



## NOTICE

Metrocare Services, the **Philanthropy Committee will meet on Tuesday, April 13, 2010 at 12:00 pm.** The meeting will be held at 1360 River Bend Dr/Dallas, Texas 75247 (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.

Ms. Sue Ringle, Chair  
Philanthropy Committee

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

By: Martha L. Toscano  
Administrative Assistant to Board/CEO

# AGENDA

## METROCARE SERVICES

Philanthropy Committee Meeting  
Tuesday, April 13, 2010 at 12:00 pm  
1360 River Bend Dr./Dallas, TX 75247

(Board Room)

Ms. Sue Ringle, Chair  
Mr. Greg Allbright  
Carol North, MD  
Mrs. Julie P. Noble, ex officio

---

Ms. Ringle	I.	<b>CALL TO ORDER</b>
	II.	<b>CITIZEN COMMENTS</b> (Please limit to 3 minutes)
	III.	<b>ISSUES TO BE CONSIDERED</b>
	❖	Approval of the March 16, 2010 Philanthropy Committee Meeting Minutes
<hr/> <b>DEVELOPMENT AND COMMUNITY EDUCATION REPORTS</b> <hr/>		
		Recommendation of Acceptance of Development and Community Education Report for March 2010
Sandy Stephens	1. ❖	The director of philanthropy 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.
Sue Ringle	2.	Discussion of the possibility of establishing an Advisory Board for help in fundraising and increasing public awareness of Metrocare.
	IV.	<b>MEETING ADJOURNMENT</b>
	❖	<i>Designates items on which the Board may take action</i>

---

# METROCARE SERVICES

## Philanthropy Committee

MEETING MINUTES of  
Tuesday, March 16, 2010

The Philanthropy Committee Meeting convened at 1360 River Bend Drive, Dallas, Texas.

### I. **CALL TO ORDER:**

Mrs. Ringle called the meeting to order at 10:45 am on Tuesday, March 16, 2010. A quorum was present.

**Members Present:** Ms. Sue Ringle, Mr. Greg Allbright, Dr. Carol North and Ms. Julia P. Noble, ex officio.

**Staff Present:** Dr. James Baker, Linda Thompson, Sandy Stephens and Lindsay Zimmerman.

### 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**

#### **DEVELOPMENT AND COMMUNITY EDUCATION REPORTS**

##### **1. Recommendation of Acceptance of Development and Community Education Report for February 2010:**

Ms Stephens introduced Lindsay Zimmerman the new Deputy Director for the Philanthropy Department.

Ms. Stephens provided a verbal summary of her written report. There were no changes or corrections to the Development and Education report.

Ms. Ringle moved to accept the Development and Education report for February 2010. Mr. Allbright seconded the motion. Motion carried.

##### **2. Recommendation of Approval of Revision to Board Policy 1.12:** Ms. Stephens said the changes made to Board Policy 1.12 on Board Membership and Terms of Membership reflect the current name of the Center, the wording was changed from Mental Retardation to Developmental Disabilities. Additions were made to correspond to the current policies described in the Dallas County Commissioner's guidelines for Board Membership and Terms of Membership.

Mr. Allbright moved to approve the Revision to Board Policy 1.12. Ms. Noble seconded the motion. Motion carried.

##### **3. Discussion of the possibility of establishing a board of supporters for help in fundraising and increasing public awareness of Metrocare.** Ms. Ringle said the idea of starting a Metrocare Foundation came from Mr. Allbright. She said the Foundation would be a separate entity from the Auxiliary and its main focus would be fundraising and increasing public awareness of Metrocare.

Mr. Allbright said he would like to have a formal discussion about this issue, to get everyone's thoughts and give a set of recommendations to the Board. Looking at the pros and cons to see if the organization would or would not be better served, in the long run, having a separate Foundation. The decision would remain with the Board. He wants this on record to show that this was discussed.

Ms. Stephens said to form a Foundation requires operating funds. Five to six endowments of \$100K each would be pulled under one umbrella to form a Foundation. She said an Advisory Council could be created, made of individuals whose focus was to raise money and this does not require the formation of a Foundation.

Mr. Allbright asked if there has been a time that not having a Foundation has hindered Metrocare's capacity to raise money with the perception of Metrocare being government funded. He asked if this has been used to openly explain why we were denied grants, funding requests, etc. Dr. Baker said this came up two weeks ago.

Ms. Stephens said there are entities that won't give to a government agency, but might place their money with a foundation. She said if Metrocare did form a Foundation, the By-Laws would stipulate that the money is designated for the Metrocare Foundation.

