



FINANCE COMMITTEE MEETING

Integral Care's mission is to improve the lives of people affected by behavioral health and developmental and/or intellectual challenges.

DATE: Monday, October 23, 2017
TIME: 12:00 p.m.
PLACE: 1430 Collier St. – Board Room
Austin, Texas 78704

AGENDA

- I. Citizens' Comments** (Presentations are limited to 3 minutes)
- II. Approval of Finance Committee Minutes for September 25, 2017** – pages 1-5
- III. Discuss and Take Appropriate Action on Cash & Investment Report – September, 2017** (Weden) – pages 6-8
- IV. Discuss and Take Appropriate Action on Financial Statements and Amendments (if applicable) for the Period Ending September 30, 2017 (Subject to Audit)** (Weden, Thompson) – pages 9-17
- V. Discuss and Take Appropriate Action Regarding Authorizing the Chief Executive Officer and/or his designee to Contract with Broaddus Planning for Facility Master Planning Services** (Weden) – pages 18-30
- VI. Discuss and Take Appropriate Action Regarding Resolutions of the Finance Committee Regarding Ground Lease, Debt and Equity Financing, Service as General Contractor, Developer and Guarantor in relation to Housing First Oak Springs** (Weden) pages 31-41
- VII. Financial Ratios** (Weden) – pages 42-47
- VIII. Discussion of Dashboard Financial Metrics** (Baker) – pages 48-65
- IX. Update on Facilities** (Weden) – pages 66-71
- X. Update on Transformation 1115 Waiver** – (Weden, Macakiage, Christensen) – pages 72-75
- XI. Announcements** – page 76
 - New Milestones Foundation “Bridging the Gap” Event on November 9, 2017

XII. New Business – pages 77-78

- Identify Consent/Non-Consent Agenda Items
- Add Information Item IX (Facilities) to full Board meeting agenda
- Proposed Nov/Dec Combined Finance Meeting for December 11, 2017

XIII. Citizens' Comments (Presentations are limited to 3 minutes) – page 79

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Note: Effective September, 2017, copies of the Finance Committee packets will no longer be provided to staff/public at the meeting. Only Agendas will be available. The full packet will continue to be e-mailed to Integral Care staff and it will also be available on Integral Care's webpage at: <http://integralcare.org/agendas-minutes/> (Under the heading "Finance Committee")



FINANCE COMMITTEE MINUTES

DATE: September 25, 2017
TIME: 12:00 p.m.
PLACE: 1430 Collier St. – Board Room
Austin, Texas 78704

MEMBERS PRESENT: Tom Young, Robert Chapa

MEMBERS ABSENT: Luanne Southern, Vince Torres

Center staff were in attendance.

The meeting was called to order by Mr. Young at 12:00 p.m.

I. CITIZENS' COMMENTS

None.

II. APPROVAL OF FINANCE COMMITTEE MINUTES

No changes were noted to the minutes of the August 28, 2017 meeting. They stand approved as submitted.

III. DISCUSS AND TAKE APPROPRIATE ACTION ON CASH & INVESTMENT REPORT FOR AUGUST, 2017

Mr. Chapa made a motion to recommend to the Board the acceptance of the Cash and Investment Report for August, 2017.

Mr. Young seconded.

Mr. Weden reviewed the Cash and Investment Report for August, 2017 stating the interest earned in 8/2017 was \$13,721 and total market and book value at end of month was \$23,198,203. He also stated there were no significant changes for the month. A comparison of FY 2016 vs. FY 2017 cash and investment amounts was reviewed. Discussion followed.

All were in favor. Motion carried.

IV. DISCUSS AND TAKE APPROPRIATE ACTION ON FINANCIAL STATEMENTS AND AMENDMENTS (IF APPLICABLE) FOR THE PERIOD ENDING AUGUST 31, 2017 (SUBJECT TO AUDIT)

Mr. Young made a motion to recommend to the Board the acceptance of the Financial Statements and amendments (if applicable) for the period ending August 31, 2017 subject to audit.

Mr. Chapa seconded.

Mr. Weden and Ms. Thompson discussed the following information from the schedules found in the packet: Financial Summary, Balance Sheet General Operating Fund and Notes (Schedule N2), Combined (Schedule C1), Statement of Revenue and Expenditures and Notes (Schedule C2), Waiver (Schedule C3), and Capital Projects (Schedule C4). Ms. Thompson discussed in detail the information on the Summary page including: Total Annual Budget; YTD Net; Fund Balance; and Capital Projects. Discussion followed.

All were in favor. Motion carried.

V. DISCUSS AND TAKE APPROPRIATE ACTION REGARDING AUTHORIZING THE CHIEF EXECUTIVE OFFICER and/or HIS DESIGNEE TO ACCEPT, IF AWARDED, THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) IMMEDIATE SERVICES PROGRAM (ISP) GRANT

Mr. Young made a motion to recommend to the Board to authorize the Chief Executive Officer and/or his Designee to accept, if awarded, the Federal Emergency Management Agency (FEMA) Immediate Services Program (ISP) Grant.

Mr. Chapa seconded.

Mr. Weden stated Hurricane Harvey made initial landfall in Texas on Friday, August 25th and Integral Care staffed a local evacuation shelter to provide behavioral health services for guests from the coast. He stated that over 675,000 individuals in Texas have registered with FEMA for assistance. Due to the assistance Travis County is providing in sheltering evacuees, Travis County is one of four counties eligible for public assistance through FEMA. Integral Care submitted an estimated budget of \$487,410 for potential award. The budget includes costs for personnel (salaries and benefits), interpreters, staff travel, equipment, and supplies. The grant period covers 60 days and any amount awarded will be drawn down based on a cost reimbursement basis. Staff recommends the Board approve the Chief Executive Officer and/or his designee to accept, if awarded, the Federal Emergency Management Agency (FEMA) Immediate Services Program (ISP) Grant. Discussion followed.

All were in favor. Motion carried.

VI. DISCUSS AND TAKE APPROPRIATE ACTION ON BOARD POLICY “INVESTMENT AND CASH MANAGEMENT – 04.17” INCLUDING AUTHORIZED BROKER/DEALER LIST

Mr. Chapa made a motion to recommend to the Board approval of Board Policy “Investment and Cash Management – 04.17” including authorized broker/dealer list.

Mr. Young seconded.

Mr. Weden stated that the Texas Public Funds Investment Act (Sec.2256.005(e)) requires that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually. The most recent changes in the Texas Public Funds Investment Act are:

- The \$1 Net Asset Value (NAV) pools and money fund add language that they are in compliance with Security and Exchange Commission (SEC) Rule 2a-7
- Only Pools are now required to certify a copy of the Investment and Cash Management Policy. Other entities will receive copies of the policy but are not required to certify the policy.

The proposed changes have been reviewed by both internal legal counsel as well as by Linda Patterson of Patterson and Associates in order to ensure compliance with the Texas Public Funds Investment Act. Staff recommends the Finance Committee and Board approve the proposed changes to Integral Care’s Investment and Cash Management Policy.

All were in favor. Motion carried.

VII. RECOMMENDATION TO APPROVE, IF AWARDED, HHSC FUNDED COMMUNITY HOSPITAL CAPACITY (P&O AGENDA ITEM)

Mr. Chapa made a motion to recommend to the Board the approval, if awarded, HHSC Funded Community Hospital Capacity.

Mr. Young seconded.

Ms. Lynch stated this was an agenda item from P&O since the meeting was not held this month. She discussed background information, increasing Inpatient Capacity, and PNAC recommendation. Discussion followed.

All were in favor. Motion carried.

VIII. RECOMMENDATION TO APPROVE REVISED BOARD POLICY 08.06 – RESTRAINT AND SECLUSION (P&O AGENDA ITEM)

Mr. Chapa made a motion to recommend to the Board the approval of Board Policy 08.06 – Restraint and Seclusion.

Mr. Young seconded.

Dr. Craig Franke discussed the changes to the policy since the last update and stated this will standardize the procedures across Integral Care. Discussion followed.

All were in favor. Motion carried.

IX. RECOMMENDATION TO APPROVE AUTHORIZING CHIEF EXECUTIVE OFFICER TO ACCEPT, IF AWARDED, FUNDS ASSOCIATED WITH SB292 PLANNING (P&O AGENDA ITEM)

Mr. Young made a motion to recommend to the Board the approval to authorize the CEO to accept, if awarded, funds associated with SB292 planning.

Mr. Chapa seconded.

Mr. Weden, acting on behalf of Ellen Richards, reviewed the information found in the handout including background information, local SB292 collaborative, and SB 292 proposal. Discussion followed.

All were in favor. Motion carried.

X. DISCUSSION OF 4TH QUARTER FY2017 BUSINESS PLAN

Mr. Weden referenced information found in the notebook distributed to Board members. He discussed in detail Goals 1-3 with their respective objectives. Discussion followed.

XI. ACCOUNTS RECEIVABLE REPORT

Ms. Thompson reviewed in detail the information in the report “*Accounts Receivable Detail Listing for Period Ended August, 2017 - Preliminary*”. She reviewed the following areas: Contract Receivables, Fee for Service, and Accrued Receivables. Discussion followed.

XII. UPDATE ON TRANSFORMATION 1115 WAIVER

Mr. Weden and Ms. Macakiage stated that there are no significant changes to report. Mr. Weden stated that staff are working on a regional plan which will be submitted and 22 metrics which will be tracked (provider based metrics). Discussion followed.

XIII. ANNOUNCEMENTS

None.

XIV. NEW BUSINESS

- Non-Consent: Items IV, VIII, IX
- Consent: Items III, V, VI, VII

XV . CITIZENS' COMMENTS

None.

There being no further business, the meeting adjourned at 12:40 p.m.

Tom Young, Chair
Finance Committee

Date

Libby Worsham

Libby Worsham,
Executive Assistant



CASH AND INVESTMENT REPORT


For the month ended September 30, 2017

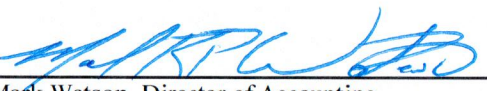
<u>Cash and Cash Equivalents</u>	<u>Investments Market Value</u>	<u>Investments Book Value</u>	<u>Percentage of Portfolio</u>	<u>Monthly Interest</u>	<u>Interest Rates</u>	<u>Stated Maturity Term</u>	<u>Average Days to Maturity</u>
Chase Bank of Texas							
Deposit Account	8,937,095	8,937,095	40.34%	2,431	0.35%	1	1
Frost Bank							
Deposit Account	10,981,912	10,981,912	49.57%	9,307	1.03%	1	1
Short-term Investments:							
TexPool Fund - Operating	1,921,957	1,921,957	8.68%	1,602	1.02%	1	1
TexPool Fund - Midelburg Trust	313,061	313,061	1.41%	261	1.02%	1	1
Totals and Averages, current month	<u>22,154,025</u>	<u>22,154,025</u>	<u>100.00%</u>	<u>13,601</u>	<u>0.75%</u>	<u>1</u>	<u>1</u>
Totals and Averages, previous month	\$ 23,198,203	\$ 23,198,203	100.00%	\$ 13,721	0.78%	1	1
Totals and Averages, previous year	\$ 23,682,955	\$ 23,682,955	100.00%	3,880	0.36%	10	2

Benchmark: 90-day T-bill rate at 9/30/17 - 1.03%

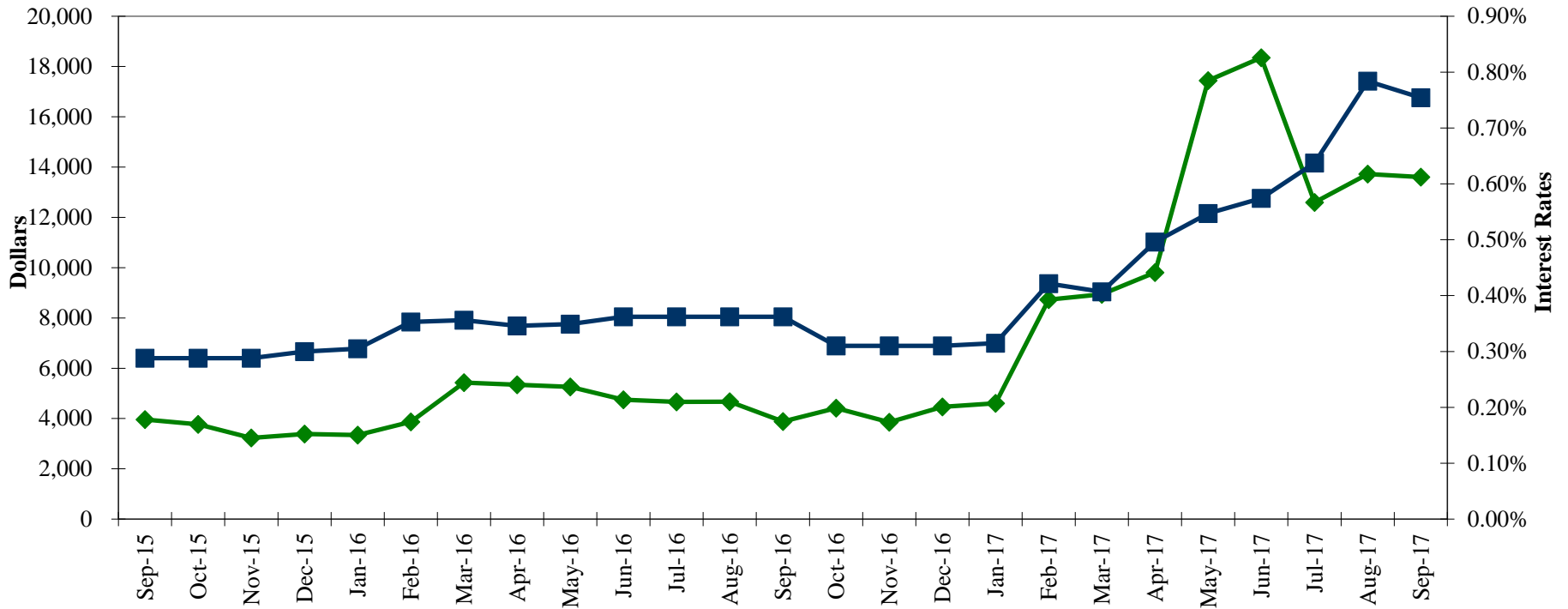
This report is in full compliance with the investment policy as established for the Investment Portfolio, the Public Funds Investment Act (Chapter 2256.023 and Generally Accepted Accounting Principles (GAAP).

(1) - The period change is the result of changes in cash position and not fluctuations in market value of investments.

 10/18/17
 David A. Weden, CAO/CFO

 10/18/2017
 Mark Watson, Director of Accounting

Interest Rates and Earnings Comparison



Interest Rate
Earnings

September'15
0.29%
3,961

September'16
0.36%
3,880

September'17
0.75%
13,601



LIST OF SECURITIES

For the month ended September 30, 2017

<u>Cash and Cash Equivalents</u>	<u>Purchase Dates</u>	<u>Investments Book Values</u>	<u>Interest Rates</u>	<u>Maturity Dates</u>	<u>Average Days to Maturity</u>
<u>Chase Bank of Texas</u>					
Chase Bank Depository Account	6/1/2007	8,937,095	0.35%		1
<u>Frost Bank</u>					
Frost Bank Depository Account	2/1/2017	10,981,912	1.03%		1
<u>Short-term Investments:</u>					
TexPool Fund - Operating	6/1/2007	1,921,957	1.02%		1
TexPool Fund - Midelburg Trust	6/1/2007	313,061	1.02%		1
Total		<u>\$ 22,154,025</u>	<u>0.75%</u>		<u>1</u>

Integral Care
Financial Summary Period Ending September 30, 2017

**Sub-Total
Operations &**

	Operations	Waiver	Waiver	Capital Projects	Total
Total Annual Budget - Current	\$ 80,662,496	\$ 15,198,172	\$ 95,860,668	\$ 22,906,383	\$ 118,767,051
Total Annual Budget - Original	\$ 80,457,247	\$ 15,198,172	\$ 95,655,419	\$ 22,906,383	\$ 118,561,802
Total Budget Amendments	\$ 205,249	\$ -	\$ 205,249	\$ -	\$ 205,249
Year-to-Date (YTD) Net	\$ (25,577)	\$ -	\$ (25,577)	\$ (600)	\$ (26,177)
Year-to-Date Planned Fund Balance Exp	\$ (43,575)		\$ (43,575)	\$ (600)	\$ (44,175)
Year-to-Date Net (without FB planned loss)	\$ 17,998	\$ -	\$ 17,998	\$ -	\$ 17,998

Notes:

1) Fund Balance	Fund Balance Category	2017 Ending Fund Balance (NOT FINAL)	FY2018 YTD Net Operations	FY2018 YTD Fund Balance	Unrestricted Fund Balance Days of Operation		
Operations	Unassigned	\$ 9,523,934	\$ (25,577)	\$ 9,498,357	\$ 9,498,357	Total Unrestricted / Waiver FB	\$ 21,032,868
Middelberg	Restricted	6,653	-	\$ 6,653		FY18 Fund Balance Budget-Bal	(1,013,829)
Waiver	Assigned	11,534,511	-	\$ 11,534,511	\$ 11,534,511	FY2018 YTD Adj Fund Balance	\$ 20,019,039
Sale of NLJ/Purchase Renovation 1165 Airport	Assigned	2,103,741	(600)	\$ 2,103,141		YTD Average Operations Expense	\$ 187,497
Total Fund Balance		\$ 23,168,839	\$ (26,177)	\$ 23,142,662	\$ 21,032,868	YTD Unrestricted Days of Operation	107
					<i>Note: Month of September expenses are generally low</i>		
					FY2018 daily exp avg	\$	235,800
					Adj Days Operation		85

2) 2018 Fund Balance Budget	Annual Budget	Used to Date	Budget Balance
Unrestricted:			
Airport Facility Renovation (restricted sale of NLJ Property)	(666,769)		(666,769)
Early Child Intervention (ECI) Program	(167,015)	(13,289)	(153,726)
Unallowable Type Expenses (recurring type expenses)	(223,620)	(30,285)	(193,335)
Total Unrestricted Fund Balance Budget	\$ (1,057,404)	\$ (43,575)	\$ (1,013,829)
Airport Facility Renovation (restricted sale of NLJ Property)	(2,116,557)	(600)	(2,115,957)
Total FY2017 Fund Balance	\$ (3,173,961)	\$ (44,175)	\$ (3,129,786)

3) Capital Projects Include:	Budget	YTD Revenue	YTD Expense	YTD Net
IT Project Plan Future EMR	\$ 1,000,000	\$ -	\$ -	\$ -
Collier Facility Roof Replacement	600,000	-	-	-
S. Lamar New Lease Build-Out	242,700	172	172	-
Airport Facility Renovation	2,783,326	0	600	(600)
HCC Oaksprings Facility	18,280,357	89,989	89,989	-
Total Capital Projects	\$ 22,906,383	\$ 90,161	\$ 90,761	\$ (600)

Balance Sheet - General Operating Fund - Schedule N2
As of 09/30/2017

	Beginning Balance 9/01/2017	Prior Period Balance 08/31/2017	Current Period Balance 09/30/2017	Notes	Current Period % Change	Year To Date % Change
Schedule N2 Balance Sheet Gen. Op. Fund						
Assets						
Current Assets						
Cash	\$ 23,302,885	\$ 23,302,885	\$ 22,123,584		(5.06%)	(5.06%)
Accounts Receivable	9,080,098	9,080,098	11,011,555	(1)	21.27%	21.27%
Deposits and Prepaids	586,755	586,755	588,571		0.31%	0.31%
Inventory	-	-	-			
Total Current Assets	\$ 32,969,738	\$ 32,969,738	\$ 33,723,710		2.29%	2.29%
Noncurrent Assets						
Investment in Tejas	\$ -	\$ -	\$ -			
Investment in NMF	128,649	128,649	128,649		0.00%	0.00%
Investment in Housing First Oak Springs	-	-	-			
Total Noncurrent Assets	\$ 128,649	\$ 128,649	\$ 128,649		0.00%	0.00%
Total Assets	\$ 33,098,387	\$ 33,098,387	\$ 33,852,359		2.28%	2.28%
Liabilities						
Current Liabilities						
Interfund Payables	\$ 416,549	\$ 416,549	\$ 359,919		(13.60%)	(13.60%)
Accounts Payable	3,708,972	3,708,972	2,744,638	(2)	(26.00%)	(26.00%)
Deferred Revenue	1,073,198	1,073,198	4,514,550	(3)	320.66%	320.66%
Fringe Payables	3,041,628	3,041,628	1,329,468		(56.29%)	(56.29%)
Total Current Liabilities	\$ 8,240,348	\$ 8,240,348	\$ 8,948,575		8.59%	8.59%
Noncurrent Liabilities						
Accrued Compensated Absences	\$ 1,689,201	\$ 1,689,201	\$ 1,761,122		4.26%	4.26%
Total Noncurrent Liabilities	\$ 1,689,201	\$ 1,689,201	\$ 1,761,122		4.26%	4.26%
Total Liabilities	\$ 9,929,549	\$ 9,929,549	\$ 10,709,697		7.86%	7.86%
Fund Equity						
Fund Balance - Operations						
Fund Balance - Operations	\$ 9,530,587	\$ 9,861,515	\$ 9,530,587		0.00%	0.00%
Net Income - Operations	-	786,541	(25,577)			
Net Income - Capital Projects (excluding Airport)	-	(1,117,469)	-			
Total Fund Balance - Operations	\$ 9,530,587	\$ 9,530,587	\$ 9,505,010	(4)	(0.27%)	(0.27%)
Fund Balance - 1115 Waiver						
Fund Balance - 1115 Waiver	\$ 11,534,511	\$ 6,673,245	\$ 11,534,511		0.00%	0.00%
Net Income - 1115 Waiver	-	4,861,266	-			
Total Fund Balance - 1115 Waiver	\$ 11,534,511	\$ 11,534,511	\$ 11,534,511	(5)	0.00%	0.00%
Fund Balance - Airport Building Capital Project						
Fund Balance - Airport Building Capital Project	\$ 2,103,741	\$ 4,281,431	\$ 2,103,741		0.00%	0.00%
Net Income - Airport Building Capital Project	-	(2,177,690)	(600)			
Total Fund Balance - Airport Building Capital Project	\$ 2,103,741	\$ 2,103,741	\$ 2,103,141	(6)	(0.03%)	(0.03%)
Total Fund Equity	\$ 23,168,839	\$ 23,168,839	\$ 23,142,662		(0.11%)	(0.11%)
Total Liabilities and Fund Equity	\$ 33,098,388	\$ 33,098,388	\$ 33,852,359		2.28%	2.28%

BALANCE SHEET NOTES

Period Ending 9/30/2017

Note 1 Accounts Receivable, \$11,011,555

3rd Party FFS A/R	\$ 1,185,087
3rd Party FFS A/R - Allowance	(285,500)
Sub-Total 3rd Party FFS A/R	899,588
Contracts Receivable	4,888,556
Contracts Receivable - Accrued Revenue (DSHS HCC, MAC, etc.)	4,597,883
Employee Advances - Payroll Pay Period Conversion	449,277
Employee Insurance Receivable	159,673
Rental Operations	16,579
Total Accounts Receivable	\$ 11,011,555

Note 2 Accounts Payable, \$2,744,638:

Accrued Accounts Payable (mainly Contract Provider Exp and DSHS/DADS 2016 unspent cost reimb advances)	\$ 964,661
Accounts Payable	1,551,978
Construction Project Retainage	227,999
Total Accounts Payable	\$ 2,744,638

Note 3 Deferred Revenue, \$4,514,550:

DSHS (2017 10% withhold & Match-\$1,751,559; 2018 (\$1,286,028) partial receipt 1st qtr alloc)	\$ (48,516)
St. David's EOU, MHFA, OakSprings Construction	1,034,306
DADS	1,246,615
Community Care Collaborative (CCC)	514,705
DSHS 2017 Match - Rehab/CM Match - Match discontinued beg 9/1/2017	526,428
HCC MATCH (NMF, DACC, Lola Wright)	962,579
All Other	278,433
Total Deferred Revenue	\$ 4,514,550

Note 4 Fund Balance Operations, \$9,505,010 (includes Midelberg):

Fund Balance Ending 8/31/2017 (includes operations & Midelberg)	\$ 9,530,587
FY2018 YTD Net Operations	(25,577)
FY2018 Capital Projects - Airport Facility	
Fund Balance Ending (Operations & Midelberg)	\$ 9,505,010

Note 5 Fund Balance Waiver, \$11,534,511:

Fund Balance Ending 8/31/2017	\$ 11,534,511
FY2018 YTD Net Waiver	0
Total Waiver Fund Balance	\$ 11,534,511

Note 6 Fund Balance Airport Building Sale/Purchase/Renovation, \$2,103,141:

Fund Balance Ending 8/31/2017	\$ 2,103,741
2017 Renovation Airport Building	(600)
Total Building Sale/Purchase Fund Balance	\$ 2,103,141



Statement of Revenues and Expenditures - Schedule C1 - Combined
From 09/01/2017 Through 09/31/2017

	Original Budget	Budget Revisions	Revised Budget	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Percent Variance
Schedule C1 - Combined								
REVENUES								
Local Funds								
City of Austin	\$ 9,021,952	\$ 1,454	\$ 9,023,406	\$ 412,217	\$ 412,217	\$ 751,952	\$ (339,735)	(45.18%)
Travis County	6,027,302	(24,180)	6,003,122	251,407	251,407	500,262	(248,855)	(49.74%)
Central Health	10,133,312	-	10,133,312	194,808	194,808	844,443	(649,636)	(76.93%)
Other Local	19,470,021	(146,492)	19,323,529	255,678	255,678	1,610,299	(1,354,621)	(84.12%)
Total Local Funds	\$ 44,652,587	\$ (169,218)	\$ 44,483,369	\$ 1,114,109	\$ 1,114,109	\$ 3,706,956	\$ (2,592,847)	(69.95%)
State Funds								
DSHS Mental Health	\$ 26,716,102	\$ (688,724)	\$ 26,027,378	\$ 1,726,871	\$ 1,726,871	\$ 2,168,952	\$ (442,081)	(20.38%)
DSHS Substance Abuse	2,296,317	243,351	2,539,668	175,024	175,024	211,639	(36,615)	(17.30%)
DADS	4,391,844	-	4,391,844	275,114	275,114	365,985	(90,871)	(24.83%)
TCOOMMI	1,861,842	(53,228)	1,808,614	126,380	126,380	150,718	(24,338)	(16.15%)
DARS (Early Childhood Intervention)	637,828	15,423	653,251	50,739	50,739	54,438	(3,699)	(6.79%)
Other State	120,214	-	120,214	8,304	8,304	10,018	(1,714)	(17.11%)
Total State Funds	\$ 36,024,147	\$ (483,178)	\$ 35,540,969	\$ 2,362,431	\$ 2,362,431	\$ 2,961,750	\$ (599,319)	(20.24%)
Federal Funds								
Medicare/Medicaid/HMO	\$ 12,446,741	\$ 735,331	\$ 13,182,072	\$ 769,073	\$ 769,073	\$ 1,098,518	\$ (329,445)	(29.99%)
HCS/Tx Hm Lvng Waiver	238,326	-	238,326	19,393	19,393	19,861	(468)	(2.36%)
Other Federal	3,727,477	122,314	3,849,791	274,218	274,218	320,816	(46,598)	(14.52%)
Total Federal Funds	\$ 16,412,544	\$ 857,645	\$ 17,270,189	\$ 1,062,684	\$ 1,062,684	\$ 1,439,195	\$ (376,511)	(26.16%)
Waiver Funds								
1115 Waiver	\$ 18,298,563	\$ -	\$ 18,298,563	\$ 1,150,257	\$ 1,150,257	\$ 1,524,883	\$ (374,626)	(24.57%)
Total Waiver Funds	\$ 18,298,563	\$ -	\$ 18,298,563	\$ 1,150,257	\$ 1,150,257	\$ 1,524,883	\$ (374,626)	(24.57%)
Total REVENUES	\$ 115,387,841	\$ 205,249	\$ 115,593,090	\$ 5,689,482	\$ 5,689,482	\$ 9,632,784	\$ (3,943,302)	(40.94%)
EXPENDITURES								
Operating expenditures								
Salaries	\$ 49,523,276	\$ 176,804	\$ 49,700,080	\$ 3,673,426	\$ 3,673,426	\$ 4,141,695	\$ 468,269	11.31%
Fringe benefits	13,172,923	22,202	13,195,125	876,616	876,616	1,099,634	223,018	20.28%
Travel/Workshop	1,022,610	(1,704)	1,020,906	9,842	9,842	85,092	75,250	88.43%
Prescription Drugs & Medicine	521,418	(4,305)	517,113	1,587	1,587	43,097	41,510	96.32%
Consumable Supplies	310,897	-	310,897	9,525	9,525	25,920	16,395	63.25%
Contracts & Consultants	21,264,121	49,691	21,313,812	386,396	386,396	1,776,163	1,389,767	78.25%
Capital Outlay	17,266,756	-	17,266,756	-	-	1,438,902	1,438,902	100.00%
Furniture & Equipment	1,083,636	-	1,083,636	74,827	74,827	90,318	15,491	17.15%
Facility/Telephone/Utility	5,519,235	(37,439)	5,481,796	416,928	416,928	456,873	39,945	8.74%
Insurance Costs	335,983	-	335,983	25,494	25,494	28,009	2,515	8.98%
Transportation Costs	120,242	-	120,242	5,953	5,953	10,023	4,070	40.60%
Professional Fees	940,703	-	940,703	100,044	100,044	78,393	(21,651)	(27.62%)
Other Operating Costs	5,910,025	-	5,910,025	61,059	61,059	492,513	431,454	87.60%
Client Support Costs	1,569,977	-	1,569,977	73,966	73,966	130,834	56,868	43.47%
Total Operating expenditures	\$ 118,561,802	\$ 205,249	\$ 118,767,051	\$ 5,715,664	\$ 5,715,664	\$ 9,897,466	\$ 4,181,802	42.25%
Total EXPENDITURES	\$ 118,561,802	\$ 205,249	\$ 118,767,051	\$ 5,715,664	\$ 5,715,664	\$ 9,897,466	\$ 4,181,802	42.25%
Total Gain/Loss Operating before FB	(3,173,961)	-	(3,173,961)	(26,182)	(26,182)	(264,682)	238,500	
Fund Balance								
Fund Balance	3,173,961	-	3,173,961	5	5	264,497	(264,492)	(100.00%)
Total Fund Balance	\$ 3,173,961	\$ -	\$ 3,173,961	\$ 5	\$ 5	\$ 264,497	\$ (264,492)	(100.00%)
Total Gain/Loss Operating with FB	\$ -	\$ -	\$ -	\$ (26,177)	\$ (26,177)	\$ (185)	\$ (25,992)	



Statement of Revenues and Expenditures - Schedule C2 - Operations
From 09/01/2017 Through 09/31/2017

	Original Budget	Budget Revisions	Revised Budget	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Notes	Percent Variance
Schedule C2 - Operations									
REVENUES									
Local Funds									
City of Austin	\$ 5,133,840	\$ 1,454	\$ 5,135,294	\$ 412,217	\$ 412,217	\$ 427,943	\$ (15,726)		(3.67%)
Travis County	6,027,302	(24,180)	6,003,122	251,407	251,407	500,262	(248,855)	(1)	(49.74%)
Central Health	10,133,312	0	10,133,312	194,808	194,808	844,443	(649,636)	(2)	(76.93%)
Other Local	4,978,349	(146,492)	4,831,857	251,632	251,632	402,659	(151,027)	(3)	(37.51%)
Total Local Funds	\$ 26,272,803	\$ (169,218)	\$ 26,103,585	\$ 1,110,063	\$ 1,110,063	\$ 2,175,307	\$ (1,065,244)		(48.97%)
State Funds									
DSHS Mental Health	\$ 26,616,102	\$ (688,724)	\$ 25,927,378	\$ 1,636,881	\$ 1,636,881	\$ 2,160,619	\$ (523,738)	(4)	(24.24%)
DSHS Substance Abuse	2,296,317	243,351	2,539,668	175,024	175,024	211,639	(36,615)		(17.30%)
DADS	4,391,844	0	4,391,844	275,114	275,114	365,985	(90,871)	(5)	(24.83%)
TCOOMMI	1,861,842	(53,228)	1,808,614	126,380	126,380	150,718	(24,338)		(16.15%)
DARS (Early Childhood Intervention)	637,828	15,423	653,251	50,739	50,739	54,438	(3,699)		(6.79%)
Other State	120,214	0	120,214	8,304	8,304	10,018	(1,714)		(17.11%)
Total State Funds	\$ 35,924,147	\$ (483,178)	\$ 35,440,969	\$ 2,272,442	\$ 2,272,442	\$ 2,953,417	\$ (680,975)		(23.06%)
Federal Funds									
Medicare/Medicaid/HMO	\$ 10,813,714	\$ 625,506	\$ 11,439,220	\$ 663,757	\$ 663,757	\$ 953,273	\$ (289,516)	(6)	(30.37%)
HCS/Tx Hm Lvg Waiver	238,326	0	238,326	19,393	19,393	19,861	(468)		(2.36%)
Other Federal	3,727,477	122,314	3,849,791	274,218	274,218	320,816	(46,598)		(14.52%)
Total Federal Funds	\$ 14,779,517	\$ 747,820	\$ 15,527,337	\$ 957,369	\$ 957,369	\$ 1,293,950	\$ (336,581)		(26.01%)
Waiver Funds									
1115 Waiver	\$ 3,090,145	\$ 109,825	\$ 3,199,970	\$ 233,056	\$ 233,056	\$ 266,665	\$ (33,609)		(12.60%)
Total Waiver Funds	\$ 3,090,145	\$ 109,825	\$ 3,199,970	\$ 233,056	\$ 233,056	\$ 266,665	\$ (33,609)		(12.60%)
Total REVENUES	\$ 80,066,612	\$ 205,249	\$ 80,271,861	\$ 4,572,929	\$ 4,572,929	\$ 6,689,339	\$ (2,116,410)		(31.64%)
EXPENDITURES									
Operating expenditures									
Salaries	\$ 40,254,641	\$ 141,682	\$ 40,396,323	\$ 3,021,904	\$ 3,021,904	\$ 3,366,379	\$ 344,475	(7)	10.23%
Fringe benefits	10,730,097	17,688	10,747,785	723,875	723,875	895,685	171,810		19.18%
Travel/Workshop	833,733	493	834,226	7,646	7,646	69,533	61,887	(8)	89.00%
Prescription Drugs & Medicine	464,825	(4,305)	460,520	1,461	1,461	38,380	36,919		96.19%
Consumable Supplies	267,138	0	267,138	7,937	7,937	22,270	14,333		64.36%
Contracts & Consultants	19,579,579	49,691	19,629,270	265,845	265,845	1,635,784	1,369,939	(9)	83.75%
Capital Outlay	110,560	0	110,560	0	0	9,218	9,218		100.00%
Furniture & Equipment	886,450	0	886,450	56,166	56,166	73,883	17,717		23.98%
Facility/Telephone/Utility	4,472,640	0	4,472,640	344,576	344,576	372,777	28,201		7.57%
Insurance Costs	277,940	0	277,940	20,909	20,909	23,171	2,262		9.76%
Transportation Costs	98,492	0	98,492	5,293	5,293	8,209	2,916		35.52%
Professional Fees	185,653	0	185,653	10,055	10,055	15,473	5,418		35.02%
Other Operating Costs	739,963	0	739,963	60,479	60,479	61,671	1,192		1.93%
Client Support Costs	1,555,536	0	1,555,536	72,366	72,366	129,631	57,265	(10)	44.18%
Total Operating expenditures	\$ 80,457,247	\$ 205,249	\$ 80,662,496	\$ 4,598,512	\$ 4,598,512	\$ 6,722,064	\$ 2,123,552		31.59%
Total EXPENDITURES	\$ 80,457,247	\$ 205,249	\$ 80,662,496	\$ 4,598,512	\$ 4,598,512	\$ 6,722,064	\$ 2,123,552		31.59%
Total Gain/Loss Operating before FB	(390,635)	-	(390,635)	(25,582)	(25,582)	(32,725)	7,143		
Fund Balance									
Fund Balance	390,635	0	390,635	5	5	32,553	(32,548)		(99.98%)
Total Fund Balance	\$ 390,635	\$ -	\$ 390,635	\$ 5	\$ 5	\$ 32,553	\$ (32,548)		(99.98%)
Total Gain/Loss Operating with FB	\$ -	\$ -	\$ -	\$ (25,577)	\$ (25,577)	\$ (172)	\$ (25,405)		

REVENUE BUDGET VARIANCE NOTES - OPERATIONS

Period Ending 9/30/2017

Note 1: Travis County - YTD Budget Variance (\$248,855):

Travis County SAMSO	(112,818)
Travis County System of Care	(40,423)
Travis County - Families With Voice (FWV)	(43,925)
Travis County Correctional Complex	(27,659)
All Other (6 contracts)	(24,030)
Total Travis County Budget Variance	(248,855)

Note 2: Central Health - YTD Budget Variance (\$649,636):

In-Patient	(604,095)
CommUnity Care- EMERGE Program	(45,541)
Total Central Health Budget Variance	(649,636)

Cost Reimbursement, contract end 9/30 spend DSHS 1st
Anticipate contract increase

Note 3: Other Local -YTD Budget Variance (\$151,027):

St. David's Herman Center (EOU)	(51,406)
UT Dell Medical School (contract not yet executed)	(36,904)
Seton In-School	(84,403)
Cost Reimbursement - Contra Budget on Est Unearned Contract	70,530
All Other (16 line items)	(48,844)
Total Other Local Budget Variance	(151,027)

Cost Reimbursement contracts that may not spend total contract

Note 4: DSHS MH - YTD Budget Variance (\$523,738):

DSHS - Inpatient	(291,909)
DSHS - HCC	(179,622)
DSHS - Anticipated Contract Increase	(51,297)
DSHS -All Other (11 line items)	(910)
Total DSHS MH Budget Variance	(523,738)

Note 5: DADS - YTD Budget Variance (\$90,871):

DADS General Revenue (reserve \$17,176, external contracts \$10,231)	(27,407)
DADS Transitional Support	(35,357)
DADS All Other	(28,107)
Total DADS Budget Variance	(90,871)

Note 6: Medicare/Medicaid/HMO - YTD Budget Variance (\$289,516):

MH - HMO & Medicaid	(119,431)
SUD - HMO & Medicaid	(491)
Case Management - HMO & Medicaid	(46,244)
Rehab - HMO & Medicaid	(80,336)
Medicare	3,426
IDD Service Coordination	(60,606)
Reserve - Unearned FFS contra budget	14,166
Total Medicare/Medicaid/HMO Budget Variance	(289,516)

EXPENSE BUDGET VARIANCE NOTES - OPERATIONS

Period Ending 9/30/2017

	<u>Note 7:</u>	<u>Note 8:</u>	<u>Note 9:</u>	<u>Note 10:</u>
Major Funding Types:	Salaries & Fringe Benefits	Travel / Workshop	Contracts & Consultants	Client Support Cost
1.) Cost Reimbursement	\$ 281,820	\$ 24,781	\$ 1,162,941	\$ 45,605
2.) FFS Contract Max	8,038	1,862	44,783	3,971
3.) DSHS Adult & Child / Housing	152,893	15,460	37,065	1,579
4.) DADS	41,857	8,313	39,011	891
5.) TxHmLvg	243	333	861	(198)
6.) Program Support & Community Collaboratives	7,493	6,863	74,339	5,264
7.) Admin / Authority	23,941	4,275	10,939	153
Total Expense (over)/under YTD Budget	\$ 516,285	\$ 61,887	\$ 1,369,939	\$ 57,265

General Note: All contracts are budgeted at contract amount. In some instances we will budget a contra budget if we believe that we do not have the capacity to earn all funds, ie some DSHS SUD contracts.

Major Funding Category Notes YTD Budget Variances \$50,000 & >:

Note 9	Contracts & Consultants - Cost Reimbursement	\$ 1,162,941	Central Health \$578K; DSHS Inpatient \$292K; Travis County SAMSO \$120K; Travis County System of Care \$42K; DSHS HCC \$40K; All Other 29 programs \$91K under budget
	Contracts & Consultants - Program Support	\$ 74,339	UT Medical School Collaboration \$36K; Reserve \$31; All Other (4) programs \$7K under budget



Statement of Revenues and Expenditures - Schedule C3 - Waiver
From 09/01/2017 Through 09/30/2017

	Original Budget	Budget Revisions	Revised Budget	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Percent Variance
Schedule C3 - Waiver								
REVENUES								
Local Funds								
Other Local	199,427	-	199,427	4,047	4,047	16,620	(12,573)	(75.65%)
Total Local Funds	\$ 199,427	\$ -	\$ 199,427	\$ 4,047	\$ 4,047	\$ 16,620	\$ (12,573)	(75.65%)
Federal Funds								
Medicare/Medicaid/HMO	\$ 1,633,027	\$ 109,825	\$ 1,742,852	\$ 105,315	\$ 105,315	\$ 145,245	\$ (39,930)	(27.49%)
Total Federal Funds	\$ 1,633,027	\$ 109,825	\$ 1,742,852	\$ 105,315	\$ 105,315	\$ 145,245	\$ (39,930)	(27.49%)
Waiver Funds								
1115 Waiver	\$ 13,365,718	\$ (109,825)	\$ 13,255,893	\$ 917,029	\$ 917,029	\$ 1,104,660	\$ (187,631)	(16.99%)
Total Waiver Funds	\$ 13,365,718	\$ (109,825)	\$ 13,255,893	\$ 917,029	\$ 917,029	\$ 1,104,660	\$ (187,631)	(16.99%)
Total REVENUES	\$ 15,198,172	\$ -	\$ 15,198,172	\$ 1,026,391	\$ 1,026,391	\$ 1,266,525	\$ (240,134)	(18.96%)
EXPENDITURES								
Operating expenditures								
Salaries	\$ 9,268,635	\$ 35,122	\$ 9,303,757	\$ 651,522	\$ 651,522	\$ 775,316	\$ 123,794	15.97%
Fringe benefits	2,442,826	4,514	2,447,340	152,741	152,741	203,949	51,208	25.11%
Travel/Workshop	188,877	(2,197)	186,680	2,196	2,196	15,559	13,363	85.89%
Prescription Drugs & Medicine	56,593	-	56,593	126	126	4,717	4,591	97.33%
Consumable Supplies	43,759	-	43,759	1,588	1,588	3,650	2,062	56.50%
Contracts & Consultants	1,684,542	-	1,684,542	120,551	120,551	140,379	19,828	14.12%
Capital Outlay	95,570	-	95,570	-	-	7,965	7,965	100.00%
Furniture & Equipment	197,186	-	197,186	18,661	18,661	16,435	(2,226)	(13.54%)
Facility/Telephone/Utility	1,046,595	(37,439)	1,009,156	71,580	71,580	84,096	12,516	14.88%
Insurance Costs	58,043	-	58,043	4,585	4,585	4,838	253	5.23%
Transportation Costs	21,750	-	21,750	661	661	1,814	1,153	63.59%
Professional Fees	50	-	50	-	-	4	4	100.00%
Other Operating Costs	79,305	-	79,305	580	580	6,612	6,032	91.23%
Client Support Costs	14,441	-	14,441	1,600	1,600	1,203	(397)	(33.02%)
Total Operating expenditures	\$ 15,198,172	\$ -	\$ 15,198,172	\$ 1,026,391	\$ 1,026,391	\$ 1,266,537	\$ 240,146	18.96%
Total EXPENDITURES	\$ 15,198,172	\$ -	\$ 15,198,172	\$ 1,026,391	\$ 1,026,391	\$ 1,266,537	\$ 240,146	18.96%
Total Gain/Loss Operating before FB	-	-	-	-	-	(12)	12	
Fund Balance								
Fund Balance	-	-	-	-	-	-	-	0.00%
Total Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Gain/Loss Operating with FB	-	-	-	-	-	(12)	12	



Statement of Revenues and Expenditures - Schedule C4 - Capital Projects
From 09/01/2017 Through 09/31/2017

Schedule C4 - Capital Projects

REVENUES

Local Funds

	Original Budget	Budget Revisions	Revised Budget	Current Month Actual	YTD Actual	YTD Budget	YTD Variance	Percent Variance
City of Austin	\$ 3,888,112	\$ -	\$ 3,888,112	\$ -	\$ -	\$ 324,009	\$ (324,009)	(100.00%)
Other Local	14,292,245	-	14,292,245	-	-	1,191,020	(1,191,020)	(100.00%)
Total Local Funds	\$ 18,180,357	\$ -	\$ 18,180,357	\$ -	\$ -	\$ 1,515,029	\$ (1,515,029)	(100.00%)

State Funds

DSHS Mental Health	\$ 100,000	\$ -	\$ 100,000	\$ 89,989	\$ 89,989	\$ 8,333	\$ 81,656	979.92%
Total State Funds	\$ 100,000	\$ -	\$ 100,000	\$ 89,989	\$ 89,989	\$ 8,333	\$ 81,656	979.92%

Waiver Funds

1115 Waiver	\$ 1,842,700	\$ -	\$ 1,842,700	\$ 172	\$ 172	\$ 153,558	\$ (153,386)	(99.89%)
Total Waiver Funds	\$ 1,842,700	\$ -	\$ 1,842,700	\$ 172	\$ 172	\$ 153,558	\$ (153,386)	(99.89%)
Total REVENUES	\$ 20,123,057	\$ -	\$ 20,123,057	\$ 90,161	\$ 90,161	\$ 1,676,920	\$ (1,586,759)	(94.62%)

EXPENDITURES

Operating expenditures

Capital Outlay	17,060,626	-	17,060,626	-	-	1,421,719	1,421,719	100.00%
Facility/Telephone/Utility	-	-	-	772	772	-	(772)	0.00%
Professional Fees	755,000	-	755,000	89,989	89,989	62,916	(27,073)	(43.03%)
Other Operating Costs	5,090,757	-	5,090,757	-	-	424,230	424,230	100.00%
Total Operating expenditures	\$ 22,906,383	\$ -	\$ 22,906,383	\$ 90,761	\$ 90,761	\$ 1,908,865	\$ 1,818,104	95.25%
Total EXPENDITURES	\$ 22,906,383	\$ -	\$ 22,906,383	\$ 90,761	\$ 90,761	\$ 1,908,865	\$ 1,818,104	95.25%

Total Gain/Loss Operating before FB

	(2,783,326)	-	(2,783,326)	(600)	(600)	(231,945)	231,345
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Fund Balance

Fund Balance	2,783,326	-	2,783,326	-	-	231,944	(231,944)	(100.00%)
Total Fund Balance	\$ 2,783,326	\$ -	\$ 2,783,326	\$ -	\$ -	\$ 231,944	\$ (231,944)	(100.00%)

Total Gain/Loss Operating with FB

	-	-	-	(600)	(600)	(1)	(599)
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V. Discuss and Take Appropriate Action Regarding Authorizing the Chief Executive Officer and/or his designee to Contract with Broaddus Planning for Facility Master Planning Services

David Weden

As part of achieving Strategic Goal 1, Objective 1.5 of the Integral Care Strategic Plan for FY2017-19, Integral Care is pursuing a contractor for development of a Facilities Master Plan/Environment of Care Plan

STRATEGIC GOAL 1

Operational excellence is achieved through strong and responsive systems, staffing, and infrastructure that support current and potential initiatives

Objective 1.5

Provide facilities that meet the needs of the changing demographics of the community and potential new clients

A Request for Qualifications (RFQ) was issued June 21, 2017. A RFQ was issued as opposed to a Request for Proposal (RFP) as the state statute does not permit issuance of an RFP for professional services, which includes any potential engineering services.

Four responses were received:

Capitol Product Management

CannonDesign

EYP Health

Broadbus Planning, LLC

The responses to the RFQ were scored by:

Dawn Handley, Chief Operations Officer

Donna Spencer, Director of Facilities

David Weden, Chief Administrative and
Financial Officer

Broaddus Planning, LLC scored a 99 out of 100 and was 15 points higher than the next highest score. A meeting was held with Broaddus Planning, LLC on October 4 to ensure common understanding of goals and fit of organizations. Broaddus Planning, LLC followed up with an outline of the framework for moving forward.

Recommendation:

Staff recommends authorizing the Chief Executive Officer and/or his designee to contract with Broaddus Planning, LLC for Facility Master Planning Services

October 16, 2017



Mr. David Weden, CPA
Chief Administrative Officer, Chief Financial Officer
Integral Care
1430 Collier Street
Austin, Texas 78704

Re: Austin Travis County Integral Care Master Plan
Proposal of Services

Dear **Mr. Weden**:

Broaddus Planning is pleased to submit this proposal for Master Planning services related to the Integral Care organization. As a follow up to our meeting last week we have outlined the framework of the efforts trying to keep the general task outlined that you provided in the original RFQ.

The pages that follow describe the tasks with notations in red text to provide clarification on some of the aspects that we discussed in our meeting. Generally as we discussed holding a project scoping sessions with the IC Leadership to help triage the 46 facilities relative to the nature and extent of the Assessment Review. Once we've accomplished that we would be able to have a better grasp of the extent of the Assessment scope. The concept is to identify some facilities we know need the assessment and through an initial process hone in on the scope of the assessment as well as creation of a short list of site to be reviewed and potentially sites to be intentionally excluded.

We have included an Hourly Rate Summary noting the range of team member participants in the process with their associated Hourly Rates. These are organized by firm name, Staff Member, Title, and Rate. In some cases the firm provided their entire rate listings though we may not have personnel in those categories on this effort. We left them in the table just in the case someone with that title was needed. The intent would be to invoice for the specific hours logged by the specific staff using their associated rate.

Let me know if you have any questions or desire any additional information for this proposal format. We are looking forward to working with your team and are anxious to establish the timeframes to start the planning process. We appreciate your leadership in this process.

Sincerely,

Broaddus Planning

A handwritten signature in blue ink, appearing to read "Greg Hughes", is written over a faint, circular watermark logo.

