



**FINANCE AND EXECUTIVE COMMITTEE MEETING  
MINUTES**

<b>Meeting Title:</b> Finance and Executive Committee Meeting		<b>Meeting Facilitator:</b> Commissioner David Stout, Board Vice Chair
<b>Date:</b> 3/28/2019	<b>Time:</b> 3:30 PM	<b>Location:</b> Chase Tower 201 E Main – Board Room
<b>Note Taker:</b> Oswaldo Del Rio		
<b>Present:</b> Commissioner David Stout, Thomas Goldfarb, Board Member, Dr. Peter Thompson, Board Secretary, Kristi Daugherty, CEO, Michael Wyatt, Legal Counsel, Ashley Sandoval, Associate CEO, Chrystal Davis, Chief Clinical Officer, Rene Hurtado, Chief of Staff, Juan Gonzalez, Chief Information Officer, Rene Navarro, Chief Compliance Officer, Tewiana Norris, Chief Nursing Officer, Monica Estrada, Controller, Martin Ramos, Interim Director of Budget, Stephen Ellsesser, Legislative Affairs Liaison, Oswaldo Del Rio, Exec. Asst. to CFO, Jessika Franco, Exec. Asst. to CEO.		
<b>Not Present:</b> , David Driscoll, Board Chair, Joyce Wilson, Board Member		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
A.	<b>Approve February 21, 2019 Finance and Executive Meeting Minutes</b>	Minutes for the February Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
B.	<b>Approve February 28, 2019 Board of Trustee Meeting Minutes</b>	Minutes for the February Board of Trustees meetings were reviewed and approved	Item forwarded to the Board for approval in Consent agenda	Jessika Franco	
C.	<b>Presentation of a CEO Report regarding EHN Operations</b>	Ms. Daugherty reported:  No CEO Update but would like to present SB10 Update and a Legislative update from Stephen Ellsesser, Legislative Affairs Liaison.  Mr. Ellsesser Presented:	No Action Taken	Kristi Daugherty	

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		<ul style="list-style-type: none"> <li>• SB10 – Psychiatry workforce expansion project will add 2 residencies at each higher education agencies and adding an Academic Medical Director appointed by the HRIs that will be working with the Community Mental Health Providers. This would include agencies like EHN or other community agencies. The goal is to assist in coordination between health agencies and mental health providers and also set up training opportunities for residents.</li> <li>• Also noted that EHN has 6 pieces of legislation currently active and provided an update to each piece of legislation.</li> <li>• The bills include SB593/HB4559, HB1585, SB2038/HB4299, SB2039/HB4105, SB2040/HB3937 and HB4429.</li> </ul>			
D.	<p><b>Discussion on Emergence Health Network Financials for February 2018.</b></p>	<p>Mrs. Monica Estrada provided the following information:</p> <p>February 2019:</p> <ul style="list-style-type: none"> <li>• EHN’s Balance Sheet reflects \$11.6 Million in cash. Also \$10.8 Million in Accounts Receivable that include our contracts for HHSC.</li> <li>• For the month of February revenues are down by \$368K largely due to Fee for Service lower than budgeted by \$180K and General Revenue lower than budgeted by \$147K.</li> <li>• In Expenses the agency had a positive variance of \$400K largely due to vacancies for a variance of \$395 in Salaries.</li> <li>• Net Revenue over Expenses for the month came in at a loss of \$396K with a positive variance over budget of \$18K.</li> </ul>	<p>Item forwarded to the Board for approval.</p>	<p>Monica Estrada</p>	

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		<ul style="list-style-type: none"> <li>• Year to date revenues are down by \$2.5 Million largely due to Fee for Services, General Revenue and 1115 Waiver.</li> <li>• Year to date Expenses have a positive variance of \$968K.</li> <li>• Year to date Net Revenue over Expenses is at a negative \$257K which is less than budgeted by \$1.6 Million.</li> <li>• The Cash Flow forecast was updated and presented.</li> <li>• Financial Ratios were updated and presented</li> <li>• Health Fund came in at a positive \$133K for February.</li> </ul> <p>Ms. Ashley Sandoval presented:</p> <ul style="list-style-type: none"> <li>• EHN has now completed 6 months of activity and the month of August shows a large loss that is not a true representation for that month.</li> <li>• The month of August had lump sum expenses and the proposal is to allocate those expenses in August throughout the remaining 6 months of the fiscal year. This will be a better representation of the budget to actual expenses.</li> </ul> <p>Mr. Goldfarb noted that he would like to see this footnoted in the financials for auditing purposes.</p>			
E.	FY2020 Budget Calendar	<p>Mr. Martin Ramos presented:</p> <ul style="list-style-type: none"> <li>• Reviewed the proposed budget calendar for FY2020 and presented several internal due dates to meet the target of presenting a proposed budget to the board in July.</li> <li>• Also highlighted the board planning session in</li> </ul>	No Action Taken	Martin Ramos	

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		August with the final board approval at the Board Meeting on August 29, 2019.			
F.	<b>Renewal of Office Microsoft License Contract</b>	Mr. Juan Gonzalez presented: <ul style="list-style-type: none"> <li>• This is a contract renewal for Microsoft license.</li> <li>• The vendor was able to provide EHN with a Non-Profit rate which will result in cost savings of \$135K per year.</li> <li>• Current contract expires 3-31-2019. Committee signed a letter (Stout, Thomson) giving CEO the authority to sign and renew contract before April 2019 Board Meeting.</li> </ul>	Item forwarded for Board ratification.	Juan Gonzalez	
G.	<b>Adopt Resolution for Criminal Incident Response Team (CIRT)</b>	Mrs. Tewiana Norris presented: <ul style="list-style-type: none"> <li>• This is a resolution for the Criminal Incident Response Team (CIRT) from the Office of the Governor.</li> <li>• This is funded through the Victims of Crimes Act (VOCA) program.</li> <li>• The funds are for man-made disasters in our covered region.</li> <li>• This will be ratified in the April Board Meeting.</li> </ul>	Item forwarded for Board for approval.	Tewiana Norris	
H.	<b>Adopt Resolution for Project CHAMPS</b>	Mrs. Chrystal Davis presented: <ul style="list-style-type: none"> <li>• This is a resolution for Project CHAMPS which is our Multisystemic Therapy (MST) program.</li> <li>• This will be ratified in the April Board Meeting.</li> </ul>	Item forwarded for Board for approval.	Chrystal Davis	
I.	<b>Money Follows the Person (MFP) budget amendment</b>	Mrs. Chrystal Davis presented: <ul style="list-style-type: none"> <li>• This is a budget amendment to extend funding from January to August 2019.</li> <li>• This is to coordinate services from individuals</li> </ul>	Item forwarded for Board for approval.	Chrystal Davis	

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		<p>transitioning from supported living centers or nursing facilities.</p> <ul style="list-style-type: none"> <li>This also funds treatment support teams to participate in staffing cases for the regional area as well as funding for LIDDAs to purchase training materials needed in their area.</li> <li>The amendment is for \$207,012.56 for the two programs.</li> </ul>			
<b>J.</b>	<b>SB10 Update</b>	Update provided in CEO Update.			
<b>K.</b>	<b>Strategic Plan Year 2</b>	<p>Mr. Rene Hurtado presented:</p> <ul style="list-style-type: none"> <li>Year 2 Reporting indicates what grants EHN has applied for by month in this fiscal year as well as which grants we have been awarded.</li> </ul> <p>Commissioner Stout asked if we could identify which grants EHN applies for and is granted on an annual/recurring basis.</p>	No Action	Rene Hurtado	
<b>L.</b>	<b>Discuss FY19 Strategic Plan</b>	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>The updated FY19 Strategic Plan was sent to the committee to report on current state of all initiatives.</li> <li>Reviewed the strategic plan items related to Finance and Executive Committee.</li> </ul>	No Action	Kristi Daugherty	
<b>M.</b>	<b>Review Board Agenda</b>	No Discussion	No Action	Jessika Franco	
<b>Executive Session,</b>					
<b>N.</b>	Consultation with attorney regarding Equal Employment Opportunity		No Action was taken		

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ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
	Commission Charge number 453-2018-00647 pursuant to Texas Government Code Section 551.071.				
<b>O.</b>	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		
<b>P.</b>	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		
<b>Q.</b>	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		
<b>R.</b>	Consultation with attorney regarding		No action was		

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	litigation filed in El Paso County under cause number 2018DCV2668 pursuant to Texas Government Code Section 551.071.		taken		
<b>S.</b>	<b>Adjournment</b>				