Emergence Health Network Board of Trustees ("EHNBOT") Meeting  
Wednesday, December 7, 2016 at 3:31 PM  
Central Administration, Boardroom, 201 E. Main St. Ste. 600, El Paso, Texas 79901  

PRESENT: CINTRON, STOUT, PEYTON, MYER and DRISCOLL  
ABSENT: ESCAMILLA

1. INTRODUCTORY ITEMS
   A. Call to Order and Certification of a Quorum
      Quorum was certified.
   B. Public Comment
      No members of the public spoke during public comment.

2. CONSENT AGENDA
   A. Approval of the minutes of the Board of Trustees meeting held November 3, 2016.
   B. Approve and authorize Board Chair and CEO to execute Commercial Credit Card Client Authorization Designation Form with Chase Bank USA, N.A. for purposes of updating authorized credit card holders.
   C. Approve CEO to execute amendment to Mutual of America 403(b) Plan regarding removal of employer contribution and adoption of resolution memorializing same.
   D. Approve and authorize contract with Mitel Leasing, Inc. for telecommunication equipment.
   E. Approve and authorize asset disposal of obsolete cellular telephone equipment with Revalue Tech. Cellular telephones have been wiped of data and Revalue Tech will provide EHN with compensation for this equipment.
   F. Approve and authorize CEO to execute restated and amended interlocal agreement with Austin-Travis County integral Care, Bluebonnet Trails Community Services, and The Center for Healthcare Services for administrative shared services between the MHMR centers. The Board approved CEO to execute a previous version of the Agreement at the April 28, 2016 meeting.

EHNBOT Action: Driscoll moved/ Peyton seconded to approve Consent Agenda. Motion Carried (5/0)

3. REPORTS and PRESENTATIONS
   A. Planning and Network Advisory Committee (PNAC) report.
      No report provided as the PNAC did not meet in the previous month.
   B. Chief Financial Officer’s report on Emergence Health Network financials.
      Ms. Roxie Samaniego reported the following points:
• For the month of October actuals and net revenue were at a decrease of $344K compared to what was budgeted or a decrease of $451K. Once normalized and the removal of the 1115 Waiver we are at a decrease of $127K compared to budgeted amount of $246K with a favorable variance of $119K.
• Higher net fee for service revenue are up by $98K, attributed to higher program census.
• Lower County Revenues is a timing issue on expenses and due to contracts not yet started with the County.
• Lower Grant Revenues show a timing difference on expenditures this year.
• Lower Salaries and Benefits are non-revenue generating salaries with 18 budgeted vacancies that have not been filled.
• Lower Travel Expenses attributed to less out of town travel down by $40K.
• Lower Medication Cost in-kind to the PAP Programs.
• Lower Occupancy Cost due to a variety of programs that were scheduled to move of which additional dollars were budgeted that have not done so due to ongoing construction.
• Higher Fee Expenses due to two accruals for Tejas membership. A decrease in MAC Revenue due to lower state rates.
• Supply cost continues to be inventory control.
• A decrease in Fleet due to less vehicle repairs.
• Lower ECI revenue due to not having this program. Higher local government revenues due to the jail contract not being in place at this time last year.
• DayHab revenue due to a higher census based on moving to new location in Feb 2016.
• Health Fund – net revenue over expenses is $6,220. For FY17, EHN is still down $100K.

C. Chief Executive Officer’s report regarding current EHN program operations.

Ms. Kristi Daugherty reported on the following:
• Two trips were taken with the IDD consumers to Morgan’s Wonderland in San Antonio on October 14th & 21st, 2016. Claudia Guerra, Director of the Day Habilitation Center presented a PowerPoint showing highlights of the Wonderland Trip. This is the 5th annual trip. Total amount raised from a concert was approximately $14k dollars; 11 individuals attended to include 12 staff members due to a one to one when traveling out of town. Sites visited included Riverwalk, Japanese Garden, Ripley’s Believe It or Not, Wax Museum and The Alamo. An EHN client, Michelle, shared how much fun she had and she expressed her gratitude for the opportunity.
• Ms. Daugherty informed the staff of the $10 minimum wage which went into effect on the Dec. 4th pay period.
• TCDRS Rollout took place this week and all the staff was informed about the program which will begin January 1st, 2017.
• Entered into an agreement with the County to complete 16.22 Assessments that offer individuals that are arrested or court ordered the opportunity to have an assessment done by a licensed clinician. This will provide an assessment, diagnosis and treatment recommendation.
• Held EHN Legislative Forum to obtain community and stakeholder input on legislative agenda for legislative session.
• Provided title sponsorship of the Greater Chamber’s State of the County event featuring Judge Escobar, where EHN’s accomplishments were promoted.
• Joined the Paso Del Norte Foundation’s visit to the JPS System in Fort Worth to observe system of care where count hospitals and psychiatric services are provided jointly.
• Held an Open Minds half day Strategic Planning Preparation Event with members of the board and executive team. February 8, 2016 is the full day Strategic Planning and the board’s attendance will be required.
4. **REGULAR AGENDA**

A. **Discuss and take appropriate action regarding delivery method of approved minutes to sponsoring entities El Paso County Hospital District and El Paso County pursuant to Texas Health and Safety Code Section 534.009(d)(2).**

This item is regarding the delivery method of approved minutes by the board to sponsoring entities. A call was received by Ms. Franco regarding Mr. DeGroat from UMC regarding the delivery method which currently is through certified mail. Once the board approves the minutes they are sent to the County and Hospital District by certified mail. Mr. DeGroat expressed a concern due to the expense of this delivery method. Under the statute it requires the board to make the determination of how the minutes are delivered to the sponsoring entities. This can be through mail or any other means approved by the board of trustees. If sent electronically it is best to receive a return receipt. Contact Judge Escobar to get her thoughts on the delivery method.

**EHNBOT Action: Motion to set delivery method of approved board minutes to EHN sponsoring entities as through US Postal Service or through email with delivery receipt according to the preference of the sponsoring agency per Texas Health and Safety Code Section 534.009d. Driscoll moved/Stout seconded. Motion Carried (5/0)**

B. **Discuss and take appropriate action regarding contract with Level 3 Communications for telecommunication services.**

Ms. Matos provided the following information:

Proposal to move the telephone lines from AT&T PRI’s to Level 3 known as Session Initiation Protocol (SIP), which proposal will save EHN 58%. References were contacted; El Paso Central Appraisal, Helen of Troy, and Hospitals of Providence. This will replace the lines EHN currently has through AT&T. Current cost with AT&T is $3,057 per month and AT&T’s proposal to convert lines came in at $2,446 versus Level 3’s proposal of $1,290 and it also adds full redundancy of system.
EHNBOT Action: Motion was made to approve and authorize CEO to execute Level 3 agreement. Myer moved/Driscoll seconded. Motion carried (5/0)

5. **EXECUTIVE SESSION**
The Board of Trustees went into executive session at 4:42 PM on December 7, 2016 to discuss items 5A and 5B. Present at executive session was Jacob Cintron, Comm. David Stout, Kathleen Peyton, Dr. Rick Myer, David Driscoll, Attorney Omar Villa, Attorney, Attorney Holly Lytle, Kristen Daugherty and Jessika Franco. The board concluded executive session at 5:13 p.m.

   A. Discuss grievance filed against Kristen Daugherty pursuant to Texas Gov't Code Sec. 551.074.
   B. Consultation with attorney regarding legal claim of Aileen Cabral pursuant to Texas Gov't Code Sec. 551.071.

6. **Open Session**
The Board of Trustees returned to Open Session at 5:14 p.m. Mr. Cintron stated that no action was taken for items 6A, and 6B.

   A. Discuss and take appropriate action regarding grievance filed against Kristen Daugherty.
      EHNBOT Action: No action taken.

   B. Discuss and take appropriate action regarding legal claim of Aileen Cabral.
      EHNBOT Action: No action taken.

7. **ADJOURNMENT**
THE MEETING ADJOURNED AT 5:16 P.M.

Approval Date: 1-24-17

By: David Driscoll, Board Secretary