

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**October 24, 2013**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF October 24, 2013

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, October 24, 2013 at 1360 River Bend Dr, Dallas, Texas 75247 in the Charles Cooper Board Room.

#### I. Call To Order/Roll Call

Ms. Noble declared a quorum present and called the meeting to order at 1:35 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chairman  
Ms. Jill L. Martinez, Vice chairman  
Ms. Judy N. Myers, Secretary  
Mr. David Gutierrez  
Mr. David Aston  
Ms. Corey Golomb

**Board members not present:** Dr. Carol North and Dr. Brenda Richardson.

**Staff Present:** Dr. John Burruss, Linda Thompson, Dr. Judith Hunter, Tom Clark, Kyle Munson, Sandy Stephens and other Metrocare staff.

**Guest Present:** Doug Barnes, Shay Cathey, and Germaine White.

II. **CITIZENS' COMMENTS:** The procedure for public comments was available at the meeting for those interested. No public comment was received.

#### III. ISSUES TO BE CONSIDERED:

**Consideration of Approval of the Minutes of the Metrocare Services Board Meeting for September 26, 2013.** The Board minutes of September 26, 2013 were made a part of the packet. Ms. Noble called for any changes or corrections to the minutes of the previous meeting.

Motion: Ms. Myers moved to approve the Board meeting minutes of September 26, 2013 as presented. The motion was seconded and accepted.

#### Madame Chairman's Report

**Board Liaison Reports:** Ms. Noble said a Board Retreat was held on October 12, 2013 with all Board members and 5 senior managers participating. Ms. Lori Palmer facilitated the Board retreat and will return to present a summary of the same at our next Board meeting.

**Next Committee and Board meeting schedule:**

Ms. Noble said due to the holidays the November/December Board meetings will be combined and held on Thursday, December 5<sup>th</sup>. The committees will be held on November, 19, 2013. There are no committee meetings in December.

- On Tuesday, November 19<sup>th</sup> the Provider Services Committee will meet at 11:30 am with the Philanthropy Committee meeting following immediately after at approximately 12:15 pm and the Finance and Administration Committee following at approximately 12:45 pm. The meetings will be held at this same location.
- There is no Board meeting during the month of November.
- On Thursday, December 5<sup>th</sup> the Quality and Authority committee will meet at 12:45 pm with a Board training following at approximately 1:00 pm, and the Board meeting following immediately after at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole. All the meetings will be held at this same location.

**Chief Executive Officer's Report:**

**Services Presentation:** Westmoreland Adult Outpatient Clinic, Kurt Winn, presenter.

Mr. Winn presented the success story of Mr. M. He said Mr. M came to our Westmoreland clinic seeking help to bit his 20 year meth addiction and to re-connect his services at Metrocare. Mr. M was referred to a treatment facility that helped him with his chemical dependency. Afterwards Mr. M returned to Metrocare to continue with his treatment. While at Metrocare, Mr. M participated in a training program offered by the Department of Assistive and Rehabilitative Services (DARS). Mr. M is now a Certified Recovery Peer Specialist from the Texas Board of Addiction Specialists. He is currently working as a Recovery Coach and "Passing it ON", just like he promised he would. Mr. M continues to remain sober.

Dr. Burruss and the Board thanked Mr. Winn for his presentation.

**Consideration of Acceptance of Chief Executive Officer Report for FY13 Business Plan Progress through September 2013:** Dr. Burruss report was made a part of the packet. Dr. Burruss referred to his report on Capital Projects and said the construction and beautification of Metrocare facilities kicked off at our River Bend offices. He said during FY14 the plan is to continue with construction and rejuvenation of all of our Metrocare facilities. He said we continue to look for space as we continue to grow. Referring to the Meal for the Minds Luncheon (M4M), he said that this too has outgrown its present location and Ms. Stephens is looking for a different venue to hold this function next year. He thanked Sandy and her team and everyone who attended the M4M.

