

BOARD OF TRUSTEES:

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Trustee

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Trustee



Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

EMERGENCE HEALTH NETWORK BOARD OF TRUSTEES

MINUTES

(A video copy of the meeting is available upon request)

Next Meeting
August 11, 2016

Emergence Health Network Board of Trustees (“EHNBOT”) Meeting
Thursday, July 28, 2016 at 5:32 PM

Central Administration, Boardroom, 201 E. Main St. Ste. 600, El Paso, Texas 79901

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

1. INTRODUCTORY ITEMS

A. **Call to Order and Certification of a Quorum**

Quorum was certified.

B. **Public Comment**

Ms. Peggy Edman spoke on her concerns regarding the Early Childhood Intervention (ECI) closing of the program.

CONSENT AGENDA

A. Approval of the minutes of the Board of Trustees meeting held May 26, 2016.

B. Approve and authorize award of bid to Beasley, Mitchell & Co., LLP for external auditing and tax services and to authorize Board Chair to execute any necessary documents in awarding this contract.

C. Approve and authorize Board Chair and CEO to execute engagement letter and other necessary documentation to allow Beasley, Mitchell & Co., LLP to perform an audit of financial statements for the fiscal year ending August 31, 2016 as well as the preparation of other compliance and tax documents necessary for the operation of EHN and its affiliated entities.

D. Adoption of Addiction Services Policy.

E. Adoption of Donation Policy.

F. Approve and authorize CEO to change the start date for EHN’s participation in the Texas County and District Retirement System (TCDRS) to January 1, 2017 and to submit any necessary documentation to TCERS to effectuate said change.

EHNBOT Action: Myer moved/ Peyton seconded to approve Consent Agenda. Motion Carried (6/0)

Mr. Jacob Cintron introduced and welcomed Mr. David Driscoll new EHN Board of Trustee.

2. REPORTS and PRESENTATIONS

A. **Planning and Network Advisory Committee (PNAC)**

Mr. Rene Hurtado reported on the following.

- PNAC members were provided information regarding the ECI transition to Region 19. Members were happy to receive information about the smooth transition and the level of services and resources families will receive which EHN was not able to provide.

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- PNAC members reviewed and approved letter informing PNAC members who have not met bylaw attendance requirement. Letter, as well as a survey link, will provide members an opportunity to suggest new meeting time and day as PNAC continues its efforts to increase membership and meet quorum.
- Peer provider informed committee they are in the process of streamlining referral process for peer services. Peers have been active in reaching out to clients by meeting with caseworkers and setting up tables at outpatient clinics to promote their program. PNAC members were excited to learn peer providers are offering seven groups for clients. Provider also gave an update regarding WRAP training and her efforts to become a WRAP trainer for facilitators.

B. Chief Financial Officer's report on Emergence Health Network financials.

Ms. Pauline Motts reported the following points:

- Compared to budget for the month of June there was a favorable variance of \$324k to budget.
- YTD basis - \$1.3 million favorable to budget. Single month variance is primarily due to net fee for service revenues of \$565k as a result of lower IDD revenue; 50% of that consists of over accruals in March that had not been reversed.
- Higher capital expenditures are due to the overflow of the AX implementation being in the wrong line item. HUD asked to purchase a vehicle due to having excess funds in the grant. Also purchased a Micro Sequel Server for Cerner from the penalty refund that EHN received. Due to these expenses the budget is at normal capital expenditures of \$452k; the budget was \$483k and are still \$31k under budget. Mr. Cintron requested to include a separate capital expenditure list of items.
- Year to Year basis for the month of June are at \$70k favorable to last year; \$321k unfavorable and primarily due to net fee for service revenue.
- Health Fund – \$100k loss for the month of June; YTD \$154k.
- Larger claims that are not going into stop loss and one that has gone into stop loss. EHN will be reviewing the health insurance plan for next year with a possible increase in premiums.
- Sun City – gained \$3k for the month of May due to the EAP System.
- YTD basis - \$50K favorable variance due to the clinic.
- Balance Sheet – all ratios are within the industry standards. Last GR payment for the year was received in the month of June. Also, 1115 Waiver monies were received in the month of July.

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

Ms. Daugherty reported on the following:

- CEO provided training in Austin to legislative staffers regarding the EHN/Genoa partnership and public private collaborations through an event sponsored by the Texas Pharmacy Association.
- Completed Information Technology Tier 2 Data Backup Project, which allows for restoration of EHN Electronic Medical Record in case of a disaster.
- EHN received two major grants to create the region's first Veterans One Stop Center: 500,000 from the Texas Veterans Commission and \$223,324 from HHSC Texas Veterans + Family Alliance.
- EHN became a pilot site for the Coordinated Specialty Care for First Episode Psychosis Program.

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- EHN is now providing psychiatric services at Centro de Salud Familiar La Fe through established collaboration.
- Psychiatric Nurse Practitioner Valentina Isaac began practicing at EHN in May.
- EHN provided testimony at the Texas House of Representatives Defense & Veterans Affairs Committee hearing regarding Veterans One Stop Center
- EHN was represented at Texas Council Annual Meeting through two presentations: Case Study regarding data breach and panel discussion regarding MH services and the foster care system.
- EHN Jail Services participated in successful inspection by the United States Marshall Service.
- Successfully completed transition of OSAR program from UMC to EHN.
Issues:
- EHN faces operational constraints with the current and outdated electronic medical records. Internal processes have begun to identify new provider and implement necessary changes.

3. REGULAR AGENDA

A. Discuss and take appropriate action regarding vacancy of EHN Board Secretary.

Mr. David Driscoll volunteered to serve as Secretary.

EHNBOT Action: Motion was made to nominate Mr. David Driscoll as EHN Board Secretary. Stout moved/ Howard seconded. Motion Carried (6/0)

Dr. Michael Escamilla joined the meeting at 6:05 PM.

B. Discussion and appointment by EHN Board Chair of Public Relations Committee Chairperson.

Commissioner David Stout volunteered to serve as the Public Relations Committee Chair. Dr. Rick Myer will be moving to the Public Relations Committee from the Human Resources Committee.

EHNBOT Action: No Action needed

C. Discuss and take appropriate action regarding FY 2017 EHN Budget.

Ms. Pauline Motts presented and distributed budget binders to all board members. Kristi Daugherty and Pauline Motts will be scheduling individuals meetings with board members to review budget the first two weeks of August. The plan is to have the budget approved at the August Board meeting.

EHNBOT Action: No action taken.

D. Discuss and take appropriate action regarding lease with Mont Lee Properties, LLC at 1551 Montana, El Paso.

Ms. Tewiana Norris, Ashley Sandoval and Pauline Motts presented the following to the board regarding the purpose of the lease.

Ms. Tewiana Norris reported on Crisis. The expansion will provide Crisis & Emergency Services. The services will bring a Robust Triage Process, Sobering Unit and a Short Term Detox and Potential Medication Assisted Treatment to include the potential medication assisted therapy.

Ms. Ashley Sandoval reported on MH. COP would be relocated on the 1st floor of 1551 Montana location. The 2nd floor would have Therapeutic Services and Outpatient Substance Abuse Treatment. Potential PHP & IOP on the 3rd floor of 1600 Montana.

Ms. Pauline Motts reported on the projected revenue:

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Revenues	Expenses		Net
MH & Addiction	\$5,017,344	\$4,231,706	\$785,638
Clinical Support Services	\$2,308,756	\$1,949,633	\$359,123

Building: 1551 Montana
Term: 7 years (10/1/16-9/30/23)
First 5 years at \$157,500
Last 2 years at \$177,300
SF: 10,000
No additional cost for Tenant Improvements
Lease Type: Gross

EHNBOT Action: Motion was made to authorize CEO to execute the lease. Driscoll moved/ Escamilla seconded. Motion Carried (7/0)

4. EXECUTIVE SESSION

The board went in to executive session at 6:34 PM on July 28, 2016.

A. Discussion regarding CEO contract, pursuant to Tex. Gov't Code Sec. 551.074.

B. Discussion regarding CEO performance evaluation for the period of September 1, 2015 through August 31, 2016, pursuant to Tex. Gov't Code Sec. 551.074.

The board concluded executive session at 7:23 PM.

5. Open Session

A. Discuss and take appropriate action regarding CEO Contract.

EHNBOT Action: Motion was made to approve Board Chair to negotiate CEO contract in the amount not to exceed total compensation recommended by Human Resources. Howard moved/ Peyton seconded. Motion Carried (7/0)

B. Discuss and take appropriate action regarding CEO performance evaluation for the period of September 1, 2015 through August 31, 2016.

Ms. Aileen Cabral stated evaluation for CEO will be sent out in August. There will be five days to complete and return to Omar Villa. Evaluation will be discussed in the September Board meeting.

EHNBOT Action: Motion was made to approve CEO Evaluation tool. Howard moved/ Driscoll seconded. Motion Carried (7/0)

Commissioner David Stout requested to change the date for the August Board meeting. Meeting is scheduled for Thursday, August 25, 2016 and will not move to Tuesday, August 23rd.

Ms. Pam Howard, asked HR to look into all pay for ECI employees and vendors to ensure everything is up to date. Omar Villa clarified that the Accounting department will make sure contract employees are being served on a timely manner.

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6. ADJOURNMENT
THE MEETING ADJOURNED AT 7:23 P.M.

Approval Date: 8/23/2016

By: David Driscoll

David Driscoll, Board Secretary

