



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES
May 16, 2019**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: David Driscoll – Board Chair
Date: 5/16/2019	Time: 3:00 PM	Location: One San Jacinto Plaza 201 E Main Suite 600 – Training Room
Note Taker: Toni Beltran		
Present: David Driscoll, Board Chair, Commissioner David Stout, Board Vice Chair, Joyce Wilson, Board Member, Thomas Goldfarb, Board Member, Kristen Daugherty, CEO, Ashley Sandoval, Associate CEO, Michael Wyatt, Legal Counsel, Rene Hurtado, Chief of Staff, Juan Gonzalez, Chief Information Officer, Rene Navarro, Chief Compliance Officer, Tewiana Norris, Chief Nursing Officer, Matt Zabolotny, Interim CFO, Monica Estrada, Controller, Oswaldo Del Rio, Exec. Asst. to CFO, Jessika Franco, Exec. Asst. to CEO.		
Not Present: Dr. Peter Thompson, Board Secretary		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
I.	Approve April 18, 2019 Finance and Executive Meeting Minutes	Minutes for the April Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
II.	Approve April 25, 2019 Board of Trustees Meeting Minutes	Minutes for the April Board of Trustees meetings were reviewed and approved.	Item forwarded to the Board for approval.	Jessika Franco	
III.	Presentation of a CEO Report regarding EHN Operations	<p>Mrs. Kristi Daugherty reported:</p> <ul style="list-style-type: none"> • The Joint Commission visit was successful without any significant findings. One finding was related to how EHN implements data being captured into the building of policy. • Draft of the Year 3 of the Strategic Plan will be sent out in May for review. Legal will also review current contract with Open Minds as a new Strategic Plan will need to be drafted. • Ms. Wilson suggested hosting the Strategic Planning meeting at the Board’s annual meeting in January. • The EHR Go Live date has been moved from June 3rd to July 		Kristi Daugherty	

		<p>1st. This was concluded after an evaluation of the current preparedness level of the agency.</p> <p>Ms. Daugherty also asked the committee for their thoughts on the June Finance and Executive Committee meeting.</p> <p>It was determined that there will not be a June meeting due to Texas Council travel.</p>			
IV.	Discussion on Emergence Health Network Financials for April 2019.	<p>Mr. Matt Zabolotny provided the following information:</p> <p>April 2019:</p> <ul style="list-style-type: none"> • EHN’s Balance Sheet reflects \$12.3 Million in cash. Also \$6.7 Million in Accounts Receivable that include our contracts for HHSC. • For the month of March revenues are down by \$915K largely due to Fee for Service lower than budgeted by \$232K and General Revenue lower than budgeted by \$393K. • In Expenses the agency had a positive variance of \$422K largely due to vacancies for a variance of \$338 in Salaries and \$162K in Benefits. • Net Revenue over Expenses for the month came in at a loss of \$334K with a positive variance over budget of \$445K. • Year to date revenues are down by \$4.1 Million largely due to Fee for Services, General Revenue and 1115 Waiver. • Year to date Expenses have a positive variance of \$1.03 Million. • Year to date Net Revenue over Expenses is at a negative \$616K which is less than budgeted by \$1.08 Million. • The Cash Flow forecast was updated and presented. • Financial Ratios were updated and presented • Health Fund came in at a positive \$233K for March. 	Item forwarded to the Board for approval in Consent Agenda.	Matt Zabolotny	
V.	Disposition of EHN Surplus	Mr. Matt Zabolotny provided the following information:	Item forwarded to the Board for	Matt Zabolotny	

	property	<ul style="list-style-type: none"> EHN would like to conduct an auction to sell items that are no longer used and/or deemed damaged or beyond repair. 	approval in Consent Agenda.		
VI.	LBHA Update	<p>Mrs. Kristi Daugherty reported:</p> <ul style="list-style-type: none"> There is no action on this item but would like to provide an update. There was a meeting with the County Judge that ended with him stating he will ask the state to open EHN's Local Service Plan to formally request an amendment to include EHN as the Local Behavioral Authority (LBHA). Mr. Driscoll also stated the meeting went well. Also mentioned that Aliviane had some concerns but it was explained to them that this process has not been completed. Also mentioned that the meeting resulting in creating an ad hoc Committee composed of the current entities providing treatment in the community. 	Item will be presented in the Finance and Executive Committee Update.	Mr. David Driscoll – Board Chair	
VII.	EPISD Work-based Training Program	<p>Mr. Rene Hurtado provided the following update:</p> <ul style="list-style-type: none"> EHN has been working with EPISD to provide and IDD student work based training. We would like to provide the student with recognition at the board meeting. 	Item forwarded to the Board for presentation.	Rene Hurtado	
VIII.	EHN Arbitration Policy	<p>Mr. Michael Wyatt provided the following update:</p> <ul style="list-style-type: none"> Mr. Driscoll was able to review the current Arbitration Policy and now feels comfortable with the language. <p>No action will be required.</p>	No Action	Michael Wyatt	
IX.	Bylaws of the EHN Board of Trustees	<p>Mr. Michael Wyatt provided the following update:</p> <ul style="list-style-type: none"> Mr. Wyatt stated that the updated draft of the Bylaws were sent out the committee for review. <p>Commissioner Stout requested that the committee take into consideration some proposed changes.</p>	Item forwarded to the Board for approval in Regular Agenda.	Michael Wyatt	

		<ul style="list-style-type: none"> • Having the sponsoring agencies approve any changes to the Bylaws. • Having a rotating executive committee • Having the Executive Committee act as the nominating committee for board committee appointments. <p>Mr. Driscoll noted that the proposed Bylaws do state in Section 5.2 that a member will only hold a position for 1 year.</p> <p>Ms. Wilson also noted that language to determine the composition of the Executive Committee in section 6.13. Additionally that the Executive Committee will be the Nomination Committee to solicit Trustees willing to stand for elections as Board Officers.</p> <p>It was also asked that the Finance and Executive Committee agenda reflect Finance Agendas items and Executive Agenda items separate.</p> <p>Commissioner Stout asked that the draft Bylaws be placed as a regular agenda item to have further discussion with the full board.</p>			
X.	Strategic Plan Year 2	<p>Mr. Rene Hurtado provided the following update:</p> <ul style="list-style-type: none"> • A new format was created to illustrate the grant applications that EHN has submitted, how many we were granted and also the grants are on a recurring basis. • This chart will be updated and presented monthly. 	No Action	Rene Hurtado	
XI.	Discuss FY19 Strategic Plan	Ms. Kristi Daugherty stated that no major changes are noted in the activity of the plan and that a larger quarterly report will be provided next month.	No Action	Kristi Daugherty	
XII.	Review Board Agenda	The Committee reviewed and provided feedback on composition of the Board Agenda for May 23, 2019.	No Action	Jessika Franco	
Executive Session					
XIII.	Consultation with attorney regarding		No Action		

	Equal Employment Opportunity Commission Charge number 453-2018-001217 pursuant to Texas Government Code Section 551.071.		was taken		
XIV.	Adjournment	4:43 PM			