



## Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

### 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> 2/15/2018	<b>Time:</b> 3:00 PM	<b>Location:</b> Chase Tower 201 E Main – Office/Training Room
<b>Note Taker:</b> Oswaldo Del Rio		
<b>Present:</b> Jacob Cintron, Board Chair, Commissioner David Stout, Joyce Wilson, Board Member, David Driscoll, Board Member, Kristi Daugherty, CEO, Omar Villa, Legal Counsel, Roxie Samaniego, CFO, Chrystal Davis, Chief of Clinical Services, Rene Hurtado, CDO, Rene Navarro, Chief Compliance Officer, Juan Gonzalez, Chief Information Officer, Jessika Franco, Exec. Admin. Asst. to CEO, 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 January 18, 2018 Finance and Executive Meeting Minutes	Minutes for the November Finance and Executive Committee meetings were reviewed and approved.	Item forwarded to the Board for approval.	Oswaldo Del Rio	
B.	Review the January 25, 2018 Board Meeting Minutes	Minutes for the December 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	<p>Ms. Daugherty will provide the following information:</p> <ul style="list-style-type: none"><li>There was a write off that EHN had to conduct related to amounts not received from the County for the Jail Contract for FY16. We are currently pending payments for the Jail Contract and Court Assessments Contract as well. Recommended to send the County letters in regards to the delay in payment.</li></ul>		Kristi Daugherty	

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		<ul style="list-style-type: none"> <li>Ms. Sandoval presented on CCBHC: Certified Community Behavioral Health Clinics (CCBHC). EHN has been selected by Texas Council in the second round of LMHAs to enter into this program.</li> <li>Ms. Sandoval presented on UMC collaborations: The clinic program has been having issues with referrals as some insurances are not being accepted at the UMC Clinics. Ashley will work with Henry with UMC to resolve this.</li> <li>Ms. Davis presented on CIT: Had a meeting with HHS and were notified that EHN was fully funded at \$1.4M this year and \$1.3M for next year. Continue to work with EPPD to finalize the various components of this program. EPPD will have 14 officers and 3 sergeants.</li> <li>Ms. Norris presented on EOU Expansion: There is a meeting scheduled next week to have our CFO meet with UMC's Controller.</li> </ul>			
D.	<b>Discussion on Emergence Health Network Financials for January 2018.</b>	<p>Ms. Roxie Samaniego provided the following information:</p> <ul style="list-style-type: none"> <li>EHN's Balance Sheet reflects \$30.4 Million in current assets with \$17.5 Million in Cash and Investments and the other large amount is \$9.7 Million in Accounts Receivable Other which is our state grants.</li> <li>EHN's Current Liabilities total \$15.5 Million.</li> <li>With these numbers EHN's is over 1.95 with current assets vs. current liabilities with a total fund balance of \$16 Million.</li> <li>For the month of January when we look at actuals and our net revenue we see a decrease of \$7.5M compared to what was budgeted which was a</li> </ul>	Item forwarded to the Board for approval.	Roxie Samaniego	

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		<p>decrease of \$7.6M. Once we get this normalized and remove the 1115 Waiver then we are at a decrease of \$520K compared to budgeted amount of a decrease of \$298K with an unfavorable variance of \$222K.</p> <ul style="list-style-type: none"> <li>• Lower Net Fee for Service revenue by \$327K.</li> <li>• Lower G&amp;A Salary and Benefits of \$7K.</li> <li>• Health Fund – net expenses over revenue with an increase of \$136,785 for the month of January.</li> <li>• Cash flow forecast has been updated with actuals.</li> </ul>			
E.	<b>Texas Association of School Boards, Buy Board.</b>	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>• This is to allow EHN to enter into a new Purchasing Cooperative agreement to provide EHN with additional purchasing resources.</li> </ul>	Item forwarded for Board for approval.	Roxie Samaniego	
F.	<b>Award Bid 17-015 Electronic Health Record</b>	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>• It has been about a year since EHN started to work on purchasing a new EHR and have provided board communication to include the details of the bid and the recommendation.</li> </ul> <p>The committee asked about the difference in price from the two final vendors.</p> <p>Mr. Gonzalez explained that based on feedback from other centers in Texas, the 2 biggest difference and concern lie with system stability and numerous system versions because of the customizability of the system.</p> <p>Ms. Sandoval explained the difference in the clinical experience and ability of the software.</p> <p>The committee recommended having a side by side comparison of the final two vendors to better illustrate</p>	Item forwarded to the Board for approval	Kristi Daugherty	

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		<p>their capabilities that in return can justify the pricing difference and add this to the board communication.</p> <p>The team will work on the corrections to the communication and schedule meetings with the remaining board members to be prepared for the board meeting.</p>			
G.	<b>EHR Consultant Contract Amendment</b>	<p>Ms. Daugherty presented:</p> <ul style="list-style-type: none"> <li>EHN would like to extend the current EHR Consultant contract to include additional hours to assist our internal staff with implementation process and preparation.</li> </ul>	Item forwarded to the Board for approval	Kristi Daugherty	
H.	<b>Record Retention Policy</b>	<p>Mr. Villa presented:</p> <ul style="list-style-type: none"> <li>EHN does not have a policy in place for records retention or and this new policy will follow the schedules issued by the Texas State Library and Archives Commission.</li> </ul>	Item forwarded to the Board for approval.	Roxie Samaniego	
I.	<b>FY2018 Strategic Plan Update</b>	<p>Ms. Daugherty Presented:</p> <ul style="list-style-type: none"> <li>Reviewed the updates in the Strategic Plan related to Finance and Executive Committee.</li> </ul> <p>Mr. Cintron recommended a report to the Board a list of a few wins and challenges along with a “stop light” report to provide backup every month to the Committee.</p>	No Action	Kristi Daugherty	
J.	<b>Board Agenda</b>	Discussed composition of Board Agenda	No action		
<b>Executive Session</b>					
K.	<b>Discuss legal claim of Ariana Drobet pursuant to Texas Government Code</b>		Item was Deleted		

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	Section 551.071				
L.	Adjournment				



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Jacob Cintron – Board Chair