Ms. Noble said she liked the idea of forming an Advisory Council, allowing a way to start getting a group who is interested in this idea to move in the direction of forming a Foundation. The group chosen would understand that this is a main consideration of the Metrocare Board.

Discussion ensued on the number of people each Board member would need to recommend for this Advisory Council. It was suggested that each Board member recommend one person who is willing to help raise funds.

The question was asked on what kind of Authority the Board would have on this Advisory Council and whether they would be a Committee of the Board or a Committee of the Agency. Ms. Stephens said they would be considered a volunteer group until they created their own by-laws or articles of incorporation to establish a Foundation. After which they would be under IRS rules.

In response to Ms. Ringle's question Ms. Stephens said the definition in joining the Auxiliary is different from joining the Advisory Council per Mr. Allbright's definition. She said the Auxiliary pays membership dues, helps with special events and the Kids Kloset. Capital Campaigns create Advisory Councils to help raise millions of dollars to help in the renovation of a clinic.

Dr. Baker said the idea of a group whose job it is, separate from the Board, to fund raise is a fabulous idea. He said the other advantage is that it can be set up to have stability so that the Commissioner's Court 2-year reappointments would not make an impact. These would be people who are long term committed not only to the financial stability of this organization, but the community. Dr. Baker said he likes the idea of some of the Board members being part of the Advisory Council with the commitment that when they come off the Board they will stay on to serve on this Advisory Council.

Mr. Allbright said it would be nice to have a model to copy. Ms. Stephens offered to bring material from the Friends of the Library and information she obtained from an attorney. Ms. Noble offered to contact Alan Walne to obtain some info.

Dr. Baker said staff will check with an attorney with expertise in this area to see if this would be a conflict of interest for this center.

**IV. ADJOURNMENT:** There being no further business to transact, the meeting adjourned at 11:40 am.

Minutes recorded, transcribed and distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Services Board of Trustees

**DEVELOPMENT AND COMMUNITY  
EDUCATION REPORT(s)**

**❖ Recommendation of Approval of Development  
and Community Education Report for March  
2010**



**BOARD COMMUNICATION**

<b>AGENDA ITEM</b> Development and Community Education Report	<b>BOARD MEETING DATE</b> April 22, 2010
<b>PREPARED BY</b> Sandy Stephens, Director of Philanthropy	<b>DATE PREPARED</b> April 7, 2010

The Development 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:

Funding applications submitted:

- TX Veterans Commission – Letter of Interest
- VA Transitional Housing Per Diem Program
- Preston Center Rotary Club – Kids’ Kloset
- Rees-Jones – Center of Excellence
- Rees-Jones – Children’s Services Capital Campaign – Altshuler Clinic
- Lamberts Landscape Design – Altshuler Clinic

The following applications were approved:

- Hillcrest Foundation – Capital Campaign – Altshuler Clinic - \$100K
- HUD PATH/POSH - \$280K
- HUD Safe Haven - \$413K
- HUD EASH Program - \$792K

Other departmental activities include:

- Auxiliary Membership Event at the Whimsey Shoppe
- Auxiliary Membership Campaign
- March For Respect – 608 Highest Attendance Record
- Chico’s Shopping Spree Event Planning
- Donor Prefect Team Training
- Mental Health 101 Presentation by Dr. Hunter to Public Defenders at Dallas County Courthouse
- Continuing Responsibilities as Fiscal Agent for Non-Event Gala

Constant Contact continues to grow and is proving to be a very useful tool in efficient communication with friends and donors.

Preparation for the Census Count continues.

The Grants Committee did not meet during the month of March. Please see attached Grants Management Worksheet for details.

Respectfully submitted,

Sandy Stephens

**GRANTS MANAGEMENT WORKSHEET**  
A/O March 31, 2010

	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								
2	ADRC (DADS) Virtual Resource Center - RU 109	Virtual Resource Center	2 year 10/08 - 09/10	240%	42%	10/30/10	Linda Thompson	60 partners (30 Professional and 30 Consumer/Advocates) trained with a goal of 25. 2,000 contacts with goal of 1,200 for 1st quarter. Initiative to develop formal partnership with critical pathways is underway.
3	Carrie Orleans Trust	Adult Clothes Closet	1 year 12/01/09 - 11/30/10	N/A	100%	11/30/2010	Sandy Stephens	Items have been selected for purchase. Expect delivery first week of April 2010.
4	Caruth, Jr. Foundation - RU 327 (The Cottages at Chestnut Crossing)	Gap Funding End Homelessness Services Model	20 months 02/09 - 12/10	88%	65%	02/28/11	Jennifer Torres, Sandy Stephens & Dr.	Interim Grant Funded - Current residents 43 with capacity of 49. 4 to move in wk of 4/8 and 2 wk of 4/16. Have 8 referrals midway through screening process to fill vacancies.
5	Dallas Co Juvenile Dept - Family Preservation - RU 693	Family Preservation	1 year 09/09 - 08/10	N/A	N/A	N/A	Tom Clark	Metrocare Therapist provided at Juvenile Dept.
6	Dallas County Treatment Foster Care Services - RU 649	Treatment Foster Care	1 year 09/09 - 08/10	68%	45%	N/A	Kelli Laos Tom Clark	Served 41 kids for the month of March, with final census 34 kids on 3/31/10 with capacity of 50. TFC able to resume placing kids in March with hire of new LCPAA. Exceeded program goal with 6 intakes for the month, TFC discharged 8 youth. 4 discharges were planned, remaining 4 due to youth needing higher level of care. Have 16 active foster homes with 2 homes on inactive status. At this time, goal to license 2 homes in April and 2 in May.
7	DSHS Projects for Assistance in Transitioning from Homelessness - PATH Grant Renewal - RU 310	MH Homeless Outreach Grant	1 year 09/09 - 08/10	53%	57%	10/31/09	Hope Stedman	Outreach target for the year is 1,500 - we are at 799. Enrolled target is 700, we have enrolled 584. The drastic change in the figures from last month is due to a clarification in how these people should be counted as it pertains to the grant.
8	Hillcrest Foundation	Altshuler Children Clinic Renovation	1 year 03/10 - 03/11	N/A		03/20/11	Sandy Stephens	Funding received. Cost estimates in process for construction and furniture.
9	Hogg Foundation	Integrated Health Care	1 year 09/09 - 08/10	N/A	N/A	08/31/10	Sandy Stephens	All participants actively involved in website.

**GRANTS MANAGEMENT WORKSHEET**  
A/O March 31, 2010

	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								
10	HPRP Dallas - RU 317	Prevent Homeless & Rapid Re-Housing	3 years 10/09 - 9/12	89%	20%	11/30/2012	Hope Stedman Jesse Aguilera	Goal house 19 people. Actual to date is 17 people receiving housing assistance and case management services. 2 people are approved waiting on apt. inspection and check. Additional 4 people are approved for program and paperwork in process.
11		Prevent Homeless & Rapid Re-Housing	2 years 9/09 - 9/11	90%			Diane Partin Jesse Aguilera	Current caseload of 63 households - Goal of total Case Load of 70.
12	HPRP State - RU 326			250%	0%	11/30/2011		To date 150 households served. Cumulative goal of 60.
13				N/A				56 households placed in housing to date. Contract does not have goals for this measurement.
14	HUD - EASH - Efficiency Apt - RU 315	Supportive Housing	1 year 03/09 - 02/10	99%	53%	Annual Progress Report due 5/2010	Hope Stedman Jesse Aguilera	Metrocare serving 52 with capacity of 52 (Non-Veterans). Urban League serving 25 with capacity of 26 (Veterans) UL has identified new vets for program.
15	HUD - POSH Path Outreach Serve Housing - FY 2010 - RU 312	Supportive Housing	1 year 09/09 - 08/10	110%	53%	Final Report due 10/10	Hope Stedman	Serving 22 with capacity of 20.
16	HUD - Safe Haven - RU 314	Supportive Housing	1 year 03/09 - 02/10	100%	59%	Annual Progress Report due 5/2010	Jesse Aguilera	Serving 25 with capacity of 25. Work continues with the Bridge for referrals.
17	Irving CDBG Shelter + Care - Renewal - RU 316	Housing Case Mgmt. Services	12 months 10/09 - 09/10	100%	72%	10/15/10	Hope Stedman Jesse Aguilera	Serving 11 with a capacity of 11.
18	North Central TX Council of Governments (NCTCOG) CDDS Vans	Purchase 2 Vehicles for CDDS	1 year 02/09 - 02/10	N/A	0%	01/31/10	Jesse Aguilera	FTA approved funding. Contract process now delayed till April for our approval. Then they will review purchasing process required by the feds.
19	Rosewood Foundation	Client Assist Program	1 year 03/10 - 03/11	N/A		03/30/11	Joe Corlew and Mark Ebery	Funding received for Client Med Subsidy
20	Speedway Children's Charities	Kids' Kloset	6 months 2/09 - 4/30/10	N/A	25%	12/30/10	David Aston Sandy Stephens	Kid's Kloset open every Thursday afternoon, staffed by Auxiliary Volunteers. Served 29 families in March 2010 and a total of 41 since opening in February 2010.



# **MEETING ADJOURNMENT**