



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES
October 17, 2019**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: David Driscoll – Board Chair
Date: 10/17/2019	Time: 3:04 PM	Location: One San Jacinto Plaza 201 E Main Suite 600 – Board Room
Note Taker: Oswaldo Del Rio		
Present: David Driscoll, Board Chair, Dr. Peter Thompson, Board Secretary, Joyce Wilson, Board Member, Kristen Daugherty, CEO, Michael Wyatt, Legal Counsel, Anthony Martinez, Legal Counsel, Ashley Sandoval, Associate CEO, Rene Hurtado, Chief of Staff, Rene Navarro, Chief Compliance Officer, Tewiana Norris, Chief Nursing Officer, Matt Zabolotny, Interim CFO, Chrystal Davis, Chief Clinical Officer, Oswaldo Del Rio, Exec. Asst. to CFO, Jessika Franco, Exec. Asst. to CEO.		
Not Present: Commissioner David Stout, Board Vice Chair, Thomas Goldfarb, Board Member,		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
I.	Approve September 19, 2019 Finance and Executive Meeting Minutes	Minutes for the September Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
II.	Approve September 26, 2019 Board of Trustees Meeting Minutes	Minutes for the September 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	Ms. Kristi Daugherty reported: <ul style="list-style-type: none"> • Kristi reported that we have a budget amendment for new funding for the Money Follows the Person (MFP) program. • Chrystal Davis added that EHN received an additional \$174K for FY20 in the MFP budget that will be used to increase Doctor allocations for additional services and to fund an MFP Coordinator position. Additionally, the funds will be used for Professional Contracted services. 	MFP Item forwarded to the Board for approval in Consent Agenda	Kristi Daugherty	

		<ul style="list-style-type: none"> Kristi also provided an update on the Crisis Response related to our Criminal Incident Response Team (CIRT) program. 			
IV.	Discussion on Emergence Health Network Financials for September 2019.	<p>Mr. Matt Zabolotny provided the following information:</p> <p>September 2019:</p> <ul style="list-style-type: none"> EHN’s Balance Sheet reflects \$9.5 Million in cash. Also \$21.9 Million in Accounts Receivable that include our new annual contracts for HHSC. For the month of August revenues are down by \$322K largely due to General Revenue lower than budgeted by \$246K. In Expenses the agency had a positive variance of \$562K largely due to Salaries and Benefits and Contracts. Net Revenue over Expenses for the month came in at a loss of \$175K with a positive variance over budget of \$240K. The Cash Flow forecast was updated and presented. Financial Ratios were updated and presented Health Fund came in at a positive of \$121K for September. 	Item forwarded to the Board for approval in Consent Agenda.	Matt Zabolotny	
V.	Mental Health First Aid Budget Amendment	<p>Mr. Rene Hurtado provided the following information:</p> <ul style="list-style-type: none"> EHN received an additional \$138K in FY20 for the Mental Health First Aid program. This will fund a Mental Health First Aid Educator position and any travel related to the program. This will also fund expenses related to training such as location fees, equipment and supplies. 	Item forwarded to the Board for approval in Consent Agenda.	Rene Hurtado	
VI.	Open Minds Agreement	<p>Mr. Michael Wyatt provided the following information:</p> <ul style="list-style-type: none"> This is an amendment to the original services agreement with Open Minds to provide new Strategic Planning consultation and Board Evaluation services. Sessions have been scheduled for March – Board Evaluation and May – Strategic Planning. 	Item forwarded to the Board for approval in Regular Agenda.	Michael Wyatt	
VII.	LBHA Status Update	Ms. Kristi Daugherty reported:	No Action	Kristi Daugherty	

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		<ul style="list-style-type: none"> • This was an item requested by Mr. David Driscoll to recap the conversation related to LBHA designation. • Discussion was had on the benefits and reasons for the request. • Dr. Thompson requested that EHN conduct an evaluation on other centers designated as LBHA to help identify GAPS in our current services. This evaluation will then be presented to the committee. 			
VIII.	Strategic Plan Year 1 Update	<p>Mr. Rene Hurtado provided the following update:</p> <ul style="list-style-type: none"> • The grant chart was updated and presented monthly. • Ms. Wilson asked if the data can be summarized for FY2019 and that reporting start over for FY20 on a quarterly basis. 	No Action	Rene Hurtado	
IX.	FY 2020 Strategic Plan	<p>Ms. Kristi Daugherty reported:</p> <ul style="list-style-type: none"> • Kristi notified the Finance and Executive Committee that the other committees have reviewed and approved their corresponding sections of the FY20 Strategic Plan. • Kristi reviewed the items related to Finance and Executive. • Ms. Wilson asked that this be placed in Regular Agenda to allow for discussion by the entire board. 	Item forwarded to the Board for approval in Regular Agenda.	Kristi Daugherty	
X.	Review Board Agenda	The Committee reviewed and provided feedback on composition of the Board Agenda for October 24, 2019.	No Action	Jessika Franco	
Executive Session					
XI.		No Executive Session Items			
XII.	Adjournment	4:27 PM			