

**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 10, 2023

6:00 p.m.

TRUSTEES PRESENT: Daniel T. Barrett, Chairman
Mary Rose Brown, Vice Chair (Virtual)
Graciela Cigarroa, Treasurer
Polly Jackson Spencer, Ret. Judge
Santee Marion, Ret. Judge
Richard Usatine, M.D. (Virtual)
Margaret M. Vera

TRUSTEES ABSENT: Roberta Krueger, M.D.
Donnie Windham Whited, Secretary

STAFF PRESENT: Jelynn LeBlanc Jamison, President/Chief Executive Officer
Robert Guevara, Chief Financial Officer (virtual)
Austin Beck, Legal Counsel (stand in for Frank Garza, General Counsel)
William Lee, M.D., Medical Director
Adam Velez, Sr. Director of Contracts & Procurement
Venisa Saenz, Chief of Staff/Board Liaison
Cynthia Hinton, Executive Assistant

GUEST PRESENT: Hunter Stanco, Morgan Stanley

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 10, 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 6:20 p.m., with the following trustees present: Mses., Brown, Cigarroa, 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 August 8, 2023, Regular Board

Meeting, which were presented for review and approval. Judge Marion so moved for approval as presented; Judge Spencer seconded the motion. Motion carried.

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

III. PRESIDENT/CEO REPORT

Leadership Briefing – Ms. Jamison did not have a report.

Chief Medical Officer’s Report – Dr. Lee reported that Dr. Rene Olvera is now the Chairman of Psychiatry at UTHSCSA Medicine, and continues to lead recruitment efforts for a replacement Chief Medical Officer for the Center. He mentioned Dr. David Rodriguez, who is trained in child, adolescent, and general psychiatry, has started as the primary prescriber at the Center’s Dual Diagnosis clinic at the Multi-Assistance Center (MAC). Nursing staff at all 24/7/365 medical sites are transitioning to block scheduling in efforts to rotate weekend and weekday shift assignments by November 1, 2023. The Office Based Opioid Treatment (OBOT) clinic that started on March 1, 2023, is running well with Brian Clark, PA as the primary prescriber, under the supervision of Dr. Christopher Healey. The OBOT clinic is capped at twelve consumers in partnership with Be Well Texas and are considering other methods to increase capacity and funding. The current medical leadership team has started an initiative to investigate improving the medical supervision of mid-level providers working at the Center. Judge Marion asked if the mid-level providers were from the Medical School or UIW. Dr. Lee said they are from UIW. Mr. Barrett stated that was an exceptionally good report and thanked Dr. Lee.

Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of August and September 2023 – Ms. Jamison reported there were none.

IV. CONSENT AGENDA

1. Review and Approve the CY 2023 Second Quarter Performance Report of the Center’s 401(a) and 457 (b) Accounts from Morgan Stanley – *Hunter Stanco*
2. Review and approve the addition of a Roth contribution option for the 457(b) Plan upon Plan amendments in January 2024 – *Hunter Stanco*

Mr. Barrett stated the consent items were discussed extensively and agreed to at the Finance Committee and Mr. Stanco is here if there are any questions. Being there were no questions or discussion needed on any of the items under Consent, Mr. Barrett asked for a motion to accept the Consent Agenda. Ms. Vera so moved; Ms. Cigarroa seconded. Motion carried. Mr. Barrett thanked Mr. Stanco for being at the meeting.

V. INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

1. Review and Approve the Proposed Membership to The Center for Health Care Services Foundation Board – *Leonard Rodriguez*

Mr. Rodriguez asked for approval of the nominee Sharon Hromas to fill a vacant board position of the Center’s Foundation Board. Ms. Hromas was recruited by Ms. Cigarroa. Ms. Hromas comes with experience with work in the mental health arena. She is the wife of Robert Hromas who is the Dean of UTHSC Medical Center. She has been involved with Mental Health through

her professional career, and currently serves on the NAMI Board where she is highly active in fund raising.

Mr. Barrett asked for a motion to approve the recommendation. Ms. Cigarroa so moved; Ms. Vera seconded. Motion carried.

Mr. Rodriguez reminded the Board about the Center's Foundation Golf Tournament on November 2, 2023.

FINANCE COMMITTEE

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

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

a) June 2023 Financials

- The Center had a monthly loss of (\$751,944) bringing the year-to-date loss to (\$658,388). We have \$10,182,811 in Planned Reserve Expenditures. Overall gain with all funds recognized sitting at a positive \$9,524,423.
- Monthly personnel costs were (\$64,717) below May expenses. June had one less payroll day.
- DPP/Charity Care recognition YTD - \$16,208,626. Approximately (\$8,316,536) recognized below the expense budget year to date.
- Fund Balance Composition: Cash - \$6,931,947 and A/R - \$16,147,544.
- YTD Financial Totals – Target was to be at \$108,885,470. So far have recognized \$96,914,034, short by (\$11,971,435). In three areas causing that. A shortfall of (\$1,784,944) in Medicaid. The DPP/Charity Care (\$8,316,536) will be recognized at the end of the fiscal year. Other is made up of (\$2,491,999) and the majority of that is sitting unused for fund balance designation this fiscal year.
- Strategic Plan Revenues – Short by (\$7,133,921), this does not include the DPP/CCP. Recognizing the additional \$8.3 million sitting at a positive 7%.
- Strategic Plan Expenses – Right at the 5% Sitting at (\$2,891,543), this does not include the \$10.1 million in plan reserve spending that the Board approved. Doing that will put us at a positive 12.8% for fiscal year.
- Service Revenue YTD – Target was to be at \$7,736,133. Recognizing \$5,176,824. There are three areas where there is a shortfall, Rehabilitation & Case Management, Early Childhood Intervention, and Other Insurance & Medicare, short by (\$2,559,309), recognizing 60% of gross charges.
- Service Revenue Budget – Target was to be at \$753,432 and was able to recognize \$657,505. Missed the target by \$95,000.
- Service Revenue for the month – Target was to be at \$791,104, able to recognize \$755,936. Since February overall revenues were all at a positive.
- Daily Billable Service Revenue – Averaging \$34,361 per day. This same time last year was averaging \$43,000 per day, so about \$9400 per day.
- Medicaid Rehab & Case Management – Target was \$186,653, Recognized \$80,000, missed the target by \$106,000 for the month.
- Notable Increases/Decreases from Balance Sheet – Fund Balance \$25,624,757; Investments in Tex Pool decreased (\$2,250,921) to fund operations; Interest earned was \$49,079; Unreserved

Fund Balance to Total Expenditures is sitting with all funds recognized at 43 days; Total Profit Margin with all funds recognized is sitting at a positive 9% for the fiscal year.

- Cash Flow – Beginning Balance - \$11,142,598; In Flows - \$11,985,640; Out Flows - \$14,220,394; and Ending Balance - \$8,925,853.

b) July 2023 Financials

- Monthly loss of (\$422,952). Overall operating loss of (\$1,081,339). Planned Reserve Expenditures YTD of \$11,073,285. With all funds recognized the Net YTD gain is \$9,991,946 through July.
- Monthly personnel costs were \$334,151 below June expenses. July had one less payroll day.
- DPP/Charity Care recognition YTD - \$18,529,368, and still have (\$8,448,311) to be recognized at the end of the fiscal year.
- Fund Balance Composition: Cash – \$1,527,843, A/R - \$16,507,122.
- Operating Budget YTD – target was to recognize \$119,774,017 in revenue, have recognized \$107,358,030. The Charity Care (\$8,448,311) will be recognized at the end of the fiscal year. Other (\$2,299,523) was unspent fund balance that was approved by the Board for FY 2023.
- Strategic Plan Revenues – Short by (\$7,130,827) or 38%. Recognizing the unused DPP/CCP dollars would be at a positive 11% for Strategic Plan Revenues.
- Strategic Plan Expenses – Short by 2.82%, this does not include the recognition of planned reserved spending of \$11 million. Recognizing that the Center is sitting at a positive 12.66%.
- Service Revenue YTD – Target is to recognize \$8,483,585. Have recognized \$5,753,477. In the three areas of Rehabilitation & Case Management, Early Childhood Intervention, and Other Insurance & Medicare, there is an overall shortfall of (\$2,730,109).
- Service Revenue Budget vs Actual – Met the target by \$30,000, Earned \$783,937. Overall, for the month you can see the positive traction we are having since February FY 2023.
- Daily Billable Service Revenue – Averaged about \$37,330 so saw about a \$3000 improvement from last month. Compared to this time last year we were at \$40,000 so we are short about \$2600 year over year.
- Medicaid Rehab & Case Management - Target was to be at \$186,653. Recognized \$79,874, so missed the target by \$107,000. All these revenues are recognized at 60% of gross charges.
- Notable Increases/Decreases from Balance Sheet – Fund Balance \$25,070,031; Investments in Tex Pool decreased (\$4,320,136) to fund operations; Interest earned for the month \$29,864; Unreserved Fund Balance to Total Expenditures is at about 40 days with all funds recognized; Profit Margin with all funds recognized is a positive 6.3%.
- Cash Flow – Beginning Balance 8,925,853, In Flows \$5,180,012, Out Flows \$9,385,874, Ending Balance \$4,719,991.

Mr. Barrett said it is getting better but still not there. Ms. Jamison said the next Finance Committee meeting will be closing out FY 2023, so the August report 2023 will be brought to the next meeting. Mr. Barrett asked how will the Center close-out? Mr. Guevara stated that on the Financials because of the Planned Reserved Spending and the excess CCP that the Center had this year the Center will be in the positive. His current estimate is \$2.4 million, and the challenge is going to be this fiscal year.

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

VI. INFORMATIONAL ITEM

1. Informational Report Update on Anticipated Fiscal Year 2024 Revenue Contracts
– Adam Velez

Mr. Velez gave an update regarding changes to FY 2024 revenue contracts and anticipated renewals during the period of June 1, 2023, through December 31, 2023. He then proceeded to go over the list of Updated FY 2024 Revenue Contracts. He reported that all the contracts listed on the first three pages have been executed with the amounts and updates shown. There was one new contract which was the ARPA funding. He reported that under the HHSC Performance Contract, those are the usual contracts but are new two-year contracts as HHSC never extends contracts. Mr. Velez continued going over the list of contracts.

Mr. Velez stated that on the last page the Committee will see the Anticipated FY 2024 Revenue Contracts. Those contracts will be valid from October 1, 2023; however, the contracts have not been received, signed, and executed. He stated they did receive a partially executed contract with the County for the General Fund Contract today. Ms. Jamison said this will be discussed in Executive Session. He pointed out that the requested amount from the City of San Antonio shown is \$3.7 million, however, the Center received the same amount as received in the previous fiscal year which was \$1.95 million. Regarding the United Way of San Antonio contract (HOPES contract), a document was received extending the contract itself pending the actual execution of an amendment in the amount of \$209,350 which remains the same. Mr. Barrett thanked Mr. Velez for his report.

**VII. 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 6:40 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 Outstanding Contracts

VIII. OPEN SESSION

The Board reconvened into Open Session at 7:17 p.m., where it was announced discussion was held and no action taken.

VIII. REPORTS

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

Mr. Barrett had meant to bring the Texas Council Newsletter to share with the Board about some of the progress that is happening there but forgot it. They did talk about the Texas Council Budget. Ms. Jamison said they did modify the dues and are asking for a little more for the E.D. Consortium. Also, Texas Council may be moving their meetings in the future to their office location which will reduce some costs as well. Ms. Jamison said she would ask

Ms. Saenz to email the newsletter to him for future Center board meetings.

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

Mr. Guevara had nothing to report and stated the next meeting is scheduled for November 17, 2023.

3. TEJAS HEALTH MANAGEMENT BOARD – Robert Guevara

Mr. Guevara had nothing to report and stated the next meeting is scheduled for November 2, 2023.

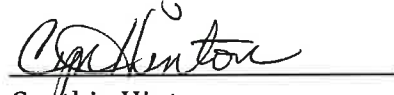
IX. ADJOURNMENT

There being no further business, Mr. Barrett asked for a motion to adjourn the meeting. Ms. Vera so moved; Dr. Usatine seconded. Mr. Barrett adjourned the meeting at 7:21 p.m.

Passed and approved this 12th day of December, 2023.



Daniel T. Barrett
Board Chairman



Cynthia Hinton
Executive Assistant