

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

March 22, 2012

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

MINUTES OF March 22, 2012

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, March 22, 2012 at 1360 River Bend Dr, Dallas, Texas 75247.

I. Call To Order/Roll Call

Ms. Noble, Madame Chair, declared a quorum present and called the meeting to order at 1:30 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair
Ms. Verlean Walton-Brooks, Vice Chair
Ms. Mary Lynne Broomfield
Mr. David Gutierrez
Ms. Jill L. Martinez
Ms. Judy N. Myers
Dr. Carol S. North
Ms. Brenda K. Richardson

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

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 February 23, 2012. Ms. Noble called for the approval of the February 23, 2012 Board minutes.

Motion: Ms. Walton-Brooks moved for Approval of the Board meeting minutes of February 23, 2012. Ms. Martinez seconded the motion, and the motion carried.

Madame Chair's Report

Announcement of Appointment of Ms. Brenda K. Richardson to the Metrocare Board of Trustees: Ms. Noble introduced and welcomed Ms. Brenda Richardson to the Board of Trustees. She said Ms. Richardson is a joint appointee and was appointed on February 21, 2012. Ms. Richardson received her Board Training on Thursday, March 8th and was sworn in at that time.

Annual Election of Board Officers in Accordance with Board Policy 1.06:

Ms. Noble announced that during the month of March the Board elects new officers and opened the floor for nominations for Board Chair.

Board Chair: Ms. Martinez nominated Ms. Julie Noble for the position of Board Chair. There were no other nominations. The vote was unanimous for Ms. Noble to continue as the Board chair.

Vice-Chair: Ms. Martinez nominated Ms. Verlean Walton-Brooks for the position of Vice-chair. There were no other nominations. The vote was unanimous for Ms. Walton – Brooks to continue to hold the position of Vice-chair.

Board Secretary: Ms. Walton – Brooks nominated Ms. Jill Martinez for the position of Board Secretary. There were no other nominations. The vote was unanimous for Ms. Martinez to hold the position of Board Secretary.

Annual Assignment of Board members to committees in accordance with Board Policy 1.06: Ms Noble made the following appointments.

Provider Services Committee:

Carol S. North, MD – Chair
Ms. Jill Martinez
Ms. Brenda Richardson
Ms. Julie Noble, ex officio

Finance and Administration:

Ms. Judy Myers, Chair
Ms. Brenda Richardson
Mr. David Gutierrez
Ms. Julie Noble, ex – officio

Philanthropy Committee:

Ms. Jill Martinez, Chair
Dr. Carol North
Mr. David Gutierrez
Ms. Julie Noble, ex officio

Quality & Authority Committee:

Ms. Verlean Walton-Brooks, Chair
Ms. Judy Myers
Ms. Mary Lynne Broomfield
Ms. Julie Noble, ex officio

Legislative Action Committee:

Mary Lynne Broomfield, Chair
Ms. Judy Myers
Ms. Julie Noble, ex officio

Ms. Noble said that next month she will assign the liaisons for the Advisory Committees.

Next Committee and Board meeting schedule:

- On the third Tuesday, April 17th, 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 1:00 pm.
- On the fourth Thursday of the month, April 26th, the Quality and Authority Committee will meet at 12:45 pm with the Board Training following immediately after at approximately 1:00 pm and the Board meeting following at approximately 1:30 pm. The Legislative Action

Committee will meet as a committee of the whole during our Board meeting. All of the meetings will take place at 1360 River Bend Drive, in the Charles Cooper Board Rm.

Chief Executive Officer's Report:

Services Presentation: Ms. Canisha Richardson presented the story of one of her consumers. She said this consumer attends the supported employment program and, since expressing a desire to work, has obtained a job through the Ticket-to-Work program. The client has been employed since November of last year and reports being happy in her job.

Consideration of Acceptance of Chief Executive Officer's Report:

Dr. Baker presented a detailed report of the centerwide indicators for the month of February 2012.

Motion: Ms. Walton-Brooks made a motion to accept the Chief Executive Officer's Report for February 2012. Ms. Martinez seconded, and the motion carried.

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

Consideration of Acceptance of the Financial Report for February 2012 (unaudited): Mr. Munson said that this report was presented in detail at the Finance and Administration Committee.

Motion: Ms. Noble said the committee recommended the acceptance of the Financial Report for February 2012 and a second is not required, as the recommendation came from the committee. Motion carried.

Consideration to Acceptance of FY12 Second Quarter Reports on Finance and Information Systems: Mr. Munson said his quarterly reports stand unchanged as presented at the Finance and Administration Committee.

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

Consideration of Approval of Revision to Board Policy 4.02 on Purchases of Goods, Supplies, Services, Equipment and Capital Assets: Mr. Munson said that there were no substantive changes to Board Policy 4.02. The statutory references were checked and the language change from mental retardation to Individuals with Developmental Disabilities.

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

Report of the Provider Services Committee: Dr. North referred to Dr. Hunter to present her report.

Consideration of Acceptance of Medical Staff Services Report for February 2012: Dr. Hunter said that her report was presented in detail at the Provider Services committee.

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

Consideration of Acceptance of Behavioral Health Service Delivery Report for February 2012: Mr. Clark said the staff from the Bridge are presently working in borrowed offices at The Stewpot and continue to see the same number of consumers as they did at the Bridge. He said the Therapeutic Foster Care program is no longer on review status. His report was presented in detail at the Provider Services committee.

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

Consideration of Acceptance of the Developmental Disabilities Report for February 2012: Mr. Clark said that a fourth HCS group home will open soon, if all goes according to plan. This report was presented at the Provider Services Committee. There were no changes to this report.

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

Consideration of Approval of Resolution Authorizing the Submission of an Application for the Renewal of the FY12 Community Development Block Grant Funding with the City of Irving: Mr. Clark said this grant would pay for a caseworker that helps consumers with case management needs, and the application requires this resolution from the Board approving the Chief Executive Officer's authority to act in all matters in connection with this application and Metrocare Services.

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

Report of the Quality and Authority Services Committee: Ms. Walton-Brooks said the Quality and Authority Committee met right before the Board meeting and asked if there were any questions posed for these items. There were no questions posed for any of these items.

Consideration of Approval of the Quality Management Report for February 2012:

Consideration of Acceptance of FY12 Second Quarter Reports on Service Delivery:

Consideration of Acceptance of FY12 Second Quarter Reports on Quality Management and Research:

Motion: Ms. Walton-Brooks said the committee recommended the Approval of the Quality Management Report for February 2012, the Acceptance of the FY12 Second Quarter Reports on Service Delivery and the Acceptance of the FY12 Second Quarter Reports on Quality Management and Research. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Report of the Philanthropy Committee: Ms. Noble referred to Ms. Stephens to provide the Philanthropy Committee report for February.

Consideration of Acceptance of the Development and Community Education Report for February 2012: Ms. Stephens provided a brief summary of her report.

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

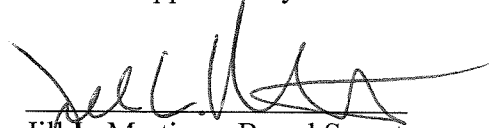
Report of the Legislative Action Committee: Ms. Myers referred to Mr. Hernandez to provide the Legislative Action Committee report for the month of February.

Consideration of Acceptance of the Legislative Action Committee Report for February 2012: Mr. Hernandez provided a brief summary of the Legislative Action Report.

Motion: Ms. Myers moved to accept the Legislative Action Committee Report for February 2012. Ms. Walton-Brooks seconded. The motion carried.

- IV. EXECUTIVE SESSION:** There were no issues requiring an executive session.
- V. MEETING ADJOURNMENT:** There being no further business to come before the Board, the meeting adjourned at 2:20 pm.

Minutes approved by:



Jill L. Martinez, Board Secretary

Minutes distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees