

## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES PERMIACARE**

The regular monthly meeting of the Board of Trustees of PermiaCare was held August 20<sup>th</sup>, 2019, at the Atmos Energy Corporation's Fischer Community Room, 2304 Loop 40 (*behind the Post Office at Midland International Airport*), Midland, Texas.

Board officers present were Gus Ortega, Chair; and Patricia Nelson, Vice-Chair. Board officers absent were Margaret Jones, Secretary and Larry Edgerton, Treasurer.

Board members present were John Landgraf, Ladoyce Lambert, and Barbara Yarbrough. Board member absent was Mark Dettman.

Staff members present were Chris Barnhill, Chief Executive Officer; Christian Marmol, Chief Financial Officer; Jill Stephens, Director of Human Resources; Todd Luzadder, Director of Mental Health Services; Joshua Alaniz, Director of Resource Development; Glenn Pitchford, Director of Information Systems; and Kathleen Garvin, Administrative Assistant.

### **I. CALL MEETING TO ORDER**

Chair Ortega declared a quorum and called the meeting to order at 3:38 p.m.

### **II. CHAIR'S REPORT**

Chair Ortega had no report. CEO Barnhill covered bills approved during the 86<sup>th</sup> legislative session impacting PermiaCare in fiscal year 2020. Chair Ortega asked CEO Barnhill, to introduce the presenter.

### **III. PRESENTATIONS/TRAINING**

Director of Information Systems Pitchford presented the Request for Proposal (RFP) Process used to obtain and evaluate three electronic health record solutions to replace our current electronic health record, iServ for Texas Centers. Tab 3 of the Board Member Packet distributed to members prior to the meeting, contained the scoring sheet used by staff to determine the best solution of the three.

### **IV. CONSENT AGENDA**

The Consent Agenda was distributed to all members prior to the meeting. Chair Ortega asked if there were any requests to remove items for discussion. Hearing none, he requested a motion approving the Consent Agenda as follows:

1. Minutes of the last meeting
2. CEO Activity Report
3. Community Relations Report

A/M/S (Landgraf/Nelson) (Unanimous)

Motion to approve the Consent Agenda as presented.

### **V. TREASURER'S REPORT**

The Treasurer's Report for July 2019 was distributed to all members prior to the meeting. Chief Financial Officer Marmol reviewed the report and answered questions.

A/M/S (Lambert/Landgraf) (Unanimous)

Motion to approve the Treasurer's Report as presented.

## **VI. TEXAS COUNCIL OF COMMUNITY CENTERS' REPORT**

In the absence of Board member Margaret Jones, there was no Texas Council report.

## **VII. TEXAS COUNCIL RISK MANAGEMENT FUND REPORT**

Council Representative Lambert discussed the process of voting on expired terms, which Chief Executive Officer Barnhill submitted as supporting the incumbents. Future voting process was discussed, Chief Executive Officer Barnhill will contact Council Representative Lambert prior to filing votes to discuss the candidates. No Board action will be taken.

## **VIII. OTHER BUSINESS**

### **1. Finance Committee - Fiscal Year 2020 Budget & Vehicle Purchase Authorization**

CEO Barnhill informed the Board that additional funding should be forthcoming from the Mental Health Division of the Texas Health and Human Services Commission, but details were not available at this point and would be addressed by a budget amendment in a future month. In addition, CEO Barnhill provided an overview of the status of the 1115W and the remaining fiscal years it will be available to the Center with an impending ending in 2022. CFO Marmol reviewed the highlights of each Fund's proposed budget. The proposed budget was reviewed by the Finance Committee on August 12<sup>th</sup> and the Committee voted its recommendation to the Board, as well as spending up to 5% of the Greathouse Fund, and authorization of vehicle

purchases as recommended by staff.

Motion 1

A/M (Nelson of the Finance Committee) (Unanimous)

Motion to approve PermiaCare's Fiscal Year 2020 Budget as recommend by the Finance Committee.

Motion 2

A/M (Nelson of the Finance Committee) (Unanimous)

Motion to approve up to 5% spending of the Greathouse Fund per the Spending Plan in Policy 4.02.04.01

Motion 3

A/M (Nelson of the Finance Committee) (Unanimous)

Motion to authorize Fiscal Year 2020 vehicle purchase as recommended by the Finance Committee.

