

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**August 22, 2013**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF August 22, 2013

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, August 22, 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 L. 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, Legal Counsel, Shay Cathey, from Judge Jenkins office, and Germaine White, from Commissioner Daniel's office.

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 June 20, 2013.** The Board minutes of June 20, 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. Martinez moved to approve the Board meeting minutes of June 20, 2013 as presented. Ms. Golomb seconded. All were in favor, and the motion carried.

#### Madame Chairman's Report

## **Board Liaison Reports:**

**MH Advisory Committee (MHA):** Ms. Richardson called on Mr. Clark to present the MHA report. Mr. Clark said the committee convened on Monday, August 5<sup>th</sup> at 6 pm and there was a quorum present. Mr. Clark provided a brief report of the MH Advisory Committee. There were no questions posed for this item.

**Texas Council Report:** Ms. Noble said she attended the Texas Council Meeting on August 1<sup>st</sup> and 2<sup>nd</sup>. Ms. Noble referred to the Board members folders and a handout of the Texas Council report provided for their information.

Ms. Noble thanked Sandy Stephens and her team for partnering with the Texas Council to co-host the 28<sup>th</sup> Annual Conference in Dallas this past June. She thanked Sr. Management staff and all the Board members that participated. She said this event hosted over 700 people.

Ms. Noble thanked David Aston for joining over 25 Metrocare Auxiliary members and their friends to help stuff over 13,000 invitations to the Meal for the Minds. She asked the Board members if everyone had received their invitations and reminded them to send in their reservation check.

## **Next Committee and Board meeting schedule:**

- The Provider Services Committee will meet on Tuesday, September 17<sup>th</sup> 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.
- On the fourth Thursday, September 26<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.

Ms. Noble said the Board Retreat will be held on Saturday, October 12<sup>th</sup> at the Crowne Plaza Hotel at the southeast corner of Mockingbird Lane and I-35. She said Lori Palmer will facilitate the Board retreat again this year. Everyone will gather from 9 – 9 30 for coffee and begin the meeting immediately after.

## **Chief Executive Officer's Report:**

**Services Presentation:** Altshuler Family Center, Jill Farley, LMSW, Marvin Williams, presenters.

Mr. Williams introduced Ms. Farley from the Child and Adolescent program located at the Altshuler clinic. Ms. Farley said in her program they see children from the age of 5 years until they are adolescents. She presented the story of an 11 year old Hispanic male. She said the client and his brother were placed under the care of their maternal grandmother by CPS. Due to the multiple disruptions in his daily life and his diagnosis of ADHD the client had issues adjusting both at school and at home. After the initial phase of treatment and through medication management, parenting skills and social skills training the client was able to do better at school and at home. At the end of the school year he was promoted to the sixth grade. Ms. Farley said the client continues to receive services through Metrocare, but the visits are not as frequent as they were at the beginning.

Dr. Burruss and the Board thanked Ms. Farley.

**Consideration of Acceptance of Chief Executive Officer 100-day Objectives:** Dr. Burruss report was made a part of the packet. Dr. Burruss referred to the following items on his report: 5) Dr. Burruss said he has completed his faculty appointment with UT Southwestern Department of Psychiatry (UTSW) and is now technically a faculty member. 6) 1155 Medicaid Waiver - The center is putting together programs for the 3 year model. Several community hospitals were approached and they are all interested in participating. Dr. Burruss said he has been talking with DADS Section Chief, Mark Blockus, to see if they can work something out for all to be able to participate. 8) ValueOptions (V/O) contract: We continue to work closely with V/O's CFO to enter into a new contract that takes advantage of additional State Legislative appropriations for this biennium. V/O has offered consecutive 30-day extensions through the remainder of the calendar year. The new regional V/O Executive Director will start on Monday. 9) Retain a commercial real estate firm to assess current agency space/infrastructure utilization: The commercial real estate firm of Site-Solutions was retained and they have come back with a formal recommendation. Dr. Burruss said the Center will need more space for the new Delivery System Reform Incentive Payment Projects (DSRIP). Staff growth will be situated to address our client base and unmet needs. 10) Information Technology capabilities: Deficiencies have evolved in Askesis/Psych Consult that question our capability to move into the next generation of computer-based operations. The center plans to engage a specialist consultant to offer input into the options available to the Agency. Dr. Burruss said we will be mindful of any transition before making any decisions.

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 June 2013 (unaudited):** Mr. Munson said that this report was presented in detail at the Finance and Administration Committee and remains unchanged.

**Consideration of Acceptance of the Financial Report for July 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 June and July 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 FY14 Budget Plan:** Mr. Munson said that that due to the DSRIP Projects the Agency is projecting an increase in net assets of over \$4 million dollars. He said the budget will be re-visited once we enter into a new contract with V/O. 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 FY14 Budget Plan 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 DADS Contract Amendment, Allocation and Summary for FYs 2014 and 2015:** Mr. Munson presented the Executive Overview and Allocation Schedule for the Center's 'performance contract' with the Department of Aging and Disability Services (DADS) for FY's 2014 and 2015. Ms. Thompson said the General Revenue allocation for FY14 is over \$7 million dollars. 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 Acceptance of Internal Audit Report:** Mr. Munson said the vast majority of recommendations that came out of this audit have been put in place. Administration and Board Policies are also in place. He said this report was presented in detail at the Finance and administration committee.

Motion: Ms. Myers moved to Accept the Internal Audit Report. Ms. Golomb seconded. 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 July 2013:** Dr. Hunter presented several highlights from her report. She 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 July 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 July 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.

**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 report.

**Consideration of Approval of the Quality Management Report for July 2013:**

Motion: Ms. Noble said the committee recommended the Quality and Authority Committee report and 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 July 2013:** Ms. Stephens presented a couple of highlights from her report. She said she is very pleased that several grants have come in for the Center for Education and Research (CER). She reminded everyone of the annual Meal for the Minds event coming up on September 18<sup>th</sup> at the Belo Mansion. In reply to Ms. Martinez question on the Toy Run funds, Ms. Stephens said the Center has not received any funds from last year's Toy Run event.

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.

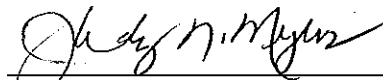
**Report of the Legislative Action Committee:** Mr. Gutierrez said the Legislative Action committee report was made part of the packet. There were no questions posed for this item.

**Consideration of Acceptance of the Legislative Action Committee Report for July 2013:**

Motion: Mr. Gutierrez moved for the acceptance of the Legislative Action Committee Report for July 2013. Ms. Martinez seconded. All were in favor, and the motion carried.

- IV. ANNOUNCEMENT OF CLOSED SESSION:** At 2:35 pm Ms. Noble called a Closed Session in Accordance with Subchapter D, Section 551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code for the purpose of discussing personnel matters).
- V. RETURN TO OPEN SESSION:** Ms. Noble open the session at 2:50 pm and announced that there was no action taken during closed session.
- VI. 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. Ms. Martinez seconded. All were in favor, and the motion carried. The meeting adjourned at 2:53 pm.

Minutes approved by:



Judy N. Myers, Board Secretary

Minutes distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees