



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: Jacob Cintron, Board Chair
Date: 10/18/2018	Time: 3:00 PM	Location: One San Jacinto Plaza: 201 E Main Suite 600 – Board Room
Note Taker: Oswaldo Del Rio		
Present: Jacob Cintron, Board Chair, Commissioner David Stout, Vice Chair, Joyce Wilson, Board Member, Kristi Daugherty, CEO, Michael Wyatt, Legal Counsel, Matt Zabolotny, Interim CFO, Chrystal Davis, Chief Clinical Officer, Tewiana Norris, Chief Nursing Officer, Rene Hurtado, Chief of Staff, Juan Gonzalez, Chief Information Officer, Oswaldo Del Rio, Exec. Asst. to CFO. Jessika Franco, Exec. Asst. to CEO		
Not Present: David Driscoll, Board Member		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
A.	Approve September 20, 2018 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	
B.	Approve September 27, 2018 Board of Trustee Meeting Minutes	Minutes for the September Board of Trustees meetings were reviewed and approved	Item forwarded to the Board for approval.	Jessika Franco	
C.	Presentation of a CEO Report regarding EHN Operations	Ms. Daugherty report: <ul style="list-style-type: none"> We have several budget amendments on the agenda that need to be reviewed by the board. The amendments are for a USPO contract, SB292 Contract and changes to IDD funding from HHSC contract amendment. Chrystal Davis reported:	No action	Kristi Daugherty	

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		<ul style="list-style-type: none"> • The IDD amendment is for Money Follows the Person (MFP). EHN is the fiscal agent for the 3 centers and we manage the funding used for trainings, treatment team meetings and technical support for those centers. • The amendment is to formalize that the funding is only through December 2018 and not the full fiscal year. 			
D.	<p>Discussion on Emergence Health Network Financials for September 2018.</p>	<p>Mr. Matt Zabolotny provided the following information:</p> <ul style="list-style-type: none"> • EHN’s Balance Sheet reflects \$34.5 Million in current assets with \$10.2 Million in Cash which is down from previous month due to a payment made to the EHR and merits paid to employees. There is an increase in Accounts Receivable to \$20.3 Million due to booking the receivable for the HHSC contract. • On the Statement for Revenues and Expenditures reflects a negative in total revenue of \$290K due to lower census in IDD and Diversion for Fee for Service and vacancies in other divisions. • We have also changed the methodology to reserve for bad debt and this will change come October. • For Expenses we see saving mainly in personnel costs due to vacancies. • Overall EHN budgeted to be at a loss of \$209K and actuals came in at a loss of \$172K with a favorable variance of \$37K. • This month we started a new day long financial review with each Division and their cost center owners to review the actuals for the month of September. This helps create a dialogue between 	<p>Item forwarded to the Board for approval.</p>	<p>Matt Zabolotny</p>	

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		<p>finance and the operational divisions to create a greater knowledge of financials and how to keep the organization in a strong financial footing.</p> <ul style="list-style-type: none"> • Updated Cash Flow forecast with a September Days Cash on Hand of 63 days. The factors were the payments for the EHR and compensation study as well as timing due to the receivable we expect in October for HHS funding. This number is expected to increase in October. • Financial Ratios are trending within appropriate ranges with highlights of Total Profit Margin which we feel will adjust in October with the HHS funding. • Health Fund – net expenses over revenue with a positive \$1,809 for September. 			
E.	<p>Review of FY19 Budget Amendment for USPO Contract</p>	<p>Mrs. Tewiana Norris presented:</p> <ul style="list-style-type: none"> • EHN received the contract for the USPO program to assist clients that are on federal probation and experiencing substance abuse issues. The contract runs from October 1, 2018 to September 30, 2019 for a total contract amount of \$175K. • The amendment is for funding through EHN’s Fiscal Year ending August 31, 2019 totaling \$160,416.67. • This is a one year contract. 	<p>Item forwarded for Board for approval.</p>	<p>Tewiana Norris</p>	
F.	<p>Review of FY19 Budget Amendment for SB292 Contract</p>	<p>Mrs. Davis presented:</p> <ul style="list-style-type: none"> • EHN received the SB292 Contract for funding of the Crisis Intervention Team. The contract is for \$2.8 Million spread over a 3 year term. • Funding is for program start up and capital cost. 	<p>Item forwarded for Board for approval.</p>	<p>Chrystal Davis</p>	

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		<ul style="list-style-type: none"> The Interlocal between EHN and the City of El Paso does reflect the budget for the 3 years. 			
G.	Authorized Representative form for LOGIC	Mr. Oswaldo Del Rio presented: <ul style="list-style-type: none"> This is a form to update the Authorized personnel on our LOGIC investment account. The agency does require board approval reflected through meeting minutes. 	Item forwarded for Board for approval.	Oswaldo Del Rio	
H.	Authorized Representative form for TexPool	Mr. Oswaldo Del Rio presented: <ul style="list-style-type: none"> This is a form to update the Authorized personnel on our TexPool investment account. The agency does require board approval reflected through meeting minutes. 	Item forwarded for Board for approval.	Oswaldo Del Rio	
I.	Review of Confidentiality of Alcohol & Substance Abuse Patient Information Policy	Ms. Daugherty presented: <ul style="list-style-type: none"> This policy was covered in the P&D committee and was recommended to be presented to Finance and Executive in case there was a discussion needed. 	Item forwarded for Board for approval.	Kristi Daugherty	
J.	Review of Interlocal Agreement between EHN and the City of El Paso for the Crisis Intervention Team (CIT)	Mrs. Davis presented: <ul style="list-style-type: none"> The Interlocal with the EHN and The City of El Paso covers establishes the procedures and responsibilities of the Parties in deploying CIT to assist persons in mental health crisis, a diagnosed or suspected mental illness and/or intellectual disability, and/or substance use in the City of El Paso, providing the necessary transportation, equipment, and supplies for joint operation of the teams and sharing of information. The funding is spread between FY2019 through FY2021. The city will be covering their cost and after 	Item forwarded for Board for approval.	Chrystal Davis	

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		<p>March the city will also cover EHN salary cost.</p> <ul style="list-style-type: none"> • In FY2019 the budget is \$580K, FY2020 is \$1.7M and in FY2021 will be \$703K. • In addition FY2019 reflects \$700K for Capital Expenses. • Under item F for Cost Share and Payment it reflects that EHN will fund salaries for our staff for the first 6 months. • EHN also identified the cost for staffing for the remaining fiscal years. • The design was also reviewed the City and they were in agreement. • The staffing will be 14 EPPD officers, 3 Sergeants, 1 Lieutenants, 14 EHN clinicians, 2 EHN supervisors and 1 EHN Director. 			
K.	Legislative Agenda	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> • This is the legislative agenda presented last month with the updated language presented at P&D for the APRN item. 	Item forwarded for Board for approval.	Kristi Daugherty	
L.	Appointment of Representative Annelo to PNAC	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> • There is a need for the Board Chair to formally appoint Representative Annelo to the PNAC Committee. 	Item forwarded for Board for approval.	Kristi Daugherty	
M.	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. • Ms. Daugherty reported on items that are currently in yellow or red that needed to be addressed. 	No Action	Kristi Daugherty	

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N.	Review Board Agenda	The Committee reviewed and provided feedback on composition of the Board Agenda for October 25, 2018.	No Action		
Executive Session,					
O.	Discuss CEO performance evaluation pursuant to Texas Government Code Section 551.074		No Action was taken		
P.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2017-00635 pursuant to Texas Government Code Section 551.071.		No action was taken		
Q.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-00024 pursuant to Texas Government Code Section 551.071		No action was taken		
R.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-00647 pursuant to		No action was taken		

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	Texas Government Code Section 551.071.				
S.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-01341 pursuant to Texas Government Code Section 551.071.		No action was taken		
T.	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		
U.	Consultation with attorney regarding litigation filed in El Paso County under cause number 2018DCV0919 pursuant to Texas Government Code Section 551.071.		No action was taken		
V.	Adjournment				