



**EXECUTIVE COMMITTEE MEETING
MINUTES**

Meeting Title: Executive Committee Meeting		Meeting Facilitator: Dr. Rick Myer – Board Chair
Date: 6/18/2021	Time: 11:03 AM	Location: One San Jacinto Plaza 201 E Main Suite 600 – Microsoft Teams
Note Taker: Jessika Franco		
Present: Dr. Rick Myer, Joyce Wilson, Tommy Goldfarb, Ashley Sandoval, Carlos Ortiz, Rene H., Tewiana Norris, Rene Navarro, Juan Gonzalez, Orlando Gonzalez and Attorney Michael Wyatt		
Not Present: Representative Alessandra Annello and Kristi Daugherty		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
I.	Approval of May 21, 2021 Executive Committee Meeting Minutes	Minutes for May Executive Committee were reviewed and approved	Include in board link	Jessika Franco	
II.	Review May 27, 2021 Board of Trustees Meeting Minutes	Minutes for the May Board of Trustees meeting were reviewed	Item forwarded to the Board for approval	Jessika Franco	
III.	CEO report regarding EHN operation	<p>Carlos Ortiz, Interim Chief Financial Officer reported the following:</p> <ul style="list-style-type: none"> • TVC Grant – EHN was awarded two grants HHSC TVC and Texas Veterans Commission. The center has accepted the HHSC grant and is recommending declining grant funding from the Texas Veterans Commission for the following reasons: <ul style="list-style-type: none"> ○ Change in contract terms ○ Half of the budget is considered an allowable cost making EHN responsible for the remaining amount similar to a cash match. ○ The center has another grant through HHSC and having both funding sources will split our veteran 	<p>TVC forwarded to the Board as a regular item</p> <p>Recommendation to review bonus amounts; possibly increase caseworkers to \$1,500 and nursing from \$3,500 to \$5k. Generate a list of critical clinical positions, vacancies and turnover for the last 90 days. Also, consider longevity pay</p>	Kristi Daugherty	

		<p>client population and services. This will make it difficult for either program to meet their grant requirements.</p> <p>Rene Hurtado, Chief of Staff reported the following:</p> <ul style="list-style-type: none"> • Recruitment/retention – HR began informing staff of a new retention program for all clinical positions • Currently have 300 clinical staff members • Bonus offer is \$1k for caseworkers and up to \$3k for nurses; compensation will be issued in two payments with an additional payout after 12 months. Committee recommending 3 payments schedule within 12 months. • Health Fund savings will be used to pay for the bonuses • House Bill 4 - telephone only codes will remain in place 	<p>as a 24-month initiative. Future consideration to include a longevity award to our compensation plan. Item forwarded to Board under CEO report</p>		
IV.	HIPAA & Cybersecurity Risk Assessment	<p>Orlando Gonzalez reported the following:</p> <ul style="list-style-type: none"> • Assessment involved the following: staff interviews, virtual clinic (Westside, EVOP and IDD) walkthroughs to include internal/external testing of our wireless • EHN’s level of compliance is 100% for HIPAA Privacy Rule and Breach Notification. Operation compliance under Security Rule received a score of 98%. • EHN’s compliance with the security rule consist of Periodic Information System activity review, Contingency Plan/Disaster Recovery Plan Testing and Periodic Technical and Non-Technical Evaluations receiving a level 2 (medium risk) score. The technical network security assessment received a level 4 (critical) score under Internal Network Vulnerability Assessment and Penetration Test. 	<p>Item forwarded to the Board under consent</p>		
V.	FY21 Strategic Plan update	<p>Plan was reviewed; all objectives on track for completion</p>		Kristi Daugherty	
VI.	Review Board Agenda	<p>Committee reviewed and provided feedback on the composition of the Board agenda for June 24, 2021.</p>	<p>TVC item/regular HIPAA & Cybersecurity Risk Assessment/consent</p>	Dr. Rick Myer	

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			Retention/recruitment and collaboration report update/CEO report		
			Select a board committee (PNAC, P&D, Finance, PR and HR) per quarter and provide an update to the board		
I.	Adjournment	11:58 AM			