

BOARD OF TRUSTEES:

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Trustee



Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

EMERGENCE HEALTH NETWORK BOARD OF TRUSTEES

MINUTES

(Audio copy of the meeting is available upon request)

Emergence Health Network Board of Trustees ("EHNBOT") Meeting
Thursday, January 25, 2018 at 3:31 PM
Central Administration, Boardroom, 201 E. Main St. Ste. 600, El Paso, Texas
PRESENT: MYER, DRISCOLL, CINTRON, STOUT and THOMPSON
ABSENT: WILSON

1. INTRODUCTORY ITEMS

A. **Call to Order and Certification of a Quorum**

Quorum was certified.

B. **Public Comment**

No members of the public spoke during public comment.

2. CONSENT AGENDA

A. Approve minutes of the Board of Trustees meeting held on December 7, 2017.

B. Approve and authorize CEO to execute lease of 18 vehicles from Enterprise Fleet Management.

C. Approve and authorize CEO to exercise lease extension for 5310-5314 Blanco St. El Paso, with the Housing Authority of El Paso.

D. Approve and authorize CEO to execute The Interlocal Purchasing System (TIPS) Program Agreement.

E. Adopt and authorize Board Chair to sign resolution for Project Champs for grant submission to the Office of the Governor.

EHNBOT Action: Driscoll moved/Thompson seconded to approve Consent Agenda.

Motion Carried (5/0)

3. Regular Agenda

A. **Discuss and take appropriate action regarding election of Chairperson, Vice Chairperson, and Secretary of the Emergence Health Network Board of Trustees.**

Mr. Jacob reported on the following:

The elected members consist of Jacob Cintron, Chair, Commissioner David Stout, Vice Chair, and David Driscoll, Secretary.

EHNBOT Action: Driscoll moved/Stout seconded to approve election of Chairperson, Vice Chairperson and Secretary of the Emergence Health Network Board of Trustees.

Motion Carried (5/0)

B. **Board committee assignments by Board of Trustees Chairperson.**

Mr. Jacob Cintron reported the following:

- Executive Committee is comprised of Jacob Cintron, Chair, Commissioner David Stout, David Driscoll and Joyce Wilson currently held jointly with Finance Committee.
- Human Resources - David Driscoll, Chair, Dr. Peter Thompson and Joyce Wilson.
- Public Relations - Commissioner Stout, Chair and Dr. Rick Myer
- Planning and Development - Dr. Rick Myer, Chair and Dr. Peter Thompson
- PNAC (Planning Network Advisory Committee) - vacant

C. Discuss and take appropriate action regarding the FY2017 External Financial Audit.

Ms. Dahlia Garcia reported the following:

Beasley, Mitchell and Company conducted EHN's FY2017 External Audit. Ms. Garcia reviewed the Financial Highlights, Single Audit and Financial Findings. The center received an unmodified opinion which means the firm does not have any reservations on the financial statements being presented fairly. The single audit included a review of three major programs HHS, DSHS and DADS with no findings. EHN's Financial System Manual is up to date. The Procurement Policy has been revamped and utilization guidance was provided to the staff. Audit will be submitted to the State and Federal Clearing House and Regulatory Agencies on January 26, 2018.

EHNBOT Action: Stout moved/Driscoll seconded to approve the FY2017 External Financial Audit. Motion Carried (5/0)

D. Discuss and take appropriate action regarding award of (RFP 18-002) Compensation Study Consultant Services and approve and authorize CEO to execute contract.

Ms. Roxie Samaniego reported the following:

EHN published the RFP and only one bid was received from Management Advisory Group International, Inc. Recommendation is to contract this vendor as the Compensation Study Consultant for EHN in the amount of \$63k.

EHNBOT Action: Driscoll moved/Thompson seconded to award (RFP 18-002) Compensation Study Consultant Services to Management Advisory Group International, Inc. and authorize CEO to execute contract. Motion Carried (5/0)

E. Discuss and take appropriate action regarding Quality Plan pursuant to the Department of State Health Services Interlocal agreement.

Mr. Rene Navarro reported the following:

A repurposed Quality Plan was presented by way of interlocal agreement with HHSC. The center is required to update the plan every two years. The plan provides the utilization management oversight on how the funding is utilized to provide care. The plan not only includes MH but also the new business service lines. The audit schedule was expanded to include the new service lines and sub-committee schedule that works in support of the plan.

EHNBOT Action: Thompson moved/Myer seconded to authorize the approval of the Quality Plan pursuant to the Department of State Health Services agreement. Motion Carried (5/0)

F. Receive presentation regarding EHN Annual Report, discuss and take appropriate action regarding adoption of Annual Report.

Ms. Noreen Jaramillo reported the following:

An overview of the electronic annual report was presented highlighting several key areas such as board member interviews, financials, demographics and locations. Report will be

updated to include Commissioner Stout's message to the community. A mass mailing link will be sent to stakeholders.

EHNBOT Action: Stout moved/Driscoll seconded to adopt the EHN Annual Report. Motion Carried (5/0)

G. Discuss and take appropriate action regarding the disposition of real estate located at 8973 Ankerson, El Paso.

Ms. Roxie Samaniego reported the following:

The center is recommending the sale of the property. The facility has been closed for two years. The property was appraised and board approval for the disposal of property was requested on February 2016 with the requirement to bring back to board for final approval. Two offers were received. The net book value is at \$55k and if sold the gain on the sale will be \$91k.

EHNBOT Action: Myer moved/Jacob seconded to approve and authorize CEO to execute sales documents, deed and any other documentation to effectuate the sale of EHN property located at 8973 Ankerson, El Paso to Mary Martinez, Home Watch Caregivers or any affiliate of said entity. Motion Carried (5/0)

4. REPORTS and PRESENTATIONS

A. Chief Financial Officer's report on Emergence Health Network financials.

Ms. Roxie Samaniego reported the following:

- EHN's Financial Position on current assets as of December 31st, total \$26 million compared to total liabilities of \$18 million with a current ratio of 1.46 to 1. Fund balance is at \$9.2 million, 17.50% of FY18 annual budget.
- Cash flow forecast December actuals with 73 days cash on hand and ending cash balance of \$12 million. Ratios were reviewed.
- Current MTD Actuals vs Monthly Budget – actual decrease of \$244k without the waiver; budget decrease of \$706k with a positive variance of \$462k. Primarily made up of higher net fee for service revenue and lower G&A salaries and benefits. Four months ended normalized without the waiver decrease of \$801k with a budget decrease of \$2.3 million and a positive variance of \$1.5 million. Primarily made up of higher net fee for service revenue, lower G&A salaries and benefits, and lower occupancy cost.
- Current Month Actuals FY18 vs FY17 ending in December 31st – normalized decrease without the Waiver of \$244k compared to a decrease of \$366k for FY16 with a positive variance of \$122k. Primarily due to G&A salaries and benefits and lower capital expenditures. Four months ended with a decrease of \$801k and a decrease of \$1.1 million with a positive variance of \$383k. Primarily made up of lower G&A salaries and benefits.
- Health Fund – net expenses over revenue of \$50k for FY17.

B. CEO report regarding current EHN operations.

Ms. Kristi Daugherty reported the following:

- Peter Fargo is the new HR Director his previous experience is with the City of El Paso and the 911 District.
- The center received full accreditation by The Joint Commission. A corrective plan has been established for the low risk findings.

- In partnership with UMC the center has been selected to be the narrow network preferred provider for Aetna under the City contact.
- The CEO was appointed to serve on the Executive Committee for the El Paso Psychiatric Center.
- The Development Division staff was certified as Texas Commission on Law Enforcement (TCOLE) trainers. Specialized training is now being conducted for all law enforcement agencies locally.
- Telemedicine has been implemented at all clinics.
- A successful centralized call and scheduling process has been implemented. This has reduced the call volume at the clinics.
- The Texas Institute of Excellence in Mental Health has identified EHN's Home & Community-Based Services as best practice. The process mapping and the centers processes will be shared across the State.
- The Veteran One Stop Shop hosted the El Paso Young Marines Graduation and Reception.
- Centers challenge includes the state reimbursement rates for IDD waiver programs continue to remain low. EHN will conduct long term planning and sustainability.
- The center is partnering with El Paso Health for Star Plus RFP that is currently out. EHN was asked to be their mental health service coordination.
- The center was awarded the funding for SB 292 for the CIT program. Funding was also received to purchase inpatient beds for the EOU.
- 1551 Montana location opened. The center will have an Open House and all board members will be invited.
- The recommendation for the selection of the EHR will be presented and next month's board meeting. All procurement processes were followed. The two finalists Streamline and Netsmart provided three day demos to the staff. A vendor selection was made and pricing negotiations are ongoing.
- An update on the Strategic Plan was presented at each respective committee. A report will be provided to the board on a quarterly basis.

C. EHN departmental recognition.

The Maintenance Department received recognition this month for their hard work and dedication to EHN. Eddie Colclasure, Director of Facilities provided a few words. The staff introduced themselves, Michael Herrera, Reyes Rodriguez and Luis Ramirez, Maintenance Supervisor.

D. Board Committee updates

1. Board Planning and Network Advisory Committee (PNAC).

Ms. Kristi Daugherty reported the following points for the meeting held January 9, 2018:

- An officer selection will be conducted at next month's meeting.
- Committee was informed of the UMC partnership and received update on the 1551 Montana location.
- Committee is aware of the MHFA and MVPN Basic Training courses held at the Veteran's One Stop Center.
- A calendar of events for Mental Health and IDD awareness months were presented. Customer survey results were presented.

2. Board Planning and Development committee report

Dr. Rick Myer reported the following points for the meeting held January 9, 2018:

- Continued integration of EHN/UMC.
- EOU expansion is reviewing costs for bed rates.
- CIT continues to meet regularly with EPPD and trainings have been completed. Policies and procedures have also been discussed.
- High Utilization Patients with MH diagnosis in the ER; a plan is in progress to decrease the high volume of patients.

3. Board Human Resources committee report

David Driscoll reported the following points for the meeting held January 11, 2018:

- The Safety & Emergency Response Readiness was discussed.
- E3 implementation report was reviewed to see how effective the system has worked for the center.
- An update on the Strategic Plan was presented.
- Compensation Study was discussed.

4. Board Public Relations committee report

- Received communications wrap-up highlighting MHFA Training Blitz.
- 1551 Montana planning open house has begun
- IDD prom is scheduled for February 16th and will be held at the IDD Learning Center.
- EHN has partnered with area school districts for 915 Cares – a focus on suicide prevention for youth and families.
- By the Numbers section of website was reviewed by committee. This section will provide monthly numbers of services.
- Advocacy agenda has been developed focusing on strategic plan goal to focus on substance use and justice involved services.

5. Executive Session

The Board of Trustees went into executive session at 4:34 PM on January 25, 2018 to discuss items 5A. Present at executive session was Jacob Cintron, Commissioner David Stout, Dr. Rick Myer, David Driscoll, Dr. Peter Thompson, Attorney Omar Villa, Attorney Fred Green, Attorney Holly Lytle, Kristen Daugherty and Jessika Franco. The board concluded executive session at 4:38 PM.

A. Consultation with attorney pursuant to Texas Gov't Code Sec. 551.071 regarding claim involving Melissa Hernandez.

6. Open Session

The Board of Trustees returned to Open Session at 4:39 PM.

A. Discuss and take appropriate action regarding legal claim involving Melissa Hernandez.

EHNBOT Action: Driscoll moved/Myer seconded to ratification of settlement executed by CEO in the litigation entitled Melissa Hernandez v. El Paso Community MHMR d/b/a Emergence Health Network and Emergence Health Network, cause number 2016-DCV-4490 in the 327th Judicial District Court. Motion Carried (5/0)

7. ADJOURNMENT

THE MEETING ADJOURNED AT 4:40 PM.

Approval Date: 2/22/2018

By: David Driscoll

David Driscoll, Board Secretary