



NOTICE

Metrocare Services, Board of Trustees **Development and Corporate Communications Committee**, will meet on Tuesday, March 18, 2014 immediately following the Provider Services Committee at approximately 12:15 pm. The meeting will be held at 1380 River Bend Dr./Dallas, Texas 75247 (Charles M. Cooper, 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 72 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 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.

Jill Martinez, Madame Chairman
Development and Corporate Communications

Mrs. Julia P. Noble, Madame Chairman
Board of Trustees

By: Martha L. Toscano
Executive Assistant to CEO/Board Liaison

AGENDA

METROCARE SERVICES

Development and Corporate Communications Committee

Tuesday, March 18, 2014 at approximately 12:15 pm
1380 River Bend Dr / Dallas, TX 75247

Charles M. Cooper, Board Room

(Immediately following the Provider Services Committee)

Committee Members:

Ms. Jill Martinez, Madame Chairman

Carol North, MD

Mr. David Gutierrez

Ms. Julia P. Noble, ex officio

Jill Martinez

I. **CALL TO ORDER**

II. **CITIZEN COMMENTS** (Please limit to 3 minutes)

III. **ISSUES TO BE CONSIDERED**

1. ❖ Approval of the February 18, 2014 Development and Corporate Communications committee minutes.

DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT(S)

Recommendation of Acceptance of Development and Corporate Communications Report for February 2014

Sandy Stephens

2. ❖ The development and corporate communications director will present a report on the performance of the department with regard to development, community education, and oversight of grant funding, and also present management plans to address deficiencies therein

IV. **MEETING ADJOURNMENT**

- ❖ *Designates items on which the Board may take action*

METROCARE SERVICES
Development and Corporate Communications Committee

MEETING MINUTES of
Tuesday, February 18, 2014

The Development and Corporate Communications Committee convened at 1380 River Bend Drive, Dallas, Texas on Tuesday, February 18, 2014.

- I. Welcome and Call to Order,** Ms. Jill Martinez, Madame Chairman called the meeting to order at 12:12 pm. A quorum was present.

Members Present: Jill Martinez, Dr. Carol North, David Gutierrez and Julie Noble, ex officio.

Staff Present: Dr. John Burruss, Linda Thompson, Dr. Judith Hunter, Tom Clark, Kyle Munson, Sandy Stephens and Michel Huberdeau.

Guest Present: Board members David Aston and Corey Golomb. Ms. Germaine White from Commissioner Teresa Daniel's office.

- II. Citizen Comments:** The Procedure for Public Comments was available at the meeting for those interested. No public comment was received.

III. ISSUES TO BE CONSIDERED

- 1. Approval of the January 21, 2014 Development and Corporate Communications Meeting Minutes:** The minutes from the Development and Corporate Communications Committee meeting held on January 21, 2014 were made a part of the packet. Ms. Martinez noted that under Guest Present, Commissioner ~~Daniels~~² Daniel's name had the apostrophe in the wrong place. Ms. Noble moved to approve the minutes as amended. All were in favor, and the motion carried.

DEVELOPMENT AND COMMUNITY EDUCATION REPORTS

- 2. Recommendation of Acceptance of Development and Community Education Report for January 2014:** This report was made part of the packet. Ms. Stephens provided a verbal summary of the Development and Community Education report for the month of January.

Motion: Ms. Nobel moved to accept the Development and Community Education Report for January 2014. All were in favor, and the motion carried.

- IV. ADJOURNMENT:** There being no other business to come before the committee Ms. Martinez called for a motion to adjourn the meeting. Dr. North moved to adjourn the meeting. All were in favor, and the motion carried. The meeting adjourned at 12:40 pm.

