

BOARD OF TRUSTEES:

R. JACOB CINTRON
Chair

DAVID STOUT
Vice-Chair

DAVID DRISCOLL
Secretary

DR. PETER THOMPSON
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VACANT
Trustee

JOYCE WILSON
Trustee

DR. RICK MYER
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, February 22, 2018 at 3:30 PM
Central Administration, Boardroom, 201 E. Main St. Ste. 600, El Paso, Texas
PRESENT: MYER, DRISCOLL, CINTRON, STOUT (3:33 PM) and WILSON
ABSENT: THOMPSON

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 January 25, 2018.

B. Approve and authorize disposition of EHN surplus personal property.

C. Approve and authorize CEO to execute the Texas Association of School Boards, Inc. Buy Board purchasing nonprofit subscriber agreement.

**EHNBOT Action: WILSON moved/DRISCOLL seconded to approve Consent Agenda.
Motion Carried (5/0)**

3. Regular Agenda

A. Discuss and take appropriate action regarding adoption of record retention policy and authorize CEO to file a declaration of compliance with the Texas State Library and Archives Commission pursuant to Texas Local Government Code Chapter 203.

Mr. Omar Villa reported on the following:

Every governmental agency is required to have a declaration filed; the recommendation is to have one filed to be in compliance. Section 4 of the policy does not reflect a designee. The recommendation is to designate the CEO to be the custodian of records for the center.

EHNBOT Action: Item pulled from consent agenda. DRISCOLL moved/MYER seconded the adoption of record retention policy and authorize CEO to file a declaration of compliance with the Texas State Library and Archives Commission pursuant to Texas Local Government Code Chapter 203. Motion Carried (5/0)

B. Discuss and take appropriate action regarding award of RFP 17-015 for electronic health record and approve and authorize CEO to execute agreement with Netsmart Technologies, Inc.

Ms. Kristi Daugherty, Ms. Roxie Samaniego, Mr. Juan Gonzalez & Mr. Merrill Johnson reported the following:

- EHN is currently operating with a system that has not been updated in decades and difficult to operate. The recommendation is to select Netsmart as the vendor for the electronic health record for the center.
- An abstract was provided to the board in detail to include a cost comparison with recommendations made by Commissioner Stout. Estimated costs necessary for Streamline include salaries and benefits for 3 additional IT staff, project implementation consultant and costs for non-existent functionality with SmartCare totaling an additional estimate of \$2.3 million if Streamline were selected. This is not necessary with Netsmart due to the size of implementation set up Netsmart has in place.
- The intangible benefits in place with Netsmart consist of CCBHC, 1115 Waiver measures and they have also immersed themselves in the mental health industry. Netsmart has 1500 employees which 500 are certified in Mental Health First Aid. Netsmart is an intersystem. Netsmart provides system updates for all applications purchased. A team of 7 to 10 personnel will be onsite to assist with the implementation process. Additionally, during the demonstration process Netsmart provided 16 laptops for the EHN staff to allow hands on training.
- The center in Tarrant County has selected Netsmart as their EHR system with a go live date of July 2018. 20 local state hospitals are currently using Netsmart.

EHNBOT Action: WILSON moved/DRISCOLL seconded to approve the award of RFP 17-015 for electronic health record and approve and authorize CEO to execute agreement with Netsmart Technologies, Inc. and include all analysis presented be part of the backup for the purchasing document. Motion Carried (5/0)

- C. **Discuss and take appropriate action regarding EHR Consultant contract amendment.**
Ms. Kristi Daugherty reported the following:

EHN would like to extend the current EHR Consultant contract not to exceed 90 days to assist the internal staff with the implementation process.

EHNBOT Action: MYER moved/DRISCOLL seconded to approve EHR Consultant contract amendment. Motion Carried (5/0)

- D. **Discuss and take appropriate action regarding EHN Jail Services.**
Ms. Kristi Daugherty reported the following:

An update was provided on the current payment status for the Jail Contract and Court Assessments. Payment is current with the Court Assessments. EHN is still pending payment for October 2017 for the Jail Clinic.

