

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

THE CENTER FOR HEALTH CARE SERVICES

Regular Board Meeting
Tuesday, May 31, 2011
Children & Adolescent Program
711 E. Josephine
San Antonio, Texas 78208
6:00 p.m.

TRUSTEES PRESENT: Rebecca G. Brown, Acting Chair
Harry Griffin, Treasurer
Dianna M. Burns-Banks, M.D.
Ted Terrazas
Richard P. Usatine, M.D.
Ruben D. Zamora

TRUSTEES ABSENT: Sam Williams Jr., Secretary
Mary Rose Brown

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

GUEST PRESENT: Ms. Adelita Cantu, Chair, BHPNAC
Ms. Martha Moyer, BHPNAC Member
Ms. Michelle Mata, BHPNAC Member
Ms. Carol Lockett, BHPNAC Member
Ms. Doris Miller, BHPNAC Member
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 Tuesday, May 31, 2011, at 3031 IH 10 West, San Antonio, Texas.

**CALL MEETING TO ORDER
CERTIFICATION OF QUORUM**

The meeting was called to order by Acting Chair Rebecca G. Brown, at 6:07 p.m., with the following trustees present: Messrs. Griffin, Terrazas and Zamora, and Drs. Burns-Banks and Usatine, thereby establishing a quorum.

INVOCATION – Ms. Brown asked that a silent prayer be offered at this time.

PLEDGE OF ALLEGIANCE – Was led by Mr. Harry Griffin

1. APPROVAL OF MINUTES

The minutes of the regular board meeting of March 28, 2011 were presented for review and approval. Ms. Brown noted a correction on page 9, stating that the Personnel Ad Hoc Committee had been restructured to address the President/CEO's proposed amendment to his employment contract and remaining issues. Mr. Griffin moved for approval of the minutes as corrected; Dr. Usatine seconded the motion. Motion carried.

The minutes of the special-called board meeting of April 25, 2011 were presented for review and approval. Dr. Usatine moved for approval of the minutes as presented; Mr. Terrazas seconded the motion. Motion carried.

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

PRESENTATION BY THE BEHAVIORAL HEALTH PLANNING AND NETWORK ADVISORY COMMITTEE (BHPNAC); AND RECOGNITION OF MEMBERS

Ms. Adelita Cantu, chairman of the BHPNAC, provided the board with an update on the activities of the committee, noting that they had been very involved in the review of the RFPs for the Local Network Planning Development (LNPd) process for FY 2008. Ms. Cantu thanked the board for the opportunity to serve on the committee (copy of the presentation on file in the Executive Offices).

Ms. Brown also thanked the committee for all of their efforts and hard work, and on behalf of the board presented Certificates of Appreciation to the following members: Ms. Adelita Cantu, Ms. Martha Moyer, Ms. Michelle Mata, Ms. Carol Lockett, and Ms. Janet Paleo (accepted by Ms. Mata).

Ms. Lockett briefly announced the Bexar County Detention Ministries fundraising luncheon this coming Friday, June 3rd at the Doubletree Hotel, where Mr. Evans is being honored with the John Byrd Community Service Award.

2. BOARD CHAIRMAN'S REPORT

- Legislative Update – *Leon Evans*

Mr. Evans stated that a legislative update summary was provided under the Board Chairman's report tab (copy on file in the Executive Offices). He briefly reported that all of the noted bills would be moving forward to the Governor for signature with the exception of HB 3107 (Medicaid Suspension) and proceeded to give the board a brief synopsis on that bill.

Mr. Evans also acknowledged Mr. Carmona for his leadership role during the session and stated that he had spent a great deal of time at the Capitol meeting with legislative officials and tracking these bills.

- Update on the Expansion Project at 601 N. Frio – *Robert Guevara*

Mr. Guevara reported that the expansion project was moving forward rapidly, the design completion was at 95%, and the anticipated project completion date was August/September 2012. He reported that initially the project was over-budget; however, when the Request for Proposals (RFP's) start to come in, staff will get a better sense on whether additional funding will be needed. Mr. Evans added that because we are moving the Substance Abuse Program into the 601 North Frio facilities, the cost could increase. However, this is being done in order to better position the Center.

At this time, BHPNAC member Doris Miller arrived, at which time she was presented with her Certificate of Appreciation by Board Chair Rebecca Brown.

Ms. Brown complimented Controller Robert Guevara, Ms. Karla Ramirez and their staff on a recent state audit. Mr. Guevara reported that the auditors were very impressed with the Center's internal control structure, more specifically the Substance Abuse Program.

