DISCUSSION ONLY: CLOSE TO THE PUBLIC)

At 6:35 p.m., Ms. Brown moved the Board into Executive Session per Texas Government Code, Sections:

551.071 (Consultation with General Counsel), 551.072 (Real Estate Matters) and 551.074 (Personnel Matters).

7. RECONVENE OPEN SESSION

The Board reconvened into Open Session at 7:37 p.m. at which time it was announced that no formal action or votes had been taken in closed session.

Review and Recommendation for Approval to the Board of Trustees for the President/CEO to Negotiate and Execute a Contract for the sale of 806 S. Zarzamora

Judge Spencer moved that the Board of Trustees authorize the President/CEO to approve to negotiate and execute a contract for the sale of 806 S. Zarzamora.

Ms. Cigarroa seconded the motion. Motion carried unanimously.

REPORTS

TEXAS COUNCIL OF COMMUNITY MHMR CENTERS INC. BOARD

- Ms. Jamison stated that the Executive Directors continue to meet quarterly
- The Center paid the annual dues
- The Council had been very involved in monitoring the CMS and the State of Texas decision on the 1115 Waiver extension

TEXAS COUNCIL RISK MANAGEMENT FUND BOARD

- Mr. Guevara reported that the TRCMF next meeting is scheduled for November 5, 2021

TEJAS HEALTH MANAGEMENT BOARD

- Superior Healthy at Home contract - about 800 members
- Approximately \$607,000 in revenue as of this month
- Membership fees were canceled effective September 2021
- Will start working on replenishing of the Center's initial investment.

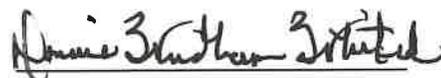
ADJOURNMENT

There being no further business to discuss, Ms. Brown called for a motion to adjourn. Dr. Usatine moved for adjournment. Meeting adjourned at 7:41 p.m.

Passed and approved this 14th day of December 2021.



Mary Rose Brown
Board Vice Chairman



Donnie Windham-Whited
Board Secretary