

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

THE CENTER FOR HEALTH CARE SERVICES

Regular Board Meeting
Monday, September 26, 2011
Central Administration Offices
3031 IH 10 West
San Antonio, Texas 78201
6:00 p.m.

TRUSTEES PRESENT: Rebecca G. Brown, Chairman
Sam Williams, Jr., Secretary
Charles "Sam" Bowker
Richard P. Usatine, M.D.
Ruben D. Zamora

TRUSTEES ABSENT: Dianna Burns-Banks, M.D., Vice Chair
Harry Griffin, Treasurer
Mary Rose Brown, Governmental Affairs Officer

STAFF PRESENT: Leon Evans, President/Chief Executive Officer
Mark A. Carmona, Deputy Chief Executive Officer
Charles H. Boone, Consulting Chief Operations Officer
John A. Smith, General Counsel
Thomas Hardaway, M.D., Child/Adolescent MH Medical Director
Linda Rodriguez, Sr. Executive Assistant/Board Liaison
(Staff Attendance List on File)

GUEST PRESENT: The Honorable Ernie Glenn,
Bexar County Felony and Misdemeanor Drug Court

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, September 26, 2011, at 3031 IH 10 West, San Antonio, Texas.

Due to the lack of a quorum, the Board elected to amend the agenda as follows:

2. SWEARING IN & INSTALLATION, BY JUDGE ERNIE GLENN, OF THE FOLLOWING TRUSTEES

Ms. Brown introduced the Honorable Judge Ernie Glenn, who briefly spoke about the drug court that he resides over, the population that he serves, and his anticipation for a continued partnership with the Center.

Due to the absence of Ms. Mary Rose Brown and Mr. Harry Griffin, Judge Glenn administered the Oath of Office to Mr. Charles "Sam" Bowker, who was appointed by Commissioner Kevin Wolff to serve a two-year term through June 30, 2013.

The Commissioners Court of Bexar County, Texas and the University Health System have made their two-year appointments/reappointments to the Center's Board of Trustees as stated below:

Place 2 – Mary Rose Brown, Reappointed by University Health System
Place 4 – Harry Griffin, Reappointed by University Health System
Place 7 – Charles S. Bowker, Appointed by Commissioner Kevin Wolff

INVOCATION – Led by Mr. Sam Williams, Jr.

PLEDGE OF ALLEGIANCE – Led by Mr. Sam Williams, Jr.

4. PRESENTATION ON TRANSFORMATION SERVICES

- *Allan Cross, Director of Transformational Services*
- *Vanita De Leon, SafeHaven Program Administrator*

Ms. De Leon spoke about the different services being provided under the Transitional Services Program and the various funding components of the program. She addressed the different federal, state and local initiatives and talked about the program models implemented, i.e., street outreach, emergency overnight shelter, affordable housing, permanent supportive housing, etc.

Dr. Hardaway arrived at this time.

She also provided some history on homelessness, the introduction and evolution of the McKinney Vento Act which included the PATH and Safe Haven Programs. She also addressed the challenges to ending homelessness, stating that the goal of the program was to get homeless people into treatment and transitioned into an established residential setting. However, the majority of programs are transitional and there is very little established housing for this population.

Dr. Usatine arrived at this time.

CALL MEETING TO ORDER CERTIFICATION OF QUORUM

With the presence of a quorum, Madame Chair Rebecca Brown called the meeting to order at 7:00 p.m., with the following trustees present: Messrs. Bowker, Williams and Zamora, and Dr. Usatine, thereby establishing a quorum.

1. APPROVAL OF MINUTES

The minutes of the regular board meeting of August 29, 2011 were presented for review and approval. Dr. Usatine moved for approval of the minutes as presented; Mr. Zamora seconded the motion. Motion carried with Mr. Bowker abstaining.

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

3. APPROVAL OF A RESOLUTION TO APPOINT SAM WILLIAMS, JR. BOARD MEMBER EMERITUS

Madame Chair Brown announced that the Board was proposing the adoption of a Resolution acknowledging Mr. Sam Williams, Jr. as a long-time leader on the Center's Board of Trustees and bestowing him with the honor of being a Board Member Emeritus, to be effective upon the appointment of a successor by his appointee, Commissioner Paul Elizondo.

Upon discussion, Mr. Bowker moved for adoption of the Resolution as presented. Mr. Williams requested an opportunity to discuss this matter with Commissioner Elizondo prior to further actions on this resolution. Therefore, due to the lack of a second motion, Mr. Zamora moved that the Board forego adoption of the said Resolution until Mr. Williams has had an opportunity to speak with the Commissioner.

5. BOARD CHAIRMAN'S REPORT

- Update on the Branding Initiative – *Mark A. Carmona*

Mr. Carmona reported that he had been working with Mary Repole from Epiphany Research & Marketing on the branding initiative. Ms. Repole has been working very hard on this initiative, interviewing with numerous staff members at all levels, consumers, stakeholders and community leaders. With her report complete, she has been accompanying him and Mr. Evans for the Town Hall meetings presenting her findings to the staff. It is managements' desire to keep the staff informed and therefore engaged. Ms. Repole will be making a full presentation to the board at their upcoming November Retreat.

- Update on the SAMMinistries and St. Vincent de Paul Properties – *Mark A. Carmona*

Mr. Carmona reported that staff was currently working to finalize the Earnest Money Contract with the City of San Antonio. Once that is accomplished, they can move forward with the environmental study. He also announced that the Center had received permission from St. Vincent de Paul officials to proceed with the due diligence on their property while doing the same on the SAMMinistries property.

He also briefly reported on a funding request recently submitted to the Methodist Health Care Ministries (MHCM) for the establishment of an integrated model of care with CentroMed.

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

Mr. Guevara briefly reported on the progress of the expansion project, noting that the slab had been poured down on Wednesday and the structural steel was anticipated arriving this week. However, he stated that the project was still on time and on budget.

6. **PRESIDENT/CHIEF EXECUTIVE OFFICER'S REPORT**

- President/CEO's Report of Activities for the month of August 2011
- Medical Director's Report

Dr. Hardaway briefly reported on the following:

- Medical leadership team/structure/role.
- Ensuring accurate data/information when reporting to the board/Center leadership.

- His role and responsibilities as a child psychiatrist.
- CRCG System
- Triage system at the Child & Adolescent Program at 711 E. Josephine
 - program strengths
 - electronic medical record
 - working together as a team
 - developing continuity internally among the therapist; looking for a way to do that more effectively
 - building a component that will span across the entire agency

Dr. Usatine asked if there was some way that the board could assist to potentially bring down the no-show rates and Dr. Hardaway responded not at this time because they are not quite where they need or want to be.

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

Mr. Evans briefly reported on the following:

- The Center is the pilot site for the YES Waiver Program
- The Center is beginning to be recognized as innovative and out-come based
- He and Charlie Boone attended a joint meeting of the National Association of Counties (NACo) and the Association for Behavioral Health and Wellness (ABHW) in Washington, DC recently. It was a very successful meeting and Mr. Boone is already making contact with some of the insurance companies that attended the meeting.
- Mr. Dennis Grantham, Editor-in-Chief of the Behavioral Healthcare Magazine spent a day and a half visiting the Prospects Courtyard, The Restoration Center and our Child & Adolescent Program. He also visited with Karla Ramirez and Susan Douglas (UHS) in regards to the Mommies Program. No doubt there will be some articles about the Center in the BH Magazine soon.

Ms. Brown announced that Mr. Evans had recently been the recipient of another national award (The Champion Award) at the National Conference on Addictions & Disorders in San Diego, California.

CONSENT AGENDA

Dr. Usatine moved that the Board approve the following Consent Agenda as presented; Mr. Bowker seconded the motion. Motion carried unanimously.

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

1. Ratification of the FY 2012-13 Contract with the Texas Department of State Health Services (DSHS) for Mental Health Performance/COS/Outpatient Competency Restoration Services – *Cynthia Martinez*
2. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for the Money Follows the Person (MFP) Program – *Linda Lopez*
3. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for the Youth Suicide Prevention Project – *Linda Lopez*
4. Ratification of a Contract Amendment with the Texas Department of Assistive & Rehabilitative Services (DARS) for Early Childhood Intervention Services – *Zaida Yzaguirre*
5. Ratification of the FY 2012 Contract with the Texas Department of Criminal Justice (TDCJ) – Texas Correctional Office on Offenders with Medical and Mental Impairments (TCOOMMI) – *Aaron Diaz*
6. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for the Community-Based Veteran Peer-to-Peer Counseling Project – *Aaron Diaz*
7. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for Treatment Recovery – Youth (TRY) Services – *Patricia Pace*
8. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for Treatment Recovery – Youth Female (TRY-F) Services – *Patricia Pace*
9. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for HIV Early Intervention (HEI) Services – *Karla Ramirez*
10. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for Treatment Recovery – Adult (TRA) Substance Abuse Services – *Kathryn Jones/Karla Ramirez*
11. Approval of the Consultant Contract Renewal with Gustavo Martinez, Ph.D., LCSW, DABPS, ACFE d/b/a Interventions International for FY 2012 for the Provision of Project Evaluation Services for Project Cariño – *Karla Ramirez*

12. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for Treatment Recovery – Adult Female (TRA-F) Substance Abuse Services – *Kathryn Jones*
13. Ratification of the FY 2012 Contract with the Texas Department of State Health Services (DSHS) for Co-Occurring Psychiatric and Substance Abuse Disorders (COPSD) Services – *Kathryn Jones*
14. Approval of the Interlocal Agreement between the City of San Antonio and The Center for the Provision of Public Inebriate Services at The Restoration Center (TRC) for the Period of October 1, 2011 through September 30, 2012 – *Kathryn Jones*
15. Approval of the Interlocal Agreement between the City of San Antonio and The Center for the Provision of day-to-day operations of the indoor/outdoor shelter area of the Prospects Courtyard for the Period of October 1, 2011 through September 30, 2012 – *Allan Cross*

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

Approval of the Center's Renewal with the Texas Council Risk Management Fund for the 2011 – 2012 Fund Year - *Robert Guevara*

INDIVIDUAL ITEMS FOR REPORT, DISCUSSION & APPROPRIATE ACTION

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

Approval of the General Fund Agreement Renewal with the County of Bexar for the Provision of Mental Health and Substance Abuse Services to Bexar County's Mental Health Initiative Court and Re-entry Program - *Cynthia Martinez*

Ms. Martinez reported that the agreement was for the same amount as last year, not to exceed \$1.2 million for the provision of six support services. However, the only change was to address future funding toward Prospects Courtyard in lieu of the Hope Transitional Unit. The Center has submitted its budget and outcomes to the County; however, at this point, does not have a contract in place which is subject to form review by Legal Counsel.

Upon further discussion, Dr. Usatine moved that the board approve the General Fund Agreement with the County of Bexar for the provision of mental health and substance abuse services to support the Bexar County's Mental Health Initiative Court and Re-entry Programs, pending receipt of the final contract with review and approval as to form by General Counsel.

Mr. Zamora seconded the motion; motion carried.

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

Preliminary Report on the Financial Statements for the Period Ending August 31, 2011 – *Robert Guevara*

That the Board of Trustees receives a preliminary report on the Center's Financial Statements ending August 31, 2011.

Mr. Guevara reported that the preliminary report indicated the Center had ended the month of August 2011 with a negative contribution to fund balance of (\$319,797); for a year-to-date positive operational contribution of \$668,368. Service Revenues were reported averaging daily at about \$52,000 and on track as projected; monthly Service Revenues for the month of August were at \$1.1 million vs. a \$2 million projected budget; New Generation Medication (NGM) funds of \$1.6 million were recognized year-to-date, averaging at about \$250,000 per month; for an overall year-to-date total revenue of \$58 million.

Investments in TexPool had a beginning balance of \$5,935,099 and an ending balance of \$3,835,455 for a net decrease of \$2,099,644. Interest earned for the month was \$455 for an average yield of .0851%. It was reported that the three Liquidity Financial Ratios were out of comfort zone. However those are good ratios to have out of zone. Cash flow was reported with a beginning balance of \$7.4 million and an ending balance of \$4.7 million. Days of operation were at 51 days with inclusion of the capitol outlay funding. It was noted that the capital outlay funding was depleted due to the 601 N. Frio expansion project; however, the Center is now able to invoice the University Health System on their portion of the funding for this project so that is going to help our balance sheet.

In conclusion, Mr. Guevara reported that the Center's external auditor, Martinez, Rosario & Company, had been audited due to the fact that the Center had such a perfect audit.

EXECUTIVE SESSION (Closed)

There was no Executive Session at this time.

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

There was no report from Mr. Williams on the Texas Council activities.

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

Due to Mr. Griffin's absence, there was no report available.


ADJOURNMENT

There being no further business to discuss, Dr. Usatine moved for adjournment of the meeting; Mr. Williams seconded the motion. Motion carried and the meeting was adjourned at 8:15 p.m.

Passed and approved this 4th day of September, 2011.



Rebecca G. Brown
Chairman



Sam Williams, Jr.
Secretary