



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES
September 19, 2019**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: David Driscoll – Board Chair
Date: 9/19/2019	Time: 3:00 PM	Location: One San Jacinto Plaza 201 E Main Suite 600 – Training Room
Note Taker: Oswaldo Del Rio		
Present: David Driscoll, Board Chair, Commissioner David Stout, Board Vice Chair, Joyce Wilson, Board Member, 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, 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 July 18, 2019 Finance and Executive Meeting Minutes	Minutes for the July Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
II.	Approve July 25, 2019 Board of Trustees Meeting Minutes	Minutes for the July Board of Trustees meetings were reviewed and approved.	Item forwarded to the Board for approval.	Jessika Franco	
III.	Approve August 6, 2019 Board of Trustees Meeting Minutes	Minutes for the August Board of Trustees meetings were reviewed and approved.	Item forwarded to the Board for approval.	Jessika Franco	
IV.	Approve August 8, 2019 Board of Trustees Meeting Minutes	Minutes for the August Board of Trustees meetings were reviewed and approved.	Item forwarded to the Board for approval.	Jessika Franco	
V.	Approve August 13, 2019 Board of	Minutes for the August Board of Trustees meetings were reviewed and approved.	Item forwarded to the Board for approval.	Jessika Franco	

	Trustees Meeting Minutes				
VI.	Presentation of a CEO Report regarding EHN Operations	<p>Ms. Kristi Daugherty reported:</p> <ul style="list-style-type: none"> • Kristi and Chrystal Davis attend the City Council meeting to provide an update on the CIT Program and their activity. EHN reported on the community impact and services provided. • Also informed that we have been working with 911 and Fire Department to integrate our clinicians in the 911 Center. • Started working with the Meadows Foundation on the study of the CIT program. 	No Action	Kristi Daugherty	
VII.	Discussion on Emergence Health Network Financials for July 2019.	<p>July Financials were provided as backup to the committee.</p>	Item forwarded to the Board for approval in Consent Agenda.	Matt Zabolotny	
VIII.	Discussion on Emergence Health Network Financials for August 2019.	<p>Ms. Monica Estrada provided the following information:</p> <p>August 2019:</p> <ul style="list-style-type: none"> • EHN's Balance Sheet reflects \$11.3 Million in cash. Also \$2.9 Million in Accounts Receivable that include our contracts for HHSC. • For the month of August revenues are down by \$217K largely due to Local Government Funds lower than budgeted by \$128K and General Revenue lower than budgeted by \$44K. • In Expenses the agency had a positive variance of \$137K largely due to Salaries and Benefits. • Net Revenue over Expenses for the month came in at a loss of \$1.6M with a negative variance over budget of \$802K largely due to the prepayment of the ERH. 	Item forwarded to the Board for approval in Consent Agenda.		

		<ul style="list-style-type: none"> • Year to date revenues are down by \$1 Million largely due to Fee for Services and General Revenue. • Year to date Expenses have a positive variance of \$4.4 Million. • Year to date Net Revenue over Expenses is at a positive \$1.1M which is higher than budgeted by \$3.5 Million. • The Cash Flow forecast was updated and presented. • Financial Ratios were updated and presented • Health Fund came in at a loss of \$96K for August and a YTD of \$692K. 			
IX.	Ratification of Facility Video Surveillance System RFP 19-001	<p>Mr. Rene Navarro provided the following information:</p> <ul style="list-style-type: none"> • Funds were available in FY2019. • This is to install video surveillance systems and video surveillance management systems throughout the designated center’s facilities. • The selected vendor is Dorney Security Systems 	Item forwarded to the Board for approval in Consent Agenda.	Rene Navarro	
X.	Relias Contract Renewal	<p>Mr. Rene Hurtado provided the following information:</p> <ul style="list-style-type: none"> • Requests to renew our Relias contract with a new updated platform. • This is a system for employee online training and tracking. 	Item forwarded to the Board for approval in Consent Agenda.	Rene Hurtado	
XI.	LBHA Status Update	Mr. Driscoll asked if Commissioner Stout can speak to County Judge Samaniego regarding the letter to the state on EHN’s LBHA status.	No Action	Mr. David Driscoll	
XII.	Crisis Response Update	Mr. Driscoll asked for this update to be provided at the board meeting.	No Action	Kristi Daugherty	
XIII.	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. 	No Action	Rene Hurtado	
XIV.	FY 2019 Strategic Plan	The Committee asked that a full review be provided at the Board Meeting.	No Action	Kristi Daugherty	
XV.	FY 2020 Strategic Plan	The Committee asked that a full review be provided at the October Board Meeting.	No Action	Kristi Daugherty	

XVI.	Review Board Agenda	The Committee reviewed and provided feedback on composition of the Board Agenda for September 26, 2019.	No Action	Jessika Franco	
Executive Session					
XVII.	Discuss CEO FY 2019 goals and incentive compensation pursuant to Texas Gov't Code Sec.551.074.	No Action	No Action		
VIII.	Discuss CEO FY 2019 evaluation process pursuant to Texas Gov't Code Sec. 551.074.	No Action	No Action		
XIX.	Discuss CEO FY 2020 goals pursuant to Texas Gov't Code Sec. 551 .074.	No Action	No Action		
XX.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2019-00989 pursuant to Texas Government Code Section 551.071.	No Action	No Action		
XXI.	Adjournment	3:48 PM			