

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

THE CENTER FOR HEALTH CARE SERVICES

Regular Board Meeting
Tuesday, July 5, 2011
3031 IH 10 West
San Antonio, Texas 78201
6:00 p.m.

TRUSTEES PRESENT: Rebecca G. Brown, Chairman
Dr. Dianna M. Burns-Banks, M.D., Vice Chair
Sam Williams, Jr., Secretary
Harry Griffin, Treasurer
Mary Rose Brown
Ted Terrazas
Ruben D. Zamora

TRUSTEES ABSENT: Richard P. Usatine, M.D.

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

GUEST PRESENT: Janet Paleo, PRO International
Anna Gray, PRO International

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, July 5, 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 6:06 p.m., with the following trustees present: Messrs. Griffin, Terrazas, Williams and Zamora, thereby establishing a quorum.

INVOCATION – Led by Mr. Sam Williams, Jr.

PLEDGE OF ALLEGIANCE – Led by Mr. Harry Griffin

Ms. Mary Rose Brown arrived at this time.

Following the Pledge of Allegiance, Ms. Brown acknowledged the passing of Mr. Evans' father and on behalf of the board offered their deepest sympathy.

1. APPROVAL OF MINUTES

The minutes of the regular board meeting of May 31, 2011 were presented for review and approval. Mr. Griffin moved for approval of the minutes as presented; Mr. Zamora seconded the motion. Motion carried.

IN RECOGNITION OF MR. TED TERRAZAS FOR HIS SERVICE AS A MEMBER OF THE CENTER'S BOARD OF TRUSTEES

Ms. Brown acknowledged Mr. Ted Terrazas for his leadership and service as a member of the Center's Board of Trustees for the period July 2009 through July 2011. During his tenure, Mr. Terrazas served on the Business Finance Committee and chaired the newly-established New Business Development Committee, which he will continue to serve on until the committee's work is accomplished.

2. REPORT FROM THE NOMINATIONS COMMITTEE

- Nomination of Officers for August 2011 – July 2012

A Nominations Committee was appointed by Ms. Brown for the purpose of proposing a slate of officers for the period August 2011 – July 2012. Committee members were Mary Rose Brown, Chairman; Dr. Burns-Banks and Dr. Usatine.

Chair Mary Rose Brown reported that the committee had met via teleconference on June 14, 2011 to discuss the proposed slate of officers for the period August 2011 – July 2012 and were presenting the following recommendation:

Rebecca G. Brown – Chair
Dr. Dianna Burns-Banks – Vice Chair
Sam Williams, Jr. – Secretary
Harry Griffin - Treasurer

ELECTION OF OFFICERS FOR A ONE-YEAR TERM:

AUGUST 2011 – JULY 2012

- Chairman
- Vice Chairman
- Secretary
- Treasurer

As has been the custom of the Center, Board Chair Rebecca Brown called for nominations from the floor. Mr. Williams moved that the nominations be closed and that the board accept the recommendations from the Nominations Committee; Mr. Zamora seconded the motion. Motion carried unanimously.

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

3. PRESENTATION ON FOCUS FOR LIFE

- Janet Paleo, PRO International

Ms. Paleo presented on the Focus for Life Program, an innovative consumer-driven, consumer-led training program designed to positively impact personal recovery for those with mental illness by fostering increased levels of wellness. Upon conclusion of the presentation, they announced the upcoming Focus for Life Consumer Training scheduled for July 11-13, 2011 at the Community Unitarian Church located at 4818 E. Beverly Mae Drive.

Ms. Paleo thanked the Center for its utmost support in the development of the Prosumer Group, specifically Mr. Williams, Mr. Evans and Mr. Boone.

Dr. Burns-Banks arrived at this time.

4. BOARD CHAIRMAN'S REPORT

- Legislative Update – *Leon Evans*

Mr. Evans reported that he had been a participant in the DSHS State-wide Continuity of Care Task Force assembled by DSHS Assistant Commissioner Mike Maples, and noted that there had been a number of bills/developments as a result of task force discussions. Such as the development of residential step-down units by the state hospitals; HB 1 for the development of four outpatient competency restoration pilots; and HB 748 and HB 2725 which will incorporate many of the statutory recommendations from the task force to include credit for jail time served and a maximum time limit for forensic commitments.

Mr. Carmona added that it had been a successful session although it did not seem like it would be at the onset. He talked about the distribution of a medical clearance process chart developed to look at what the effect of the budget cuts was going to have on the provision of services. This was a collective effort between hospitals, law enforcement and the criminal justice system. Initially, projections did not look good and we still do not know what the outcome will be. However, most mental health funding has been restored.

He reported that all four bills that the Center had been supporting passed and were signed by the Governor: 1) HB 748 (Jail Time Credit); 2) HB 39 (Sixty-day Rule); 3) HB 35 (Extension of HB 1232 - Expansion of the Youth Behavioral Health Pilot Project for Children); and 4) HB 1128 (Consent to Medical Treatment). In conclusion, he stated that this was all due to lots of hard work, a collaborative effort by local key stakeholders, white papers developed, testimony provided, data and impact analysis thereof. Staff will now get together with Judge Polly Jackson Spencer to see what our next step will be.

- Ms. Brown stated that in a meeting with staff a couple of weeks ago she had requested a wish list and the following had been provided to her:

- 1) A Spurs visit to consumers
- 2) Donation of a tree to memorialize the passing of consumers at the Home Health Care Program.
- 3) Assistance to replace the flooring at the Day Treatment Program

Ms. Mary Rose Brown offered to assist with requests #1 and #2. Ms. Rebecca Brown asked that bids be obtained for request #3 and that they be forwarded to the full board for consideration/assistance.

- Ms. Brown announced that the board retreat scheduled for August 25th and 26th had been cancelled and would be rescheduled at a later date. She also announced that there would be a regular board meeting taking place on Monday, August 29th at the 2711 Palo Alto location beginning at 6:00 p.m.

Ms. Mary Rose Brown left at this time.

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

Mr. Guevara reported that the bid package on the foundation had come in and was \$150,000 over budget. The second bid package, which contains the majority of the structural design has also come in and is at \$10,000 over budget. Once we receive all of the bid packages, we will have more definitive figures. However, it is his sense that staff will need to come back to the board for additional funding.

5. PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT

- President/CEO's Report of Activities for the month of May 2011
- Medical Director's Report
- Contracts executed by the President/CEO over \$50,000 and under \$100,000 for the month of May 2011
- Key HR Metrics for the month of May 2011

Mr. Boone reported on the following:

- Mr. Williams has been attending the Behavioral Health Planning Network Advisory Committee (BHPNAC) meetings for a long time now. The committee is requesting other board members to attend if possible. The committee meets every second Tuesday of every other month.
- Funding for the In-Home Recovery Program dormitory at Haven for Hope will run out in September 2011. A team has been put together to look at approaching the funding foundations for possible funding. Will notify the board when staff starts to contact them. Ms. Brown asked that staff forward the plan to her so that she can start making contact. There was much discussion in regards to other possible resources.
- There is an opportunity to work with Austin-Travis MHMR and Blue Bonnet Trails in a collaborative effort to cut down on administrative costs.

All three executive directors have met and identified services that could be done jointly. Mr. Boone would be assigned as the project manager and all three boards would need to sign an Inter-local agreement in order to bring those resources together. Mr. Evans added that this was already being done around the state in an effort to drive down administrative cost and also as we move toward health care reform. This will be coming back to the board through committee in August.

- Reported on the Community Medical Director's Roundtable Task Force Meeting held on June 28th where discussions revolved around the overload of outpatient care and the need to strategize. It was a standing room only with eighty representatives in attendance. Ms. Rebecca Brown was also present. DSHS staff was also present to help attendees understand the waiting list process. It was noted that CHCS was the last community center to have a waiting list and also the shortest. Mr. Boone stated that if board members were interested in attending the next CMDRT meeting, notices will be forwarded to them.

Mr. Evans reported on the following:

- We will have another round of town hall meetings once staff knows more about what the budget will look like.
- Reminded the board about Pamela Hyde's (SAMHSA Administrator) visit on Monday, July 18th.
- Reiterated that some of the board members had joined him in his meetings with the County Commissioners and Mr. George Hernandez and wanted to remind the board that at some point Mr. Hernandez would like for the Center to present to the University Health System's Board of Managers on the budget.

CONSENT AGENDA

Mr. Griffin moved that the Board approve the following Consent Agenda:

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

Approval of the Expansion of the Therapeutic Foster Care Operational Policies *(Charles H. Boone)*

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

Review and Recommend to the Board of Trustees to Authorize the President/Chief Executive Officer to Execute the Funding Agreement between the University Health System and The Center for the Capital Expansion Project at 601 N. Frio Street *(Robert Guevara)*

Mr. Williams seconded the motion; motion carried.

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

1. Review and Acceptance of the Center's Financial Statements for the Period Ending May 31, 2011 (*Robert Guevara*)

Mr. Guevara reported that the Center had ended the month of May 2011 with a positive contribution to fund balance of \$83,483; which resulted in a year-to-date operational fund balance of \$823,884. This does not include the Capital Projects Fund, on which a payment is due shortly. Once that payment is made there will be a negative in the Capital Projects Fund. Mr. Carmona added that the UHS funding of \$1.4 million for the expansion of the 601 North Frio project had also been approved and the Center would now be able to invoice them.

He reported a decrease in TexPool investments, beginning with a balance of \$8,303,775 and an ending balance of \$6,404,246 for a net decrease of \$1,899,529. Interest earned for the month was \$569 for an average yield of .0838%.

He briefly reported on service revenues, outlying revenue recognition of the New Generation Medication funds, cash flow projections and ratios. There was much discussion regarding the Home Health Program and the growth projection anticipated which did not happen due to Medicaid rate cuts.

Ms. Bunch reported on the status of the self-funding enrollment process and stated that the Human Resources Department was still working with Gallagher on some minor corrections. She added that she was very pleased with Gallagher's prompt responsiveness to the needs of the employees. In reference to the number of enrollees, she stated that she would not have a final count until Thursday.

Mr. Griffin moved that the Board of Trustees accept the Center's Financial Statements for the period ending May 31, 2011 as presented; Mr. Terrazas seconded the motion. Motion carried.

2. Approval of a Contract Amendment with Carvajal, Inc., for the Provision of Professional Pharmaceutical Services (*Cynthia Martinez*)

That the Board of Trustees approves a contract amendment with Carvajal, Inc., extending the contract for an additional one month period from July 31, 2011 through August 31, 2011, for the provision of professional pharmaceutical services.

It was reported that although Carvajal still had the option for two more one year renewals on their contract, the Center had decided to post a new RFP for this service, looking to find the best value for the Center.

Mr. Zamora moved for approval of the contract amendment with Carvajal, Inc., as presented; Mr. Terrazas seconded the motion; motion carried.

3. Report on Consideration of Acquisition of Downtown Properties for a Proposed Mental Health Outpatient Clinic and Authorizing Certain Actions by the President/Chief Executive Officer (*Mark A. Carmona*)

That the Board of Trustees receives updated information relating to the property located at 910 West Commerce (SAMM Shelter) and authorizes the Center's President/Chief Executive Officer to respond to the public offering issued by the City of San Antonio, to include submission of a bid proposal.

There was much discussion in regards to the upcoming bid request, remediation costs, and the Center's interest in the adjoining property at 605 Buena Vista, which is owned by St. Vincent de Paul.

EXECUTIVE SESSION (Closed)

At 8:43 p.m., Ms. Brown announced that the board would move into Executive Session for Discussion, Deliberation & Consultation per Texas Government Code, Sections:

551.072 (Real Estate): For the purpose to deliberate the purchase, exchange, lease or value of real property in the downtown area of the City of San Antonio for the use as a Mental Health Outpatient Clinic

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.

OPEN SESSION

Discussion and Appropriate Action regarding Executive Session Items

Following Executive Session, Ms. Brown reconvened the meeting in Open Session at 9:15 p.m., and announced that no action had been taken in Closed Session.

At this time, Mr. Zamora moved that the Board of Trustees authorize Leon Evans, President/Chief Executive Officer, to tender a sealed bid for the purchase of the SAMMinistries property at 910 West Commerce, which is owned by the City of San Antonio; and furthermore to engage in negotiations with and make an offer to purchase the St. Vincent de Paul parcel at 605 Buena Vista, which adjoins the 910 West Commerce property, all in keeping with the discussion held in Executive Session as to amounts and terms.

Mr. Terrazas seconded the motion; motion carried unanimously 6/0.

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

Mr. Zamora briefly reported that a Pillars of Healing Project Coordinator had been hired. Ms. Dolores Zapata Murff is now going back to assess what has already been done to date. However, everything seems to be going according to plan.

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

Due to the fact that Mr. Williams did not attend the Annual Texas Council Conference last month, Ms. Brown reported that she had attended and commented that it had been an excellent and informative conference.

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

Mr. Griffin reported that the Risk Management had not met to date.


ADJOURNMENT

There being no further business to discuss, Mr. Zamora moved for adjournment of the meeting; Mr. Griffin seconded the motion. Motion carried and the meeting was adjourned at 9:18 p.m.

Passed and approved this 29th day of August, 2011.



Rebecca G. Brown
Chairman



Sam Williams, Jr.
Secretary