Greg Hughes, AIA, ACHA, LEED^{AP}
Managing Principal

Master Plan Scope Framework Summary

October 16, 2017

PHASE 1. COMMUNITY INVOLVEMENT IN FACILITIES MASTER PLAN PROCESS

TASK 1.1: Develop Community Involvement Process

Hold Workshop with IC Leadership to define all groups internal / external to engage and define the type of engagement with a general schedule timeline.

- Develop list of engagements (Integral Care staff, stakeholders, community, etc.)
 - Integral Care Board of Trustees
 - Integral Care Executive Management Team and Staff
 - Community Partners
 - Clients
 - Contractors/Vendors
- Develop the overall engagement process & schedule

TASK 1.2 Schedule and Materials for Integral Care and Community Involvement

Develop questionnaires and engagement agendas for the identified groups. Review with IC Leadership prior to active engagements.

- Prepare questionnaires (as appropriate) and information to gather
- Develop a meeting schedule (dates, times, formats)
- Coordinate participation by external groups
- Facilitate meetings
- Document meeting input and feedback

PHASE 2. FACILITIES ASSESSMENT

TASK 2.1: Inventory Existing Facilities

Hold Workshop with IC Leadership to triage the list of facilities into categories of facilities to do Full Review, Cursory Review and No Review at this time.

- Develop a digital database of all facilities noting reviewed properties and level of review
 - Physical Location, Land area, and Topography
 - Site improvements, Square footage, and Functional use
- Review all locations for factors as noted (physical review)
- Assemble maps, site plans, surrounding context, building plans
- Capture deferred maintenance, code / space deficiencies, and other issues
- Capture special features (food service, service volumes, functional flows, population profiles, etc.)

TASK 2.2: Identify safety, security, noise and environmental pollution issues and mitigations

Included in the Assessment scope for facilities that are deemed to be included in the full review. These issues and others will be considered globally for the IC organization.

- Document specific conditions within the digital database to include:
 - Safety (life safety compliance, hazardous conditions)
 - Security (access controls, external risk, and)
 - Noise and environmental factors
 - Pollution hazards

- Review selected locations for factors as noted (physical review)
- Interview key stakeholders on IC process on security
- Develop measures to reduce hazards by facility type
- Prepare recommendation summaries
 - Facility improvements
 - Management approaches

TASK 2.3: Evaluate building and utilities infrastructure condition and energy efficiency

As noted in task 2.2 these criteria will be evaluated for the facilities identified to be reviewed.

- Review the MEP Systems, telecommunications, water, sewer and security systems at each site
- Document feedback on general condition, remaining economic life, deferred maintenance in database
- Services related to food service operations (coordinate with food service planner)
- Document recommendations on energy conservation or improved cost efficiency
- Review Information System Infrastructure- adaptability to future communication technologies

TASK 2.4: Identify current areas of facility and space deficiencies

As noted in task 2.2 these criteria will be evaluated for the facilities identified to be reviewed. Functional expectations will be confirmed with the IC Leadership prior to any evaluation.

- Review functional use and existing space allocations
- Document utilization summaries and space need summary by location
- Develop a Space Standards document for the primary type of spaces by facility type
- Document space deficiency summary by location within the database
- Prioritize the noted deficiencies (working with IC on the values)
- Areas likely to require special attention include:
 - Therapeutic treatment areas including exam rooms
 - Waiting areas
 - Pharmacy
 - Residential settings
 - Administrative areas
 - Compliance with ADA Americans with Disabilities Act and other accessibility requirements
 - Furnishings

TASK 2.5: Assess parking and transportation needs for clients, staff and deliveries

As noted in task 2.2 these criteria will be evaluated for the facilities identified to be reviewed.

- Review existing conditions / situations at all facilities relative to parking and access
- Document all noted conditions with the database
- Develop evaluation criteria for scoring parking and traffic impacts
- Evaluate options for mitigation (operations volumes, walking, biking, carpooling and transit options)

TASK 2.6: Assess food services needs and issues (where applicable)

As noted in task 2.2 these criteria will be evaluated for the facilities identified to be reviewed. Functional expectations will be confirmed with the IC Leadership prior to any evaluation.

- Review existing food service operations at all facilities
- Questionnaires to capture food source, service format & capacities (current/future).
- Document all noted conditions in database
- Develop recommendations on services and process by facility
- Evaluate options for efficiencies, improved operations, alternative food service delivery options

TASK 2.7: Assess existing Memorandums of Understanding (MOU's)

This effort will be initiated with a work session with IC Leadership to discuss the potential entities and define the current and future potential relationships with the various organizations. Prospective relationships, their purpose and the respective format will be developed.

- Inventory all existing MOU's
- Develop list of potential additional MOU's for facility partnerships / relationships
- Document information within the database
- Prepare recommendations regarding administration of MOU programs
- Develop recommendations on potential to fulfill additional facilities needs via partnerships

TASK 2.8: Draft Facilities Assessment

- Prepare Draft Document including all task outcomes
- Summary of assessment outcomes in the database format
- Database outcomes presented in visual formats for ease of understanding
- Document to include graphics, plans, maps, etc.
- Preferred software format MS Word/Excel software
- Plans in AutoCAD and PDF
- Include link to City of Austin OPIS/GIS systems

PHASE 3: FACILITIES MASTER PLAN: ISSUES & OPTIONS

TASK 3.1: Articulate key goals and guiding principles of the Facilities Master Plan

- Hold goal setting workshop with Integral Care Executive Management Team and Board of Trustees
- Develop / define key goals and guiding principles for the Facilities Master Plan
- Document decisions and findings
- Key goals provided in the RFQ include:
 1. Link Integral Care objectives and initiatives to facilities needs
 2. Project future facility needs based on demographic forecasts and other trends
 3. Identify and evaluate costs and benefits of a broad array of facility options
 4. Guide long range decision-making on facilities management, including planned acquisition of new facilities
 5. Provide 10-year projection for facilities improvements to support major capital measures
 6. Guide potential future MOUs and community partnerships
 7. Project staffing requirements for Facilities Department
 8. Recommend facilities management software and training requirements

TASK 3.2: Determine Facility Needs Associated with Strategic Plan Objectives

This task will be prepared via a collective internal workshop of the planning team with a follow up review with the IC Leadership.

- Review the Integral Care objectives and strategies
- Determine additional or improved facilities needed to achieve these initiatives
- Prepare recommendations for aligning needs with strategic plan
- Follow Strategic Plan objectives to provide facilities that meet the needs of the changing demographics of the community and potential new clients with an EOC framework that :
 1. Supports universal design and trauma-informed care and therapeutic environments.

2. Identifies current facilities needs and potential co-location strategies, and provides recommendations for facility improvements and changes.
3. Guides decisions to buy, build, rent, locate or co-locate

As referenced within our proposal we anticipate assisting in developing the elements of an Environment of Care Plan, but recognize that the operational nature of an EOC will necessitate that IC prepare the actual EOC Document.

PHASE 4: DRAFT FACILITIES MASTER PLAN RECOMMENDATIONS

TASK 4.1: Recommendations for Renovation or Additions to Existing Facilities

This task will be prepared via a collective internal workshop of the planning team with a follow up review with the IC Leadership.

- Prepare recommendations for facility improvements and operational improvements
- Prepare estimated costs of recommendations
- Address external partnership improvements
- Prepare prioritized listings based upon best value and/or option magnitude considerations
- Address specific approaches to challenges including:
 - Project Management
 - Cost Containment
 - Community Involvement
 - Site Level Coordination
 - Design Standards & Facilities Planning

TASK 4.2: Infill Proposals and Best Practices for New Facility Construction

This task is just an extension of task 4.1 above and will be prepared via a collective internal workshop of the planning team with a follow up review with the IC Leadership.

- Identify potential solutions involving existing site development (vertical stacking, underground, structured parking)
- Document options for onsite development on a location by location basis
- Address appropriate architectural scale, traffic, noise and other impacts in new construction
- Consider Best Practices in traffic mitigation, landscaping standards and other impact strategies on surrounding neighborhoods.

TASK 4.3: Increase Sustainability and Energy/Resource Conservation Potential

- Evaluate current energy conservation status
- Develop new strategies to improve energy conservation and resource management
- Document options for energy and resource improvements
- Prepare recommendations for additional sustainability improvements in existing buildings, remodeled facilities and new facilities.
- LEED certification and Austin Energy Green Building practices will be evaluated and used, when practical, in planning and design of remodeled and new facilities. It is understood that LEED certification is not a specific goal of IC.

TASK 4.4: Identify Potential for Site or Facility Acquisition

It is understood that our planning team will work with the current real estate partner of IC in considering and evaluating potential sites.

- Identify areas and needs for acquiring additional land and/or facilities

- Identify potential sites and strategies
- Develop estimate of acquisition costs, lease or purchase including improvement and operational costs

TASK 4.5 Develop safe, cost effective and sustainable approaches to meeting transportation and parking needs

- Prepare an assessment of parking and transportation needs, building upon findings
- Coordinate with City of Austin transportation policies and projects with City of Austin public works
- Develop transportation and parking management plans to meet essential IC needs
- Consider reduced parking demand strategies while meeting access needs
- Consider promotion of walking, biking, carpooling and taking transit

TASK 4.6: Present Proposals with Cost/Benefit Assessment and Information on Population Served

This task will be prepared via a collective internal workshop of the planning team with a follow up review with the IC Leadership.

- Prepare cost/benefit considerations for recommendations
- All considerations to align with objectives in the Integral Care Strategic Plan or other policy document
- Prepare brief cost/benefit assessments with full cost estimates (physical / operational)
- Couple related cost / benefit options together for clarity

TASK 4.7: Identify Integral Care “Potential Project List” for possible partnerships or agreements with major public or private development projects

This task will be accomplished via a workshop with the IC Leadership with mutual decision on the identified partnerships. This is expected to be concurrent with the MOU discussions.

- Identify locations where major public or private development projects are expected to occur
- Consider the impact of those developments on the IC operations and service deliveries
- Identify potential public/private partnerships or joint development to meet identified IC needs
- Prioritize these opportunities and summarize the anticipated capital costs to implement

TASK 4.8 Administrative and Public Draft Facilities Master Plan Document

- Prepare the Draft Facilities Master Plan document
- Include specific reference to all the various aspects as reflected in the tasks as noted
- Include the physical, operational and relationship opportunities identified in the planning process
- Consider alternative approaches where identified for future flexibility
- Present the Draft Facilities Master Plan to Integral Care’s Executive Management Team and subsequently to Integral Care staff and to the community (three separate occasions, at varying times and locations)
- Incorporate feedback from the Executive Management Team

TASK 4.9 Board of Trustees Review and Direction on Plan Proposals

We anticipate that some information will be appropriate for the public, while others may be internal to the IC organization. Those will be confirmed during the preparation of any public reviews.

- Prepare and submit the Draft Facilities Master Plan to the Planning and Operations Committee and the Finance Committee of Integral Care’s Board of Trustees
- Prepare and present materials for Executive Management Team
- Prepare and present materials for Staff
- Prepare and present materials for Community
- Prepare and present a formal presentation of the Draft Facilities Master Plan to the Integral Care Board of Trustees

Hourly Rates

For all tasks identified the Planning Team will work to first verify the extent of the intended scope with Integral Care. Once the scope is verified an estimate of the hours involved will be defined and the rates noted herein will be used by the specific staff involved and the hours that have been allocated will be used as a top set limit. Where initial scope grows those instances will be brought to the attention of IC as soon as possible to discuss the options for resolution to extend the services or election to conclude the task at the current point of completion.

The hourly rates by person, organized by firm, include:

Firm	Staff Member	Title	Hourly Rate
<i>Broaddus Planning</i>	Greg Hughes	Lead Facilitator / Planner	\$222
	Denise Davis	Senior Programmer / Planner	\$185
<i>Broaddus Technologies</i>	Michael "MJ" Welwood	Senior Project Manager	\$195
	Zach Adams	BIM Manager I	\$125
	Luke Griffith	BIM Technician	\$105
	Abhishek	BIM Technician	\$105
<i>Broaddus Cost Estimating</i>	Jacque Judy	Senior Cost Estimator	\$185
<i>HDR</i>		Principle-in-charge	\$232
	Bob Cline	Senior Project Manager	\$213
	Kelly Eindorf	Project Architect	\$144
	Betsy Berg	Coord 2	\$112
		Coord 1	\$ 83
		Administration	\$ 95
<i>AEI</i>	Steve Frei	Principal	\$234
		Market Leader	\$234
	Darryl Huften	Project Manager	\$172
		Senior Project Engineer	\$169
	Dharmesh Shah	Project Engineer	\$202
		Engineer I	\$ 93
		Commissioning Engineer II	\$129
		Field Services Rep	\$157
		Senior Designer	\$131
		Designer II	\$117
		Designer I	\$ 79
		BIM Specialist I	\$ 86
	Administrative Support	\$ 75	

Martinez Moore

Ruben Martinez	Structural, President	\$300
Stephanie Snyder	BIM Manager, Structural	\$150
Cristobal Robles	Engineering Intern, Structural	\$ 70
Charles Penland	Principal, Civil	\$250
Manoj Adwaney	Team Director, Civil	\$220
Al Hajka	Project Manager, Civil	\$170
Michael Sample	Project Manager, Parking	\$160
Chris Prichard	Sr. Parking Planner, Parking	\$200

Worrell Design Group

Rodney Worrell	Principal	\$165
May Boitel	Foodservices Programmer	\$125
Johnny De La Rosa	Foodservices Planner/Designer	\$125
	Technical	\$115
	Clerical	\$75

VI. Discuss and Take Appropriate Action Regarding Resolutions of the Finance Committee Regarding Ground Lease, Debt and Equity Financing, Service as General Contractor, Developer and Guarantor in relation to Housing First Oak Springs

David Weden

**RESOLUTIONS OF THE FINANCE COMMITTEE OF
AUSTIN-TRAVIS COUNTY MENTAL HEALTH AND MENTAL
RETARDATION CENTER**

**(Property Acquisition; Debt and Equity Financing;
Service as General Contractor, Developer and, Guarantor)**

The Finance Committee (the "**Committee**") of Austin-Travis County Mental Health and Mental Retardation Center (d/b/a/ Integral Care) ("**Integral Care**"), pursuant to the Bylaws of Integral Care, held a meeting of the Committee on October 23, 2017 and adopted the following resolutions.

1. Property Acquisition and Ground Lease.

WHEREAS, Housing First Oak Springs, GP, LLC, a Texas limited liability company (the "**General Partner**"), is the sole general partner of Housing First Oak Springs, LP, a Texas limited partnership (the "**Partnership**");

WHEREAS, Integral Care is the sole member and manager of the General Partner;

WHEREAS, David Evans is the Chief Executive Officer (the "**CEO**") and David Weden is the Chief Administrative Officer/Chief Financial Officer (the "**CFO**") of Integral Care;

WHEREAS, Integral Care owns certain real property located in Austin, Travis County, Texas (the "**Land**") that it will lease to the Partnership pursuant to a Ground Lease (herein so called) in order for the Partnership to construct, develop, own, and operate thereon a multi-family project to be commonly known as "Housing First Oak Springs" (the "**Apartment Complex**");

WHEREAS, in connection with the Bond Loan (as hereinafter defined), Integral Care, in its capacity as landlord, will execute a Ground Lease Estoppel Certificate and Agreement (With Subordination) (the "**Ground Lease Estoppel**");

WHEREAS, the development that includes the Apartment Complex will also include commercial space, which Integral Care will lease back from the Partnership pursuant to one or more commercial leases (the "**Leaseback Arrangement**");

RESOLVED, that (a) Integral Care is authorized to lease the Land to the Partnership pursuant to the Ground Lease, the Partnership is authorized to acquire the leasehold interest under the Ground Lease and develop the Apartment Complex, and Integral Care and the Partnership are each authorized to enter into the Leaseback Arrangement; (b) Integral Care and the Partnership are each authorized to execute and deliver the Ground Lease, the Ground Lease Estoppel, and any other documents deemed necessary of desirable in order to facilitate lease of the Land to the Partnership, the Partnership's development of the Apartment Complex and the

financing therefor, and the Leaseback Arrangement; and (c) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, as applicable, to (i) execute and deliver the Ground Lease, the Ground Lease Estoppel, and such other documents and instruments in connection therewith as may be necessary or desirable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable), and (ii) do all things necessary or desirable for Integral Care to lease the Land to the Partnership, for the Partnership to develop and finance the Apartment Complex, and for Integral Care and the Partnership to each execute and deliver the Ground Lease and enter into the Leaseback Arrangement.

