



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES
July 18, 2019**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: David Driscoll – Board Chair
Date: 7/18/2019	Time: 3:08 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, Dr. Peter Thompson, Board Secretary, Thomas Goldfarb, Board Member, Kristen Daugherty, 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, Chrystal Davis, Chief Clinical Officer, Monica Estrada, Controller, Martin Ramos, Interim Director of Budget, Oswaldo Del Rio, Exec. Asst. to CFO, Jessika Franco, Exec. Asst. to CEO.		
Not Present: Joyce Wilson, Board Member		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
I.	Approve May 16, 2019 Finance and Executive Meeting Minutes	Minutes for the May Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
II.	Approve May 23, 2019 Board of Trustees Meeting Minutes	Minutes for the May 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"> • MyAvitar go live date was July 3, 2019 and Mr. Rene Navarro will be providing a presentation at the board meeting. • National Council will be here next week to review our systems. • There will be approximately 30 Behavioral Health Executives here and will visit different locations and review our Justice Involved programs. • An update will be provided at the Board Meeting. 		Kristi Daugherty	

<p>IV.</p>	<p>Discussion on Emergence Health Network Financials for June 2019.</p>	<p>Mr. Matt Zabolotny provided the following information:</p> <p>June 2019:</p> <ul style="list-style-type: none"> • EHN’s Balance Sheet reflects \$11.8 Million in cash. Also \$3.8 Million in Accounts Receivable that include our contracts for HHSC. • For the month of March revenues are down by \$987K largely due to Fee for Service lower than budgeted by \$408K and General Revenue lower than budgeted by \$245K. • In Expenses the agency had a positive variance of \$1M largely due to vacancies for a variance of \$516 in Salaries and \$120K in Benefits. • Net Revenue over Expenses for the month came in at a loss of \$665K with a negative variance over budget of \$40K. • Year to date revenues are down by \$5.6 Million largely due to Fee for Services, General Revenue and 1115 Waiver. • Year to date Expenses have a positive variance of \$4.6 Million. • Year to date Net Revenue over Expenses is at a negative \$1.9K which is less than budgeted by \$1.1 Million. • The Cash Flow forecast was updated and presented. • Financial Ratios were updated and presented • Health Fund came in at a positive \$62K for June. 	<p>Item forwarded to the Board for approval in Consent Agenda.</p>	<p>Matt Zabolotny</p>	
<p>V.</p>	<p>FY2020 Budget update</p>	<p>Mr. Matt Zabolotny provided the following information:</p> <ul style="list-style-type: none"> • EHN’s Draft FY 2020 Budget summary was provided to the Committee. • A full Draft Budget Binder will be provided to the Board Members at the Board Meeting. 		<p>Matt Zabolotny</p>	
<p>VI.</p>	<p>Interim CFO Contract</p>	<p>Mrs. Kristi Daugherty reported:</p> <ul style="list-style-type: none"> • This is a new contract for the Interim CFO starting on October 1, 2019 through August 31, 2020. <p>Mr. Driscoll added that he asked for this item to be brought up because he feels that Mr. Zabolotny has done good work.</p>	<p>Item forwarded to the Board for approval in Regular Agenda.</p>	<p>Kristi Daugherty</p>	

VII.	Mobile Device Sell-back	<p>Mr. Juan Gonzalez provided the following update:</p> <ul style="list-style-type: none"> • EHN would like to sell-back several cell phones that are no longer in use. • A list was provided and the estimated revenue from the sell is \$4,977. 	Item forwarded to the Board for approval in Consent Agenda.	Juan Gonzalez	
VIII.	Award CIT Evaluation Services RFP 19-002	<p>Mrs. Norris and Mrs. Davis provided the following update:</p> <ul style="list-style-type: none"> • This is to award RFP 19-002 to the Meadows Mental Health Policy Institute. • This is to conduct an evaluation on several outcome measures for the CIT program. • Meadows will conduct the evaluation and provide a report that can then be shared with the community. • Meadows were the only company to submit a bid for this RFP. 	Item forwarded to the Board for approval in Consent Agenda.	Tewiana Norris	
IX.	Budget Amendment for Mental Health First Aid – HHSC	<p>Mr. Rene Hurtado provided the following update:</p> <ul style="list-style-type: none"> • HHSC has provided EHN with an additional \$60K. • Funds will be used for additional trainings and materials. 	Item forwarded to the Board for approval in Consent Agenda.	Rene Hurtado	
X.	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 to the Bylaws is due to the passing of bill that has language to add the Sheriff as an ex officio to the Board of Trustees. 	Item forwarded to the Board for approval in Regular Agenda.	Michael Wyatt	
XI.	Strategic Plan Year 2	<p>Mr. Rene Hurtado provided the following update:</p> <ul style="list-style-type: none"> • The grant chart was updated and presented monthly. 	No Action	Rene Hurtado	
XII.	Discuss FY19 Strategic Plan	Ms. Kristi Daugherty reviewed items related to Executive and Finance Committees.	No Action	Kristi Daugherty	
XIII.	FY 20 Strategic	Ms. Kristi Daugherty provided a draft FY20 Strategic Plan related to	No Action	Kristi Daugherty	

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Date: 7/18/2019

	Plan	Executive and Finance Committee. Dr. Thompson asked to change wording on Initiative 5A to remove the word “Competition”. There was also a request to add a Task related to Service Gaps.			
XIV.	Review Board Agenda	The Committee reviewed and provided feedback on composition of the Board Agenda for July 25, 2019.	No Action	Jessika Franco	
Executive Session					
XV.	No Items				
XVI.	Adjournment	4:43 PM			