



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: David Driscoll, Board Chair
Date: 2/21/2019	Time: 3:07 PM	Location: Chase Tower 201 E Main – Board Room
Note Taker: Oswaldo Del Rio		
Present: David Driscoll, Board Chair, Joyce Wilson, Board Member, Thomas Goldfarb, Board Member, Kristi Daugherty, CEO, Michael Wyatt, Legal Counsel, Matt Zabolotny, Interim CFO, Ashley Sandoval, Associate CEO, Chrystal Davis, Chief Clinical Officer, Rene Hurtado, Chief of Staff, Juan Gonzalez, Chief Information Officer, Rene Navarro, Chief Compliance Officer, Monica Estrada, Controller, Oswaldo Del Rio, Exec. Asst. to CFO, Jessika Franco, Exec. Asst. to CEO.		
Not Present: Commissioner David Stout, Vice Chair, Dr. Peter Thompson, Secretary		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
A.	Approve January 17, 2019 Finance and Executive Meeting Minutes	Minutes for the January Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
B.	Approve January 24, 2019 Board of Trustee Meeting Minutes	Minutes for the January Board of Trustees meetings were reviewed and approved	Item forwarded to the Board for approval in Consent agenda	Jessika Franco	
C.	Approve February 8, 2019 Board of Trustee Meeting Minutes	Minutes for the February Board of Trustees meetings were reviewed and approved	Item forwarded to the Board for approval in Consent agenda	Jessika Franco	
D.	Presentation of a CEO Report regarding EHN	Ms. Daugherty reported: <ul style="list-style-type: none"> CIT had a soft launch on February 14, 2019. A 	No Action Taken	Kristi Daugherty	

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	Operations	<p>formal event will be held once new Police cars arrive that have CIT and EHN logos.</p> <ul style="list-style-type: none"> • Mr. Goldfarb asked about uniforms for Officers and EHN Staff. • Ms. Daugherty and Ms. Davis responded that officers will have a different uniform than patrol officers and EHN staff will have CIT polo shirts. • Ms. Daugherty also reported on this year's Morgan Wonderland trip for our IDD clients. EHN will be sending 5 clients along with EHN staff. This is an annual event where clients visit Morgan's Wonderland theme park and other venues in San Antonio, TX. • Ms. Daugherty also reported that Tropical MHMR will be in El Paso to meet regarding EHN's commercial/private clinics and to learn about commercial billing. • Ms. Daugherty also reported on travel for El Paso Days in Austin. A presentation will be provided to PR committee in March. 			
E.	Discussion on Emergence Health Network Financials for December 2018.	<p>Mr. Matt Zabolotny provided the following information:</p> <p>January 2019:</p> <ul style="list-style-type: none"> • EHN's Balance Sheet reflects \$12.9 Million in cash. • For the month of January revenues are down by \$776K largely due a timing difference in the receipt of 1115 Waiver funds that came in lower than budgeted by \$530K. Additionally Fee for Service was down by \$196K. 	Item forwarded to the Board for approval in Regular Agenda.	Matt Zabolotny	

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		<ul style="list-style-type: none"> • In Expenses the agency had a negative variance of \$162K largely due to Benefit expenses for 457B payments. • Net Revenue over Expenses for the month came in at a loss of \$947K. • Year to date revenues are down by \$2.2 Million largely due to Fee for Services and 1115 Waiver. • Year to date Expenses have a positive variance of \$577K. • Year to date Net Revenue over Expenses is at a positive \$166K which is less than budgeted by \$1.7 Million. • The Cash Flow forecast was updated and presented. • Financial Ratios were updated and presented • Health Fund came in at a positive \$90K for January. <p>The Committee requested for these financial statements to be presented to the Board due to the variance in 1115 Waiver funds. Mr. Thomas Goldfarb will provide the Board with a presentation of information provided at the Committee.</p>			
F.	CCBHC Cost Report	<p>Mr. Matt Zabolotny provided a presentation to the committee regarding CCBHC Cost Report for EHN.</p> <p>Mr. Zabolotny mentioned how Texas is attempting to implement the same type of format that CMS established at the federal level. He reviewed the concept of CCBHC and how a rate is developed for each client based on the expenses for the center. Additionally, he provided his experiences with other centers nationally who have implemented CCBHC rates.</p>	No Action Taken	Matt Zabolotny	

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G.	Supportive Housing Rental Assistance Project	<p>Ms. Davis presented:</p> <ul style="list-style-type: none"> This program provides rental and utilities assistance and case management support services. This is a budget amendment of \$230K for the program. 	Item forwarded for Board for approval in Regular Agenda.	Chrystal Davis	
H.	PESC Reallocation	<p>Mr. Navarro presented:</p> <ul style="list-style-type: none"> This is for the reallocation of PESC funds for the use of the EOU east project. The amount of reallocated funds from HHSC towards the EOU was \$416K. 	No Action Taken	Rene Navarro	
I.	Strategic Plan Year 2	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> In the backup was a report on year 2 reporting items to account for progress. <p>Mr. Hurtado provided information regarding the Community Development Block Grant application and the need for a letter from The Housing Authority to submit the application.</p>	No Action	Rene Hurtado	
J.	Discuss FY19 Strategic Plan	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> The updated FY19 Strategic Plan was sent to the committee to report on current state of all initiatives. Reviewed the strategic plan items related to Finance and Executive Committee. 	No Action	Kristi Daugherty	
K.	Review Board Agenda	The Committee reviewed and provided feedback on composition of the Board Agenda for February 28, 2019.	No Action	Jessika Franco	
L.	Amendment to Board Bylaws	No discussion	No Action	Michael Wyatt	

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ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
Executive Session,					
M.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-00647 pursuant to Texas Government Code Section 551.071.		No Action was taken		
N.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-001217 pursuant to Texas Government Code Section 551.071.		No action was taken		
O.	Consultation with attorney regarding litigation filed in El Paso County under cause number 2017DCV2472 pursuant to Texas Government Code Section 551.071.		No action was taken		
P.	Consultation with attorney regarding litigation filed in El Paso County under cause number 2018DCV0919		No action was taken		

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	pursuant to Texas Government Code Section 551.071.				
Q.	Consultation with attorney regarding litigation filed in El Paso County under cause number 2018DCV2668 pursuant to Texas Government Code Section 551.071.		No action was taken		
R.	Adjournment				