

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

April 28, 2011

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

MINUTES OF April 28, 2011

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, April 28, 2011 at 1360 River Bend Drive, 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
Mr. Herbert H. Kamm, Board Secretary
Mr. Greg Allbright
Mr. Craig Jeffery
Ms. Jill Martinez
Mr. Juan R. Perez

The following Board members were absent: Dr. Carol S. North.

Staff Present: Dr. James Baker, Linda Thompson, Kyle Munson, Dr. Judith Hunter, Tom Clark, Brenda Cosens, 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 March 24, 2011. Ms. Noble called for the approval of the minutes of the previous meeting.

Motion: Mr. Jeffery moved approval of the minutes of March 24, 2011, board meeting. Ms. Walton-Brooks seconded the motion, and the motion carried.

Madame Chair's Report

Ms. Noble announced that today's Board Training had been postponed due to Dr. North being called away on a family emergency.

Announcement of Appointment of Dr. Juan Perez to the Metrocare Board of Trustees: Ms. Noble introduced and welcomed Dr. Juan Perez to the Metrocare

Board. Dr. Perez received his Board Training on April 22nd and was sworn in at that time.

Election of Vice – Chair: Ms. Noble said there was a vacancy in the Vice-Chair position and opened the floor for nominations.

Motion: Mr. Jeffery nominated Ms. Walton-Brooks for the position of Vice Chair. Mr. Allbright seconded the motion. There were no other nominations. The vote was unanimous, and the motion carried.

Election of Board Secretary: Ms. Noble opened the floor for nominations for the Board Secretary position.

Motion Mr. Allbright nominated Mr. Kamm for the position of Board Secretary. Mr. Jeffery seconded the motion. There were no other nominations. The vote was unanimous, and the motion carried.

Ms. Noble appointed Dr. Perez as Chair of the Legislative Committee replacing Ms. Sheehan. Ms. Noble thanked Dr. Perez for accepting to take over this position. She said the members of this committee are Mr. Greg Allbright, Mr. Herbert Kamm and Ms. Jill Martinez.

Ms. Noble said that after the election of officers at the last Board meeting, she asked the Board members to notify her if they wanted to change their Board committee assignments or their Board Liaison assignments. She did not hear from anyone so the committees will stay as they are. Ms. Noble proceeded to read the committee assignments.

Board Liaison Reports: Ms. Noble called on Ms. Walton-Brooks to present the IDD PAC/NAC Committee report. Ms. Walton-Brooks referred to Ms. Gracie Sifuentez to provide the report.

Intellectual and Developmental Disability Planning Advisory Committee and Network Advisory Committee (IDD PAC/NAC): Chairperson: Ralph Long, Board Liaison: Verlean Walton - Brooks. Ms. Gracie Sifuentez provided a recap of the April 12th, IDD PAC/NAC Advisory Committee. She said there was a quorum present. There were no questions posed for Ms. Sifuentez.

Texas Council Report: Ms. Noble presented a one-page report of the Texas Council meeting that she attended on April 14-16. She said while in Austin she visited several of our State Representatives. Ms. Noble referred to the Board members folders and several handouts placed there for their information.

Next Committee and Board meeting schedule:

- On the third Tuesday, May 17th the Provider Services Committee will meet at 11:30 am at this same site 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.

- The Board will meet on Thursday, May 26th at our 10th and Zang Office for a Board tour: 101 N. Zang Blvd./Dallas, Texas 75208.
- 12:45 Quality and Authority Committee meeting.
- 1:00 Board Training - Dr. Carol North – Emergency preparedness
- 1:30 Board meeting

Mr. Allbright commended Ms. Noble for her representation of Metrocare at the functions she attends on behalf of the Board and this Center.

Chief Executive Officer's Report:

Success Story:

Center for Children with Autism (CCAM) presentation, Shannon McKie, presenter.

Dr. Baker called on Ms. McKie, a Board Certified Behavioral Analyst at the Center for Children with Autism. Ms. McKie presented the story of a 7-year old male with severe autism who presented to their center being non-verbal and with self-injurious behaviors (SIB). She said this child would hit his head up to 511 times in a two-hour period equivalent to one session. The staff had to literally stand behind him during his sessions to block his hands when he tried to hit his head. Both parents, as well as the school teacher took part of this training and used the blocking technique on a daily basis to discourage the child from this behavior. Four months later, when he left the program he was able to use 2-4 word sentences and did not engage in head hitting once.

Consideration of Acceptance of Chief Executive Officer's Report:

Dr. Baker presented a detailed report of the centerwide indicators for the month of March 2011.

Motion: Mr. Jeffery made a motion to accept the Chief Executive Officer's Report for March 2011. Ms. Martinez seconded, and the motion carried.

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

Consideration of Acceptance of the Financial Report for March 2011 (unaudited): Mr. Munson said March was a positive month for the Center. He said the report had been presented at the Finance Committee and asked if there were any questions.

Mr. Jeffery said the committee recommended the acceptance of the Financial Report for March 2011. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

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

Consideration of Acceptance of Medical Staff Services Report for March 2011: Dr. Hunter said her report was presented at the Provider Services committee and there were no changes to her report.

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

Consideration of Acceptance of Behavioral Health Service Delivery Report for March 2011: Mr. Clark said there are no changes to his report.

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

Consideration of Acceptance of the Developmental Disabilities Report for March 2011: Ms. Martinez referred to Ms. Carrie Parks to present the Developmental Disabilities Report in Ms. Cosens absence. Ms. Parks said the report was presented at the Provider Services Committee. There were no changes to this report.

Ms. Martinez said this comes as a committee recommendation. Ms. Noble said 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 referred to Ms. Martha Nye to present the Quality and Authority Committee report in Ms. Thompson's absence.

Consideration of Approval of the Quality Management Report for March 2011: Ms. Nye presented a verbal summary of the Quality Management report for the month of March. There were no questions posed for this item.

Motion: Mr. Allbright moved approval of the Quality Management report for the month of March 2011. Mr. Jeffery seconded the motion, and the motion carried.

Report of the Philanthropy Committee: Mr. Allbright referred to Ms. Stephens to provide the Philanthropy Committee report for March.

Consideration of Acceptance of the Development and Community Education Report for March 2011: There were no questions posed for this item.

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

Consideration of Approval of Revision to Board Policy 1.07 on Payment of Damage, Legal Fees of Employees and Members Board of Trustees:

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

Mr. Allbright said the Philanthropy Committee met last week and discussed ideas on how the Board can support the Auxiliary and Metrocare in its outreach and fund raising efforts. He said one of the ideas is to have a unified Board effort in supporting the Meal for the Minds event which is the signature fund raising event for this center. He said Ms. Stephens would present the goals at the next Philanthropy meeting.

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


Consideration of Acceptance of the Legislative Action Committee Report for March 2011: Mr. Abel Hernandez presented a verbal summary of the Legislative Action Report for the month of March.

Motion: Dr. Perez moved to accept the Legislative Action Committee Report for March 2011. 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 2:40 pm.

Minutes approved by:



Herbert H. Kamm, Board Secretary

Minutes recorded, transcribed and distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees