



**FINANCE AND EXECUTIVE COMMITTEE MEETING
MINUTES**

Meeting Title: Finance and Executive Committee Meeting		Meeting Facilitator: Commissioner David Stout, Vice Chair
Date: 9/20/2018	Time: 3:00 PM	Location: Chase Tower 201 E Main – Board Room
Note Taker: Oswaldo Del Rio		
Present: Commissioner David Stout, Vice Chair, Joyce Wilson, Board Member, Kristi Daugherty, CEO, Michael Wyatt, Legal Counsel, Fred Green, Legal Counsel, Ashley Sandoval, Associate CEO, 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: Jacob Cintron, Board Chair, David Driscoll, Board Member		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
A.	Approve July 19, 2018 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	
B.	Approve August 21, 2018 Board of Trustee Meeting Minutes	Minutes for the August 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 had no report to provide	No action	Kristi Daugherty	
D.	Discussion on Emergence Health Network Financials for August 2018.	Mr. Matt Zabolotny provided the following information: <ul style="list-style-type: none"> EHN’s Balance Sheet reflects \$17.4 Million in current assets with \$11.1 Million in Cash which is 			

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		<p>a 47% from this time last FY. A decrease in Accounts Receivable of 36.5% from this time last FY.</p> <ul style="list-style-type: none"> • EHN’s total assets are at \$21.4M which is a 12% increase from this time last FY. • Updated Cash Flow Forecast with an August Days Cash on Hand of 83 days. • Financial Ratios are trending within appropriate ranges. • Health Fund – net expenses over revenue with a positive \$152,446 for the year. • Presented a Statement of Revenues and Expenditures for FY2018. • Actual Revenues for FY18 came in at \$50.1M compared to budget of \$52.9M. The negative variance of \$2.7M can be found in Fee for Services and in General Revenue. • Actual Expenses came in at \$46M compared to budget of \$52.4M. The positive variance of \$6.3 is largely attributed to Salary and Benefit expenses. All other expense categories also came in lower than budget. • Overall EHN ended the year with a surplus of Revenues over Expenditures of \$1.6M. 	<p>Item forwarded to the Board for approval.</p>	<p>Matt Zabolotny</p>	
<p>E.</p>	<p>Enterprise Lease Agreement for 13 Vehicles.</p>	<p>Mr. Navarro presented:</p> <ul style="list-style-type: none"> • EHN is seeking approval to enter into new lease agreements to replace 13 fleet vehicles with Enterprise Fleet Management. • The cost of the new lease agreements show an average increase of \$7.19 per vehicle per month. • The total cost for the 13 vehicles at 48 month 	<p>Item forwarded for Board for approval.</p>	<p>Rene Navarro</p>	

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		term lease agreements equals \$179,256.48.			
F.	Review Waiver Provider Capacity Policy.	Mrs. Davis presented: <ul style="list-style-type: none"> • The Waiver Provider Capacity Policy is in reference to HCS and TxHML Programs. This policy needed to allow EHN to be removed or added to the State Provider list. • EHN is currently seeking to be removed from the list. • This policy was reviewed by the P&D Committee. 	Item forwarded for Board for approval.	Chrystal Davis	
G.	Review of Termination of Housing Assistance Policy	Mrs. Davis presented: <ul style="list-style-type: none"> • The Termination of Housing Assistance Policy is related to HUD programs. • This outlines the process on how an individual can have their housing services discontinued and how the individual can appeal the process. • This policy was reviewed by the P&D Committee. 	Item forwarded for Board for approval.	Chrystal Davis	
H.	Review of EHN's Legislative Agenda for the 86th Texas Legislative Session.	Mr. Hurtado presented: <ul style="list-style-type: none"> • The Legislative Agenda is a list of legislative priorities that are gathered through various resources like the Legislative Policy Symposium, Texas Council, Stakeholder input, UMC and the County of El Paso. • The agenda is broken up into several sections of Budget, Integrated Care, Behavioral Health, IDD Services, Criminal Justice, Health Information, Veteran Issues, Access to Care and Suicide Prevention. <p>The Committee requested to identify what agenda items are specific to EHN and Local initiatives and</p>	Item forwarded for Board for approval.	Rene Hurtado	

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		what items are State wide initiatives.			
I.	Finalize reporting on FY18 Strategic Plan.	Ms. Daugherty presented: <ul style="list-style-type: none"> • The strategic plan report was updated and provided to the committee. • The committee asked to continue to report on items that roll over into FY19 on a quarterly basis. 	No Action	Kristi Daugherty	
J.	Discuss FY19 Strategic Plan	Ms. Daugherty presented: <ul style="list-style-type: none"> • The updated FY19 Strategic Plan was sent to the committee reflected the changes requested at the board meeting. • There was a question on Strategic Initiative #5B in the Finance section that needed additional clarification. • The new wording was suggested to be: Establish a policy for investment funding. • Additionally the committee requested for a recommendation on best practices for an undesignated reserve fund. 	No Action	Kristi Daugherty	
Executive Session					
K.	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		
L.	Consultation with attorney regarding		No action was		

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	Equal Employment Opportunity Commission Charge number 453-2018-00024 pursuant to Texas Government Code Section 551.071		taken		
M.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-00647 pursuant to Texas Government Code Section 551.071.		No action was taken		
N.	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		
O.	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		

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P.	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		
Q.	Adjournment				