

BOARD OF TRUSTEES:

R. JACOB CINTRON
Chair

DAVID STOUT
Vice-Chair

MARTIN BARTLETT
Secretary

MICHAEL ESCAMILLA
Trustee

KATHLEEN PEYTON
Trustee

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Trustee



Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

EMERGENCE HEALTH NETWORK BOARD OF TRUSTEES

MINUTES

(Audio copy of the meeting is available upon request)

Rick Myer
Trustee

Emergence Health Network Board of Trustees (“EHNBOT”) Meeting
Thursday, March 24, 2016 at 5:34 PM
Central Administration, Boardroom, 201 E. Main St. Ste. 600, El Paso, Texas 79901
PRESENT: CINTRON, STOUT, HOWARD, PEYTON, and MYER
ABSENT: BARTLETT, ESCAMILLA

1. INTRODUCTORY ITEMS

- a. **Call to Order and Certification of a Quorum**
Quorum was certified.
- b. **Public Comment**
None.

2. CONSENT AGENDA

- A. Approval of the minutes of Board of Trustees meeting held February 25, 2016.
- B. Approve and authorize CEO to execute contract with SHI for renewal of licenses for Microsoft Office software for all EHN computers.
- C. Extend signatory authority of CEO for contract amendments with Mitel Leasing, Inc. for an amount not to exceed \$50,000 over the value of the existing contract for telecommunications support, services, and hardware.
EHNBOT Action: Peyton moved/Myer seconded to approve Consent Agenda. Motion Carried (5/0)

3. REPORTS and PRESENTATIONS

A. Chief Financial Officer’s report on Emergence Health Network financials.

Ms. Motts reported the following points:

- EHN had a good month in February when compared to budget.
- On a single month EHN is \$383K favorable to budget on an YTD EHN is \$118K.
- The center received \$149K for EHR incentive program.
- Favorable higher net of revenues for fee for service of about \$179K.
- On an YTD basis the center is under budget on the fee for service revenue but that’s offset by some favorable salary and benefits in the non-clinical area.
- YTD compared to last year in February the center essentially is the same.
- YTD basis EHR and payments to DSHS that were absorbed from last year. Over in capital expenditures compared to last year.
- The center did lose \$105K this month on Health Fund, on an YTD basis its \$183K.
- Sun City lost \$300K due to a software contract that has been terminated.
- YTD basis \$45K under budget due to losses incurred at the clinic in the first four months

B. Chief Executive Officer's Report regarding current EHN Operations and clinical services.

Ms. Daugherty stated there are no updates, no major challenges at this time for the Jail services. She has asked Dr. Rodriguez to come up and report on the Medical side.

- Dr. Rodriguez reported that the major only issue is with the formulary, because it's not managed by EHN. There were some commitments in the contract that were not being followed. He did arrange a meeting with the Medical Director and those items were clarified.

Ms. Daugherty provided the Board with the February "WINS" and the following points:

- EHN partnered with UMC to apply for Network Access Improvement Program (NAIP) funding to train 200 UMC providers in effective mental health/IDD practices. NAIP is designed to increase the availability of primary care for Medicaid beneficiaries.
- EHN was named Behavioral Health Lead agency in the City's Emergency Preparedness Plan during the Papal Visit. Mr. Rene Hurtado was at the command center.
- TCOOMMI Program demonstrated a 53% increase in collections compared to January. This is the probation program, has struggled for many years on collecting.
- Benefits Assistance successfully achieved SSI awards for clients resulting in \$60,000 in billable revenue year to date.
- Held the first Money Follows the Person (MFP) Advisory Council. Representatives from the State Supported Living Center, West Texas, Permian Basin, EHN Centers and El Paso Community attended. Designed to help individuals get out of an institution and become independent in the community. EHN is the HUB for three centers (West Texas).
- Overall 23% growth in cash receipts in mental health outpatient clinics in comparison to prior month.
- Ms. Kristi Daugherty was named to the UTEP Law and Human Behavior External Advisory Board. Research board through UTEP looking to understanding of human behavior with regards to individuals with mental illness that are involved in the justice system.

CHALLENGES & OPPORTUNITIES:

- Continued work to expand the levels of care for children in the area. At this point any child in El Paso in need of any higher level of care has to be admitted to an inpatient facility. There is no residential treatment currently in El Paso.

Mr. Cintron mentioned the board strategic retreat and recommended he would like to get an idea what are the behavioral needs in the community not just El Paso but Southern New Mexico. What does the organization need to work on to enhance the care for the population in El Paso?

Mr. Kristi Daugherty stated that the Behavioral Health Consortia sponsored an assessment in the community. She suggested as part of the strategic planning session data can be pulled and will show what the community has and needs to grow on.

4. REGULAR AGENDA

A. Discuss and take appropriate action regarding Interlocal agreement with County of El Paso for human resources services.

Ms. Kristi Daugherty reported the following:

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- EHN has an Interlocal agreement with County of El Paso with Human Resource services. The agreement is going into year three.
- Aileen Cabral, recently hired EHN Chief Human Resources Officer and Melissa Carillo with County HR department have been working closely together to determine what the best set up for the organization is going forward.
- Ms. Cabral and Ms. Carillo will discuss on a recommendation to transition HR back in-house under EHN.

