

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

THE CENTER FOR HEALTH CARE SERVICES

Regular Board Meeting
Monday, August 30, 2010
3031 IH 10 West
San Antonio, Texas 78201
6:00 p.m.

TRUSTEES PRESENT: Margaret M. Vera, Chair
Rebecca G. Brown, Vice Chair
Sam Williams, Jr., Secretary
Harry Griffin, Treasurer
Mary Rose Brown
Dianna M. Burns-Banks, M.D.
Ted Terrazas
Richard P. Usatine, M.D.

TRUSTEES ABSENT: Ruben D. Zamora

STAFF PRESENT: Leon Evans, President/Chief Executive Officer
Charles H. Boone, Chief Operations Officer
Mark A. Carmona, Chief Administrative Officer
A. Camis Milam, M.D., Chief Medical Officer
John A. Smith, General Counsel
Linda Rodriguez, Executive Assistant/Board Liaison
(Staff Attendance List on File)

GUEST PRESENT: Gregg Dreier, Executive Vice President, Frost Bank

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 Monday, August 30, 2010, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

The meeting was called to order by Madame Chair Margaret Vera at 6:13 p.m., with the following trustees present: Mmes. Rebecca Brown and Mary Rose Brown, Messrs. Griffin and Williams and Dr. Usatine, thereby establishing a quorum.

INVOCATION – Invocation was given by Mr. Sam Williams, Jr.

PLEDGE OF ALLEGIANCE – Led by Madame Chair Margaret Vera

1. APPROVAL OF MINUTES

The following minutes were presented for review and approval:

- Regular Board Meeting, July 27, 2010

Mr. Williams moved for approval of the minutes as presented; Mr. Griffin seconded the motion. Motion carried; with Ms. Rebecca Brown abstaining.

2. REPORT FROM THE NOMINATIONS COMMITTEE

- Nomination of Officers for August 2010 – July 2011

Committee chairman Harry Griffin reported that the Nominations Committee had met on August 19, 2010 to discuss and propose a slate of officers for the period August 2010 – July 2011. Board members appointed to the committee were Ted Terrazas and Sam Williams.

Mr. Griffin announced that the committee was recommending the following slate of officers:

- Margaret M. Vera, Chairman
- Rebecca G. Brown, Vice Chairman
- Sam Williams, Jr. Secretary
- Harry Griffin, Treasurer

ELECTION OF OFFICERS FOR A ONE-YEAR TERM – AUGUST 2010 – JULY 2011

There being no nominations from the floor, Dr. Usatine moved that the Board of Trustees approve the slate of officers as recommended by the Nominations Committee. Ms. Mary Rose Brown seconded the motion. Motion carried unanimously.

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

3. BOARD CHAIRMAN'S REPORT

- Update on the Expansion Project at 601 North Frio – *Mark Carmona*

Mr. Carmona reported that the University Health System Board of Managers had approved a UHS funding contribution of \$1.2 million toward the expansion of the 601 North Frio facilities. Currently, staff from both entities is working on the contractual obligations. CHCS staff is also in the process of contract negotiations with Parsons, the Project Manager, and subcontractors. Project completion anticipated timeframe: 12 -14 months.

At this time, Ms. Vera announced that the September 7, 2010 board meeting on the schedule was being cancelled and that the next regularly-scheduled board meeting was set for Monday, November 1, 2010.

Ms. Vera also inquired about a possible board retreat. Mr. Evans responded that management was currently reviewing items for presentation and would more than likely be targeting a November date for the next board retreat.

4. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- President/CEO's Report of Activities for the months of July and August 2010

Mr. Evans briefly reported on the following:

- The Bexar County Family and Consumer Conference held August 19th – 21st was a huge success and the largest in the nation.
- The Legislative Symposium held on August 25th was also a huge success with the presence of Senator Leticia Van de Putte, Representatives Joaquin Castro and Jose Menendez, and Speaker of the House District Director Noemi Miller.
- He was invited, along with Mark Carmona, to testify to the Senate Committee on Jurisprudence on August 26th in regards to the Committee's Interim Charge as it relates to confidential information sharing among state agencies and courts serving at-risk children and youth.
- Currently scheduling meetings with County Commissioners, City Council and Legislators. To date, all meetings scheduled have gone well and invites are being sent to the board members.

