

**BEXAR COUNTY BOARD OF TRUSTEES FOR  
MENTAL HEALTH MENTAL RETARDATION SERVICES dba**

**THE CENTER FOR HEALTH CARE SERVICES**

Regular Board Meeting  
Monday, September 29, 2008  
Board Room  
3031 IH 10 West  
San Antonio, Texas 78201  
6:00 P.M.

**TRUSTEES PRESENT:** Robert L. Jimenez, M.D., F.A.P.A., Chairman  
George B. Hernandez, Jr., Vice-Chairman  
Sam Williams, Jr., Secretary  
Knox M Pitts II, Treasurer  
Dianna M. Burns-Banks, M.D.  
Harry Griffin  
Carlos R. Orozco, M.D.

**TRUSTEE(S) ABSENT:** Margaret M. Vera

**STAFF PRESENT:** Leon Evans, President/Chief Executive Officer  
Charles H. Boone, Chief Operating Officer  
Mark A. Carmona, Chief Administrative Officer  
A. Camis Milam, M.D., Chief Medical Officer  
John A. Smith, General Counsel  
Terresa Smith, Executive Administrative Technician  
(Staff Attendance list on file)

**GUEST(S) PRESENT:** State Representative Ruth Jones McClendon, District 120  
James Castro, Executive Director, St. Peter-St. Joseph Children's Home  
Molly Mitchell  
(Family, Friends, and Contributors to Landscaping Project headed by  
Molly Mitchell – list on file)

The regular meeting of the Bexar County Board of Trustees for Mental Health Mental Retardation Services dba The Center for Health Care Services was held on Monday, September 29, 2008, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER  
CERTIFICATION OF QUORUM**

Mr. George Hernandez, Board Vice Chairman, called the meeting to order at 6:13 p.m. noting that Dr. Jimenez would join the meeting shortly. The following trustees were present: Messrs. Griffin, Pitts, Williams, Dr. Burns-Banks, and Dr. Orozco, thereby establishing a quorum.

**INVOCATION** – Given by Sam Williams Jr.

**PLEDGE OF ALLEGIANCE** – Led by Mr. George Hernandez

*(Dr. Jimenez joined the meeting at this time)*

**OATH OF OFFICE AND INSTALLATION BY STATE REPRESENTATIVE RUTH JONES McCLENDON, DISTRICT 120, OF REAPPOINTED TRUSTEE**

- Place 1 (Bexar County) – Dr. Dianna M. Burns-Banks

State Representative Ruth Jones McClendon administered the oath of office to reappointed board member, Dr. Dianna Burns-Banks. Dr. Burns-Banks was re-appointed by County Judge Nelson Wolff to serve a two year term (through June 2010).

Before Representative McClendon left, Mr. Aaron Diaz, Director of Crisis/Jail Diversion reported briefly on the latest data relating to the services provided at the Center's Restoration Center, which Rep. McClendon was very involved in getting realized. Rep. McClendon thanked the Board for the opportunity to come and swear in Dr. Burns-Banks and that she is looking forward to working with the Center during the upcoming legislative session.

**1. ACKNOWLEDGEMENT OF MOLLY MITCHELL, CONTRIBUTORS, AND VOLUNTEERS FOR THEIR LANDSCAPE WORK AT THE RESTORATION CENTER (TRC)**

Dr. Jimenez welcomed Ms. Molly Mitchell, her family, friends and contributors for the landscaping project and thanked them for the work done at the Restoration Center facility located at 601 N. Frio.

Prior to presenting plaques and certificates of appreciation, Ms. Kathryn Jones, Director of Substance Abuse Services showed before and after pictures of the grounds at the Restoration Center noting the enormity of the project taken on. She then presented a plaque of appreciation to Ms. Molly Mitchell, thanking her for her leadership on the project. Following this presentation, certificates of appreciation were presented to the following individuals that participated in the project:

- Mr. John Kalmbach, New Earth
- Mr. & Mrs. Lane Mitchell, parents of Ms. Molly Mitchell
- Ms. Meldon Mitchell, Grandmother to Ms. Molly Mitchell
- Mr. Mike Owen, Cross Country Coach, San Antonio Christian School
- Ms. Hillary Hagan, Volunteer Worker, San Antonio Christian School

Certificates of Appreciation for those unable to attend will be delivered to them.

**RECOGNITION OF MR. JAMES CASTRO, DIRECTOR OF CHILDREN'S OPERATIONS, FOR HIS DEDICATED SERVICE TO THE CENTER**

Dr. Jimenez, Mr. Evans, Mr. Boone and Mr. Carmona spoke briefly about Mr. Castro and the great work he has done at the Center since October 2000 and all wished him success in his new position at St. Peters – St. Joseph's Children's Home.

Mr. Boone presented Mr. Castro with a plaque of appreciation and again thanked him for the excellent work performed while at the Center. Mr. Castro spoke briefly stating that his experience at the Center has been great and that he is looking forward to continuing a relationship with the Center as a new community partner for Child Mental Health Services.

## **2. APPROVAL OF MINUTES**

The following minutes were presented for review and approval:

- Special-Called Board Meeting, August 21, 2008
- Regular Board Meeting, August 25, 2008

Mr. Pitts moved for approval of the minutes as presented. Mr. Williams seconded the motion. Motion carried.

**CITIZENS TO BE HEARD** – None

## **3. BOARD CHAIRMAN'S REPORT**

Dr. Jimenez reported on comments he continues to receive from the community regarding the successful Consumer & Family Support Conference. He also briefly covered the upcoming Board Retreat, specifically the need for the Center to redefine and reinvent itself due to the major change in its organizational structure. Dr. Jimenez stated that Mr. Carmona will be communicating with the Board on details for the retreat.

## **4. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Evans reported that the Center recently hosted visitors from San Diego, California which adds to the number of visits to the Center to observe and learn about the Bexar County Jail Diversion program. Mr. Gonzales stated that the comments he received from the visitors were all positive and that they believe the Center's program is amazing.

A brief discussion ensued regarding the relationship in San Diego between emergency systems and the Police Department and how it compares to the one in San Antonio. Mr. Griffin reported that they do differ somewhat but with some aspects being better and others not, to include it being California law to impose sanctions to keep individuals in service. He also noted that they do use the CIT model and have a full time unit which is something SAPD is looking into.

Mr. Evans stated that progressive sanctioning has been discussed in the past with legislators and will most likely be discussed again at a future legislative session. Mr. Evans stated that he recently attended a Medicaid Administration meeting where it was stated that funding is going to be poor but stated that the Center will be able to continue with its community initiatives. He thanked the members of the Board for their continued leadership and support for the Center.

## **5. STAFF PRESENTATION: OVERVIEW OF KEY QUALITY INDICATORS**

- Bren Manaugh, LCSW, Director of Quality and Clinical Systems Development

Dr. Jimenez reported that at one of the sessions he attended at a conference in 2007 in Chicago, great attention was paid to changes with Boards and the need for Board members to be educated in the area of quality management and quality assurance. Ms. Manaugh stated that it is very important to pay attention to quality and that for almost two years she has been working with staff to bring indicators on line and looking at how things work to build a Continuous Quality Improvement (CQI) culture to the Center. She noted that the information being shared with the Board today is a foundational piece that looks at ways to make sure we are responsive to the needs of our consumers and our community. Ms. Manaugh stated that this means that the Center needs to be agile, adaptive, and creative to continue to meet the changes in the system.

Ms. Manaugh reported that the information being shared with the Board was discussed with the Board Planning & Operations Committee and they recommended the information be shared with the full Board to garner input on the indicators and a decision to be made on the timeframe for reporting on the information to the Board. Mr. Boone reported that details on the individual instruments are included in the board materials for informational purposes. Mr. Hernandez stated that quality indicators are very important and move us to be providers of quality care. He recommended the information be provided to the Board on a quarterly basis. A brief discussion ensued on the benchmarks used and alignment against nationwide standards. Dr. Jimenez stated that he wants the information to be easily understood and not be too detailed. Ms. Manaugh stated that the information today covers the foundation and that future reports will show trends and outliers. Dr. Burns-Banks stated that it is good that the areas being looked at are not just clinical but also include employee information. Dr. Jimenez stated that the Board's role is governance and that if shown outlier details the Board can then ask questions relating to corrective actions. Mr. Carmona stated that national metrics/benchmarks will be reviewed to ensure the Center's information corresponds.

## CONSENT AGENDA

### 6. FINANCE COMMITTEE REPORT (*Knox M Pitts II, Chair*)

1. Review and Acceptance of the 2008 1<sup>st</sup> Quarter Performance Report of the Center's 401(a) and 457 Accounts from Merrill Lynch (*Mark Carmona*)

That the Board of Trustees reviews and accepts the 2008 1<sup>st</sup> Quarter Performance of the Center's 401(a) and 457 accounts as prepared by Merrill Lynch.

2. Review and Approval of the Current Procedures for Fiscal Services (*Mark Carmona*)

That the Board of Trustees approves the current procedures for Fiscal Services.

Mr. Hernandez moved that the Board of Trustees approve items noted on the Consent Agenda above. Mr. Pitts seconded the motion. Motion carried.

## INDIVIDUAL ITEMS FOR DISCUSSION & APPROPRIATE ACTION

### 7. PLANNING & OPERATIONS COMMITTEE (*Margaret M. Vera, Chair*)

1. Approval and Ratification of the Department of Assistive and Rehabilitative Services (DARS) Contract for Early Childhood Intervention (ECI) Services for FY 2009 (Cynthia Martinez)

That the Board of Trustees approves and ratifies the Department of Assistive and Rehabilitative Services (DARS) Contract for Early Childhood Intervention (ECI) Services for FY 2009 which has been signed by the President/Chief Executive Officer. The Contract Amendment amends the contract amount as well as extends the contract term from September 1, 2008 to August 31, 2009.

2. Approval and Ratification of the Department of State Health Services (DSHS) Contract for HIV Outreach Services for FY 2009 (Cynthia Martinez)

That the Board of Trustees approves and ratifies the Department of State Health Services (DSHS) Contract for HIV Outreach Services for FY 2009 which has been signed by the President/Chief Executive Officer.

3. Approval and Ratification of the Subcontract with Dependable Health for Nursing Services at 601 N. Frio (Cynthia Martinez)

That the Board of Trustees approves and ratifies the subcontract with Dependable Health for Nursing Services at the Public Safety Unit at 601 N. Frio also referred to as sobering beds. The term of the contract is for 180 days for the term beginning July 1, 2008 and ending December 31, 2008 for an amount not to exceed \$264,704.

Mr. Hernandez moved that items 7.1., 7.2., and 7.3. above be approved. Mr. Pitts seconded the motion. Motion carried.

4. Approval of the Proposed CareLink Members Services Personnel Agreement with the University Health System (Cynthia Martinez)

Due to it being a conflict of interest, Mr. George Hernandez noted his abstention on voting on this item.

After a brief discussion on the importance of the relationship between the Center and the University Health System's CareLink program, Mr. Pitts moved that the CareLink Members Services Personnel Agreement with the University Health System be approved. Dr. Burns-Banks seconded the motion. Motion carried.

5. Approval of the Local Network Development Plan for Submission to the Department of State Health Services (Cynthia Martinez)

Ms. Martinez reported that the Local Network Development Plan (LNDP) is due to the Department of State Health Services (DSHS) on September 30, 2008. She noted that the LNDP is posted on the Center's Website, and has been presented to the Center's Behavioral Health Planning & Network Advisory Committee (BHPNAC), and at Commissioners Court. Ms. Martinez reported that two notices of interest have been received, one from the University Health System and one from Providence.

Mr. Hernandez asked if it would be possible to split the data noted on page 19 relating to the Provision of Medications and asked if there were other areas in the plan where the information should be split to show the data more accurately. Mr. Carmona stated that the template was set by DSHS but that noting specifics in footnotes can be done. Ms. Martinez stated that following submission of the LDNP, DSHS has 60 days to respond and then the Center will begin its procurement process. Mr. Evans reported that the BHPNAC will develop the scoring grid and score independently and subsequently submit a recommendation.

Mr. Hernandez stated that he was impressed with the work done on the LDNP. Dr. Jimenez stated that he has requested in the past that information on who actually worked on the products presented to the Board be included on the report to the Board.

Mr. Hernandez moved that the Local Network Development Plan be submitted to the Department of State Health Services with the noted changes. Mr. Williams seconded the motion. Motion carried.

**8. FINANCE COMMITTEE** (*Knox M Pitts II, Chair*)

1. Review of the Preliminary Fiscal Year 2008 Year End Financials (*Robert Guevara*)

Mr. Guevara presented on the Preliminary FY08 Year End Financials noting that year to date the Center currently shows a negative operational fund balance of \$785,046 but that changes are expected as staff continue to work on closing out the fiscal year. He noted that the service revenues for the past three months are showing a positive trend in AMH and that tracking of service revenues will continue throughout FY09 and will be reviewed at the monthly Finance Committee meetings. Mr. Pitts reported that one area where staff is expecting to receive funding from is the rate change approved by AACOG for adjustments in MRA rates but that the actual adjustment is not known at this time. He also stated that the budget for FY09 has been built to be more realistic.

Mr. Pitts moved that the Board of Trustees approve the Preliminary Fiscal Year 2008 Year End Financials. Mr. Williams seconded the motion. After discussion, the motion was clarified for it to be a motion that the Board of Trustees approves the receipt of the Preliminary Fiscal Year 2008 Year End Financials. Clarified motion approved.

2. Report on Payment to Satisfy the Debt on the Center's facility located at 601 N. Frio (*Robert Guevara*)

Mr. Guevara reported on the payment made to satisfy the Center's debt for the facility located at 601 N. Frio. He noted that due to the Center not receiving payment from DSHS until September 22, 2008, the Center made payment prior to the end of FY08 utilizing existing funds and replenished those accounts once the funding was received from DSHS.

Discussion followed relating to the structure of the financial reports provided to the Board and the Finance Committee.

Mr. Pitts reported that some discussion took place at the last Finance Committee meeting regarding the structure of the financial reports with the outcome being for staff to look at the information provided, being mindful of the Committee and the Board for financial oversight of the organization. He stated that a dashboard noting indicators that would immediately get the attention of the Board would be optimal.

Mr. Pitts stated that there are important ingredients needed and asked the Board members for input. Mr. Hernandez stated that there is currently too much data and recommended that the reports focus on what challenges are being faced or difficulties being encountered so that the Board can provide input on how to resolve the issues at hand. Dr. Burns-Banks recommended a one-page summary be provided that outlines the trends and gives the Board a concise report on the Center's financial health. Mr. Pitts stated that the details can still be provided but having an overview would be very helpful. Mr. Carmona stated that staff will work on a new format for presenting financial reports to the Board.

**REPORT FROM MR. SAM WILLIAMS, JR., ON THE ACTIVITIES OF THE TEXAS COUNCIL OF COMMUNITY MHMR CENTERS, INC. BOARD**

Mr. Williams reported that the issue of voter methodology continues. At the request of Dr. Jimenez, Mr. Evans briefly covered the history of the Center's relationship and current situation with the Texas Council so that the new members of the Board can be knowledgeable of the situation at hand. A brief discussion ensued on options for the Center with the outcome being that this will be an item for discussion on day two of the upcoming Board Retreat.

**REPORT FROM MR. KNOX M. PITTS II, ON THE ACTIVITIES OF THE TEXAS COUNCIL RISK MANAGEMENT FUND BOARD**

Mr. Pitts reported that the next meeting of the Texas Council Risk Management Fund Board is scheduled for three weeks from now in Austin, Texas. Dr. Milam asked if it would be possible for Mr. Pitts to raise a question relating to coverage for ECT and associated cost for coverage through the Texas Council Risk Management Fund.

**9. EXECUTIVE SESSION**

Executive Session Deliberation per Texas Government Code, Section:

551.071 (Consultation with General Counsel)

Advice on matters in which the duty of the General Counsel to the Center under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 552 of the Texas Government Code, and advice on pending litigation matters.

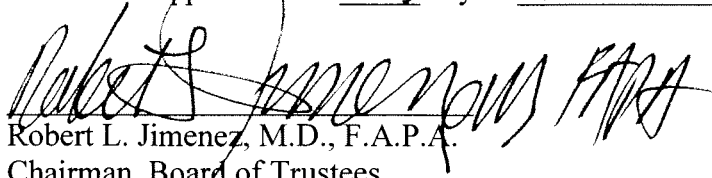
**10. OPEN SESSION**

No Executive Session held.

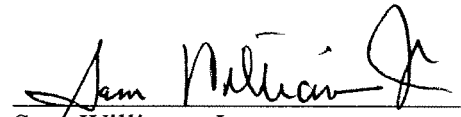
**11. ADJOURNMENT**

There being no further business to discuss, Mr. Pitts moved for adjournment of the meeting at 8:30 p.m.; Mr. Williams seconded the motion, and the motion carried unanimously.

Passed and approved this 11th day of December, 2008.

  
Robert L. Jimenez, M.D., F.A.P.A.

Chairman, Board of Trustees



Sam Williams, Jr.

Secretary