

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

June 20, 2013

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

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A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, June 20, 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 1:40 pm.

The following Trustees were present:

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

Board members not present: Dr. Carol S. North.

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

Guest Present: Doug Barnes, Jesse Aguilera, Hope Stedman, Mary Patterson and Germaine White, Dallas County Commissioner Daniel's aide.

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 May 23, 2013. The Board minutes of May 23, 2013 were made a part of the packet. Ms. Noble called for any changes or corrections to the minutes of the previous meeting. Ms. Martinez referred to page 3, under the MH Advisory Committee report. She said the third sentence should read Ms. Thorn and not Mr. Thorn. ~~(Mr.~~ Ms. Thorn provided a brief report of the MH Advisory Committee).

Motion: Mr. Gutierrez moved to Approve the Board meeting minutes of May 23, 2013 as corrected. Ms. Martinez seconded. All were in favor, and the motion carried.

Madame Chairman's Report

Board Liaison Reports:

- **Intellectual and Developmental Disability Planning Network Advisory Committee (IDD PNAC):** Ms. Noble called on Ms. Mary Patterson to present the IDD PNAC report. Ms. Patterson said the committee convened on Tuesday, June 11th at 6 pm and there was a quorum present. Ms. Patterson provided a brief report of the IDD Planning/Network Advisory Committee. She said the Local Plan for FY14 was presented and recommended for Board approval. There were no questions posed for this item.
- Ms. Noble thanked Ms. Martinez, her husband Robert and his firm for the invitation extended to her, Dr. Burruss and Ms. Myers as guests at their table for the annual State of Dallas County luncheon where Judge Clay Jenkins delivered a state of the county address. Judge Jenkins touched on the increasing development in the county's southern sector. Ms. Noble said there are new economic opportunities in Southeast Dallas.

Next Committee and Board meeting schedule: Ms. Noble reminded everyone that during the month of July there are no committee or Board meetings. She said the meetings will reconvene in the month of August where both the committee meetings and the Board meeting occur in the same week, just 2 days apart.

- The Provider Services Committee will meet on Tuesday, August 20th 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.
- Two days later on Thursday, August 22nd 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.

Ms. Noble said that it is time to start planning the next Board Retreat and offered a few Saturdays during the month of September to choose from. September did not work, but Saturday October 12th was the day chosen by the majority of the Board. Ms. Noble will contact Lori Palmer to find out if she can facilitate the training again this year. An e-mail will be sent out when this is confirmed.

Chief Executive Officer's Report: PATH Program, Jesse Aguilera, presenter.

Services Presentation: Mr. Aguilera presented the story of a 54 year old Caucasian homeless male (Mr. G) that Metrocare helped move out from under a bridge near IH-635 and who is now residing at our Safe Haven Program.

Mr. Aguilera said we loss contact with Mr. G when Metrocare moved out of the Bridge, but eventually Mr. G came to the Stewpot and resume services with Metrocare. Mr. G is now stable on his medications, making friends, attending church and working on developing his coping and problem solving skills with the help of staff. Mr. G applied for social security benefits, and was denied, but he plans to start the appeal process next week. Mr. Aguilera said Metrocare has 24 years working with the PATH Grant Program of the 25 years it has been in existence.

Dr. Burruss and the Board thanked Mr. Aguilera and staff for their dedication.

Consideration of Acceptance of Chief Executive Officer 100-day Objectives: Dr. Burruss report was made a part of the packet. Dr. Burruss presented a brief summary of the CEO report. Under items 6 Dr. Burruss said we have been successful in getting 6 of 7 DSRIP projects approved as submitted and the 7 is re-written and should be approved. Under item 9 he said Site Solutions was retained to assess current agency space. An onsite survey of all Metrocare facilities was completed. Dr. Burruss said that we need more space to expand for future opportunities.

Motion: Mr. Gutierrez made a motion to approve the Chief Executive Officer 100-day Objectives. Mr. Aston seconded. All were in favor, and the motion carried.

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

Consideration of Acceptance of the Financial Report for May 2013 (unaudited): Mr. Munson said the Finance and Administration committee met on Tuesday and he presented this report in detail at that time. He asked if anyone had any questions. There were no questions posed for this item.

Motion: Ms. Noble said the committee recommended the acceptance of the Financial Report for May 2013 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 FY13 Third Quarter Reports on Finance and Information Systems: Mr. Munson said that this report was presented in detail at the Finance and Administration Committee and remains unchanged.

Motion: Ms. Noble said the committee recommended the acceptance of the FY13 Third Quarter Reports on Finance and Information Systems 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 Engagement Letter for the External Audit Firm of Davis Kinard & Co., PC for FY2013: Mr. Munson said this engagement letter is unchanged from the previous year's engagement letter. He said it contains a cap of \$55K on the fees we pay, same as the previous year.

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 4.01 on Fiscal Management: Mr. Munson said there were no substantive changes to this policy.

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 referred to Dr. Hunter to present her report.

Consideration of Acceptance of Medical Staff Services Report for May 2013: Dr. Hunter said this report was provided in detail at the Provider Services committee meeting 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 Acceptance of Behavioral Health Service Delivery Report for May 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 May 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. Motion carried.

Consideration of Approval of Local Plan for FY14: Ms. Thompson said the IDD Planning/Network Advisory committee recommended the Local Plan for FY14 for Board approval.

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. 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 asked if anyone had any questions for these reports.

Consideration of Approval of the Quality Management Report for May 2013:

Consideration of Acceptance of FY13 Third Quarter Reports on Service Delivery:

Consideration of Acceptance of FY13 Third Quarter Reports on Quality Management and Research:

Motion: Ms. Noble said the committee recommended the Approval of the Quality Management Report for May 2013, the Acceptance of the FY13 Third Quarter Reports on Service Delivery and the Acceptance of the FY13 Third Quarter Reports on Quality Management and Research. Ms. Noble said a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

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

Consideration of Acceptance of the Development and Community Education Report for May 2013: Ms. Stephens said her report was presented in detail at the Philanthropy Committee and asked if anyone had any questions.

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: Mr. Gutierrez referred to Mr. Hernandez to provide the Legislative Action Committee report.

Consideration of Acceptance of the Legislative Action Committee Report for May 2013: Mr. Hernandez presented a brief summary of the Legislative Action Committee report for the month of May 2013. Mr. Hernandez presented a couple of handouts to the Board with information on the Texas Health Care Transformation and Quality Improvement. The second handout was a summary of the 2013 Legislative Update. Ms. Martinez asked if there was anything in the Special session we should worry about. Mr. Hernandez said he would track this down. Dr. Burruss thanked Mr. Hernandez for summarizing this report.

Motion: Ms. Martinez moved for the acceptance of the Legislative Action Committee Report for May 2013. Mr. Gutierrez seconded. All were in favor, and 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, Ms. Noble called for a motion to adjourn the meeting. Ms. Martinez moved to adjourn the meeting. Mr. Gutierrez seconded. All were in favor, and the motion carried. The meeting adjourned at 2:30 pm.

Minutes approved by:



Judy N. Myers, Board Secretary

Minutes distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees