



## FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES

<b>Meeting Title:</b> Finance and Executive Committee Meeting		<b>Meeting Facilitator:</b> Jacob Cintron, Board Chair
<b>Date:</b> 11/15/2018	<b>Time:</b> 3:32 PM	<b>Location:</b> Chase Tower 201 E Main – Board Room
<b>Note Taker:</b> Oswaldo Del Rio		
<b>Present:</b> Jacob Cintron, Board Chair, Commissioner David Stout, Vice Chair, Joyce Wilson, Board Member, David Driscoll, Board Member, Kristi Daugherty, CEO, Fred Green, Legal Counsel, Matt Zabolotny, Interim CFO, Ashley Sandoval, Associate CEO, 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. <b>Not Present:</b>		

ITEM	TOPIC	DESCRIPTION/CONCLUSION	REQUIRED ACTIONS	ASSIGNMENT OF RESPONSIBILITY	DATE FOR COMPLETION
A.	Approve October 18, 2018 Finance and Executive Meeting Minutes	Minutes for the October Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
B.	Approve October 25, 2018 Board of Trustee Meeting Minutes	Minutes for the October Board of Trustees meetings were reviewed and approved	Item forwarded to the Board for approval in Consent agenda	Jessika Franco	
C.	Presentation of a CEO Report regarding EHN Operations	Ms. Daugherty report:  CIT update <ul style="list-style-type: none"> <li>• CIT contract is moving now with the City of El Paso. EHN asked the city to commit for continued funding for 3 years and the city stated they cannot commit to a dollar amount due to how they budget annually.</li> <li>• There was an agreement on sustainability added to</li> </ul>	No action	Kristi Daugherty	

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		<p>the contract and the city also agreed to place an item related to CIT in their annual budget for the term of the contract.</p> <ul style="list-style-type: none"> <li>The agreement will go to City Council for review and approval in December.</li> </ul>			
D.	Discussion on Emergence Health Network Financials for October 2018.	<p>Mr. Matt Zabolotny provided the following information:</p> <ul style="list-style-type: none"> <li>EHN's Balance Sheet reflects \$12.3 Million in cash which is up from previous month due receiving the quarterly payment from the state.</li> <li>The A/R is down 5.2% from previous month due to efforts to clean up the A/R accounts.</li> </ul> <p>Ms. Wilson asked if contract agencies are current in paying EHN.</p> <p>Ms. Daugherty responded that the State is behind in paying for MAC revenue and the County is behind a month on the Jail contract.</p> <p>Ms. Wilson asked to provide backup on contract agencies that are behind in payments to EHN for the following committee meeting.</p> <ul style="list-style-type: none"> <li>For the month of October, revenues are down by \$480K largely due to an overstatement in revenue for about \$200K in September due to a system error in the Alternatives program. This amount was reversed in October.</li> <li>The Other category also reflects a positive variance of \$50K due to the new method used for Bad Debt.</li> <li>In Expenses the agency has a positive variance in</li> </ul>	<p>Item forwarded to the Board for approval in Consent Agenda.</p>	<p>Matt Zabolotny</p>	

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		<p>Salaries due having several positions that have not been filled. As staff is hired we should also see revenues increase as some positions are revenue generating. EHN staffs to census and acuity and salaries were also budgeted in months that were expected to hire.</p> <ul style="list-style-type: none"> <li>• Before Capital, EHN's bottom line was down by \$230K from budget largely due to the revenue adjustment in Alternatives.</li> <li>• The Capital Expenses for October were budgeted but in a different month. The Capital Expenses budget will be corrected to reflect expenses in the proper month.</li> <li>• The Cash Flow forecast was updated and presented</li> <li>• Financial Ratios were updated and presented</li> <li>• Health Fund – net expenses over revenue with a decrease of \$130,974 for October due to an increase in health claims.</li> </ul>			
E.	<b>Netsmart Managed Services Agreement</b>	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>• This is for the contract between EHN and Netsmart for CFO services.</li> <li>• The agreement would extend the contract through the end of FY19 to assist with preparation of the next FY budget.</li> </ul> <p>Commissioner Stout mentioned that it would be good for EHN to start recruiting for CFO.</p> <p>Ms. Daugherty replied that EHN will start recruiting in the new calendar year.</p> <p>The committee would like to reflect that this contract</p>	<p>Item forwarded for Board for approval in Regular Agenda.</p>	Kristi Daugherty	

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		is in lieu of EHN having a fulltime CFO.			
F.	<b>Mental Health First Aid Contract</b>	<p>Mr. Hurtado presented:</p> <ul style="list-style-type: none"> <li>• EHN is the training hub for MHFA through a grant from the Paso Del Norte Health Foundation.</li> <li>• Contract is with National Council to provide an 8 day training for youth and adult train the training in Mental Health First Aid.</li> <li>• The contract is for \$57K and will need board approval</li> <li>• The training date is scheduled for November 26<sup>th</sup> which is prior to the next Board Meeting.</li> <li>• The committee is being asked to approve the contract in committee and then be ratified in the Board Meeting.</li> </ul>	Unanimous consent for approval and forward to Board to be ratified in Consent Agenda.	Rene Hurtado	
G.	<b>CCBHC Update</b>	<p>Ms. Sandoval presented:</p> <ul style="list-style-type: none"> <li>• Pending submission of Policies and Procedures and working with Compliance Division to complete.</li> <li>• Planned submission of P&amp;Ps is on November 30<sup>th</sup>.</li> <li>• Anticipate certification within the next 60 days.</li> <li>• Will also be attending a conference on Alternative Payment Models to replace the format that EHN gets paid for services provided for Medicaid.</li> <li>• These models are outcome based and quality measures have been established.</li> </ul>	No Action	Oswaldo Del Rio	
H.	<b>EHN Board of Trustees Training</b>	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>• The board had discussed establishing board training with the transition of new board members.</li> </ul> <p>Ms. Wilson presented</p>	Item forwarded		

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		<ul style="list-style-type: none"> <li>Reached out to Open Minds who performed the strategic plan and they were the least expensive and have experience with working with the board and the organization through the strategic plan process.</li> <li>Open Minds submitted a proposal for an all-day training for February 8<sup>th</sup> that will cover governance, committee structure, agendas and relationship with CEO.</li> </ul> <p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>This contract does not require board approval for dollar amount but would like for the board to take action on the selection of a vendor as they will be the Board's consultant.</li> </ul>	for Board for approval in Regular Agenda.	Kristi Daugherty	
I.	<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>Ms. Daugherty reported on items that are currently in yellow or red that needed to be addressed.</li> </ul>	No Action	Kristi Daugherty	
J.	<b>Review Board Agenda</b>	The Committee reviewed and provided feedback on composition of the Board Agenda for December 6, 2018.	No Action		
<b>Executive Session,</b>					
K.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-		No Action was taken		

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	00024 pursuant to Texas Government Code Section 551.071.				
L.	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		
M.	Consultation with attorney regarding Equal Employment Opportunity Commission Charge number 453-2018-01217 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		No action was taken		

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	cause number 2017DCV2472 pursuant to Texas Government Code Section 551.071.				
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.	Consultation with attorney regarding litigation filed in El Paso County under cause number 2018DCV2668 pursuant to Texas Government Code Section 551.071.		No action was taken		
R.	Consultation with attorney regarding matters involving the US Department of Labor pursuant to Texas Government Code 551.071.		No action was taken		
S.	<b>Adjournment</b>				

David Driscoll – Board Chair