Minutes transcribed and distributed by:
Martha L. Toscano
Administrative Assistant to the CEO/Board of Trustees

**❖ Recommendation of Approval of Development
and Corporate Communications Report for
February 2014**



BOARD COMMUNICATION

AGENDA ITEM Development & Corporate Communications	BOARD MEETING DATE March 27, 2014
PREPARED BY Sandy Stephens, Director of Development & Corporate Communications	DATE PREPARED March 12, 2014

The Development & Corporate Communications Department continued its efforts at "friend-raising" on our strategic plan for diversifying the center's resources through philanthropic activities. Team successes are listed below:

Grants Submitted:

- Speedway Children's Charities Founder's Grant – Center for Children with Autism at Metrocare

To improve and increase the overall level of public awareness of our Center and its mission we were mentioned in the following publications:

- Communities Foundation of Texas Grants Awarded
- KRLD Insider 02/19/14 – Autism Forum

Departmental activities include:

- External Website – purchased Contact Management System and installation
- Cottages at Hickory Crossing project involvement continues
- Assisting with capital renovation projects agency wide – Metrocare Look/Signage
- Assisting with Unraveling Autism Forum in March
- Held Auxiliary Meeting on February 25th
- Planning Run with Metrocare April 5th
- Mailed Non-Event Gala Invitations
- Graphics for several marketing materials for Metrocare Programs – Lancaster Kiest Primary Care Center, Autism Program and Connect-to-Care
- Agency Shirt campaign
- Newsletter 19 created and mailed
- Planning 2014 Employee Appreciation Event in May

The Grants Committee met in February to review progress on all active grants. This meeting is as a result of an internal audit recommendation for closer monitoring of grants.

Respectfully submitted,

Sandy Stephens

Grow and diversify our provider services

- 1) Indicator: Show annualized growth of 10% in self-pay psychiatric services model
Mean monthly (FY 13): self-pay consumers: 121; billings \$15K
February 2014: Self-pay consumers: 103; billings: \$8,835.
- 2) Indicator: Open a private/public insurance-friendly mental health clinic
Progress: Grand Prairie Clinic is now open five days a week. Operations continue as envisioned. Plans are on track to add pharmacy services on-site.
- 3) Indicator: Market to those covered by private managed care insurance
Progress: Continue to work on list of businesses and community groups for presentations by Development & Corporate Communications team.

Develop community partnerships

- 11) Indicator: Each Board member visits state delegation members annually
Progress: Setting plans for various visits and appointments.
- 19) Indicator: Continue development of Center for Education & Research
Goal: Grow Advisory Committee members to 20 – 15 members currently
Next Advisory Committee luncheon – April
Planning Unraveling Autism Forum jointly with UTSW and Children's Medical Center –
March 27, 2014
Progress: Secured funding for CER for FY 2014

GRANTS MANAGEMENT WORKSHEET
A/O February 28, 2014

A	B	C	D	E	F	G	H
FUNDING SOURCE	INTENDED USE OF FUNDS	TIMEFRAME OF GRANT	% OF CENSUS GOAL (End Month)	BURN RATE VS. EXPECTED YTD	FINAL REPORT DUE	FINAL REPORTER	PROGRESS
1	ADRC (DADS) Virtual Resource Center - RU 704	1 year 10/13 - 09/14	N/A	16%	Ongoing project with no projected end date for final report.	Linda Thompson	Additional funds were received to provide Housing Navigation Services, scope of service includes increasing access to affordable housing for the aging and disability population. The ADRC's Care Transition demonstration project received two referrals. The ADRC Benefits Specialist has conducted two one-on-one benefits counseling events at Metrocare's MH center, served approximately 99 unduplicated consumers, enrolled 5 consumers for Extra Help Benefits and received 2 referrals for options counseling. We do not expect funds from the 2013 Toy Run. Current expenditures are funds from 2011. We are looking at other avenues to replace funds previously received from the Toy Run.
2	Big Texas Toy Run 12/15/12 for CY 2013 & CY 2014 - RU 0001	1 year 1/13 - 12/14	N/A	34%	N/A	Abel Hernandez	This program provides for one LPHA (Licensed Professional of the Healing Arts)
3	Dallas CO Juvenile Dept. - RU 671	1 year 10/13 - 09/14	N/A	N/A	N/A	Keili Laos Tom Clark	Fostering served 110 clients in February with a final census of 107 clients with capacity for 138. Placed 8 youth in our homes and discharged 5. Have 36 licensed homes with 0 family licensed this month and have 19 families in pre-service training.
4	Dallas County Treatment Foster Care Services (aka Fostering) - RU 649	1 year 09/13 - 08/14	80%	0%	N/A	Keili Laos Tom Clark	Notification of award received 12/31/13.
5	Dept. of State Health Services					Tameka Cass	
6	DHHS PATH GRANT (Projects for Assistance in Transitioning from Homelessness) - RU 310	1 year 09/13 - 08/14	37% & 38%	36%	10/20/14	Hope Stedman	For new grant year outreach target is 1,755 and enrollment target is 965. As of 12/31/13 outreach is 650 with 362 enrolled. Next quarterly update info available 03/30/14.
7	Gaston Episcopal Hospital Foundation	9 months 10/13 - 05/14	N/A	N/A	06/30/14	Sandy Stephens	Construction almost completed.
8	Hoblitzelle Foundation	1 year 06/13 - 05/14	N/A	N/A	05/30/14	Sandy Stephens	Construction almost completed.

GRANTS MANAGEMENT WORKSHEET
A/O February 28, 2014

	A	B	C	D	E	F	G	H
	FUNDING SOURCE	INTENDED USE OF FUNDS	TIMEFRAME OF GRANT	% OF CENSUS GOAL (End Month)	BURN RATE VS. EXPECTED YTD	FINAL REPORT DUE	FINAL REPORTER	PROGRESS
18	Shelter + Care (City of Dallas) - RU 318	Permanent Supportive Housing	1 year 10/13 - 09/14	N/A	N/A	07/27/14	Dustin Perkins	This is for 16 tenant based vouchers. We provide case management for matching funds. Case load as of 2/28/14 is 16.
19	Shelter + Care (Dallas Housing Authority) - RU 318	Permanent Supportive Housing	1 year 04/28/13 - 04/27/14	N/A	N/A	07/27/14	Dustin Perkins	This is for 17 tenant based vouchers. We provide case management for matching funds. Case load as of 2/28/14 is 16. One client is set to fill vacancy.
20	TDHCA Emergency Solutions Grant (Texas Dept. of Housing & Community Affairs) RU 321	Case Management support to homeless families	1 year 10/01/13 - 09/30/14	61%	N/A	Family Place will submit final report.	Dustin Perkins	Partnership with Family Place and Promise House. Serves 18 families with up to 1 year of rental assistance and case management services. Eight families currently in the program. Moving program participants to a new location during March as well as sending application for next year's funding.
21	CER GRANTS							
22	Communities Foundation - CER		6 months 1/14 - 06/14	N/A	N/A	07/01/14	Sandy Stephens & Tameka Cass & Elisa Rees	Funds for administrative costs.
23	Department of Health and Human Services (DHHS) CER			N/A	N/A		Sandy Stephens & Tameka Cass & Elisa Rees	Awaiting contract from State
24	Department of Health and Human Services (DHHS) CER	PGY 2 Training	1 year 09/13 - 08/14 ?	N/A	N/A		Sandy Stephens & Tameka Cass & Elisa Rees	Awaiting contract from State
25	King Foundation - CER	CER Training	1 year 06/13 - 05/14	N/A	N/A	06/30/14	Sandy Stephens & Tameka Cass & Elisa Rees	Training continues for the CER Program.
26	Meadows Foundation - CER	CER Operational Funds	1 year 07/13 - 06/14	N/A	N/A	06/30/14	Sandy Stephens & Tameka Cass & Elisa Rees	Training continues for the CER Program.

MEETING ADJOURNMENT