Dr. Burns-Banks arrived at this time.

- Ms. Mary Rose Brown announced that Mary Repole from Epiphany Research & Marketing had agreed to work with the Center in its' branding initiative. She commented that with entering a new health care arena, things are going to change and the Center will need new funding sources. Ms. Repole will conduct interviews with board members, management staff, and key stakeholders, and also do research analysis. Mr. Carmona briefly outlined the goals and objectives of the initiative:
 - Defining Who We Are/Differentiate
 - What Value We Provide
 - Understanding the Liabilities and Benefits of our Name

Additional discussion ensued regarding the revamping of the Center's website and it was noted that Ms. Repole would not be working on that. The Center would more than likely contract externally for that project. Ms. Vera thanked Ms. Brown for her assistance with getting these initiatives underway.

Mr. Terrazas arrived at this time.

- Chief Medical Officer's Report – Dr. Camis Milam
- Status Report on the Service Redesign – Charles H. Boone

- Mr. Boone distributed a document (copy on file) outlining upcoming changes being made to improve the efficiency of the Center's Crisis Care Center. Additionally, he reported that staff was also in the process of redesigning the system on how we deliver services. Part of the redesign is a walk-in psychiatric clinic for individuals who may have an immediate need but not in crisis.
- Dr. Usatine expressed concern regarding the needs of those individuals affected by the closure of the Healthy Solution Clinics and Dr. Milam stated that she was available to all of the PCPs if they had any questions or concerns. She was also working to get credentialed so that she can spend time out at the clinics and provide consultation to those physicians.
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of July and August 2010
- Human Resources Quarterly Turnover/Personnel Action Summary for the months of July and August 2010

CONSENT AGENDA

Ms. Vera requested that item 5.7 be pulled from the Consent Agenda for individual consideration.

5. PLANNING & OPERATIONS COMMITTEE REPORT *(Dr. Dianna Burns-Banks, Chair)*

1. Ratification of the Contract Renewal with Carvajal, Inc. for the Provision of Professional Pharmaceutical Services – *Cynthia Martinez*
2. Ratification of the Contract Renewal with the Department of State Health Services (DSHS) for the Youth Suicide Prevention (YSP) Project for Fiscal Year 2011 – *Cynthia Martinez*
3. Ratification of the Department of State Health Services (DSHS) Mental Health Children's Wait List Program Attachment for Fiscal Years 2010-2011 – *Cynthia Martinez*
4. Ratification of the Department of State Health Services (DSHS) Pharmacotherapy Clinics Contract for Fiscal Year 2011 – *Cynthia Martinez*
5. Approval of the Proposed Contract Renewal with The Wood Group (TWG) for the Provision of Transitional Residential Services – *Cynthia Martinez*
6. Approval of the Proposed Contract Renewal with The Wood Group (TWG) for the Provision of Crisis Respite, Crisis Residential, and Outpatient Competency Restoration Residential Services – *Cynthia Martinez*

6. FINANCE COMMITTEE REPORT *(Harry Griffin, Chair)*

Approval of the Contract Renewal with Porfirio Munoz d/b/a P&C Cleaning Services for the Provision of Janitorial Services at all Center Facilities, Excepting 601 North Frio – *Cynthia Martinez*

Ms. Rebecca Brown moved that the Consent Agenda be approved as amended; Dr. Usatine seconded the motion. Motion carried unanimously.

The Board discussed the following item at this time:

7. Approval of the Renewal of the Crisis Line Services Contract with the University Health System (UHS) – *Cynthia Martinez*

Discussion ensued regarding the significant increase in the amount of the contract with UHS for the provision of services in handling the Center's mental health crisis line through its' NurseLink Program. Staff explained in detail the need for additional staff. Upon further discussion, it was suggested that the contract be amended to include the number of staff to be increased, qualifications and credentials. If meeting standards, the number of minimums.

