

**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, August 8, 2023

6:00 p.m.

- TRUSTEES PRESENT:** Daniel T. Barrett, Chairman
Mary Rose Brown, Vice Chairman (Virtual)
Donnie Windham Whited, Secretary
Graciela Cigarroa, Treasurer (Virtual)
Polly Jackson Spencer, Ret. Judge
Santee Marion, Ret. Judge
Richard Usatine, M.D.
- TRUSTEES ABSENT:** Roberta Krueger, M.D.
Margaret M. Vera
- STAFF PRESENT:** Jelyne LeBlanc Jamison, President/Chief Executive Officer
Tremaine Butler, Chief Information Officer
James Chapman, Chief Compliance Officer
Robert Guevara, Chief Financial Officer (virtual)
Rene Olvera, M.D., Chief Medical Officer
Frank Garza, General Counsel
Lauro Garza, Vice President of Operational Safety Risk Management
Melissa Tijerina, Vice President
Jennifer Hussey, Sr. Director of Compliance & Internal Review
Adam Velez, Sr. Director of Contracts & Procurement
Venisa Saenz, Chief of Staff/Board Liaison
Carla Riedl, Legislative Analyst
Cynthia Hinton, Executive Assistant
- GUEST PRESENT:** Steven Pliszka, M.D., Chair, Department of Psychiatry & Behavioral Sciences, UTHSCSA

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 8, 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 6:05 p.m., with the following trustees present: Mses., Brown, Cigarroa, Marion, Spencer, Whited, 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 June 13, 2023, Regular Board Meeting, which were presented for review and approval. Judge Marion so moved for approval as presented; Dr. Whited seconded the motion. Motion carried.

II. BOARD CHAIRMAN REPORT - Mr. Barrett had nothing to report.

III. PRESIDENT/CEO REPORT

Leadership Briefing – Ms. Jamison stated she has a very short report. She wants to remind the Board that on Friday, August 11, the Center will be celebrating various tenure achievements with 59 employees. There is one employee that will be celebrating 45 years of service, two employees celebrating 30 years of service of which Cynthia Hinton is one. There is one employee celebrating 25 years of service, six employees celebrating 20 years of service of which Robert Guevara is one. There are seven employees celebrating 15 years of service, fourteen employees celebrating 10 years of service of which Melissa Tijerina is one, and Ms. Jamison herself is one of thirty-six employees celebrating 5 years of service. One of the KENS Anchors, Mr. Marvin Hurst will be the Master of Ceremonies, and the event will be held at the Security Service Event Center. She is looking forward to celebrating a combination of all the years of service and letting the employees know how much they are appreciated.

She is going to ask Dr. Olvera to share with the Board in his report what new hires he has and his transition plan. Then she will turn their attention to the resolutions that will be presented after his report.

Chief Medical Officer's Report – Dr. Olvera reported that discussions are being finalized for the MAC position and hopes to have a physician there by September, as we are finalizing an offer for that position. Dr. Yee will be the Medical Director of Children Services, has been with the Center for 3 years and expressed interest in Leadership positions. Dr. Olvera said they are working on the transition plans and the Center has two very good Medical Directors. Dr. Rosalyn Womack, Medical Director for Adult Behavioral Health (ABH), has been with the Center 3 years and will be taking over a lot of the transitional duties. Dr. William Lee, Medical Director of Crisis, will also be taking over some of the committees, and other physicians will be stepping up. Dr. Olvera stated the Center is in a good place, the Center has a bench and will be able to continue business quite well even for being in a transitional phase.

Mr. Barrett told Dr. Olvera the Board appreciates his leadership and doesn't think there has been this good of a recruitment ever. Mr. Barrett thanked Dr. Olvera and stated he will be hard to replace.

Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of June and July 2023 - There was one contract for \$80,000 from Navigate Wellness, LLC.

Recognition of Service to the Center for Health Care Services for Dr. Steven Pliszka

Ms. Jamison said that in talking about that bench, it is a great segue because she asked Dr. Pliszka

to be here this evening so that she could share her appreciation. She said that she was begging on the phone when she first called him to present a structure that had not been implemented at the Center before. She had proposed to him that the Center would have a joint Chief Medical Officer (CMO), and Dr. Pliszka would have a faculty member to assign to the Center, and that person would act as the CMO. Dr. Pliszka and she jointly recruited, and Dr. Olvera was interested in the role. Through Dr. Pliszka's presenting that to his leadership, the Center entered this relationship and for the past six years it has been a lifesaver for the Center. She wanted to show her appreciation to Dr. Pliszka for listening and being a willing partner, and this plaque is in recognition of his long-standing support of the Center and dedication to the community we serve.