2. Bond Financing.

WHEREAS, Austin Housing Finance Corporation (the "**Issuer**") is issuing those certain Austin Housing Finance Corporation Multifamily Housing Mortgage Revenue Bonds (Housing First Oak Springs Project Apartment) Series 2017 (the "**Bonds**");

WHEREAS, the proceeds of the Bonds are being used to provide a loan to the Partnership in the amount of up to \$13,000,000 (the "**Bond Loan**") for the purpose of providing debt financing for the Apartment Complex;

WHEREAS, Capital One, National Association ("**CONA**") is the Bondholder Representative with respect to the Bonds, and BOKF, NA is the Trustee (the "**Trustee**") pursuant to the Trust Indenture for the Bonds;

WHEREAS, in connection with the Bond Loan, the Partnership will execute a promissory note in the aggregate principal amount of the Bonds and payable to the Issuer (the "**Bond Note**"); and

WHEREAS, also in conjunction with the Bond Note, the issuance of the Bonds, and the provision of the Bond Loan, the Partnership, the General Partner, and/or Integral Care will execute and/or accept delivery of certain documents, including but not limited to a Trust Indenture; a Loan Agreement; a Construction Leasehold Deed of Trust, Security Agreement, Assignment of Leases and Rents and Fixture Filing; a Regulatory and Land Use Restriction Agreement; a Collateral Assignment of Rights to Tax Credits and Partnership Interests; a Disbursement Agreement; a Publicity Agreement; an Assignment of Accounts; an Assignment of Architecture Contract; an Assignment of Construction Contract; an Assignment of Housing Assistance Payments Contract; an Assignment of Management Agreement; and one or more Intercreditor and Subordination Agreements (collectively with the Bond Note, the "**Bond Documents**");

RESOLVED, that (a) the Partnership is authorized to obtain the Bond Loan and to execute and deliver the Bond Documents and all other documents related thereto; (b) the General Partner, individually and as the general partner of the Partnership, is authorized to execute and

deliver the Bond Documents and all other documents related thereto; (c) Integral Care, individually and as the sole member of the General Partner, acting on its own behalf or as the general partner of the Partnership, is authorized to execute and deliver the Bond Documents and all other documents related thereto, and (d) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, as applicable, to (i) execute and deliver the Bond Documents and such other documents and instruments in connection therewith as may be necessary or desirable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable); and (ii) do all things necessary or desirable for the Partnership to obtain the Bond Loan.

3. RHDA Loan.

WHEREAS, Integral Care is obtaining a loan from the Issuer in an amount of up to \$3,888,112, which loan is funded from the proceeds general obligation bonds pursuant to the Rental Housing Development Assistance (RHDA) Program (the "**RHDA Loan**");

WHEREAS, Integral Care will provide the proceeds of the RHDA Loan to the Partnership in the form of a loan from Integral Care to the Partnership in an amount of up to \$3,888,112 (the "**Second Lien Loan**");

WHEREAS, in connection with the RHDA Loan, Integral Care will execute a promissory note in the aggregate principal amount of the RHDA Loan and payable to the Issuer (the "**RHDA Note**");

WHEREAS, in connection with the Second Lien Loan, the Partnership will execute a promissory note (collateral note) in the aggregate principal amount of the Second Lien Loan and payable to Integral Care (the "**Second Lien Note**");

WHEREAS, as security for the RHDA Loan, Integral Care will collaterally assign its interests in the Second Lien Loan to the Issuer (the "**Collateral Assignment**"); and

WHEREAS, in conjunction with the RHDA Loan, the provision of the RHDA Loan to Integral Care, and the Collateral Assignment and in conjunction with the Second Lien Note and the provision of the Second Lien Loan to the Partnership, the Partnership, the General Partner, and/or Integral Care will execute and/or accept delivery of certain documents, including but not limited to a Collateral Assignment of Note and Liens; a Restrictive Covenant Running with the Land; a Rental Housing Development Assistance Program Loan Agreement; a (Second Lien) Leasehold Deed of Trust and Security Agreement and Financing Statement; and an Intercreditor and Subordination Agreement (collectively with the RHDA Note and the Second Lien Note, the "**RHDA Loan Documents**");

RESOLVED, that (a) Integral Care is authorized to obtain the RHDA Loan from AHFC, provide the Second Lien Loan to the Partnership, effect the Collateral Assignment, and execute

and deliver the RHDA Loan Documents and all other documents in connection therewith as may be necessary or desirable; and (b) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, to (i) execute and deliver the RHDA Loan Documents and such other documents and instruments in connection therewith as may be necessary or desirable, and (ii) do all things necessary or desirable to facilitate Integral Care's obtaining of the RHDA, the provision of the Second Lien Loan to the Partnership, and the effecting of the Collateral Assignment.

FURTHER RESOLVED, that (a) the Partnership is authorized to obtain the Second Lien Loan and to execute and deliver the RHDA Loan Documents and all other documents related thereto; (b) the General Partner, individually and as the general partner of the Partnership, is authorized to execute and deliver the RHDA Loan Documents and all other documents related thereto; (c) Integral Care, individually and as the sole member of the General Partner, acting on its own behalf or as the general partner of the Partnership, is authorized to execute and deliver the RHDA Loan Documents and all other documents related thereto, and (d) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, as applicable, to (i) execute and deliver the RHDA Loan Documents and such other documents and instruments in connection therewith as may be necessary or desirable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable); and (ii) do all things necessary or desirable for the Partnership to obtain the Second Lien Loan and to facilitate Integral Care's obtaining of the RHDA Loan.

4. DSHS Loan.

WHEREAS, Integral Care has obtained funding from the Department of State Health Services of the State of Texas, and Integral Care will provide a portion of such funds to the Partnership in the form of a loan in an amount of up to \$4,442,438 (the "**DSHS Loan**");

WHEREAS, in connection with the DSHS Loan, the Partnership will execute a promissory note in the aggregate principal amount of the DSHS Loan and payable to Integral Care (the "**DSHS Note**"); and

WHEREAS, in conjunction with the DSHS Loan, the Partnership, the General Partner, and/or Integral Care will execute and/or accept delivery of certain documents, including but not limited to a (Third Lien) Leasehold Deed of Trust, Security Agreement, and Fixture Filing (collectively with the DSHS Note, the "**DSHS Loan Documents**");

RESOLVED, that (a) Integral Care is authorized to provide the DSHS Loan to the Partnership and execute and deliver the applicable DSHS Loan Documents and all other documents in connection therewith as may be necessary or desirable; and (b) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, to (i) execute and deliver the applicable DSHS Loan Documents and such other documents and instruments in connection

therewith as may be necessary or desirable, and (ii) do all things necessary or desirable to facilitate Integral Care's provision of the DSHS Loan to the Partnership.

FURTHER RESOLVED, that (a) the Partnership is authorized to obtain the DSHS Loan and to execute and deliver the DSHS Loan Documents and all other documents related thereto; (b) the General Partner, individually and as the general partner of the Partnership, is authorized to execute and deliver the DSHS Loan Documents and all other documents related thereto; (c) Integral Care, individually and as the sole member of the General Partner, acting on its own behalf or as the general partner of the Partnership, is authorized to execute and deliver the DSHS Loan Documents and all other documents related thereto, and (d) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, as applicable, to (i) execute and deliver the DSHS Loan Documents and such other documents and instruments in connection therewith as may be necessary or desirable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable); and (ii) do all things necessary or desirable for the Partnership to obtain the DSHS Loan.

5. Fourth Lien Sponsor Loan.

WHEREAS, Integral Care will provide to the Partnership from funds received by Integral Care, which loan amount is currently anticipated to be \$4,640,995, but may be subject to increase per development budget needs of the Apartment Complex (such loan, as may be increased, the "**Sponsor Loan**");

WHEREAS, in connection with the Sponsor Loan, the Partnership will execute a promissory note in the aggregate principal amount of the Sponsor Loan and payable to Integral Care (the "**Sponsor Note**"); and

WHEREAS, in conjunction with the Sponsor Loan, the Partnership, the General Partner, and/or Integral Care will execute and/or accept delivery of certain documents, including but not limited to a (Fourth Lien) Leasehold Deed of Trust, Security Agreement, and Fixture Filing (collectively with the Sponsor Note, the "**Sponsor Loan Documents**");

RESOLVED, that (a) Integral Care is authorized to provide the Sponsor Loan to the Partnership, to increase the amount of such loan from the anticipated amount stated herein as needed, and execute and deliver the applicable Sponsor Loan Documents and all other documents in connection therewith as may be necessary or desirable; and (b) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, to (i) execute and deliver the applicable Sponsor Loan Documents and such other documents and instruments in connection therewith as may be necessary or desirable, and (ii) do all things necessary or desirable to facilitate Integral Care's provision of the Sponsor Loan to the Partnership.

FURTHER RESOLVED, that (a) the Partnership is authorized to obtain the Sponsor Loan (as such loan amount may be increased as contemplated herein) and to execute and deliver

the Sponsor Loan Documents and all other documents related thereto; (b) the General Partner, individually and as the general partner of the Partnership, is authorized to execute and deliver the Sponsor Loan Documents and all other documents related thereto; (c) Integral Care, individually and as the sole member of the General Partner, acting on its own behalf or as the general partner of the Partnership, is authorized to execute and deliver the Sponsor Loan Documents and all other documents related thereto, and (d) the CEO or CFO are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, as applicable, to (i) execute and deliver the Sponsor Loan Documents and such other documents and instruments in connection therewith as may be necessary or desirable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable); and (ii) do all things necessary or desirable for the Partnership to obtain the Sponsor Loan.

6. Equity Financing.

WHEREAS, NEF Assignment Corporation ("**NEF**"), has agreed to provide equity financing to the Partnership for the development of the Apartment Complex (the "**Equity Financing**");

WHEREAS, in connection with the Equity Financing, the General Partner will enter into an Amended and Restated Limited Partnership Agreement for the Partnership (the "**Partnership Agreement**") with NEF as the limited partner (the "**Limited Partner**"); and

WHEREAS, the Partnership Agreement calls for the Partnership, the General Partner, and/or Integral Care to enter into certain documents associated with the Equity Financing, including but not limited to a Development Fee Agreement, a Purchase Option and Right of First Refusal Agreement, and a Post Closing Agreement (collectively and together with the Partnership Agreement, the "**Equity Documents**");

RESOLVED, that (a) the Partnership is authorized to obtain the Equity Financing and to execute and deliver the Equity Documents and all other documents related thereto; (b) the General Partner, individually and as the general partner of the Partnership, is authorized to execute and deliver the Equity Documents and all other documents related thereto; (c) Integral Care, individually and as the sole member of the General Partner, acting on its own behalf or as the general partner of the Partnership, is authorized to execute and deliver the Equity Documents and all other documents related thereto, and (d) the CEO or CFO of Integral Care are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, as applicable, to (i) execute and deliver the Equity Documents and such other documents and instruments in connection therewith as may be necessary or desirable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable); and (ii) do all things necessary or desirable for the Partnership to obtain the Equity Financing.

7. Service as Developer.

**FINANCE COMMITTEE RESOLUTION
AUSTIN-TRAVIS COUNTY MENTAL HEALTH AND MENTAL RETARDATION CENTER)
(PROPERTY ACQUISITION; DEBT AND EQUITY FINANCING;
SERVICE AS GENERAL CONTRACTOR, DEVELOPER AND, GUARANTOR)**

WHEREAS, Integral Care will serve as the developer of the Apartment Complex and in connection therewith will enter into a Development Fee Agreement with the Partnership (the "**Development Agreement**");

WHEREAS, in its capacity as developer, Integral Care will enter into certain documents in connection with the Bond Loan, including a Developer Fee Subordination Agreement (together with the Development Agreement, the "**Developer Documents**");

RESOLVED, that Integral Care is hereby authorized to act as the developer of the Apartment Complex, and its performance of the developer duties under the Developer Documents are hereby ratified and approved.

FURTHER RESOLVED, that the CEO or CFO are individually authorized, each acting on behalf of Integral Care, to execute and deliver the Developer Documents, and any other documents related thereto, and cause Integral Care to take any and all action deemed necessary or advisable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable) in connection with the performance of its obligations under such documents.

8. Service as Guarantor.

WHEREAS, in connection with the Equity Financing, the Bond Loan, and/or any of the other financing described herein, Integral Care may be required to provide certain guaranties (the "**Guaranties**") pursuant to one or more guaranty agreements, including but not limited to a Guaranty Agreement for the benefit of NEF and a Payment and Performance Guaranty for the benefit of the Issuer (collectively, the "**Guaranty Documents**"); and

WHEREAS, the development of the Apartment Complex is consistent with the public purpose of Integral Care, and Integral Care is willing to provide such Guaranties and execute the Guaranty Documents in furtherance thereof;

RESOLVED, that Integral Care is hereby authorized to provide the Guaranties and to enter into the Guaranty Documents.

FURTHER RESOLVED, that the CEO or CFO are individually authorized, each acting on behalf of Integral Care, to execute and deliver the Guaranty Documents, and any other documents related thereto, and cause Integral Care to take any and all action deemed necessary or advisable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable) in connection with the performance of its obligations with respect to the Guaranties.

9. Service as General Contractor.

WHEREAS, to further the economic efficiencies for the development of the Apartment Complex, Integral Care intends to pursue a sales tax exemption for materials used in the construction of the Apartment Complex by acting as the general contractor for the Apartment Complex and sub-contracting the construction work to Bailey Elliott Construction, Inc. (the "**Contracting Work**");

WHEREAS, in furtherance of the Contracting Work, Integral Care as the general contractor, will enter into a construction contract with the Partnership and a subcontract agreement with Bailey Elliott Construction, Inc. and may enter into other documents related thereto (collectively, the "**Construction Agreements**"); and

WHEREAS, in connection with one or more portions of the above-described financing, Integral Care may be required to execute certain documents in its capacity as general contractor, including but not limited to a Contractor's Consent to Assignment of Construction Contract (collectively with the Construction Agreements, the "**Contractor Documents**");

RESOLVED, that Integral Care's service as the general contractor for the construction of the Apartment Complex is hereby ratified and approved.

FURTHER RESOLVED, that the CEO or CFO are individually authorized, each acting on behalf of Integral Care, to execute and deliver the Contractor Documents and any other documents related thereto and cause Integral Care to take any and all action deemed necessary or advisable (such necessity and desirability to be conclusively evidenced by the signature of the CEO or CFO, as applicable) in connection with facilitating the Contracting Work and performing the obligations in connection therewith.

10. Authorization/Ratification.

RESOLVED, that the CEO or CFO are individually authorized, each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, to (a) sign, certify to, acknowledge, deliver, accept, file, and record any and all instruments and documents, and (b) take, or cause to be taken, any and all such action, in the name and on behalf of Integral Care, the General Partner, and/or Partnership, as applicable, as such individual shall deem to be necessary, desirable, or appropriate (such necessity, desirability, or appropriateness to be conclusively evidenced by the signature of the CEO or CFO, as applicable) in order to effect the purposes of the foregoing resolutions.

FURTHER RESOLVED, that any and all action taken by the CEO or CFO), each acting on behalf of Integral Care, acting on its own behalf or on behalf of the General Partner, acting on its own behalf or on behalf of the Partnership, prior to the date this consent is actually executed in effecting the purposes of the foregoing resolutions is hereby approved, ratified, and adopted in all respects.

FURTHER RESOLVED, that the Committee is hereby authorized to make a

recommendation, and does hereby make a recommendation, to the Board of Trustees of Integral Care to approve the matters set forth herein.

[Signature page follows.]

CERTIFICATION

The undersigned are the _____ of the Finance Committee of Integral Care and hereby certifies that the foregoing resolutions were duly adopted and approved by the Committee in a regular meeting of said Committee on October 23, 2017.

Signature

Printed Name

Title

Date

VII. Financial Ratios

David Weden

INTEGRAL CARE

FINANCIAL RATIO ANALYSIS

AS OF PERIOD ENDING AUGUST 31, 2017

PREPARED BY:

David A. Weden

CAO/CFO



RATIO CALCULATIONS

RATIOS

FORMULA DESCRIPTIONS

Current Ratio

Total Current Assets / Total Current Liabilities

Acid Test Ratio

(Cash + Marketable Securities + Net Receivable) / Total Current Liabilities

Days Cash on Hand

Cash / ((YTD Expenditures) / (YTD # of Days))

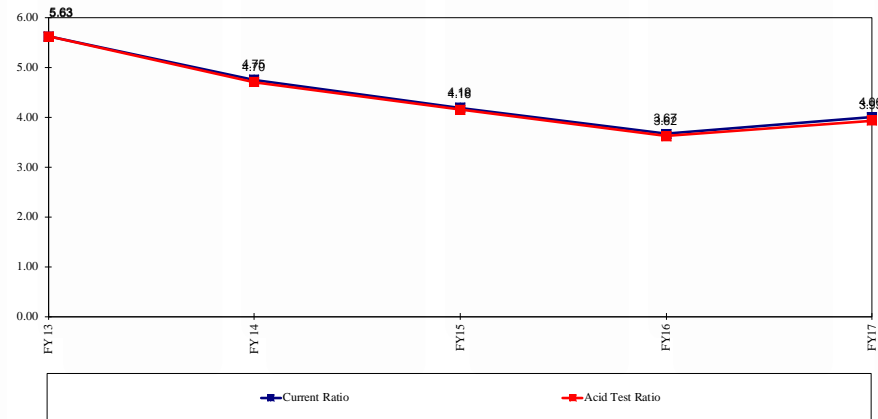
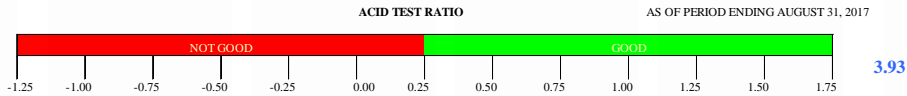
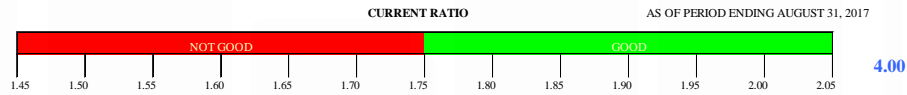
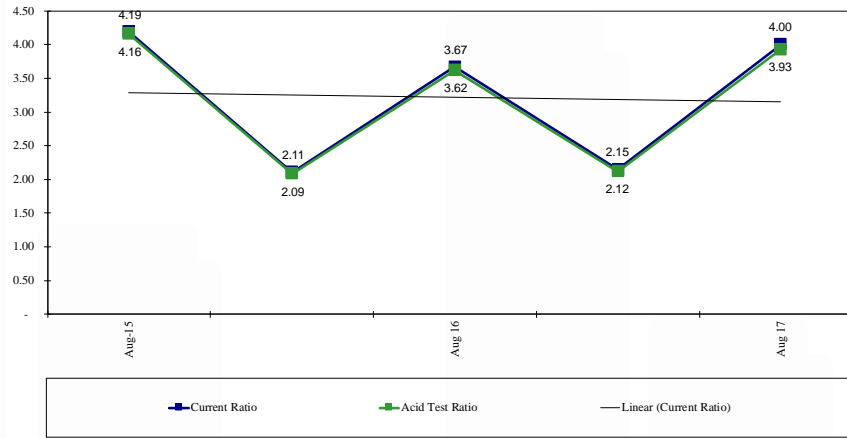
Days of Operation - Unrestricted Fund Balance w/o Capital Expenditures

(Unassigned Fund Balance + 1115 Waiver Assigned Fund Balance) / (YTD Expenditures Less Capital Expenditures) / (YTD # of Days)

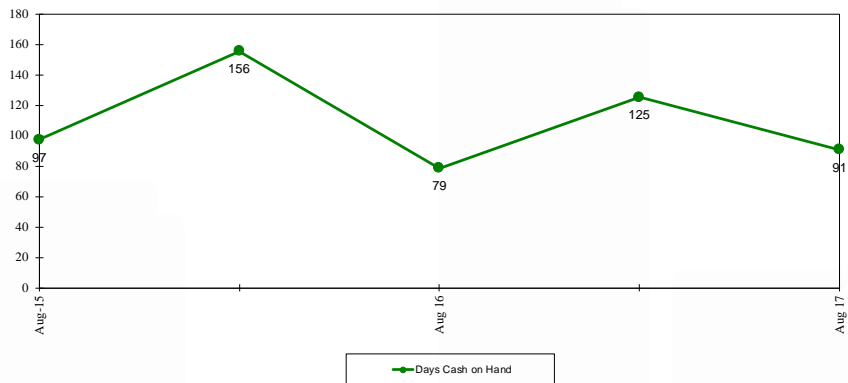
Days of Operation - Total Fund Balance

Total Fund Balance / ((YTD Expenditures) / (YTD # of Days))

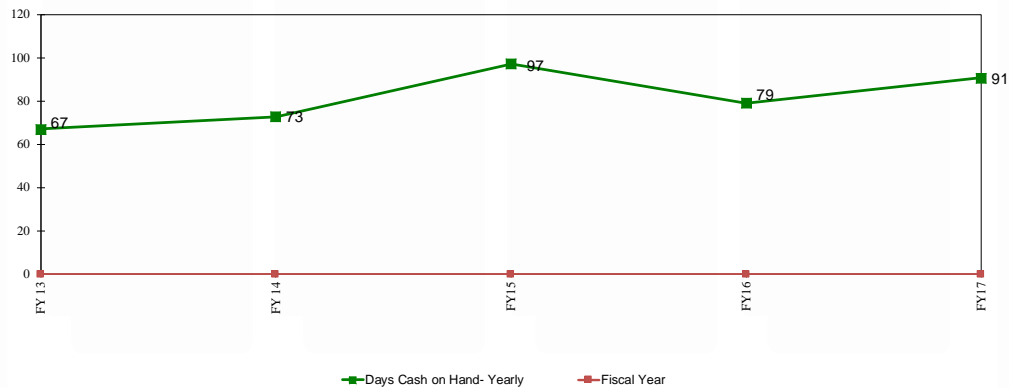
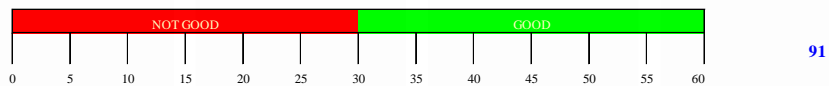
Integral Care Liquidity Ratios - Current and Acid Test



Integral Care Liquidity Ratios - Days Cash on Hand

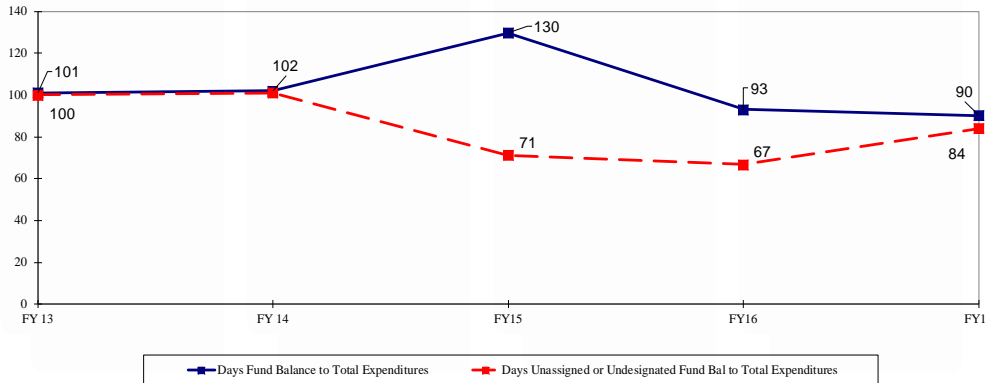
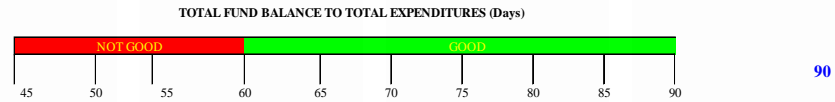
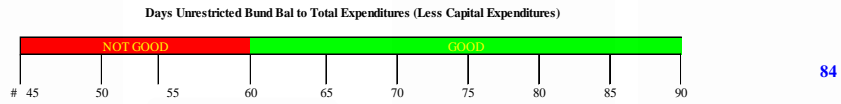
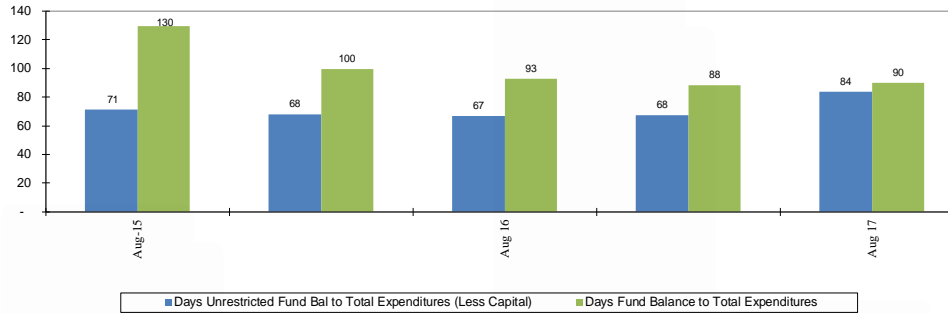


DAYS CASH ON HAND



Integral Care

Days of Operation Ratios



VIII. Discussion of Dashboard Financial Metrics

Dr. James Baker



Finance Committee Dashboard

2017



Access & Efficiency

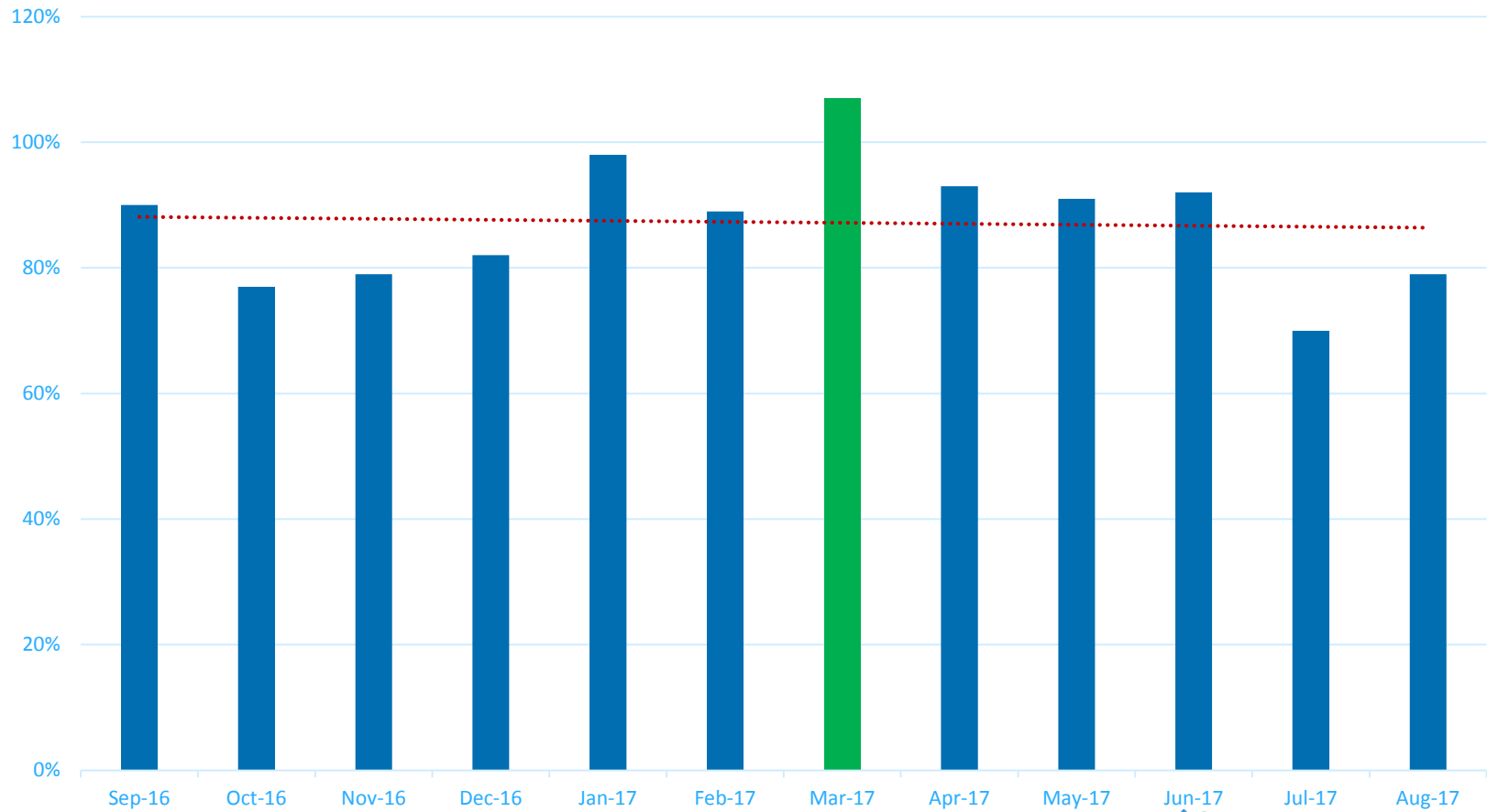
Psychiatric Evaluation Access

Goal: 100% seen in 15 days



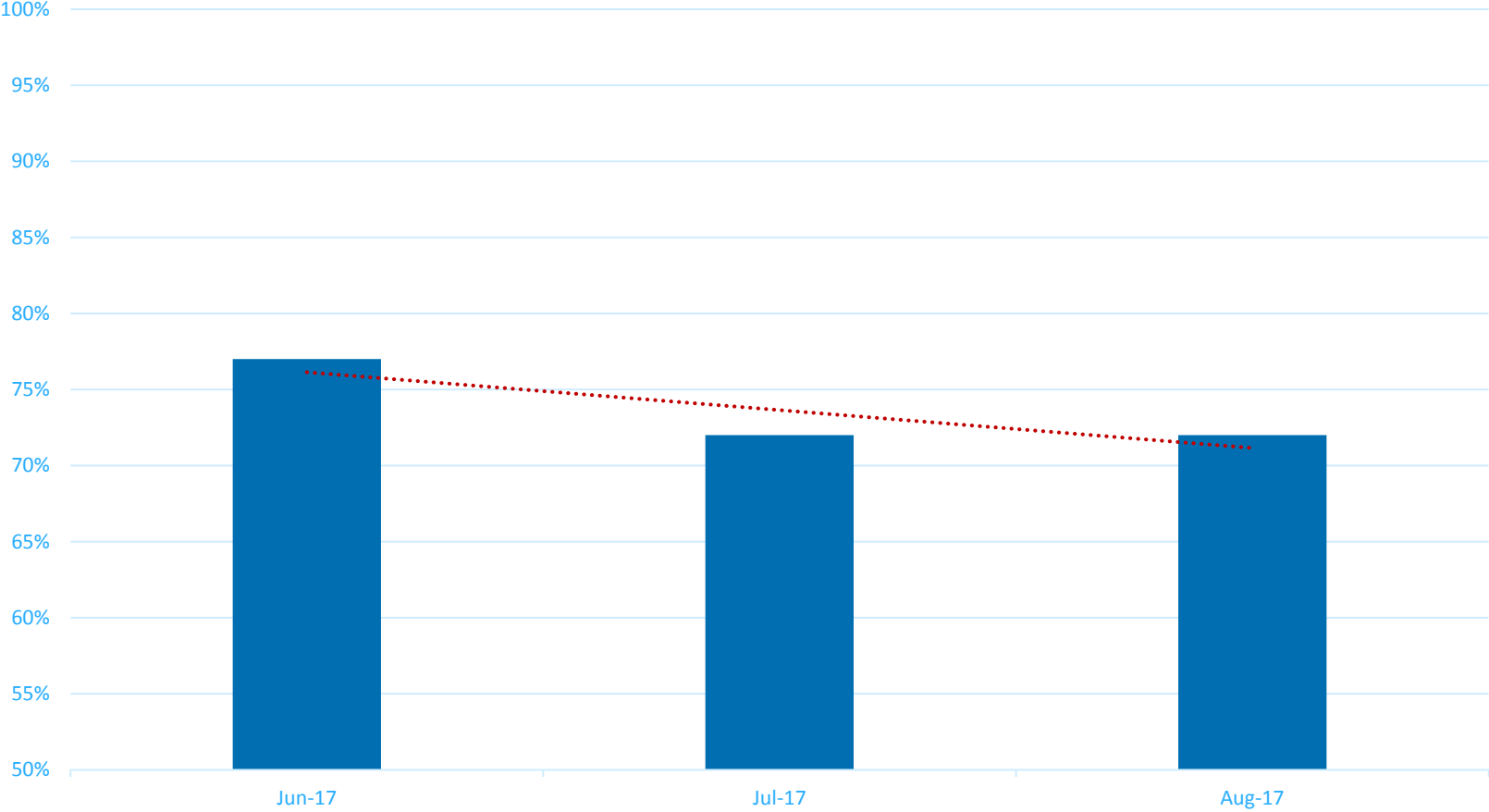
Budgeted Medicaid Services Delivered

Goal: 100% of budget



Staff Productivity – 3 months

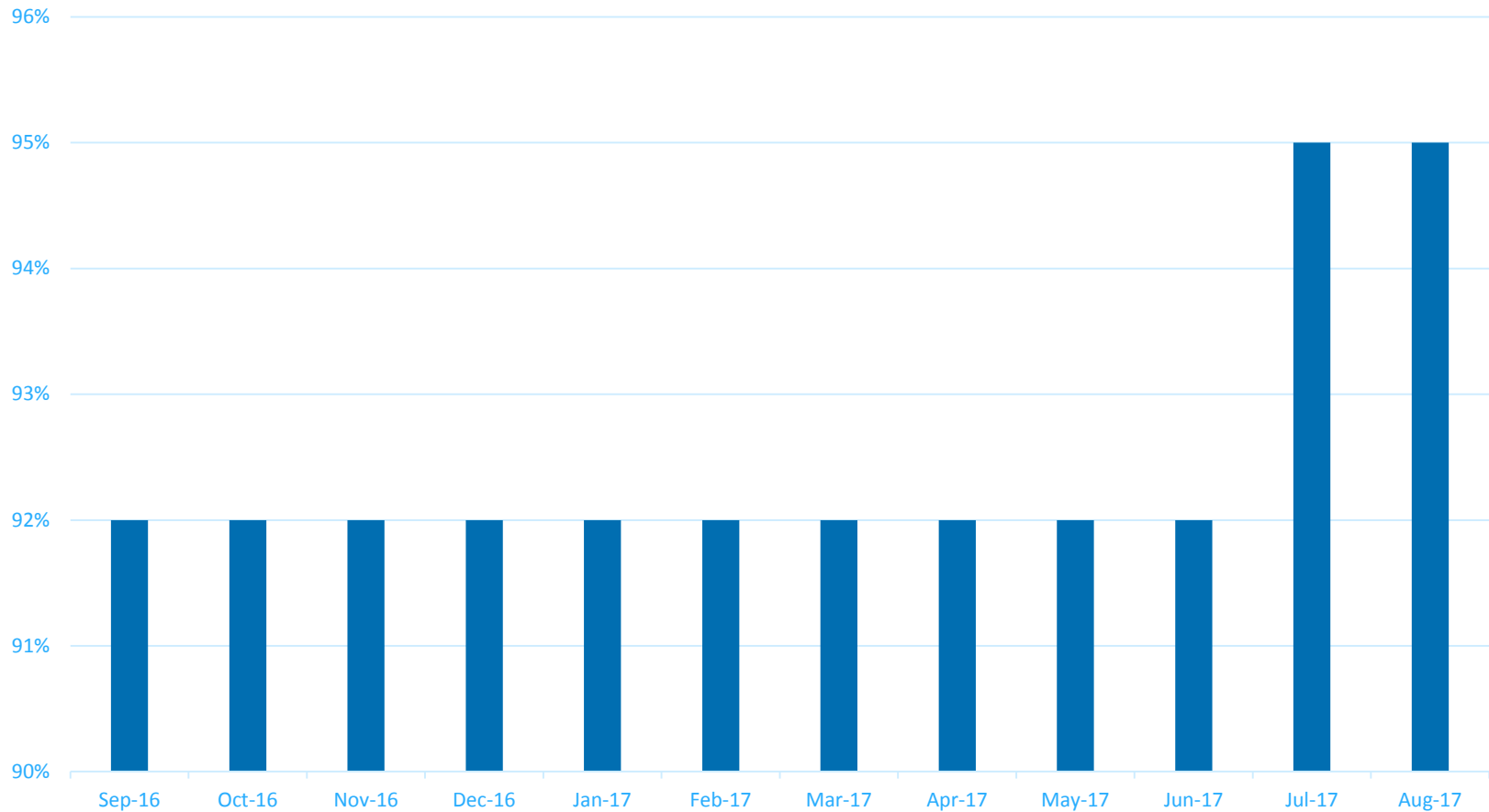
Goal: 100% of budgeted direct service



Financial Strength

DSRIP Goals

Goal: 100% of projects attain target



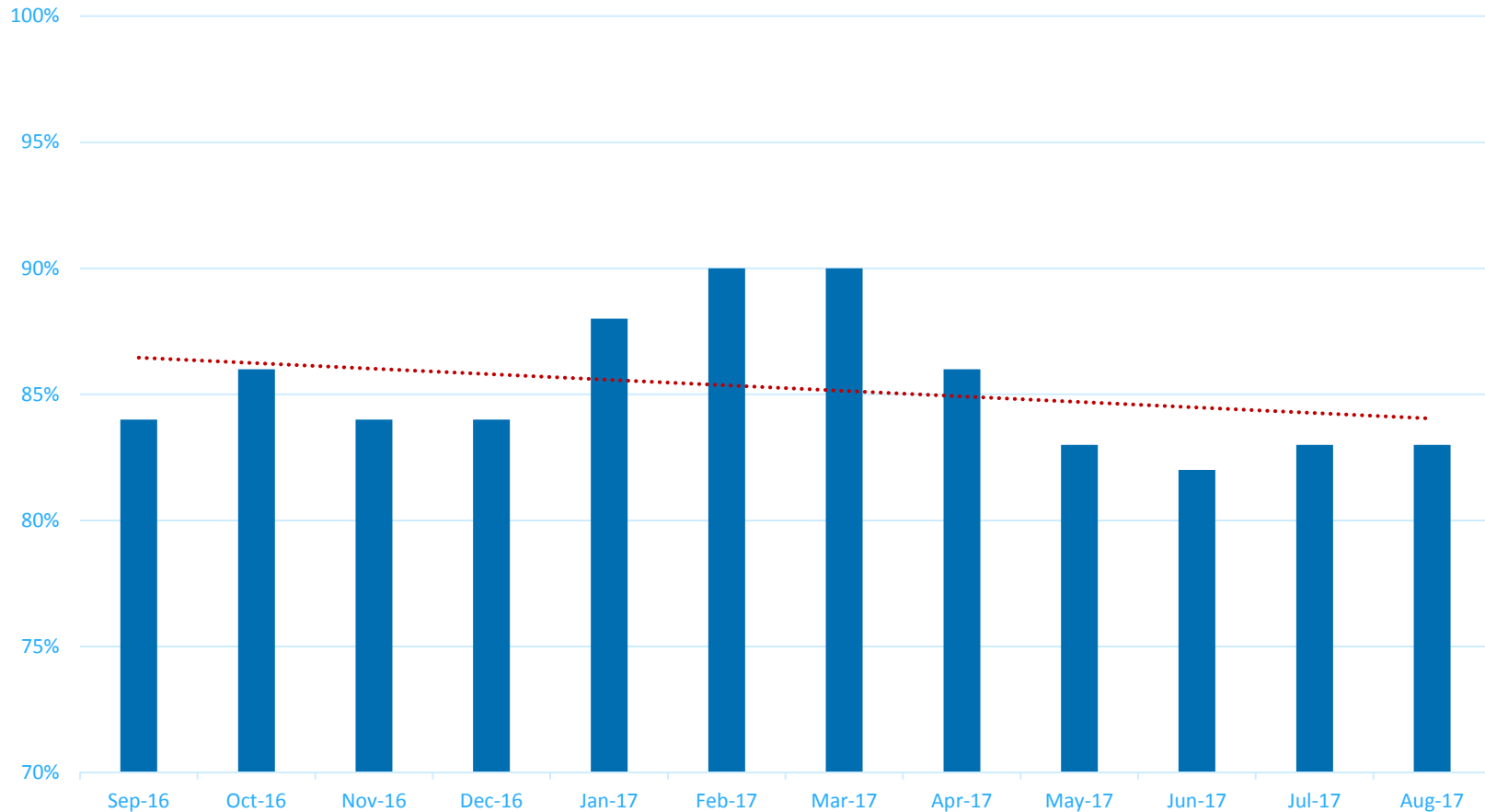
Medicaid Collections

Goal: 95% collected at 90 days



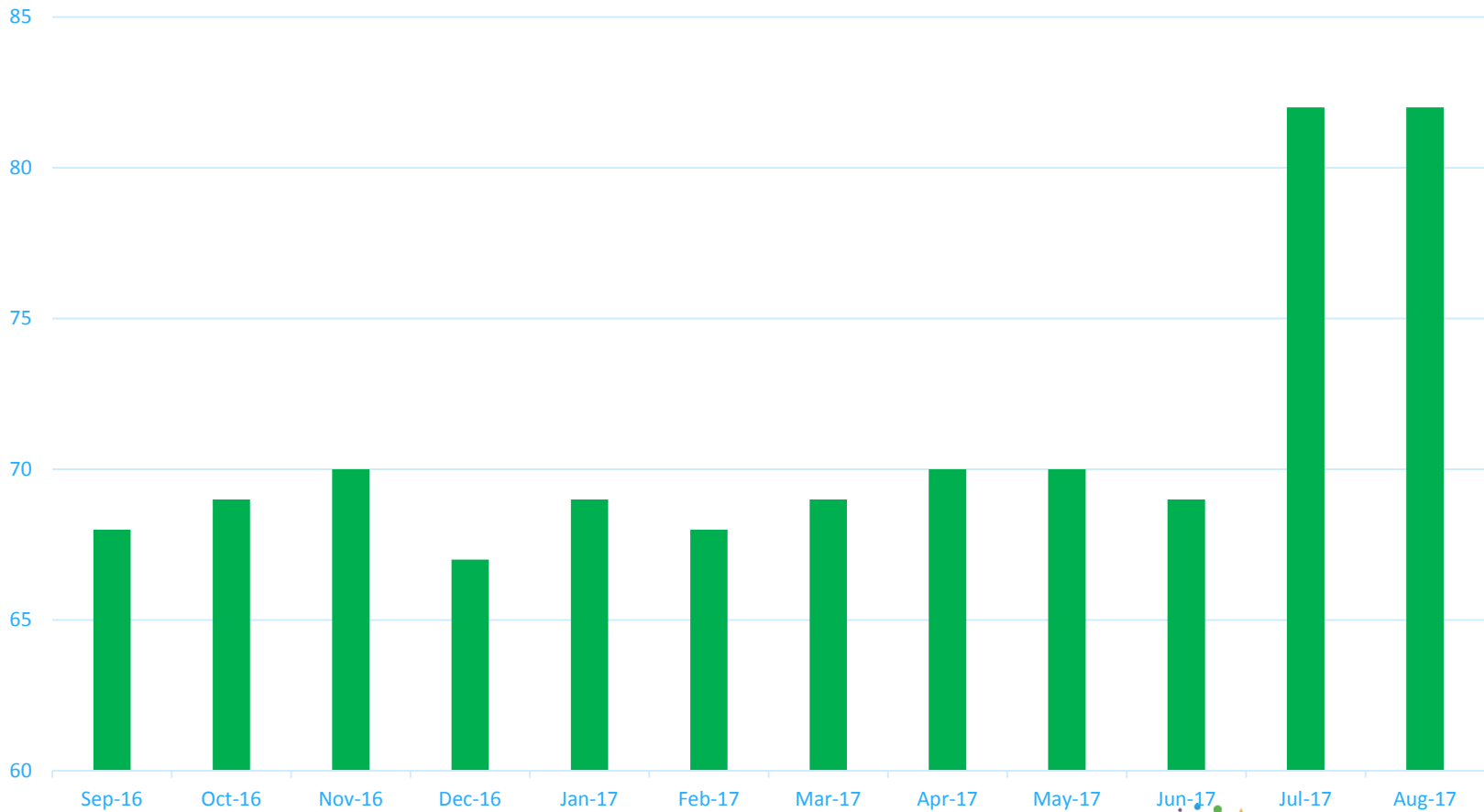
Timely Medicaid Billing

Goal: 95% collected at 90 days



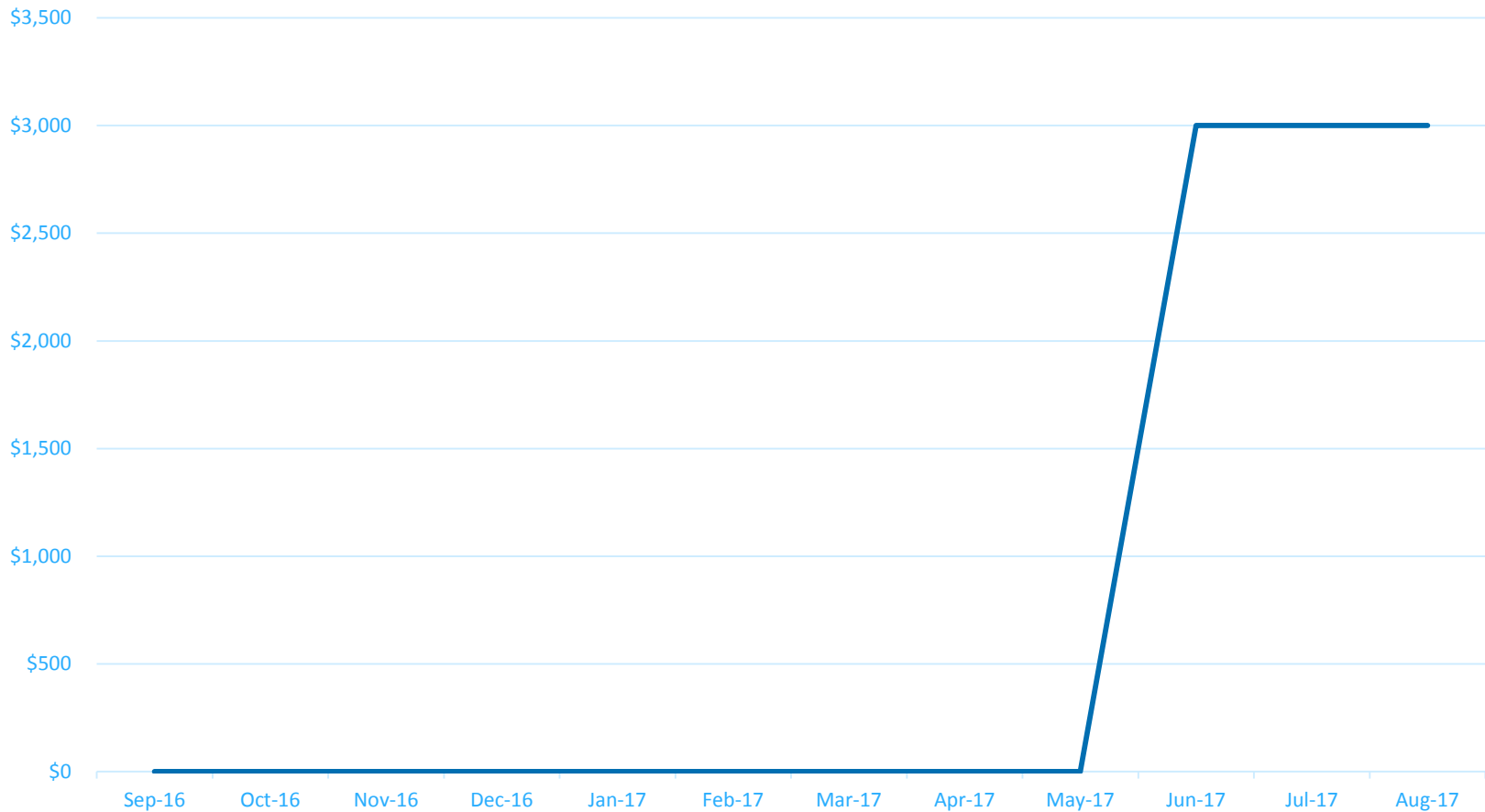
Adequate Reserves

Goal: 60 days unrestricted



HHSC Penalties

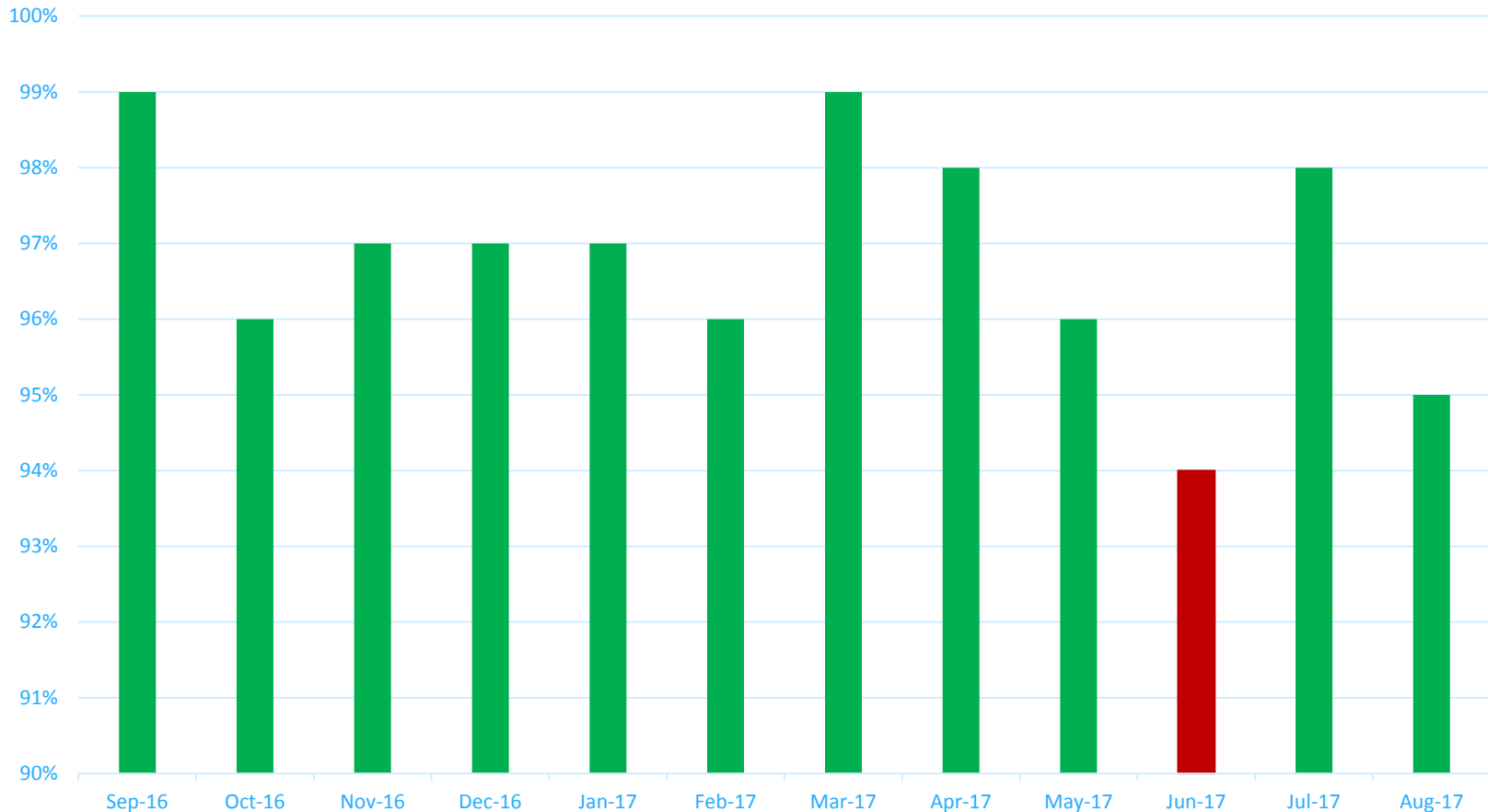
Goal: \$0 annually



Quality

Customer Satisfaction

Goal: 95% of patients are satisfied



Abuse/Neglect Allegations

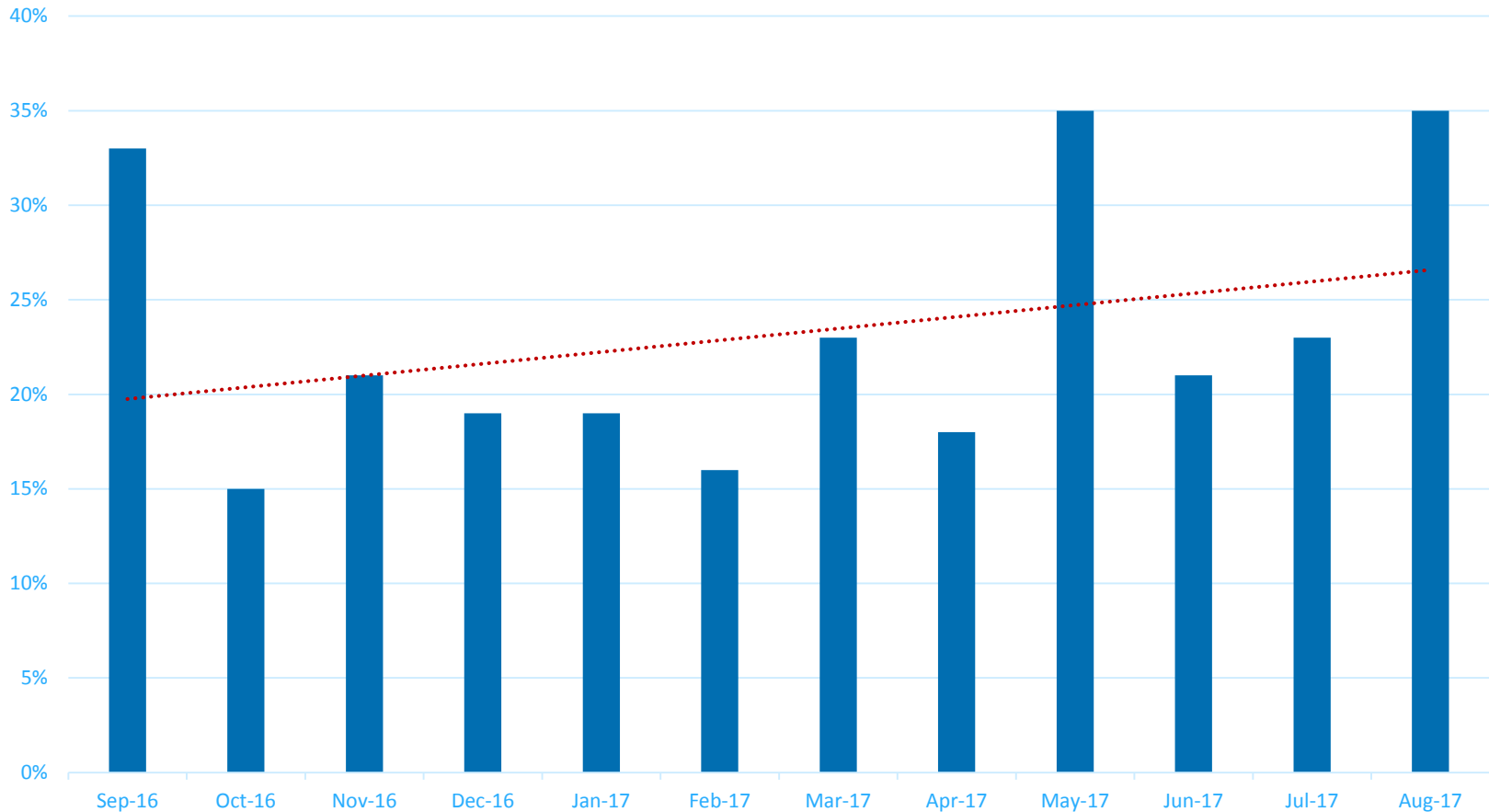
Goal: zero allegations



People

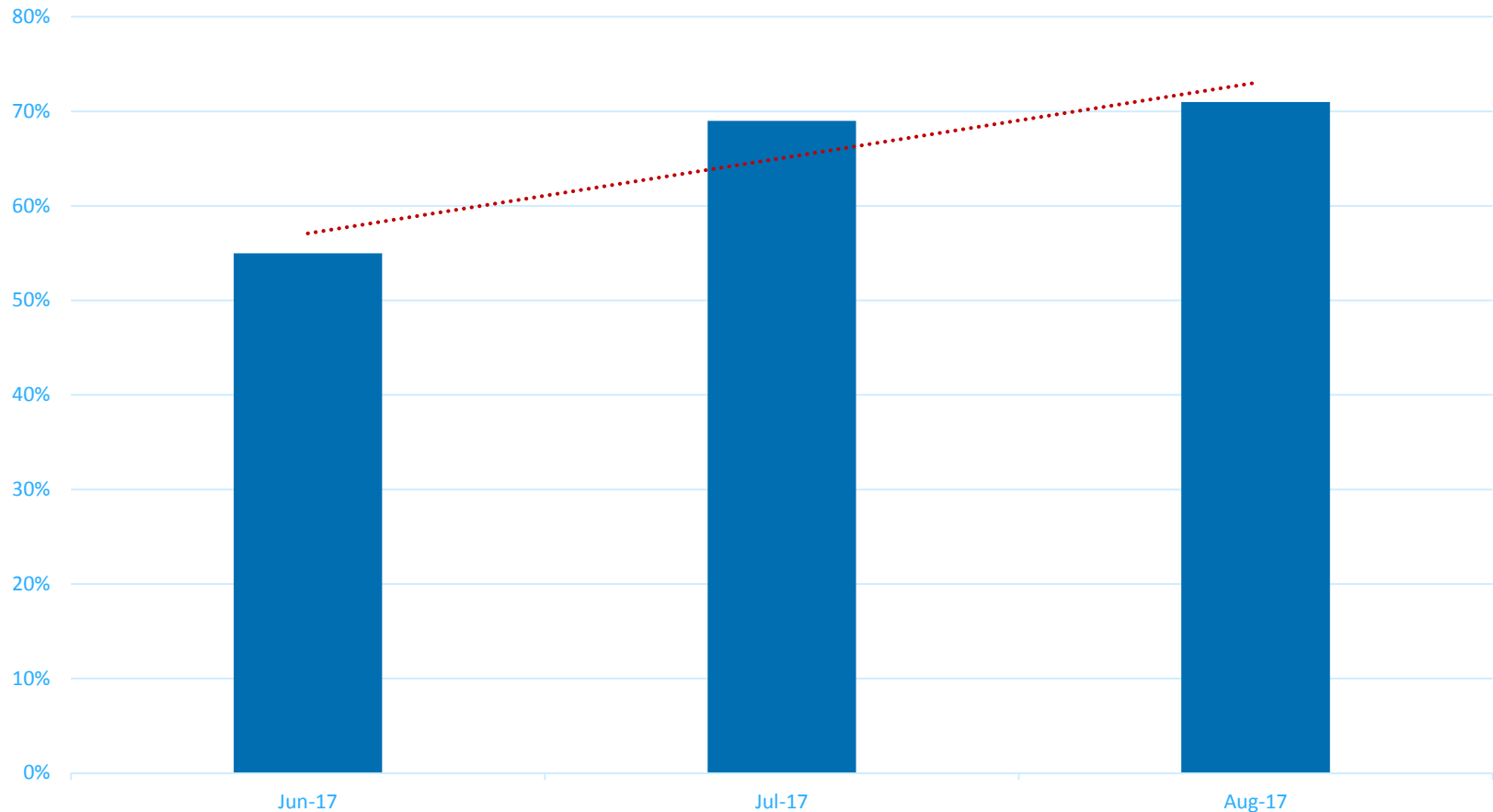
Turnover Rate

Goal: annualized turnover <20%



Vacant Position Fill Rate – 3 months

Goal: 100% filled in 60 days



IX. Update on Facilities

David Weden

Judge Guy Herman Center for Mental Health Crisis Care

- Open and in full operation
- Issues addressed since opening
 - Adjustments completed on exit doors from Extended Observation area so remain locked except during fire
 - Repair leaks in roof
 - Re-securing of wood ceiling
 - Reconfiguring dishwasher for appropriate operation
 - Replace solid rolling opening covering between kitchen and dining area with mesh-type rolling cover in order to improve airflow in kitchen (expected installation mid November)

Richard E. Hopkins Behavioral Health Building

- Lease at Nadine L. Jay extended through December 31 to allow for smoother transition of programs
- Will be occupied by individuals from the following programs:
 - The INN
 - Psychiatric Emergency Services (PES)
 - Community AIDS Resources and Education (C.A.R.E.)
 - Recovery After and Initial Schizophrenia Episode (RA1SE)
 - Ambulatory Detox
 - Intellectual and Developmental Disability Services
- Permanent power to be completed by October 27
- Water tap plan approved by Austin Water Utility and Texas Department of Transportation right of way. In final review by Austin Right of Way
- Kitchen appliances expected December 1
- New furniture expected December 8
- Certificate of Occupancy expected December 8

Housing First Oak Springs

- Closing date on financing is December 14, 2017
- Once financing closed, construction will take 14 months
- Received determination notice from Texas Department of Housing and Community Affairs – appropriate follow-up will be submitted this week, prior to November 13 deadline
- Housing and Urban Development is ready to approve Subsidy Layering
- Working through comments on Limited Partnership Agreement