Dr. Usatine moved to approve the contract renewal with the University Health System as amended; Ms. Rebecca Brown seconded the motion. Motion carried.

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

7. FINANCE COMMITTEE (*Harry Griffin, Chair*)

1. Acceptance of the 2010 2nd Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Frost Bank – *Mark A. Carmona*

Dr. Usatine moved that the Board of Trustees accept the 2010 2nd Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Frost Bank as presented; Mr. Williams seconded the motion. Motion carried.

Mr. Griffin briefly noted that there was no recommendation to rebalance the accounts at this time.

2. Acceptance of the Center's Financial Statements for the Period Ending July 31, 2010 – *Robert Guevara*

Mr. Guevara reported that the Center had ended the month of July 2010 with a negative contribution to fund balance of (\$82,951); which resulted in a year-to-date negative fund balance of (\$622,344). However, with New Generation Medications savings of \$1,085,601 and unspent Capital Project Funds totaling \$309,837; the Center is currently in a positive financial position of \$773,094. Additionally, there is a deferred GR for State Match in the amount of \$1,598,166.

Service revenues for the month were reported at \$870,443 compared to a monthly budget of \$982,196. It was noted that there was a decrease in service revenues for the last quarter due to the closure of the Healthy Solution Clinics. Additional review revolved around overtime salaries, pharmacy contracts and the losses in Long Term Care Services and Child Crisis Diversion.

Investments in TexPool were reported to have a beginning balance of \$8,213,724 and an ending balance of \$5,455,248 for a net decrease of \$2,758,476. Interest earned for the month was \$1,272 for an average yield of .2259%.

Dr. Burns-Banks moved that the Board of Trustees accept the Center's Financial Statements for the period ending July 31 2010 as presented; Ms. Rebecca Brown seconded the motion. Motion carried.

3. Approval of the Center's Budget for FY 2011 – *Tom Cobb*

That the Board of Trustees accepts the Center's Budget for FY 2011.

Mr. Cobb reported that this year's proposed budget was \$65,430,280; an increase of \$3,141,128 from the FY 2010 budget of \$62,289,152. It was noted that this budget did not include the staffing and salary schedule for FY 2011, which will be presented to the Finance Committee at their next regularly-scheduled meeting for ratification and presentation to the full board.

Mr. Cobb stated that this budget had been developed with the goal of developing a strategy to meet the anticipated 5% GR reduction from the State, identify strategic areas for business development, maximize efficiency and incorporate Continuous Quality Improvement into continuing operations. He reported in detail on new initiatives and/or substantially enhanced programs, staffing patterns, consumers served, and revenue streams.

Upon conclusion of the presentation, Mr. Griffin moved that the Board of Trustees accept the Center's Budget for FY 2011 as presented; Dr. Usatine seconded the motion. Motion carried.

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

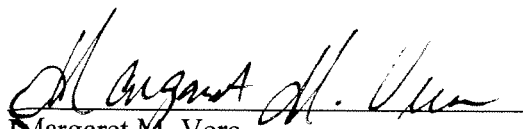
Mr. Williams briefly reported that the Texas Council Board had met on August 6th and 7th, and that the main topic of discussion was the upcoming potential cuts and what community MHMR centers are going to do. The Texas Council Board also adopted to have 100% National Association of Counties Behavioral Health & Developmental Disabilities (NACBHDD) membership.


EXECUTIVE SESSION - There was no Executive Session.

ADJOURNMENT

There being no further business to discuss, Ms. Rebecca Brown moved for adjournment of the meeting; Dr. Burns-Banks seconded the motion. Motion carried and the meeting was adjourned at 8:40 p.m.

Passed and approved this 2 day of November, 2010.


Margaret M. Vera
Chairperson


Sam Williams, Jr.
Secretary