Dr. Pliszka thanked Ms. Jamison for the honor and stated the Center has always been very important to him. He got interested in psychiatry in college and worked as a childcare worker at Austin State Hospital. He said that when he approached Dr. Olvera to become the CMO that it would be a tough and different kind of job, and with no hesitation Dr. Olvera took it. Dr. Pliszka said he is pleased that it has been a great success, and even more so that Dr. Olvera will be succeeding him as Chair of the Department of Psychiatry at UTHSCA. They will work very hard to find a new CMO to fill the position. They now have their Residents rotating at various clinics and that has been a huge plus. He hopes they continue to build on this relationship for many years ahead.

Recognition of Service to the Center for Health Care Services for Dr. Rene Olvera

Ms. Jamison said the Resolution of Appreciation is to Dr. Olvera, and while it is with mixed emotions that she congratulates him for being appointed as Chair of the Psychiatry Department at UTHSC, she feels very confident that the relationship will only continue to grow and expand at UTHSC and is very happy that he is there. She then proceeded to read the Resolution of Appreciation.

Dr. Olvera thanked everyone. He said that Mr. Barrett had told him the story of the Board taking a chance on hiring Ms. Jamison who did not have any health care experience, and then she showed quite a bit of courage to come in here and say she is going to create some opportunities and did create an opportunity by saying it is time for a new CMO. It was a big leap that everyone took, and the word support doesn't capture everything the Board does for the Center. He feels the dedication is infectious. The Board supported the Center in a new EMR, through multiple propositions, CCBHC, and knew it was going to impact the bottom line. They have had the patience to support through these important decisions that are going to put the Center on a much better footing. Dr. Olvera said that everyone can do the easy work but when you do the hard work with good people it builds a bond and that is why he thinks he is always going to have the Center in his heart. That is why they are not going to stop working together, there is still more to do.

Recognition of Service to the Center for Health Care Services for Lauro Garza

Ms. Jamison said this next Resolution of Appreciation is to Mr. Lauro Garza, and proceeded to read the resolution. She thanked him for allowing her to pull him out of retirement from CPS Energy where they had worked together for over 10 years. She said he taught her a lot about the energy business and about employees, mostly safety, and it is going to be very tough to lose him, but she knows he will still be around and supporting the Center. She wants him to have a healthy retirement.

Mr. Garza thanked everyone. He stated that the team he serves with are phenomenal. Frank Garza is the best lawyer he has ever worked with in his life, and there is nothing he can't do to help the Center push our ideas forward. The Safety Award was won by everyone. He said it is cool to be part of something like this for the past 5 years and appreciates the opportunity to finish out his career this way. He thanked Ms. Jamison for bringing him back and thanked everyone. These people have taught him so much about mental health he didn't know existed. He said it has been a great ride, has enjoyed serving again, and being able to serve the community is the greatest calling.

Ms. Jamison thanked the Board for their indulgence. She wanted to recognize all three of these very important people. Mr. Barrett said the Center has some great employees and sees it in the services every day.

IV. CONSENT AGENDA

1. Review and Approve the Proposed Board and Committee Meeting Schedule for FY 2024 – *Jelynn LeBlanc Jamison*
2. Review and Approve the Proposed Board Policies with Revisions – *James Chapman*
 - a. Policy 3.6 Public Relations
 - b. Policy 3.9 Marketing
 - c. Policy 3.13 General System of Internal
 - d. Policy 3.14 Corporate Compliance
 - e. Policy 4.1 Personnel Statement
 - f. Policy 7.1 Advisory Committees
3. Review and Recommend to the Board of Trustees the Ratification of a contract with San Antonio Behavioral Healthcare Hospital, LLC, and Methodist Healthcare System of San Antonio, LTD for Adult Inpatient Psychiatric Services – *Adam Velez*

Mr. Barrett stated if there is no discussion needed on any of the items under Consent, he will entertain a motion to accept the Consent Agenda. Judge Spencer so moved; Dr. Usatine seconded. Motion carried.

V. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

EXECUTIVE COMMITTEE (*Daniel Barrett, Chair*)

1. Review and Approve the Loan from Frost Bank pending Terms and Conditions – *Robert Guevara*

Mr. Guevara reported that the Center needs to acquire a non-revolving line of credit from Frost Bank for \$15 million, which is the equivalent of two months of operations. The line of credit is needed as a mitigation strategy for cash flow impacts related to the transition of the 1115 Waiver to the Directed Payment Program (DPP), Charity Care Program (CCP), and General Operations. Any amount that the Center borrows against will not be available on a recurring basis and will mature at the end of August 2024. The interest rate will be Prime plus 1.25 per annum. The Center will carry \$3 million from the previous loan into the 2024 Note, and will have \$12 million available to draw down for FY 2024.

Mr. Barrett asked for a motion to approve execution of this lease. Judge Spencer so moved; Dr.

Whited seconded. Motion carried.

2. Review and Approve the Execution of the Lease of Space at 2829 Babcock Road – *Adam Velez*

Mr. Guevara took the lead on this item. He said space was identified at 2829 Babcock that is approximately 9,126 rentable square feet (RSF) in suites 236C, 219, & 217. The lease agreement will be for 88 months with the first four months abated at \$29 per RSF with 2.75% annual increases thereafter and are including \$456,300 for buildout. The Complex Care Team will be moving there which includes the Assertive Outpatient Treatment Program, Power Program, and the ACT and FACT Programs. The total unspent cost is \$264,654 with 2.75% annual increases thereafter. It allows the Center to grow the outpatient capacity at our current location and then bring the Complex Care over to the new location and allows them to grow. The Center is out of space at Legacy Oaks which is the northwest Clinic on Fredericksburg Road.

Mr. Barrett asked for a motion to approve execution of this lease. Judge Spencer so moved; Judge Marion seconded. Motion carried.

3. Review and Recommend to the Board of Trustees Approval for the President/CEO to negotiate and execute a contract with East Texas Behavioral Healthcare Network (ETBHN) and LocumTenens.com for the provision of Telepsychiatry Services for the Center – *Adam Velez*

Mr. Velez stated the Center currently requires Telepsychiatry Services for its ABH, CBH, and Crisis Stabilization Programs. The Center currently contracts with the two vendors named, Burke Center dba ETBHN and LocumTenens.com. A Request for Proposal (RFP) was issued, and five responses were received. The Center Evaluation Committee recommended Burke Center dba ETBHN and LocumTenens.com for the award. The proposed contract with the two named entities will be for 3 years with an option to renew for up to two additional one-year periods, a total of 5 years. The Center is looking at a total cost of \$2.5 million combined and will commence September 1, 2023, subject to approval by the Board of Trustees.

Mr. Barrett asked for a motion for approval. Dr. Usatine so moved; Judge Marion seconded. Motion carried.

4. Review and Approve the FY 24 – FY 25 Quality Management Plan – *Jennifer Hussey*

Ms. Hussey stated this is the FY 2024 – FY 2025 Quality Management Plan that is required to be reviewed and approved by the Board every 2 years which is a requirement of the Texas Administrative Code (TAC). She said this was a relatively straight forward update. Some of the language was changed, the Core Values were updated, how Center reviews are completed was updated, how they are defined in the Plan was changed, and defined how they do focus and internal investigations. The Board will see in the body of the Plan that there are additional quality management items that she alphabetized to be easier to find and read. The Quality Management Plan includes as appendices the following specific plans: A) Quality Management Plan for the Substance Use Programs; B) Utilization Management Plan; C) Youth Empowerment Services (YES) Waiver Program Plan; D) Projects for Assistance in Transition from Homelessness (PATH) Program Quality Management Plan; E) Job Development Quality Management Plan; F) Certified Community Behavioral Health Clinic (CCBHC) Continuous Quality Improvement Plan; and G) 1115 Transformation Waiver Quality Management Plan. All

of these have required elements, a Quality Management Plan in their respective TAC, so they were added as appendices at the end of the Master Quality Management Plan.

Mr. Barrett asked for a motion to approve the FY 2024 – FY 2025 Quality Management Plan. Dr. Usatine so moved; Dr. Whited seconded. Motion carried.

FINANCE COMMITTEE

1. Review and Approval of the Center's Financial Statements for the period ending April 30, 2023, and May 31, 2023 – *Robert Guevara*

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

a) April 2023 Financials

- The Center had a gain with all funds recognized a positive \$432,889 bringing the overall YTD gain to a positive \$1,297,866; \$7,961,529 in Planned Reserve Expenditures with all funds recognized through the end of April sitting at a positive \$9,259,3995.
- Monthly personnel costs were (\$661,230) below March expenses. April had 3 less payroll days.
- DPP/Charity Care recognition YTD - \$11,532,938. Approximately (\$8,087,192) to recognize at the end of the fiscal year.
- Fund Balance Composition: Cash - \$13,144,479 and A/R - \$17,387,776.
- YTD Revenue Budget – Financials through the month of April target was to recognize \$87,108,376. In revenues have recognized \$76,244,044, short by (\$10,863,432). For the most part there are 3 or 4 major line items causing that. The \$(8,408,818) is comprised of the \$7 million fund balance approved by the Board that we have not used. Have \$1.2 million in STRAC funding that has not been recognized. HHSC Other is related to HR133, almost have \$1 million that has not been recognized. Apart from the Medicaid line item, the other line items have zero impact to the bottom line.
- Strategic Plan Revenues – Short by (\$4,460,355), this does not include the \$8 million that still has to be recognized at the end of the year for CCP. Otherwise, we would be sitting at a positive 30% against the actual target.
- Strategic Plan Expenses – Short by (\$2,937,950), this does not include almost \$7.9 million in reserve spending. Adding that back into the plan expense, then it will be sitting at a positive \$11% through the month of April.
- Service Revenue YTD – Short by (\$2,160,401), recognizing only 60% of gross charges at this point.
- Service Revenue Budget – Target was to be at \$753,432 and was able to recognize \$657,505. Missed the target by \$95,000.
- Daily Billable Service Revenue – Recognize an average of \$31,310 per day. This time last year was averaging \$44,000 per day, so about \$13,000 per day less. Recognizing only 60% of gross charges at this point.
- Medicaid Rehab & Case Management – Target was \$186,653, Recognized \$70,000, so short by \$115,000. That is the Center's highest volume revenue.
- Notable Increases/Decreases from Balance Sheet – Fund Balance \$27,810,355; Investments in Tex Pool decreased (\$10,019,962) to fund operations; Interest earned was \$70,038; Days of Operation is about 96 days with all funds recognized of fund balance of operations; Total Profit Margin with all funds recognized is a positive 12%.
- Cash Flow – Beginning Balance - \$23,583,224, In Flows - \$3,562,163, Out Flows - \$13,122,927, and Ending Balance - \$14,022,460. April was a good financial month.

b) May 2023 Financials

- Overall operating loss of (\$1,215,148 million) for the month. YTD gain of \$82,718, Planned Reserve Expenditures YTD of \$9,135,455. With all funds recognized the Net YTD gain is \$9,218,173 through the end of May.
- Monthly personnel costs were \$734,569 above April expenses. May had three additional payroll days.
- DPP/Charity Care recognition YTD - \$13,889,308, and still have (\$8,183,339) to be recognized at the end of the fiscal year.
- Fund Balance Composition: Cash - \$10,189,820, A/R - \$16,111,493.
- Financials YTD - target was to recognize \$97,996,923 in revenue, have recognized \$86,618,291. The biggest one is Other (\$8,157,433) of the Board approved fund balance that had not been used. We had \$1.4 million in unspent STRAC dollars and almost \$1 million in HR133 dollars.
- Strategic Plan Revenues - Short by (\$4,695,838) and does not include the \$8 million that will be recognized at the end of the year which would put the Center at a positive 25% above the target.
- Strategic Plan Expenses - Short by (2,659,598), this does not include \$9 million in planned reserved expenditures. Recognizing that the Center would be sitting at a positive 9.49% against the overall target need.
- Service Revenue YTD - Short by (\$2,336,420). Recognizing 60% of what is charges. For the month of June, the target is to be at \$791,000 but were able to recognize \$759,000. Missed the target by \$32,000 but is getting better.
- Service Revenue Budget vs Actual - For July target was to be at \$945,000 and it looks like we can recognize a little over \$1 million which means we're right above the levels we were prior to go live. Recognizing only 60% of those charges. We are getting more visibility to the revenues. Through August 4 was able to recognize \$120,000 so far. Making good progress in recognizing our revenue.
- Daily Billable Service Revenue - Target was to be at \$37,672 per day but was able to recognize \$39,328. While we were short against prior years target by \$7,000, overall making good progress.
- Medicaid Rehab & Case Management - Target was \$186,653. Recognized \$83,949, so missed the target by \$102,000. Again, this is impacted by the 60% estimate that he is leaving in the financials.
- Notable Increases/Decreases from Balance Sheet - Fund Balance \$26,499,060; Investments in Tex Pool decreased (\$2,553,161); Interest earned for the month - \$46,838; Days of Operation is about 46 days of operations with all funds recognized; Profit Margin with all funds recognized is a positive 9.7%.
- Days of operations at 63 days with all funds recognized. Total Profit margin of 3.59%.
- Cash Flow - Beginning Balance - \$14,022,460, In Flows - \$7,007,117, Out Flows - \$9,886,979, Ending Balance - \$11,142,598. Overall, good for the month of May.

Mr. Guevara said as we get more visibility to our service revenue, adjustments will be made to the financial statements. He feels the Center is in a better position to where it was some time ago, we are making good progress. He said the cash is keeping pace with the revenue that is recognized, which means as bills go out the door people are paying us. That is a good sign, third party is paying us.

Mr. Barrett asked for a motion to accept the Financial Statements for April 2023 and May 2023. Judge Marion so moved; Judge Spencer seconded. Motion carried.

**VI. EXECUTIVE SESSION (DISCUSSION ONLY: CLOSED TO THE PUBLIC)
PURSUANT TO TEXAS GOVERNMENT CODE: CHAPTER 551, SECTION:**

Mr. Barrett called the meeting into Executive Session at 6:41 p.m., pursuant to Texas Government Code Chapter 551.071, Section: 551.071 (Consultation with General Counsel)

Attorney/Client Consultation to discuss terms and status of Bexar County Contracts

VII. OPEN SESSION

The Board reconvened into Open Session at 6:57 p.m., where it was announced to proceed with the meeting with County staff and officials.

VIII. REPORTS

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

Mr. Barrett had nothing to report.

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

Mr. Guevara reported that TCRMF has notified some Centers that payments made to the Fund have been intercepted and fraudulently cashed in other parts of the country. The Centers that have been impacted have not been able to recoup funds as they are not covered with the TCRMF for that type of fraud. CHCS was not impacted. Mr. Guevara reported that the TCRMF has a fund balance of \$43 million. Mr. Barrett asked if they are offsetting any insurance premium increases with the available fund balance. Mr. Guevara replied yes, for example, workers' comp is allowing us 60%, a minimum contribution plan, and they are also providing \$100,000 credit to cover increases in workers' compensation, general liability, and property.

Mr. Barrett said that when they went to the State Council it was wonderful for the Center to be recognized for the Safety Award. The Center had never done that before, and it was a big deal, especially to him. Ms. Jamison said it was a nice achievement.

3. TEJAS HEALTH MANAGEMENT BOARD – Robert Guevara

Mr. Guevara reported that Tejas had good news. He said their goal was to have eighteen months of operations in reserves or about \$2.4 million. They had \$2.9 million in reserves. They are working with the Auditor and with Tejas to start talking about potential payback to the Founding Centers. Mr. Barrett said that is wonderful news, the amount of money that we have been able to save and make because of the organization. He is happy it worked out the way it did and told Mr. Guevara that is great. Mr. Guevara informed the Board that he has been appointed as Treasurer of Tejas Board. Everyone congratulated him.

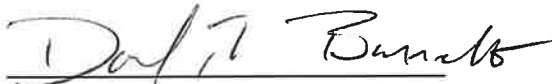
Mr. Barrett thanked Ms. Brown and Ms. Cigarroa for joining the meeting virtually and thanked both Dr. Olvera and Mr. Lauro Garza for their service at the Center. Judge Marion

asked when their last day was and thanked them also for their service at the Center.

IX. ADJOURNMENT

There being no further business, Mr. Barrett asked for a motion to adjourn the meeting. Judge Marion so moved; Dr. Usatine seconded. Mr. Barrett adjourned the meeting at 7:02 p.m.

Passed and approved this 10th day of October, 2023.



Daniel T. Barrett
Board Chairman



Cynthia Hinton
Executive Assistant