

# AGENDA

## DALLAS METROCARE SERVICES April 27, 2006

### TRAINING

Mental Health “Resiliency and Disease Management” Model  
and Clinical Outcomes Measures  
(12:45 –1:30)

REGULAR MEETING OF THE BOARD OF TRUSTEES  
starting at approximately 1:30 pm  
1360 River Bend Dr. (Board Room)

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**I. Call to Order & Roll Call**

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**II. Invocation**

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**III. Citizen Comments** (Limited to 3 minutes)

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**IV. Issues to be Considered**

1. ❖ Consideration of Approval of March 23, 2006 Board Meeting Minutes 9119 – 9127
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**Mr. Cooper** 2. **Chairman’s Report**

Election of Vice – Chair of Board of Trustees

Dr. Baker 3. **Chief Executive Officer’s Report**

Success Story: *March for Respect* (John Luna, presenter)

In the Spirit of Diversity: *Spanish signs* (Cindy Higgs, presenter)

Report on Centerwide Benchmarks

9128 – 9133

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**Mr. Orr** **Business & Finance Committee Report**

**Operational Excellence Reports**

- Kyle Munson 4. Monthly Financial Reports – March 2006

- ❖ Consideration of Approval of Financial Reports for March 2006 (Unaudited) 9134 –9136

Consideration of Approval of Revision to Board Policies

Kyle Munson	6.	❖	<ul style="list-style-type: none"><li>▪ 4.03 Policy on Unreserved Net Assets</li><li>▪ 4.04 Policy on Expenses</li><li>▪ 4.07 Policy on Property/Facility/Acquisition and Dispositions</li><li>▪ 4.08 Policy on Lease Property</li></ul>	9142 – 9156
Jesse Aguilera	7.		<b>Revenue Diversification Report</b>	9157 – 9158
Kyle Munson	8.		<b>Report on Investment in Human Assets</b>	9159

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**Dr. Nace**

**Service & Program Committee Report**

**Operational Excellence Reports**

Linda Thompson	9.		Report on Mental Retardation Authority	9160 – 9173
Dr. Graves	10.		Report on Mental Retardation Provider Programs	9174 – 9175
Dr. Graves	11.		Report on Mental Health Programs	9176 – 9177
Linda Thompson	12.	❖	Consideration of Approval of Revision to Board Policy 2.01 <ul style="list-style-type: none"><li>▪ Policy on Client Service Delivery</li></ul>	9178 – 9182

**Clinical Outcomes Reports**

Linda Thompson Dr. Graves	13.		Centerwide Clinical Outcomes Report	9183 – 9186
Dr. Motgi	14.		Intensive Services Quality Improvement Team Report	9187
John Luna	15.		<b>Community Partnerships Report</b>	9188

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**Mr. Garza**

**Audit Committee Report**

Kyle Munson	16.	❖	Consideration of Approval of Request for Proposals for Internal Audit Function	9189 – 9202
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**V.**

**Executive Session**

Announcement of Closed Session in accordance with Subchapter D. Sections 551.071 – 551.075 to discuss personnel matters, litigation, acquisition of real property, for the purpose of discussing negotiated contracts for prospective gifts or donations to the Center when such discussions would have a detrimental effect on the negotiating position of the Center and a third person, firm or corporations, and to receive information from and/or question employee(s) without deliberating on the subject matter.

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**VI.**

**Reconvene into Open Session**

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**VII.**

**Meeting Adjournment**

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## NOTICE

Dallas Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, April 27, 2006. Prior to the regular session, a Board training session will be held, beginning at 12:45 pm. The meeting will be held at 1360 River Bend Drive, Dallas, Texas 75247 - 4914 (Board Room).

If you need additional assistance to effectively participate in or observe this meeting, please notify the Administrative Office at 214.743.1201, at least 24 hours prior to this meeting, so that reasonable accommodations can be made to assist you.

The attached agenda items will be discussed/acted upon. A portion of the meeting may be closed as allowed by Subchapter D, Sections 551.071 - 551.075, to discuss personnel matters, litigation, acquisition of real property, for the purpose of discussing negotiated contracts for prospective gifts or donations to the Center when such discussion would have a detrimental effect on the negotiating position of the Center and a third person, firm or corporation, and to receive information from and/or question employee(s) without deliberating on the subject matter.

Charles M. Cooper, Chairperson  
DMS Board of Trustees

By: Martha L. Toscano  
Assistant to the CEO



## NOTICE

Dallas Metrocare Services, Board of Trustees, will hold a meeting of the **Service and Program Committee on Thursday, April 20, 2006 at 11:30 a.m.** The meeting will be held at 1360 River Bend Drive - Dallas, Texas (Board Room).

The attached agenda items will be discussed/acted upon. A portion of the meeting may be closed as allowed by Subchapter D, Sections 551.071 - 551.075 to discuss personnel matters, litigation, acquisition of real property, for the purpose of discussing negotiated contracts for prospective gifts or donations to the Center when such discussions would have a detrimental effect on the negotiating position of the Center and a third person, firm or corporation, and to receive information from and/or question employee(s) without deliberating on the subject matter.

Dr Edgar Nace, Chairman  
Service and Program Committee

Charles M. Cooper, Chairperson  
Board of Trustees

By: Martha L. Toscano  
Assistant to the CEO

# AGENDA

## DALLAS METROCARE SERVICES

**Service and Program Committee Meeting**  
**Thursday, April 20, 2006 at 11:30 AM**  
**Board Room**

Dr Edgar Nace, Chairman  
Teresa Hawthorne  
Charles M. Cooper, ex officio

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	<b>I.</b>			<b>CALL TO ORDER</b>
	<b>II.</b>			<b>CITIZEN COMMENTS</b> (Please limit to 3 minutes)
	<b>III.</b>			<b>ISSUES TO BE CONSIDERED</b>
<b>Dr. Nace</b>	1.	❖		Approval of the March 16, 2006 Service and Program Committee Meeting Minutes
Dr. Baker	2.			Discussion of Centerwide Benchmarks
				<b>OPERATIONAL EXCELLENCE REPORTS</b>
Linda Thompson	3.			Report on Mental Retardation Authority
Dr. Graves	4.			Report on Mental Retardation Provider Programs
Dr. Graves	5.			Report on Mental Health Programs
Linda Thompson Dr. Graves	6.	❖		Recommendation of Approval of Revision to Board Policy <ul style="list-style-type: none"><li>▪ 2.01 Policy on Client Service Delivery</li></ul>
				<b>CLINICAL OUTCOMES REPORTS</b>
Linda Thompson Dr. Graves	7.			Centerwide Outcomes Report
Dr. Motgi	8.			Intensive Services Quality Improvement Team Report
John Luna	9.			Community Partnerships Report
	<b>IV.</b>			<b>MEETING ADJOURNMENT</b>
		❖		<i>Designates items on which the Board may take action</i>

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## NOTICE

The Dallas Metrocare Services Board of Trustees will hold a meeting of the **Business and Finance Committee on Thursday, April 20, 2006 at approximately 12:45 p.m.** The meeting will be held at 1360 River Bend Drive - Dallas, Texas (Board Room).

The attached agenda items will be discussed/acted upon. A portion of the meeting may be closed as allowed by Subchapter D, Sections 551.071 - 551.075 to discuss personnel matters, litigation, acquisition of real property, for the purpose of discussing negotiated contracts for prospective gifts or donations to the Center when such discussions would have a detrimental effect on the negotiating position of the Center and a third person, firm or corporation, and to receive information from and/or question employee(s) without deliberating on the subject matter.

Fred Orr, Chairperson  
Business and Finance Committee

Charles M. Cooper, Chairperson  
Board of Trustees

By: Martha L. Toscano  
Executive Administrative Assistant

# AGENDA

## DALLAS METROCARE SERVICES

**Business and Finance Committee Meeting**  
**Thursday, April 20, 2006**  
**at approximately 12:45 PM**  
**(Immediately following the**  
**Service and Program Meeting)**  
**Board Room**

Fred Orr, Chairperson  
Charles Poffenbarger, Vice-Chair  
John Driver  
Charles M Cooper, ex officio

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	<b>I.</b>		<b>CALL TO ORDER</b>	
	<b>II.</b>		<b>CITIZEN COMMENTS</b>	(Please limit to 3 minutes)
	<b>III.</b>		<b>ISSUES TO BE CONSIDERED</b>	
<b>Mr. Orr</b>	1.	❖	Approval of March 16, 2006 Business and Finance Committee Meeting Minutes	
Dr. Baker	2.		Discussion of Centerwide Benchmarks	
			<b>OPERATIONAL EXCELLENCE REPORT</b>	
Kyle Munson	3.		Monthly Financial Report – March 2006	
		❖	Recommendation of Approval of Financial Report for March 2006 (Unaudited)	
Kyle Munson	4.	❖	Recommendation of Approval of Mid-Year Budget Adjustment	
Kyle Munson	5.	❖	Recommendation of Approval of Revision to Board Policies <ul style="list-style-type: none"><li>• 4.03 Policy on Unreserved Net Assets</li><li>• 4.04 Policy on Expenses</li><li>• 4.07 Policy on Property/Facility Acquisition and Disposition</li><li>• 4.08 Policy on Lease Property</li></ul>	
Jesse Aguilera	6.		<b>REVENUE DIVERSIFICATION REPORT</b>	
Kyle Munson	7.		<b>REPORT ON INVESTMENT IN HUMAN ASSETS</b>	
	<b>IV.</b>		<b>MEETING ADJOURNMENT</b>	
		❖	<i>Designates items on which the Board may take action</i>	

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## NOTICE

Dallas Metrocare Services, Board of Trustees, will hold a meeting of the **Audit Committee on Thursday, April 20, 2006 immediately following the Business and Finance Meeting at approximately 1:45 pm.** The meeting will be held at 1360 River Bend Drive - Dallas, Texas (Board Room).

The attached agenda items will be discussed/acted upon. A portion of the meeting may be closed as allowed by Subchapter D, Sections 551.071 - 551.075 to discuss personnel matters, litigation, acquisition of real property, for the purpose of discussing negotiated contracts for prospective gifts or donations to the Center when such discussions would have a detrimental effect on the negotiating position of the Center and a third person, firm or corporation, and to receive information from and/or question employee(s) without deliberating on the subject matter.

Jorge A. Garza, Chairman  
Audit Committee

Charles M. Cooper, Chairperson  
Board of Trustees

By: Martha L. Toscano  
Assistant to the CEO



# AGENDA

## DALLAS METROCARE SERVICES

**Audit Committee Meeting**  
**Thursday, April 20, 2006**  
**(immediately following the**  
**Business and Finance Committee Meeting**  
**at approximately 2:00 pm)**  
**Board Room**

Jorge A. Garza, Chairman  
Charles M. Cooper  
Charles A. Migl

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	<b>I.</b>	<b>CALL TO ORDER</b>
	<b>II.</b>	<b>CITIZEN COMMENTS</b> (Please limit to 3 minutes)
	<b>III.</b>	<b>ISSUES TO BE CONSIDERED</b>
	1.	❖ Approval of January 19, 2006 Audit Committee Meeting Minutes
Kyle Munson	2.	DMS Update on Risk Assessment and Internal Audit Staffing Discussion
	<b>IV.</b>	<b>MEETING ADJOURNMENT</b>
		❖ <i>Designates items on which the Board may take action</i>

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