

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

December 6, 2012

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

MINUTES OF December 6, 2012

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, December 6, 2012 at 1360 River Bend Dr, Dallas, Texas 75247 in the Charles Cooper Board Room.

I. Call To Order/Roll Call

Ms. Noble, Madame Chair, declared a quorum present and called the meeting to order at 1:25 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair
Ms. Verlean Walton-Brooks, Vice Chair
Ms. Jill L. Martinez, Secretary
Ms. Judy N. Myers
Mr. David Gutierrez
Ms. Brenda K. Richardson

Board members not present: Dr. Carol S. North

Staff Present: Linda Thompson, Dr. Judith Hunter, Tom Clark, Kyle Munson, 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 October 25, 2012. The Board minutes of October 25, 2012 were made a part of the packet. Ms. Noble called for any changes or corrections to the October 25, 2012 Board minutes.

Motion: Ms. Walton-Brooks moved for the Approval of the Board meeting minutes of October 25, 2012 as presented. All were in favor, and the motion carried.

Madame Chairs' Report

Board Liaison Reports:

Intellectual and Developmental Disability Planning/Network Advisory Committee (IDD PNAC): Ms. Walton-Brooks, Board Liaison to the IDD

PNAC Committee referred to Ms Mary Patterson to provide the IDD PNAC report. Ms. Patterson said the committee convened on Tuesday, December 4th at 6 pm and there was a quorum present. Ms. Patterson provided a brief report of the IDD PNAC meeting. She said for the Board Training Recommendation the committee recommended that the Board participate in Hill Day during the next Legislative Session.

Texas Council of Community Center's Update: Ms. Noble presented a report of the Texas Council's quarterly meeting activities that took place November 1-3 in Austin. She said the Texas Council's Conference Committee thanked Metrocare for agreeing to host the 28th Annual Conference in Dallas in 2013. The Conference will be held at the Dallas Sheraton Hotel starting Wednesday, June 26th, and finishing that Friday, June 28th. Ms. Noble asked all the Board members to mark their calendars for this event.

Ad hoc CEO Search Committee Update: Ms. Walton – Brooks, chair of the committee presented a brief summary on how the interview process is proceeding. She said the committee had the opportunity to meet and interview Candidate A in the early part of December. Candidate B will be at Metrocare on December 19th and 20th and Candidate C will be at Metrocare in the first parts of January for interviews. There were no questions posed for this item.

Madame Chair Report: Ms. Noble thanked everyone who signed up to hear Dr. Tamminga's presentation at NAMI's day-long program on December 18th.

CEO's performance evaluation: Ms. Noble said the CEO's performance evaluation for our former chief executive officer, Dr. James Baker, regarding his performance over the past year will be distributed this month to members of our Board, senior management, stakeholders and Dallas Commissioners. She requested that all the forms be completed and forwarded to the Center's attorney, Mr. Doug Barnes by December 20th. Mr. Barnes will tabulate and share the results in confidence with the Board Chair, Ms. Noble, who will in turn provide copies to other Board members to complete its evaluation of Dr. Baker at next month's Board meeting.

Next Committee and Board meeting schedule:

- The Provider Services Committee will meet on the third Tuesday in January – January 15, 2013 at 11:30 am, with the Philanthropy Committee meeting following at approximately 12:15 pm, and the Finance and Administration Committee following at approximately 12:45 pm.
- On Thursday, January 24th, the Quality and Authority Committee will meet at 12:45 pm, with the Board Training on the CER program following immediately after at approximately 1:00 pm, and the Board meeting following at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole during our Board meeting. All of the meetings will take place at 1360 River Bend Drive, in the Charles Cooper Board Rm.

Interim Chief Executive Officer's Report:

Services Presentation: Jesse Quintanilla, Rehabilitative Specialist in the Career Design Development Services program presented the success story of one of his consumers (Mr. C). He said Mr. C began to participate in the Department of Assistive and Rehabilitative Services (DARS) work program and was assigned an Employment Consultant that worked with him weekly. The Employment Consultant taught him how to complete applications and utilize interview skills to secure a job based on his strengths and interests. Mr. C found employment with the Dollar Tree one day a week for 5 hours; they have now extended those hours to 10 hrs two days a week. He said Mr. C continues to attend the CDDS program and this gives him the opportunity to socialize and interact with his peers.

Consideration of Acceptance of Interim Chief Executive Officer's Report: Ms. Thompson presented a brief summary of the center-wide indicators for the month of October 2012.

Motion: Ms. Walton-Brooks made a motion to accept the Interim Chief Executive Officer's Report for October 2012. Mr. Gutierrez 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 October 2012 (unaudited): Mr. Munson said that this report was presented in detail at the Finance and Administration Committee.

Motion: Ms. Noble said the committee recommended the acceptance of the Financial Report for October 2012 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 8.03 on Management of Computer and Information Systems: Mr. Munson said there were no substantive changes to Board Policy 8.03.

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 Provider Services Committee: Dr. North referred to Dr. Hunter to present her report.

Consideration of Acceptance of Medical Staff Services Report for October 2012: Dr. Hunter said her 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 Acceptance of Behavioral Health Service Delivery Report for October 2012: 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 Acceptance of the Developmental Disabilities Report for October 2012: 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: Ms. Walton-Brooks said the Quality and Authority Committee met right before the Board meeting. She asked if anyone had any questions for this report.

Consideration of Approval of the Quality Management Report for October 2012:

Consideration of Approval of Appointment to the Intellectual and Developmental Disability Planning/Network Advisory Committee:

- Leah Seyoum Tesfa

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 Philanthropy Committee: Ms. Noble referred to Ms. Stephens for the Philanthropy Committee report.

Consideration of Acceptance of the Development and Community Education Report for October 2012: Ms. Stephens said her report was presented in detail at the Philanthropy Committee.

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 Legislative Action Committee: Mr. Gutierrez referred to Mr. Hernandez to provide the Legislative Action Committee report for the month of October 2012.

Consideration of Acceptance of the Legislative Action Committee Report for October 2012: Mr. Hernandez provided a brief summary of the Legislative Action report.


Ms. Noble said Dr. Theresa Daniels will be sworn in on January 8th and reminded everyone to meet with their new elected officials.

Motion: Mr. Gutierrez moved to accept the Legislative Action Committee Report for October 2012. All were in favor, and the motion carried.

IV. EXECUTIVE SESSION: Ms Noble said there were no issues requiring an executive session.

V. MEETING ADJOURNMENT: There being no further business to come before the Board, Ms. Walton Brooks moved to adjourn the meeting and Mr. Gutierrez seconded. All were in favor. The meeting adjourned at 2:00 pm.

Minutes approved by:



Jill L. Martinez, Board Secretary

Minutes distributed by:
Martha L. Toscano
Assistant to the CEO and Metrocare Board of Trustee