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, June 13, 2023, at the Administrative Offices located at 6800 Park Ten Blvd, Suite 200, San Antonio, Texas 78213.

**CALL MEETING TO ORDER**

**CERTIFICATION OF QUORUM**

Mr. Barrett called the meeting to order at 6:01 p.m., with the following trustees present: Mses., Krueger, Marion, Spencer, Vera, and Dr. Usatine, thereby establishing a quorum.

**PLEDGE OF ALLEGIANCE - Led by Chairman Daniel Barrett**
CITIZENS TO BE HEARD – There were none.

I. APPROVAL OF MINUTES

Mr. Barrett asked for a motion to approve the Minutes of the April 11, 2023, Regular Board Meeting, which were presented for review and approval. Dr. Usatine so moved for approval as presented; Judge Marion seconded the motion. Motion carried.

II. BOARD CHAIRMAN REPORT

Mr. Barrett stated he had nothing to report.

III. PRESIDENT/CEO REPORT

Leadership Briefing
Ms. Jamison stated she did not have anything to report, the items are all in Executive Session.

Chief Medical Officer’s Report – Dr. Rene Olvera
Dr. Olvera reported that there will be a new group of residents starting July 1, 2023, consisting of six Child Psychiatry Residents, twelve Post Graduate Year (PGY) 2s at the Crisis Extended Observation Unit (EOU), twelve PGY 3’s at the Paul Elizondo Clinic and Northwest Clinic, and eight Family Medicine Residents with Primary Care.

Dr. Olvera stated there was a Center Advisory Committee (CAC) meeting held on May 7, 2023, and a new member had been selected to the CAC, Alan O’Connor, who is a family member. There were informational items presented to CAC that the Board has already seen, which included Master Planning, HHSC Six Month Performance Contract, and a Legislative Update. Comments from CAC were positive regarding the Master Planning on starting with child focus and congratulatory for the work Lauren Estrada and Allison Greer do. The members enjoyed the hybrid format as it provided greater flexibility and felt it would enhance participation for the members who are on a tight schedule. The next CAC Meeting is scheduled for July 19, 2023.

Contracts executed by the President/CEO over $50,000 and under $100,000 for the months of April and May 2023
Ms. Jamison said there was one contract. It is for a wellness app that had been purchased for the employees and is available to them to track their wellness activities and give suggestions about wellbeing.

IV. CONSENT AGENDA

1. Review and Approve the CY 2023 First Quarter Performance Report of the Center’s 401(s) and 457 (b) from Morgan Stanley – Hunter Stanco
2. Review and Approval for the President/CEO to Negotiate and execute a Contract with Steven Coats, PhD, Psychological Consulting PLLC for the provision of competency assessments via telehealth for the Jail-Based Competency Restoration (JBCR) Program – Adam Velez
3. Review and Approval for the President/CEO to Negotiate and Execute a Contract with Heather Holder, PsyD, ABPP for the provision of competency assessments via telehealth for the Outpatient Competency Restoration (OCR) Program – Adam Velez
Mr. Barrett asked for a motion to accept the Consent Agenda. Judge Spencer so moved; Ms. Vera seconded. Motion carried.

V. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

EXECUTIVE COMMITTEE (Daniel Barrett, Chair)

1. Review and Approve the FY 2023 Facilities Master Plan funding request of $431,525.00
   - Melissa Tijerina

Ms. Tijerina reminded the Board Members that at the April Board Meeting they had talked about the Master Facility Plan and where they were in Phase I of the Children's Campus. Originally the contract with Broadus Planning was started back in March to start with Phase I for the Children's Services, and now they would like to proceed with the additional phases of II, III, IV, & V, which will allow them to do similar work among all the operations and across all the different campuses. The difference in funding that is requested for FY 2024 is $431,525.00 which should help the Center utilize our services more effectively and efficiently. Mr. Barrett asked if that amount was for planning or construction. Ms. Tijerina replied that it was for planning and part of the planning includes an overall assessment of the condition of each facility and the efficiency within each of those facilities so recommendations can be made.

Mr. Barrett asked for a motion to accept this request of $431,525.00. Judge Spencer so moved; Dr. Usatine seconded. Motion carried. Mr. Barrett told Ms. Tijerina that this is splendid work.

FINANCE COMMITTEE


Ms. Kim Lopez Gonzalez introduced herself and Mr. Jason Hyde. Before she turns it over to Mr. Hyde, she proceeded to give the Board a high-level overview of the results of the audit before Mr. Hyde reports on the details. She stated that Mr. Hyde covered the audit results of the Center for FY ending August 31, 2022, in detail at the Finance Committee Meeting. This evening they are there to present some highlights of the audit results, but not in as much detail. There should be the annual financial and compliance report for August 31, 2022, and a separate document that was prepared as the Auditors' communication to the Board. They do work closely with Center staff when they are performing the Audit, and the report on the Conduct of the Audit, is where they communicate their requirements in accordance with their Auditing Standards and report any Intra-Control issues or other matters. There are two other matters included in this report which will be covered later in the presentation. In addition to that there is also an Audit Summary which is a three-page document they will be using. She mentioned that the Audit Report was sent to the State by the authorized extended required deadline approved by HHSC and sent to the Clearing House which is another entity required to receive the report. Ms. Gonzalez proceeded to go over the 2022 Audit Summary, and then turned it over to Mr. Hyde to continue with #4 of the Summary so that he can cover the selected details highlighted for the Board.

Mr. Hyde went over #4 Fund Balance for the General Fund and highlighted the Financial
Statements that the Board is used to seeing monthly. He stated there were not many audit adjustments nor material adjustments, so they can rely on the Financial Statements that come from staff. He went over #6 General Fund Highlights. He stated that there is a new Standard they adopted for FY 2022 which has to do with leases, and it did affect the Financial Statements. Normally the lease expense for buildings and vehicles would be in a contractual or occupancy expense line item, but with this new adopted standard those expenses were reclassed into a principal expense and interest expense. It is just a reclassification and does not affect the bottom line very much if at all. The other way the lease affected the monthly financials is that there is another financing source found below the line revenue for any new leases that were entered into FY 2022. The Right to use Lease Accounts was $2.9 million. Another item of interest was the recognition of Proceeds from Sale of Capital Assets which was $651,859.00 from the sale of Zarzamora.

Mr. Hyde then went over #7 Government-wide Statements. The big added item related to leases is the Right to use Lease Assets which is $16.4 million. Those lease assets are also amortized which is recognized as Amortization Expense of $1.7 million on the Government-wide Statements.

Ms. Gonzalez stated that GASB 87, the Accounting Standard that the Center was required to implement, is where these right-to-use assets came into play. It is a little confusing, but all Governmental entities were required to implement it this year. The Center did have thirty-eight leases and Justin Marshall, CHCS Accounting Director, was responsible for implementing with Mr. Hyde’s guidance. This was a big undertaking and time consuming. It affects the balances because in the Governmental wide Statements the Center now has that Right to use Assets, a new term, and in addition to that the Center also has a Lease Liability. In the Income Statement there is now Principal Interest Expense vs. recording it as a contracted expense. Mr. Barrett asked Ms. Gonzalez why do they think the Government did that? She responded they are saying it is for transparency, to show how many leases are out there. If they were just Operating leases like these were then they show up as expenses, so they do not show up as assets as a liability. Those were the highlights they wanted to mention.

Ms. Gonzalez went over the last page of the Report on the Conduct of Audit. Under #4 Internal Control and Other Matters, there were two items reported in the report. The second item regarding the Paul Elizondo Clinic is the more critical one and of interest to the Board and Ms. Jamison. The Center and Bexar County’s records do not agree on the number of match/rental payments provided. The County issued some bonds to construct that facility and in return the Center either must pay as rental payments to pay that debt, or in lieu of making those payments, the Center could provide in-kind services at various locations or use the local match required by SB 292 in satisfaction of those rental payments. The Center’s records show that they have met that and exceeded those requirements, however, Bexar County has a discrepancy between what the Center’s belief is. Right now, on the Center’s books and because the Auditors looked at that information, they do not have a liability to the County. However, when you look at the County’s side, they do have a receivable from the Center for an amount where they say they have not received the entire amount cumulative as of August 31, 2022, in their case as of September 30 because that is their year-end. Ms. Vera asked what the amount is to which Ms. Gonzalez replied about $2 million.
Ms. Jamison said that once the Board approves the audit, she will be meeting with the County to ask them to reconcile their records to meet the fact that we believe we have exceeded the service requirement given by the County in exchange for the debt service. The County does not owe the Center anything, but the Center should own the building because we have provided services to meet the debt. Mr. Barrett said this is one issue the Board will talk about in Executive Session. He thanked Ms. Gonzalez and Mr. Hyde, and then thanked Mr. Guevara for a job well done and said to thank Mr. Marshall as well. Dr. Usatine also thanked Mr. Guevara for job well done.

Mr. Barrett asked for a motion to accept the Center’s Financial Audit Report for FY 2022. Judge Spencer so moved; Dr. Usatine seconded. Motion carried.

2. Recommend to the Board of Trustees Acceptance of the Center’s Financial Statements for the periods ending February 28, 2023, and March 31, 2023 – Robert Guevara

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

a) *February 2023 Financials*

- Monthly loss of ($604,593). Planned Reserve Expenditures $6,026,526, and with all funds recognized the Net YTD loss is ($4.3 million. Net YTD gain of $1.6 million.
- Monthly personnel costs were ($604,712) below January expenses. February had two less payroll days.
- DPP/Charity Care recognition YTD - $7,855,447. Approximately ($858,581) below the expense budget year to date. However, CCP funds were received through the month of February; technically been able to recognize and additional $6 million.
- Fund Balance Composition: Cash - $337,532, A/R - $17,641,397.
- YTD Revenue Budget - $65.3 million, Actual YTD Revenue - $56.7 million, Actual YTD Expense - $61.9 million, Net loss YTD - ($5.2 million), Variance of ($8.6 million) in the Other category which the majority is unspent fund balance approved by the Board. The DPP, HHSC Other and Fund Balance variances have no or minimal financial impact due to no cost incurred.
- Strategic Plan Revenues – Short by ($2.8 million) or 32.64%, with the recognition of Charity Care it would bring the strategic plans revenues to a positive 12.692% for the fiscal year.
- Strategic Plan Expenses – Short by 1.725%, with the recognition of the planned reserve spending- 11.9% or $7.1 million of control spending.
- Service Revenue Budget – $4.5 million, Actual YTD Service Revenue - $2.8 million. Variance of ($1.6 million).
- The monthly Service Revenue target was $753,432. Actual - $601,973
- Daily Billable Service Revenue - $30,099, average for the fiscal year $28,579. At the same time last year, the daily average was $43 thousand. Daily variance of $17 thousand.
- Medicaid Rehab Budget – Recognized $59,013. Target was $186,653.
- Fund Balance - $29.3 million, Investments in Tex Pool decreased ($4.9 million)
- Interest Earned - $1,436. Days of Operation – 56.57 days with all funds recognized. Total Profit Margin with all funds recognized – 2.9%
- Cash Flow – Beginning Balance - $6,037,991, In Flows - $3,133,802, Out Flows - $8,629,627, Ending Balance - $542,166

b) *March 2023 Financials*
- Overall operating loss of ($1.9 million) for the month. YTD loss of ($6.3 million). Planned Reserve Expenditures YTD of $7.1. With all funds recognized the Net YTD gain is $834,035.
- Monthly personnel costs were $827,446 above February expenses. March had three additional payroll days.
- DPP/Charity Care recognition YTD - $9.1 million, approximately ($990,079) below the expense budget year to date. An additional $7 million could be recognized with the CCP funds, not included in the financial statements.
- YTD Operating Budget - $76.2 million, recognized $65.7 million. Variance of ($7.3 million), the majority of which is tied to the fund balance designation, DPP and HHSC Other. These variances have no or minimal financial impact due to no cost incurred.
- Strategic Plan Revenues – Short by ($3.7 million), the equivalent of 36.61%. With the recognition of all the CCP and DPP funds, the total is strategic plan revenues is at a positive 40.65% or approximately $8 million against the revenue target.
- Strategic Plan Expenses – Short by 10.5%. With the planned reserved spending - $6 million or 10.5% total control spending
- YTD through March Budget vs. Actual by Type of Revenue - $5.4 million, Actual $3.4 million. Variance of ($1.9) million. Recognized at 60% revenue.
- Monthly Service Revenue Budget vs Actual - $866,447; Actual $862,863
- Daily Billable Service Revenue - Averaging $29,855 for the month. Through March the average daily billable service revenue is $37,516. Same time last year the average was $43,000.
- Medicaid Rehab - $77,274 against a target of $186,653.
- Days of operations at 63 days with all funds recognized. Total Profit margin of 3.59%.

Mr. Barrett asked for a motion to accept the Financial Statements for February 2023 and March 2023. Dr. Usatine so moved; Dr. Krueger seconded. Motion carried.

3. Review and Approve for the President/CEO to negotiate and execute a contract with Canon U.S.A. Inc. for the provision of printers for the Center – Adam Velez

Mr. Velez reported that the Center has had a contract with Canon U.S.A. Inc. to provide printers for the Center since 2019. The Center currently leases fifty-one printers from Canon through the Texas Department of Information Resources (DIR) Contract. DIR does all the leg work on the procurement side; issue the solicitation, hold the pre-submittal conference, answer questions that potential lenders may have, evaluate the services, and then make the award. DIR then allows the Center to tap into that system and the Center will lease fifty-five printers through Canon for the next five years. Mr. Velez said the Center will continue to have the current capabilities that we have now which includes everything except the paper and continued to go over some of those capabilities. He said the projected yearly cost of contracted services is $115,028 and he is ready to move forward with the contract negotiations.

Mr. Barrett asked for a motion for approval of the contract with Canon U.S.A. Judge Spencer so moved; Dr. Usatine seconded. Motion carried.
VI. INFORMATIONAL ITEMS


- DPP revenue is estimated at $5,093,920 based on expected MCO payments. CCP revenue is estimated at $16,334,137 which will be reported in November. This anticipates a reduction of 22% in CCP due to the Medicaid Shortfall not included as Charity Care going forward.
- General Revenue Funding - Budgeted at current value with no increase/decrease in funding anticipated of $29,563,613. Any increase in General Revenue will also require a 9% local match. HHSC requires a 9% local match for Adult/Child General Revenue, which is currently provided by University Health.
- SB 292 and PPB funding – The Center will continue to work with local hospital partners to procure psychiatric beds for our community in alignment with current budgeted funds.
- Patient Service Revenue –Current trend is 30% less than the historical average as we finalize processes/workflows post Go-Live EHR implementation, and the Center is forecasting $8,248,354 for FY 2024.
- Local Funding
  - University Health – Community Alternatives to Incarceration Program (CAIP) - $1,207,734
  - Bexar County - $3,062,923
  - City of San Antonio - $2,166,217
  - STRAC - $2,197,984
  - PPB Bed Day - $6,911,675
  - SB292 Bed Day - $4,500,000
  - University Health Local Match - $2,726,050
  - UH Eastside Clinic Expansion - $1,500,000

  Note: Pending payment for FY2023 services (Bexar County and City of San Antonio)

Mr. Guevara pointed out that the Center is still awaiting Payment from Bexar County and STRAC, and STRAC has not paid the Center because the County must pay them. The Center is currently six or seven months in arrears from the County in terms of receiving payment. In the month of August, he will be coming back to the Board for another line of credit so that we can not only fund activity related to DPP but also back operations due to slow payments coming in from vendors. Mr. Guevara continued going over the Budget Assumptions.

Expenses

- For Fiscal Year 2024, the proposed authorized headcount is 1,304.52 FTEs. Vacancy savings and additional revenue will offset the Board requested Fund Balance.
- Compensation Structure – Compensation consultant is reviewing the Center compensation structure and will bring forward recommendations that will be included in the budget. Current industry trends post-COVID is a .50 % movement in the structure.
- Performance Pay is budgeted at a percentage of classified salaries. Current industry trend is between 3.25% - 4%.
- Health Insurance – Working with new Insurance Consultant on Plan Recommendations for Plan Year 2025; to date plan spend is 7% below projection.
The Center will observe the following holidays: Labor Day, Veteran’s Day, Thanksgiving (2), Christmas Day, New Year’s Day, MLK, Battle of Flowers, Memorial Day, Juneteenth, and Independence Day. Employees also receive two floating holidays.

Program Changes
- HHSC Performance Contract – will maintain the current census target of 6,790 for adults and 1,598 for children. The Center is currently serving 108% of target for adults and 96% of target for children.
- Continue Jail-Based Competency Restoration Services with DOJ funds.
- Continue CHCS Youth Mental Health Collaboration with COSA ARPA funding.
- Evaluate changes to IDD service and the impact to budget and operations.
- Enhance partnerships with STRAC, COSA and Bexar County.
- Leverage Center Clinical Resource co-located at the ESC – Region 20; build access to training for teachers and families.
- Complete the Facilities Master Plan.

Ms. Jamison stated that the Center was made aware by the State that there was some funding they wanted the Center to use to function as a retention payment for employees and we are trying to do that as well as working with our Compensation Consultant because they are looking at the Center’s overall compensation structure. She explained the structure is only three years old and is flat in terms of upward mobility within some job classes. She anticipates the Consultant may come back and say overall the structure needs to move which means the entry level pay which is currently at $15 an hour may be recommended to move because the market is demanding $16 or higher in terms of a living wage in this community. The Consultant may also recommend certain job classes to expand the upward mobility, and the Center may need to budget that kind of progression within the structure. She is waiting to get those recommendations and knows that will be happening for critical positions across the organization. The combination of a potential overall structure move, some market adjustments related to positions for upward mobility, and combined with the State asking us to utilize dollars for one-time retention, she thought we would do all those things at the beginning of the fiscal year and look and see what our budget can accommodate at the mid-point and would look at the performance pay process that we use at that point in time. She did not want the Board to think the employees were not being considered. There are several things that will move them in a different compensation picture and then continue to do the performance pay. Questions and discussion ensued.

2. Legislative Session Update – Allison Greer Frances

State Budget Bill (HB 1)
- House Bill (HB) 1 (Bonnen) totals just over $321 billion for the biennium. Behavioral health funding across FY 2024 - 2025 totals just over $9 billion for the biennium for twenty-six different agencies across Texas, an increase of $882 million (11%) from the last session. We will not know about our targets and contracted amounts until August 31.
- The supplemental budget that the Senate passed which was Senate Bill (SB) 30 included $2.3 billion for inpatient facilities.
- Key items targeted for increases were workforce, community beds, crisis services, community programs (Multisystemic Therapy, Coordinated Specialty Care), and the Texas
Child Mental Health Care Consortium. She went over the highlights of HB 1 for Community MH Grant Programs that will receive increases for: SB 292 – $30 million, HB 13 – $15 million, Healthy Community Collaboratives – $8 million, SB 26 – $15 million.

HB 1 Highlights
- Community MH Services Adults – $902.4 million
- Community MH Services Children – $221.2 million
- Community MH Services Crisis – $333.6 million
- Community MH Hospitals
  - Appropriated an additional sixteen bed contract capacity.
  - PPB: Maintain capacity (rate increase) plus 193 additional beds (70 rural/123 urban).
  - Up to $13.7 million to provide inpatient psychiatric beds to serve the Uvalde community.
  - 150 Competency Restoration beds. These are for people found incompetent to stand trial. It is unknown where those beds will be in the community and by the end of August we should know where.
- Home and Community-Based Services
  - Attendant rate increased to $10.60 per hour.
  - ISS rate increased by five cents per level of service.
- Texas Home Living – $150 million, this is where individuals live in their own home.
- Early Childhood Intervention (ECI) – $396.6 million, a $77 million increase.
- Substance Abuse Services – $554 million, $18 million will go towards Opioid Overdose and Prevention and that includes Narcan on High School and College campuses.
- Child Mental Health Consortium – $280 million, it has several different programs. One trains the residents, another one provides telehealth services just for children, and they are all done under the auspices of health-related institutions. It has been a successful program.
- Special Needs Programs and Services (TCOOMMI) – $59.4 million, received a 15% raise ($4 million) to local mental health authority staff.
- Workforce Funding for LMHA/LBHA staff – $11.7 million, we asked for $127 million. That rider was adopted in the House but not by the Senate.
- Mental Health Grant Program – $100 million, one time community MH grant program for county-based collaboratives to construct jail diversion facilities, step-down facilities, PSH, CSUs, and CRUs; a local match is required. This will look like SB 292 which is weighted by population. If you are above 250,000 in population then you must have 100% local match. Expecting details from HHSC towards the end of August.

SB 30-Supplemental Appropriations
- $33 million for a behavioral health center in Uvalde and got another $5 million to cover their startup costs.
- $15 million to renovate Alamo Hall at SASH into 50-bed max, security unit.
- An additional $3 billion to renovate or build new mental health state hospitals.

CHCS Legislative Priorities
- Increase base appropriations for adults/children. This was accomplished.
- Provide additional funding to meet workforce challenges. Did not get the amount asked for but $11.7 million was better than nothing.
- Fund school-based mental health awareness training for educators/students. This has been passed and signed by the Governor.
- Enhance rates and expand capacity for IDD population, including compensation for direct care workers. HHSC just released their Medicaid Waiver interest less slots and are releasing another 1831 Waiver slots. The Home & Community Based Services is getting 1144 slots, which is the host of the group homes. The Texas Home Living Waiver is getting 305 slots.
- Private Psychiatric Bed (Contract) bed expansion/funding

Ms. Greer stated the Legislature adjourned on May 29. The Governor called them back into a Special Session to address Property Taxes and Border Security, and both House and Senate passed that legislation and is on the Governor’s desk. HB 2059 is the Mental Health First Aid Bill that expands the pool of individuals who can take Mental Health First Aid Training and directs HHSC to pay the cost rather than a set amount. The bill says we must figure out what that cost is and if it is $2500 per individual then that is what HHSC must pay, which is good news. Recovery Housing – there was a study done and the results came out at the end of December 2022. That study was passed as part of the HB 299 that was pushed and passed in the last session. It is on the Governor’s desk. It defines a recovery house and requires HHSC to adopt accreditation standards. She expects to see more movement on that in the next session and something in the interim. HB 2100 – is about workforce. It allows mental health professionals to obtain loan repayment if they serve a state hospital client or a LMHA client and that one has also passed and is awaiting signature. The Governor has until Sunday June 18 to sign these bills. She is anticipating more Special Sessions for school vouchers which was not resolved. There were some disappointments. We were hoping for a Mental Health Student Allotment that did not come through, but she thinks there is still opportunity to address that in this Special Session. SB 26 will step up reporting requirements for the Center, but it requires HHSC to spend $15 million to develop software. They do not even have software to collect the data that this bill is requiring us to submit. Overall, she feels it was a good session and we did get some good investments. Questions and discussion ensued. The Board Members thanked Ms. Greer and told her she did an excellent job.

Ms. Jamison said the other bill 2127 remains to be signed which is the bill that limits municipalities across the State of Texas. It lists all the statutes where they are removing the ability for cities to permit or have anything to do with those functions except one which is to permit a massage civility. She thinks that will be challenged in the courts if the Governor signs that bill and will put many municipalities at risk.

VII. EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)
PURSUANT TO TEXAS GOVERNMENT CODE: CHAPTER 551, SECTION:
(Executive Session Items may be discussed and acted upon, if appropriate in Open Session)

Mr. Barrett called the meeting into Executive Session at 7:18 p.m.

551.071 (Attorney/Client Consultation): 551.072 (Real Property) and 551.076 (Security) to
discuss the following matters:

1. Discussion regarding status of 4th Amendment to OPT Office Lease for One Park Ten
2. Discussion regarding security implementation for Frio and other CHCS properties

VIII. RECONVENE OPEN SESSION

Discussion and Possible Action regarding matters discussed during Executive Session

Mr. Barrett announced no action was taken.

IX. REPORTS

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

Mr. Barrett had nothing to report.

TEXAS COUNCIL RISK MANAGEMENT FUND BOARD (TCRMF) – Robert Guevara

Mr. Guevara had nothing to report.

TEJAS HEALTH MANAGEMENT BOARD – Robert Guevara

Mr. Guevara had nothing to report.

ADJOURNMENT

There being no further business to discuss, Mr. Barrett adjourned the meeting at 7:50 p.m.

Passed and approved this 8th day of August, 2023.

Daniel T. Barrett    Cynthia Hinton
Board Chairman       Executive Assistant