**2. Finance Committee - Fiscal Year 2019 Budget Revision**

This item was distributed prior to the Board meeting. CEO Barnhill and CFO Marmol proposed providing a tenure-based incentive to staff beginning at \$1,000 with the maximum of \$3,500 for full-time staff and \$1,800 for part-time staff. CFO Marmol then reviewed the accounts revised for Budget Revision #2 of Fiscal Year 2020 to accommodate the incentive. This proposal was reviewed by the Finance Committee during their August 12<sup>th</sup> meeting. The Finance Committee voted its recommendation to the Board as recommended by staff.

A/M (Yarbrough) (Unanimous)

Motion to approve Fiscal Year 2019 budget revision as presented by staff

and recommended by the Finance Committee.

### **3. Finance Committee - Approval of Bids for the replacement of Electronic Health Record**

Director of Information Systems Pitchford presented the results of the Electronic Health Systems RFP to replace iServ for Texas Centers. Streamline Healthcare Solutions was the highest scoring solution and was recommended by staff for award of the contract. This item was reviewed by the Finance Committee during their August 12<sup>th</sup> meeting. The Finance Committee voted its recommendation to the Board as recommended by staff.

A/M (Landgraf) (Unanimous)

Motion to accept the proposals provided for the 2020 EHR Replacement RFP, with award of the contract to Streamline Healthcare Solutions – as presented by staff and recommended by the Finance Committee.

### **4. Policy & Personnel Committee - Approval of PermiaCare's Quality Management (QM) Plan**

Director of Developmental Resources Alaniz discussed the changes to the QM Plan. Vice-Chair, Patricia Nelson, stated that the recent HHSC Quality Management Review Team commended the layout of the Quality Management Plan, which they would like to use as an example across the state. This item was reviewed by the Personnel/Policy Committee during their August 8<sup>th</sup> meeting.

A/M/S (Ortega Personnel/Policy Committee) (Unanimous)

Motion to approve PermiaCare's Quality Management Plan as presented by staff and recommended by the Personnel/Policy Committee.

**5. Policy & Personnel Committee - Approval of PermiaCare's Utilization Management (UM) Plan**

Director of Developmental Resources Alaniz provided an overview of the changes in format and language for the UM Plan. This item was reviewed by the Personnel/Policy Committee during their August 8<sup>th</sup> meeting. The Personnel/Policy Committee voted its recommendation to the Board as recommended by staff.

A/M/S (Ortega Personnel/Policy Committee) (Unanimous)

Motion to approve PermiaCare's Utilization Management Plan as presented by staff and recommended by the Personnel/Policy Committee

**6. Policy & Personnel Committee - Approval of PermiaCare's Compliance Plan**

Director of Developmental Resources Alaniz provided an overview of PermiaCare's Compliance Plan. This item was reviewed by the Personnel/Policy Committee during their August 8<sup>th</sup> meeting. The Personnel/Policy Committee voted its recommendation to the Board as recommended by staff.

A/M/S (Ortega Personnel/Policy Committee) (Unanimous)

Motion to approve PermiaCare's Compliance Plan as presented by staff and recommended by the Personnel/Policy Committee.

## **7. Policy & Personnel Committee - Client Fees & Collections**

CEO Barnhill gave an overview of client fees and collections policy. This policy sets the process for the collection of payments from clients for the services provided in compliance with standard provided by various funding agencies. This item was reviewed by the Personnel/Policy Committee during their August 8<sup>th</sup> meeting. The Personnel/Policy Committee voted its recommendation to the Board as recommended by staff.

A/M/S (Ortega Personnel/Policy Committee) (Unanimous)

Motion approve revised policy 1.04.53.00 Client Fees and Collections as submitted by staff.

## **8. Nominating Committee - Election of Board**

This item was distributed prior to the Board meeting. CEO Barnhill reviewed the slate of officers proposed by the Nominating Committee as follows:

Gus Ortega, Chair; Barbara Yarbrough, Vice-Chair; Margaret Jones, Secretary; Patricia Nelson, Treasurer


A/M/S (Ortega/Ladoyce (Unanimous)

Motion to approve slate of Officers as presented by the Nominating Committee.

The meeting was adjourned at 4:53 P.M.



Chris Barnhill,  
Chief Executive Officer



Gus Ortega,  
Chair