- Revision to architectural plans submitted to City of Austin on September 26; architect received 2 electrical and 3 mechanical comments which MEP engineer saw as issues that could be quickly resolved; architect plans to submit responses to City of Austin by October 23
- Weekly calls with representatives from National Equity Fund, Capital One, Integral Care, Barnes & Thornburg, GreenbergTraurig, McCall Parkhurst & Horton, City of Austin, and Locke Lord to coordinate communication and completion of items needed for closing

825 E. Rundberg (expansion space)

- Change of Use approved by City of Austin
- Permit request has been submitted to City of Austin
- Work to be performed:
 - Add restroom adjacent to lobby
 - Add handwashing sinks in three rooms
 - Create check-in reception area
 - Expand lobby

1430 Collier (re-roof)

- Pre-bid held October 18
- Proposals due November 10
- Recommendation will be made to Finance Committee and Board in December

1700 S. Lamar, Suite 332

- Will house Utilization Management
- Assertive Community Treatment Team will relocate to Suite 230 once Utilization Management moves
- Underground plumbing and wall framing complete
- Ductwork and sheetrock to be completed next two weeks
- Ceilings, doors and millwork by mid November
- Flooring and painting by end of November
- Completion first week of December

1700 S. Lamar, Suite 240

- Drawings updated for Texas Accessibility Standards
- Plans submitted to City of Austin for approval
- Request for Proposal being finalized for publication

X. Update on Transformation 1115 Waiver

David Weden

Kimberly Macakiage

Kristin Christensen

Demonstration Year 6 (DY6) Achievements

Reporting 100% achievement in October 2017; with payment in January 2018

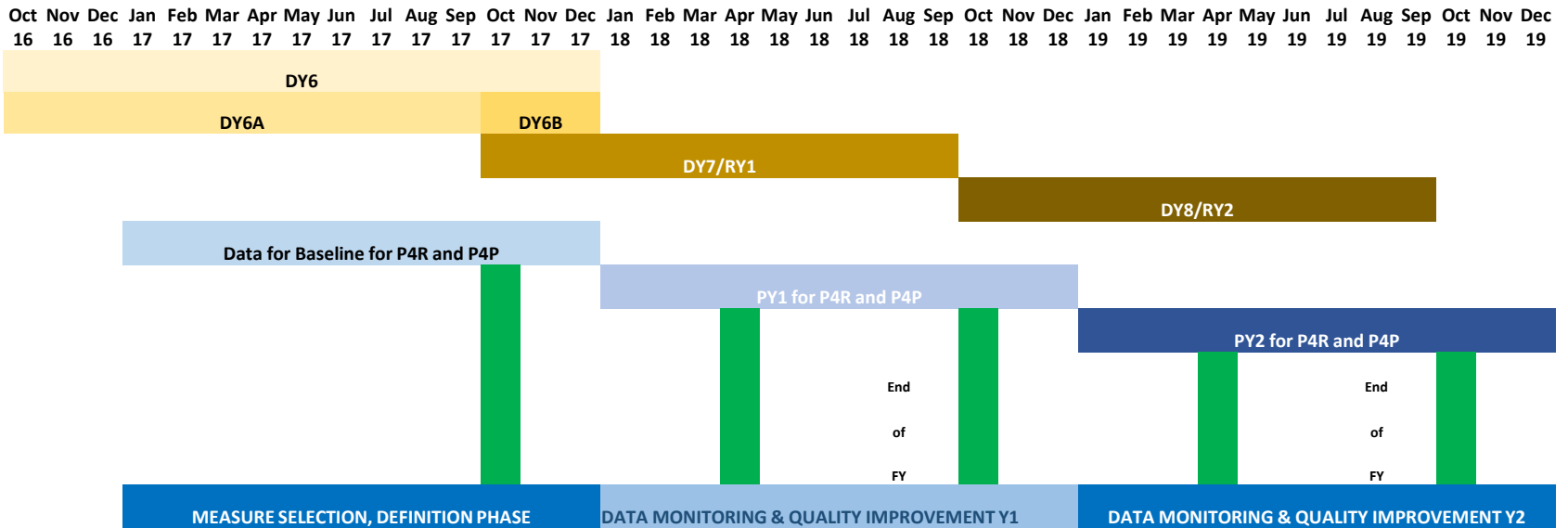
Valuation to be achieved	\$32,170,470.07
Associated IGT (43.12%)	\$13,871,906.69
Federal funds (56.88%)	\$18,298,563.38

DY7-8 Overview

- Each provider is assigned a minimum point threshold (MPT) for measure selection
- Each provider must select enough points to meet its MPT in order to maintain its DY6 valuation for DY7 and DY8
- Integral Care must select 40 points worth of measures
 - Includes 9 Certified Community Behavioral Health Clinic Measures (CCBHC) worth 18 points
- Data Assessment Team identified 22 measures
 - Established weekly Operations and One Data meetings to define, build and implement reports
 - Selected as part of National Council CCBHC Master Class

Minimum Point Threshold	Total # of Measures to meet MPT
40	22

DY7-8 Schedule



XI. Announcements

- **New Milestones Foundation “Bridging the Gap”
Event on November 9, 2017**

XII. New Business

Identify Consent/Non-Consent Agenda Items

- **Consent: Items III, V**
- **Non-Consent: Items IV, VI**
- **Add Information Item IX (Facilities) to full Board meeting agenda**
- **Proposed Nov/Dec Combined Finance Meeting for December 11, 2017 (See attached calendars)**

November 2017

calendar.com

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Holiday	24	25
26	27	28	29	30	Notes:	

DECEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	P & O Mtg. 7	8	9
10	Proposed Finance Mtg. 11	12	13	Proposed Board Mtg. 14	15	16
17	18	19	20	21	22	23
24	Christmas Holiday		27	28	29	30
31						

XIII. Citizens' Comments