Ms. Cabral reported a tentative timeline on the transition:

- Transition will be completed by August 31, 2016
- Inform the Commissioners Court sooner than date stated on the timeline of May 2, 2016.
- Will open up a Director of Human Resources position the week of March 28, 2016. It will be posted first internal then to the public.

Ms. Carillo reported:

- The County HR department is in agreement with the transition.
- Commissioners Court has been kept well-informed.

Mr. Villa reported:

- Have been working on an amendment that will essentially end the contract effective August 31, 2016 or upon which time all county employees will transition out.
- The purpose is to ensure those county employees housed at EHN are transition to other positions within the county.
- The 3rd amendment to the Interlocal agreement will be presented at the next board meeting. Effectively setting a termination date on the Interlocal agreement.

Ms. Kathleen Peyton, BOT asked how many employees would be phased out.

- Ms. Cabral reported that the contract states six employees in the department, but there are currently five.
- Ms. Daugherty stated that they will be operating under the budget that is allotted for that contract for the remainder of the physical year.

Commissioner David Stout, BOT asked if there will be any fiscal impacts for FY17.

- Ms. Daugherty stated that Ms. Cabral is evaluating the processes if there is an impact it will be reported through the HR committee.
- Ms. Cabral will be preparing budget for FY17 –early and will be discussed at the HR committees in the next months.

EHNBOT Action: No Action Needed

5. EXECUTIVE SESSION

The board went in to executive session at 6:14 PM on March 24, 2016 to discuss Item 5 A.

- A. Discuss CEO goals for 2016 for purposes of evaluation pursuant to Texas Government Code Section 551.074.**

The board concluded executive session at 7:32 PM.

6. OPEN SESSION

A. Discuss and take appropriate action regarding CEO goals for 2016.

Ms. Kristi Daugherty stated that changes to the incentive plan:

Community (15%)

EHN will expand the use of social media to communicate our mission, vision, goals and scope of services to the community through the introduction of three (3) new social media tools by August 31, 2016, tracked by the number of downloads and followers on each of the new tools utilized.

YES Smartphone App (4%) – The app will be issued to clients receiving services through the YES waiver. It will be password protected and encrypted. The app will allow the clients to journal their thoughts and feelings which EHN staff will be able to access in order to assist. The app will also organize appointments and allow for reminders to be sent. There will also be age appropriate information on mental health diagnosis as well as games that will help the clients understand symptomology. For FY16 success will be measure by the following:

- Successful launch of the app by June 1, 2016

Reporting of the number of active users in order to establish a baseline for growth.

MHU Smartphone App (10%) – EHN has entered into a partnership with Center for Health Care Services in San Antonio in rolling the MHU (Mental Health & You) phone application which is designed to allow community members, law enforcement and the medical community one-touch, immediate access to the Crisis Line Services. In addition, the application provides links to various EHN and community resources and information on signs and symptoms associated with a mental health diagnosis. For FY 16 success will be measure by the following:

- Community utilization

EHN on Twitter (1%)– In addition to the Emergence Facebook page, EHN will launch a Twitter account that will allow for another tool to communicate a variety of information on all EHN programs and services on a real time basis.

- Number of followers

Quality (25%)

EHN will fully maximize the COMPASS quality management system resulting in a minimum of \$100,000 in increased revenue or reduction in cost by August 31, 2016. The initial investment in the COMPASS system was \$37,000.00. Savings may be acquired through the following projects:

- Increase in IDD nursing billable services (10%)
- Organization wide Process improvements (15%)

Service (25%)

EHN will provide an environment in which patients are engaged in treatment resulting in an increase in center wide appointment show rate at the end of FY15 of 67% to 72% by August 31, 2016. (10%)

EHN will attempt to speak with a consumer (or consumer's legally authorized representative) via telephone on at least 80% of appointments completed with a prescriber (NP, PA or MD/DO) no more than three working days from the completed appointment. The telephone

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call will be for purposes of assessing the consumer's experience at the EHN clinics. EHN will attempt two telephone calls per consumer in meeting the goal. The total of calls made as well as the number of respondents will be provided monthly. (15%)

Finance (35%)

EHN will reduce our General and Administrative expenses by 2% by August 31, 2016 (from 13.61% to 11.61%) resulting in a targeted savings of \$86,000.00. (10%)

EHN will target an additional \$50,000.00 reduction in the supply line item expense and a targeted \$20,000.00 reduction in equipment rental line item. (10%)

EHN will maintain an unqualified opinion with zero findings on the annual external financial and compliance audit. (15%)

EHNBOT Action: Motion was made to approve the incentive plan with the changes as stated by Peyton/Stout seconded. Motion carried (5/0).

7. ADJOURNMENT
THE MEETING ADJOURNED AT 7:38 P.M.

Approval Date: _____

By: _____

Martin Bartlett, Board Secretary

4/28/16