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 January 31st, total \$30 million compared to total liabilities of \$15 million with a current ratio of 2 to 1. Fund balance is at \$16 million; 30% of FY18 annual budget.
- Cash flow forecast January actuals with 110 days cash on hand and ending cash balance of \$18.3 million. Ratios were reviewed.
- Current MTD Actuals vs Monthly Budget – actual decrease of \$520k without the waiver; budget decrease of \$298k with a negative variance of \$222k. Primarily made up

of lower net fee for service revenue and lower G&A salaries and benefits, client related cost are down and supply cost. Five months ended normalized without the waiver decrease of \$1.3 million with a budget decrease of \$2 million and a positive variance of \$774k. Primarily made up of lower net fee for service revenue, higher MAC revenue, lower G&A salaries and benefits, and lower other expenditures.

- Current Month Actuals FY18 vs FY17 ending in January 31st – normalized decrease without the Waiver of \$520k compared to a decrease of \$488k for FY16 with a negative variance of \$32k. Primarily due to lower net fee for service, write-offs, additional billing and other expenditures. Five months ended with a decrease of \$1.3 million and a decrease of \$1.6 million with a positive variance of \$350k. Primarily made up of lower G&A salaries and benefits and higher occupancy cost.
- Health Fund – net expenses over revenue of \$136k for FY18.

B. Receive CEO report to include discussion of Certified Community Behavioral Health Clinic, Crisis Intervention Team roll-out, and Extended Observation Unit expansion.

Ms. Kristi Daugherty reported the following:

- EHN was awarded the Senate Bill 292 funding for the CIT program for FY18-19. Weekly meetings are being held with the El Paso Police Department to develop policies and procedures to include discussing logistical items.
- EHN was selected as one of the pilot sites for the Certified Community Behavioral Clinics (CCBHC) second phase of implementation. The end goal is to have every LMHA certified within the next two years.
- Strategic Plan updates were presented at each board committee. A recommendation was made to include a stop light report for each metric being measured.
- The Central Outpatient Clinic and Clinical Services Department was successfully relocated to the new EHN location at 1551 Montana and are fully operational. The center will have an Open House where all board members will be invited.
- The EHN Centralized Call Program has been implemented and as of January 3,000 calls have been deviated from four outpatient clinics, resulting in an increase who rate of 82%.
- Due to consumer request, a new Anger Management Support Group is now meeting in the Central Outpatient location.
- The Veterans One Stop hosted mentor orientation training for the El Paso Veterans Treatment Court.
- Centers challenge – due to increased patient demand, there is a need for additional capacity for Adult MH Services. EHN is working closely with UMC.

C. EHN departmental recognition.

The Medical Records Department received recognition this month for their hard work and dedication to EHN. Orlando Gonzalez, Administrative Director of Health Information provided a few words. The staff introduced themselves, Arlene Gallardo, Lyzette Aguirre, Demian D'Leon, Lucy Bockman, Janette Dominguez, Sylvia Martinez, and Nicole Bencomo.

D. Board Committee updates

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

Mr. Rene Hurtado reported the following points for the meeting held February 14, 2018:

- Officer elections were held Randy Wormely was elected as Chair and Denise Uga as Vice Chair.

- Committee reviewed the 2017 Annual Report.
- Committee was informed of the partnership with Wounded Warrior Project to host a job resume workshop where 40 veterans attended.
- The MVPN Women Veteran Symposium will be occurring in August.
- EHN will be having a spa day for veteran caregivers at the end of May.

5. **ADJOURNMENT**
THE MEETING ADJOURNED AT 4:18 PM.

Approval Date: _____

By: _____

3/29/2019
David Driscoll
David Driscoll, Board Secretary