Ms. Brown also reported that while Mr. Evans was attending a meeting with White House officials in Washington, board and staff were in San Diego, California at the National Council of Behavioral Healthcare Conference accepting his Leadership Award.

3. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- President/CEO's Report of Activities for the months of March and April 2011

Mr. Evans briefly reported on a recent follow/up phone call he had with White House officials where discussions continued in regards to Medicaid termination, the re-entry program, and health care reform.

- Status Report on Local Planning Network Development (LPND) – *Cynthia Martinez*

Ms. Martinez reported that the FY 2008 LPND procurement cycle has now come to an end, noting that at the last meeting the board was presented with recommendations for Adult Resiliency Disease Management Services, and tonight would receive four recommendations for Child and Adolescent Services. She proceeded to report in detail on the forthcoming recommendations and stated that after this, staff would begin working on the FY 2010 LPND procurement cycle.

- Medical Director's Report

Mr. Boone reported that he and Ms. Martinez were meeting weekly with the Medical Directors, currently looking at locations and placement of doctors. He noted that Drs. Sara Rasco and Thomas Hardaway were doing an excellent job in identifying issues requiring action and also keeping the Medical Executive Committee informed.

- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the months of March and April 2011
- Key HR Metrics for the month of March and April 2011

CONSENT AGENDA

Items on the Consent Agenda may be removed at the request of any Board member and considered at another time on this agenda. Placement on the Consent Agenda does not limit the possibility of any presentation, discussion or approval at this meeting. Under no circumstances does the consent agenda alter any requirements provided under Texas Government Code Chapter 551, Texas Open Meetings Act.

4. EXECUTIVE COMMITTEE *(Rebecca G. Brown, Chair)*

Review of the Proposed Risk Management Standard Board Report *(Bren Manaugh)*

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

1. Approval of the Renewal Contract Agreement with the University Health System (UHS) for the provision of Pharmacist and Pharmacy Technician Personnel *(Cynthia Martinez)*
2. Approval of the Renewal Contract with the City of San Antonio for the provision of the Male Safe Haven Services *(Charles H. Boone)*
3. Approval of the Renewal Contract with the City of San Antonio for the provision of the Female Safe Haven Services *(Charles H. Boone)*
4. Approval of the Renewal Contract with the San Antonio Food Bank for the provision of Food Services to the Detoxification and Intensive Outpatient Program *(Charles H. Boone)*
5. Approval of the Renewal Contract with University Health System (UHS) for the Professional Health Care Services Provider (CareLink 2011) *(Cynthia Martinez)*
6. Ratification of the Contract Amendment with the City of San Antonio for the Provision of Services to the Head Start Program *(Charles H. Boone)*

Ms. Brown asked Ms. Manaugh to briefly explain the proposed Risk Management template being presented under #4. Ms. Manaugh responded that all of the items on the template are standing items monitored by the Quality Management Department. If any item should reach the benchmark level, this would require board notification. This report was presented to the Board Executive Committee at its' last meeting at which time it was recommended that it be brought forth to the full board for review and approval. Ms. Manaugh stated that the only pending item left for presentation to the board is the Risk Management Plan.

Dr. Burns-Banks recommended that Item 6.1 under Individual Items be moved to Consent Agenda and moved for approval of the Consent Agenda as recommended; Mr. Griffin seconded the motion. Motion carried.

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

2. Approval of the Selection and Award of a Contract for the Provision of Child and Adolescent Inpatient Psychiatric Treatment Services, and Authorization for the President/CEO, subject to legal review by General Counsel, to enter into and execute a contract with Accord d/b/a Nix Hospital, under terms and conditions acceptable to the Center *(Cynthia Martinez)*

Dr. Burns-Banks moved that the Board of Trustees approve the selection and award of a contract for the provision of Child and Adolescent Inpatient Psychiatric Treatment Services; and authorize the President/Chief Executive Officer, subject to legal review by General Counsel, to enter into and execute a contract with Accord d/b/a Nix Hospital, under terms and conditions acceptable to the Center.

Dr. Usatine seconded the motion; motion carried.

3. Approval of the Selection and Award of a Contract for the Provision of Child and Adolescent Inpatient Psychiatric Treatment Services, and Authorization for the President/CEO, subject to legal review by General Counsel, to enter into and execute a contract with Clarity Guidance Center, under terms and conditions acceptable to the Center *(Cynthia Martinez)*

Dr. Burns-Banks moved that the Board of Trustees approve the selection and award of a contract for the provision of Child and Adolescent Inpatient Psychiatric Treatment Services; and authorize the President/Chief Executive Officer, subject to legal review by General Counsel, to enter into and execute a contract with Clarity Guidance Center, under terms and conditions acceptable to the Center.

Dr. Usatine seconded the motion; motion carried.

4. Approval of the Selection and Award of a Contract for the Provision of Child and Adolescent Resiliency Disease Management (RDM) Services, and Authorization for the President/CEO, subject to legal review by General Counsel, to enter into and execute a contract with Zeitgeist Wellness Group, under terms and conditions acceptable to the Center *(Cynthia Martinez)*

Dr. Burns-Banks moved that the Board of Trustees approve the selection and award of a contract for the provision of Child and Adolescent Resiliency Disease Management (RDM) Services; and authorize the President/Chief Executive Officer, subject to legal review by General Counsel, to enter into and execute a contract with Zeitgeist Wellness Group, under terms and conditions acceptable to the Center.

Dr. Usatine seconded the motion; motion carried.

5. Approval of the Selection and Award of a Contract for the Provision of Child and Adolescent Resiliency Disease Management (RDM) Services, and Authorization for the President/CEO, subject to legal review by General Counsel, to enter into and execute a contract with Excel...Rise Above the Rest, under terms and conditions acceptable to the Center (*Cynthia Martinez*)

Dr. Burns-Banks moved that the Board of Trustees approve the selection and award of a contract for the provision of Child and Adolescent Resiliency Disease Management (RDM) Services; and authorize the President/Chief Executive Officer, subject to legal review by General Counsel, to enter into and execute a contract with Excel...Rise Above the Rest, under terms and conditions acceptable to the Center.

Dr. Usatine seconded the motion; motion carried.

Dr. Burns-Banks added that she would like to see more active involvement from the Planning & Operations Committee in regards to Items 6.4 and 6.5 since these contracts were accepted based on Local Planning requirements. Although Excel has history with the Center, their experience is limited to the services they are providing and given the fact that Zeitgeist Wellness Group is a new provider to the Center, she requested performance indicators be put into place to ensure a consistent evaluation process.

6. Approval of the Operation of the Crisis Hotline Services (*Bren Manaugh*)

Upon a brief synopsis on the history of the Crisis Hotline, Dr. Burns-Banks moved that the Board of Trustees approve the modified recommendation from the committee to suspend the Request for Bid (RFB) process and allow Center staff to consider other options to include but not limited to internal operation of the Crisis Hotline Services, not to exceed a total amount of \$200,000.

Mr. Griffin seconded the motion; motion carried.

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

1. Review and Acceptance of the 2011 1st Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Frost Bank (*Robert Guevara*)

Mr. Dreier, Executive Vice President for Frost Bank, briefed the board on the 1st Quarter Performance Report of the Center's retirement accounts, noting a 14 ½ % annual return on the 401(a) portfolio. On the 457(b) plan, he reported 412 participants at this time, a substantial increase from December 2009. He credited the Center's match and education awareness as well as the improvement in the stock market for the increase in participation.

Upon reviewing the allocations on each plan, he stated that they were not making any recommendations for changes at this time.

Mr. Griffin moved that the Board of Trustees accept the 2011 1st Quarter Performance Report of the Center's 401(a) and 457(b) Accounts from Frost Bank as presented; Dr. Usatine seconded the motion. Motion carried.

2. Review and Acceptance of the Center's Financial Statements for the Period Ending April 30, 2011 (*Robert Guevara*)

Mr. Guevara reported that the Center had ended the month of April 2011 with a positive contribution to fund balance of \$129,896; which resulted in a year-to-date operational fund balance of \$740,400. This does not include \$218,743 in the Capital Improvement Fund. Not including this fund in operations was a good decision as we start to expend on the capital improvement project. Due to unexpected budget changes and reductions that occurred, he does not anticipate that the Center will meet the \$2.3 million goal as initially projected for this current fiscal year.

He briefly reported on the service revenues, current vacancies, the outlying revenue recognition of the New Generation Medication funds, and the financial variances in program performance.

He reported a decrease in the TexPool investments, beginning with a balance of \$8,603,017 and ending with a balance of \$8,303,775 for a net decrease of \$299,242. Interest earned for the month was \$868 for an average yield of .1122%. Ratios were reported within limits and cash flow projections for the year-end were reported at \$9.7 million.

Mr. Griffin moved that the Board of Trustees accept the Center's Financial Statements for the period ending April 30, 2011 as presented; Mr. Zamora seconded the motion. Motion carried.

3. Review and Approval of the Center's Fiscal Year 2012 Budget and Staffing Schedule (*Robert Guevara*)

The board was provided with a presentation on the Center's efforts to address the anticipated budget reductions of \$5,180,551 for FY 2012 and to realign the proposed budget to current expected performance, which includes the budget and staffing schedule.

The Center's overall budget for FY 2012 is \$54,397,903; a reduction of \$10,670,836 from the FY 2011 budget of \$65,068,739. Staffing for FY 2012 was reduced from 976.42 to 721.44, a reduction of 254.98. Mr. Guevara stated that with the anticipated cuts, the Center's indirect rate would be at approximately 13%. Ms. Martinez proceeded to report on the actual number of positions being eliminated based on attrition and vacant vs. filled positions. There was also discussion with both Mr. Guevara and Ms. Martinez that outlined the three tiers in which eliminations and reductions would occur based on actual funding decisions and noted that in total approximately 104.50 positions would potentially be eliminated.

Mr. Zamora expressed concern in regards to the proposed budget and noted that according to the Board By-laws (Section XIV.B.), the Center was suppose to present the proposed budget to the sponsoring agencies within thirty days prior to board approval and asked if that had already been done.

Mr. Evans responded that he had been meeting with members of the Commissioners Court as well as UHS CEO George Hernandez, informing them of the upcoming legislative budget reductions and the Center's plan to handle those cuts. He added that the proposed budget was also not absolute and that staff was planning for a worst case scenario, which is why he has also been holding Town Hall meetings with staff keeping them informed.

Upon further discussion, Ms. Brown called for a motion to approve the proposed FY 2012 budget as presented. Dr. Usatine moved that the Board of Trustees approve the Center's FY 2012 Budget as presented, to include the staffing schedule. Mr. Terrazas seconded the motion; motion carried 5/1 (with Mr. Zamora opposing).

In conclusion, Mr. Evans stated that he would ensure that the budget was submitted to the Center's sponsoring agencies.

8. REPORT ON CONSIDERATION OF ACQUISITION OF DOWNTOWN PROPERTIES FOR A PROPOSED MENTAL HEALTH OUTPATIENT CLINIC (*Leon Evans*)

Presentation, discussion and appropriate action authorizing the President/Chief Executive Officer and Center staff to engage in discussions with and submit a Letter of Intent to the City of San Antonio for the acquisition of the SAMP Shelter property; and further authorizing participation in any public offering solicitation by the City of San Antonio for sale/purchase of the SAMP Shelter property and other adjacent property available for purchase, under terms and conditions that will be submitted to the Board at a later date for consideration and action.

Upon discussion, Mr. Griffin moved that the Board of Trustees authorize the President/CEO to release a Letter of Interest to the City of San Antonio as stated; and further authorize participation in any public offering solicitation by the City of San Antonio for the sale/purchase of the SAMP Shelter property and other adjacent property available for purchase as stated.

Dr. Usatine seconded the motion; motion carried.

REPORT FROM MR. RUBEN D. ZAMORA, ON THE ACTIVITIES OF THE FAITH-BASED INITIATIVES COMMITTEE

Mr. Zamora deferred on his report to the next meeting.

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

Due to Mr. Williams' absence there was no report available. However, Ms. Brown announced that the 26th Annual Texas Council Conference was coming up on Wednesday, June 15th through Friday, June 17th at the Westin Galleria in Houston, Texas, for those interested in attending.

REPORT FROM MR. HARRY GRIFFIN ON THE ACTIVITIES OF THE TEXAS COUNCIL RISK MANAGEMENT FUND BOARD

Mr. Griffin announced that the Fund had some reserve funds which were being distributed to Fund members on a prorated share which could reduce our premiums. This process could be repeated in 2012 if reserves are available at that time.

EXECUTIVE SESSION

There was no Executive Session.

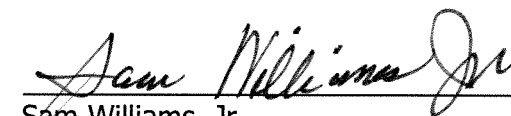
ADJOURNMENT

There being no further business to discuss, Mr. Griffin moved for adjournment of the meeting; Dr. Usatine seconded the motion. Motion carried and the meeting was adjourned at 9:05 p.m.

Passed and approved this 5th day of July, 2011.



Rebecca G. Brown (Acting Chair)
Vice Chairman



Sam Williams, Jr.
Secretary