



# 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)

PAOLA COOK HOWARD

Trustee

Emergence Health Network Board of Trustees ("EHNBOT") Meeting  
Thursday, December 17, 2015 at 5:31 PM  
Central Administration, Boardroom, 201 E. Main St. Ste. 600, El Paso, Texas 79901  
**PRESENT: CINTRON, STOUT, BARTLETT, PEYTON, and HOWARD**  
**ABSENT: ESCAMILLA, and AGUIRRE**

### 1. INTRODUCTORY ITEMS

- a. **Call to Order and Certification of a Quorum**  
Quorum was certified.
- b. **Public Comment**  
There was no one signed up to speak.

### 2. CONSENT AGENDA

- A. Approval of the Minutes from October 22, 2015.
- B. Appointment of Joseph Acosta and Roberto M. Oporto for membership on Planning Network Advisory Committee. (PNAC)
- C. Approval of nomination of Carroll Thornburg, D.O. to Sun City Behavioral Healthcare Board of Directors.
- D. Approve and authorize CEO to execute purchase order with Verizon Wireless to extend current lines of service to accommodate associate growth. Purchase is through General Services Administration pricing and agreement.  
**EHNBOT Action: Bartlett moved/Stout seconded to approve Consent Agenda. Motion Carried (5/0)**

### 3. REPORTS

- A. **Planning and Network Advisory Committee (PNAC)**  
Mr. Hurtado provided the Board with the following points:
  - Discussion of goals and plans for the Committee, however there was no quorum and action was not taken to approve the goals. During the next meeting the goals will be approved and presented to this body shortly thereafter.
- B. **Chief Executive Officer's Report regarding EHN Operations.**  
Ms. Daugherty provided the Board with the December "WINS" and the following points:
  - Services to provide mental health services at the jail began November 1, 2015 per the established contract.
  - First Annual Start Conference was held at Region 19 to address IDD services and it was very successful and the founder was in from New Hampshire.
  - Successful ICF DADS audit at Casa Bagdad with zero citations.
  - Mental Health First Aid Spanish Language Youth Course was provided to 20 participants.

**EHNBOT Minutes**  
**Thursday December 17, 2015**

- Coordinated IDD Learning Center Ribbon Cutting with major local media coverage. Program is very unique and state officials will be visiting the center.
- Full implementation of nurse-conducted medication monitoring was completed as a lot of the caseworkers were doing this function but it has been transition in order to capture revenue and better equipped to address medication issues.
- Presented Phase II of SB58 committee report to HHSC Commissioner Traylor. During the last part of the session there was a push to reduce the number of committees however the Behavioral Health Committee will remain and will be advising HHSC Commissioner Traylor.
- Cenpantico Audit indicated zero denials due to Clinical Justification Trainings provided to staff.
- Coordinated Thanksgiving Day Sun Bowl Parade parking fund raiser at 1600 Montana. SCNR committee raised \$1,600 for the annual service award banquet and provided parking control for EOU and Crisis Services.
- As of October 31, 2015, actual net revenue over expenses exceeds budget by \$207,000.
- Mr. Cintron commended the efforts on providing training in Spanish to members of the community.

**C. Chief Financial Officer's Report regarding EHN Financials.**

Ms. Motts reported the following points:

- October had a positive gain versus a projected loss of (\$106k) resulting in a variance of \$177. There was a negative variance when comparing two months ended in October 31, 2015 of negative \$98k but that was just a timing issue.
- Comparing October FY 15 with FY16 there was a positive variance of \$391k and for the two months comparison there was a \$210k variance due to improvements made to medication distribution processes that were addressed in 2015.
- There has been a positive turnaround in Net Fee for Service which required a change in processes during 2015.
- Health Fund is at \$11k net revenue over expenses
- Sun City is at a negative net of \$21k compared to a budgeted negative \$4k. On an YTD basis the agency is at a negative \$6k primarily due to the Commercial Clinic.
- Mr. Cintron requested timely reporting to the board of any areas that may be concerning to the organization.

**D. Receive a report on Early Childhood Intervention (ECI) Program and financial audit conducted by the Department of Assistive and Rehabilitative Services DARS.**

Ms. Daugherty explained that while there were issues identified in the ECI Division during the previous year this audit was separate from that as the last audit conducted was in 2012.

Mr. Puentes provided the following points on the recent audit and their findings:

- Two components to audit: Financial and Programmatic. There were positive results with only five findings and the Corrective Action Plan (CAP) will be due to them December 28, 2015.
- Issues identified are centered on additional staff training and the new director is putting in place a lot of processes that are already been productive.
- 25 records within a 12 month scope were selected and 10 as addition sample as needed for systemic issues.

**EHNBOT Minutes**  
**Thursday December 17, 2015**

- Elements audited were Individualized Family Service Plan (IFSP) and a Financial Review. A finding identified was that a notification was not sent as to the move to the new Trawood location.
- Mr. Cintron inquired on the 46% compliance of measurable outcomes that address child and family and would the identified measures be sufficient to resolve the deficiency. Mr. Puentes noted he was very confident on what is being done to identify issues prior to an audit. Mr. Cintron requested a quarterly report on the 46% compliance. The agency auditing has a goal of 95%.
- Ms. Howard inquired on the census of enrollees and it was noted to be 386 and there have always been issues identifying a true outcome and goal of addressing outcome. Ms. Daugherty noted that she would be getting with Mr. Navarro on the calculation of the percentages.
- Ms. Peyton inquired as to who provides training of the staff and it was noted it is done in-house.
- Com. Stout inquired if the findings and percentage goals were set by the auditing agency or EHN and it was noted that EHN will set a 95% goal.

**E. Update regarding possible breach of protected health information, previously discussed at October 2015 meeting.**

Ms. Daugherty reported that reports pertinent to the possible breach of information have been submitted to both HHSC and DHSC but there has not been any feedback received regarding the proposed corrective actions. The reports are pending notification to the state prior to submitting documentation to the OCR. There have been 24 calls received from consumers requesting help in understanding what happened. Mr. Gonzalez is searching for a company that would monitor firewall; however there is no local vendor that can provide those services and it may require going outside of El Paso. Mr. Gonzalez is doing the necessary due diligence to determine if this would need to be bid out and if it is a feasible expense for EHN.

**4. REGULAR AGENDA**

**A. Discuss and take appropriate action regarding transition of Sun City Behavioral Healthcare Clinic Services to EHN Westside Clinic.**

Ms. Daugherty noted that management would like to entertain any questions from the Board and Mr. Cintron inquired on any possible conflict of interest on EHN's "non-profit status.

**ACTION: There was no action taken.**

**B. Discuss and take appropriate action regarding status of Interlocal Agreement with County of El Paso for inmate mental health services.**

Ms. Davis explained that EHN is currently providing mental health services and are initiating the integration of additional staff for 24/7 services at the downtown facility. They continue to work with Sheriff Staff on their willingness to work with EHN. All pending items identified last meeting have been addressed and training was provided. The amount of staff budgeted will be for 20 state members and by the end of the year they will have 16.

The Board would like to have monthly updates on the CEO's Report by Ms. Davis.

**ACTION: There was not action taken.**

**C. Discuss and take appropriate action regarding Sun City Behavioral Health Care FY16 Budget.**

Ms. Motts explained that the budget was compiled with the Sun City Clinic for the first four months of the year to include HOPWA; however EHN has notified the state that they will not continue to support the HOPWA services.

Ms. Motts added that there is an anticipated breakeven for EAP at the end of the fiscal year. Mr. Cintron inquired on a loss of \$14k net income by end of fiscal year. Ms. Sandoval noted that it was an 1115 Waiver Project and they will be able to. Ms. Peyton inquired on the amount of relocation cost and it was noted that internal personnel perform these services.

**EHNBOT Action: Peyton moved/Cintron seconded to approve Sun City FY 16 Budget. Motion Carried (5/0)**

**D. Discuss and take appropriate action regarding purchase from Spectrum Technologies of Microsoft SQL 2012 Enterprise Software.**

Ms. Daugherty noted that this would be a ratification a document signed prior to the meeting so as to address the need for the software that would be compatible to the hardware purchased earlier.

Ms. Motts explained that the staff increased creating a backlog on the servers and in order to address this they required to install SQL 2012 on the system. This was sole source as Anasazi is the system that we use and SQL is what is compatible. Spectrum is a GSA vendor that provides favorable pricing. This allows the entity to assure the safety of health records entered into the system. This item will be budgeted into FY 17 budget.

**Motion to ratify the purchase of SQL Enterprise Software was made by Mr. Bartlett/Stout seconded. Motion carried (5/0). Motion carried.**

**E. Discuss and take appropriate action regarding extension of Letter of Agreement with UMC for Outreach, Screening, Assessment and Referral (OSAR).**

Ms. Daugherty explained that this is an agreement with UMC for OSAR services and during the last legislative session this was moved to the local mental health authority. The item would extend the fiscal relationship with UMC.

Mr. Villa explained that the original letter was approved but it expired December 1, 2015 and UMC requested that they sign the agreement and due to no meeting held in November Ms. Daugherty signed the agreement.

**ACTION: Motion to ratify Ms. Daugherty's signature on letter of agreement with UMC was made by Peyton/Bartlett seconded. Motion carried (5/0). Motion carried.**

**5. Executive Session**

The board went into executive session at 6:24 p.m. on December 17, 2015 to discuss Item 5A&B. Present at executive session was Mr. Cintron, Com. Stout, Mr. Bartlett, Ms. Peyton, Ms. Howard, Ms. Holly Lytle, Mr. Omar Villa and Ms. Escobar. Ms. Daugherty was brought into Executive Session later in the meeting.

**A. Discuss CEO 2015 Evaluation, pursuant to Texas Government Code §551.074, pursuant to Texas Government Code §551.074.**

**B. Discuss CEO 2015 goals and incentive compensation, pursuant to Texas Government Code §551.074.**

**Any action taken as a result of this discussion will be taken at the opening of this meeting after closed session, or at a subsequent meeting.**

The board concluded executive session at 7:31 p.m.

**EHNBOT Minutes**  
**Thursday December 17, 2015**

**6. Open Session**

The Board of Trustees returned to Open Session at 7:31 p.m. Mr. Cintron stated that no action was taken in Executive Session.

**A. Discuss and take appropriate action regarding CEO 2015 Evaluation.**

Mr. Cintron explained that upon review of the evaluation they were proposing a 3.5% merit increase which is in line with what was provided to staff. The Board expressed their support of the CEO. The merit was budgeted.

**EHNBOT Action: Motion to accept the evaluation and set the retroactive increase to September 1, 2015 of 3.5% was made by Peyton/Stout seconded. Motion carried (5/0)**

**B. Discuss and take appropriate action regarding CEO 2015 goals and incentive compensation.**

**EHNBOT Action: Motion to accept the incentive compensation results and recommend a 14% of the base salary pursuant to the CEO's contract was made by Howard/Bartlett seconded. Motion carried (5/0)**

**7. ADJOURNMENT**

**THE MEETING ADJOURNED AT 7:40 P.M.**

Approval Date: \_\_\_\_\_

By: \_\_\_\_\_

Martin Bartlett, Board Secretary