Motion: Mr. Gutierrez made a motion to accept the Chief Executive Officer Report for FY13 Business Plan Progress through September 2013. The motion was seconded and accepted.

**Finance and Administration Committee:** Ms. Myers called on Mr. Munson to present his report.

**Consideration of Acceptance of the Financial Report for September 2013 (unaudited):** Mr. Munson said that this report was presented in detail at the Finance and Administration Committee and remains unchanged.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Approval of Revision to Board Policy 4.03:** Mr. Munson said there were no substantive changes to Board Policy 4.03 on the Stabilization Fund Balance.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Report of the Provider Services Committee:** Ms. Noble called on Dr. Hunter to present her report.

**Consideration of Acceptance of Medical Staff Services Report for September 2013:** Dr. Hunter said this report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Acceptance of Behavioral Health Service Delivery Report for September 2013:** Mr. Clark said there were no changes to his report. His report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Acceptance of the Developmental Disabilities Report for September 2013:** Mr. Clark said there were no changes to his report. His report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Report of the Quality and Authority Services Committee:** Mr. Aston said the Quality and Authority Committee met prior to the Board meeting. He called on Ms. Thompson to present her reports.

**Consideration of Approval of the Quality Management Report for September 2013:** Ms. Thompson said her report was provided in detail at the Quality and Authority Committee meeting.

**Consideration of Approval of Revision to Board Policy 2.02 on Consumer Privacy and Protected Health Information:** Ms. Thompson said there were no substantive changes to Board Policy 2.02.

Ms. Noble said the Quality Management Report for September 2013, and the Approval of Revision to Board Policy 2.02 on Consumer Privacy and Protected Health Information come as a committee recommendation and a second is not required. All were in favor, and the motion carried.

**Report of the Philanthropy Committee:** Ms. Martinez referred to Ms. Stephen for the Philanthropy Committee report.

**Consideration of Acceptance of the Development and Community Education Report for September 2013:** Ms. Stephens presented highlights of her report. She said last month was consumed with the M4M luncheon. Referring to Dr. Burruss earlier comment she said she is now working with a hotel to move this venue to a larger location. In reply to Ms. Martinez question, Ms. Stephens said Metrocare will be participating in the Toy Run again this year to provide a good holiday for our consumers. She said volunteers are needed for the Toy Run on Saturday, December 14<sup>th</sup> at the Lone Star Park located in Grand Prairie, and again on Sunday, December 15<sup>th</sup>, here at River Bend.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

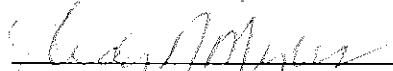
**Report of the Legislative Action Committee:** Ms. Noble called on Mr. Hernandez to present the Legislative Action committee report.

**Consideration of Acceptance of the Legislative Action Committee Report for September 2013:** Mr. Hernandez report was made part of the packet. Mr. Hernandez presented a brief update on Mental Health 1<sup>st</sup> Aid. He said Mental Health America of Greater Dallas submitted a \$40K grant application on behalf of the North Texas Behavioral Health Authority (NTBHA). He said Mental Health America and Metrocare will be teaming up to provide the First Aid training. Mr. Hernandez said he attended the "Avance" meeting where he provides information to non-English speaking moms about the services we provide at Metrocare. Mr. Hernandez will provide Board training on "Avance" at a future Board meeting.

Motion: Mr. Gutierrez moved for the acceptance of the Legislative Action Committee Report for September 2013. The motion was seconded and accepted.

- IV. EXECUTIVE SESSION:** There were no issues requiring an executive session.
- V. MEETING ADJOURNMENT:** There being no further business to come before the Board, Ms. Noble called for a motion to adjourn the meeting. Mr. Gutierrez moved to adjourn the meeting. The motion was seconded and accepted. The meeting adjourned at 2:37 pm.

Minutes approved by:

  
\_\_\_\_\_  
Judy N. Myers, Board Secretary

Minutes distributed by:  
Martha L. Toscano  
Assistant to the CEO and Metrocare Board of Trustees