

# AGENDA

## METROCARE SERVICES

March 27, 2008

REGULAR MEETING OF THE BOARD OF TRUSTEES  
starting at approximately 1:30 pm  
1360 River Bend Dr. (Board Room)

		Page
<b>I.</b>	<b>Call to Order &amp; Roll Call</b>	
<b>II.</b>	<b>Citizen Comments</b> (Limited to 3 minutes)	
<b>III.</b>	<b>Issues to be Considered</b>	
	❖ Consideration of Approval of February 28, 2008 Board Meeting Minutes	10354 – 10359
	<b>Chairman Report</b>	
	Board Liaison reports:	
	▪ MH Advisory Committee Report (Chairperson: Leonard Keesee)	
	❖ Consideration of Approval of Revision to Board Policy 1.06	
	• Policy on Organizational Structure	
<b>Mr. Cooper</b>	Announcement of Committee Appointments in Accordance with Board Policy 1.06	10360 – 10370
	Announcement of Advisory Committee Board Liaison Appointments in Accordance with Board Policy 1.08	
	Announcement of Appointment of Committee Chairs in Accordance with Board Policy 1.06	
	<b>Chief Executive Officer Report</b>	
Dr. Baker	❖ Consideration of Acceptance of Chief Executive Officer Report	10371 – 10376
Sandy Stephens	❖ Consideration of Acceptance of Development and Community Education Report	10377 – 10379
<b>Mr. Orr</b>	<b>Report of the Business and Finance Committee Chair</b>	
	<b>Fiscal Management Reports</b>	
Kyle Munson	❖ Consideration of Approval of Financial Report for February 2008 (Unaudited)	10380 -10381

Kyle Munson	❖	Consideration of Approval of Board Resolution to Authorize CEO Signature of ICF/MR Sales Contract	10382 – 10392
		Consideration of Acceptance of FY 08 Second Quarter Reports on Finance, Human Resources, and Information Systems	
		<ul style="list-style-type: none"> <li>• Financial Investments</li> <li>• Salary Adjustments&gt;\$5,000</li> <li>• Community Services Contracts&gt;\$100,000 &amp; Non-Community Service Contracts&gt;\$25,000</li> <li>• Leases&gt;\$25,000</li> </ul>	10393 – 10404
Kyle Munson	❖	<ul style="list-style-type: none"> <li>• Legal Expenses</li> <li>• Goods, Services and Equipment&gt;\$15,000</li> <li>• Participation by Historically Underutilized Businesses</li> <li>• Information Technology Project Update</li> <li>• Human Resources</li> </ul>	
		Consideration of Approval of Revision to Board Policy 5.01	
Kyle Munson	❖	<ul style="list-style-type: none"> <li>• Policy on Human Resources Management and Development</li> </ul>	10405 – 10409
		Consideration of Approval of Revision to Board Policy 4.10	
Kyle Munson	❖	<ul style="list-style-type: none"> <li>• Policy on Contributions to the Center</li> </ul>	10410 – 10413

**Mrs. Noble**

**Report of the Service & Program Committee**

**Service Delivery Reports**

Dr Graves	❖	Consideration of Acceptance of Service Delivery Report for February 2008	10414 – 10416
		Consideration of Approval of Revision to Board Policy 1.09	
Dr. Graves	❖	<ul style="list-style-type: none"> <li>• Policy on Support of Families and Consumers Serving on Center Committees</li> </ul>	10417 – 10422
		Consideration of Acceptance of Quarterly Reports on Service Delivery	
Linda Thompson	❖	<ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Medical Records</li> </ul>	10423 – 10424

**Quality Management Reports**

Linda Thompson	❖	Consideration of Acceptance of Quality Management Report for February 2008	10425 – 10429
		Consideration of Acceptance of FY 08 Second Quarter Reports on Quality Management and Research:	
Linda Thompson	❖	<ul style="list-style-type: none"> <li>• DADS Performance Contract requirements</li> <li>• Compliance</li> <li>• Research activities</li> </ul>	10430 – 10433

**Executive Session:** This portion of the meeting may be closed pursuant to a specified section of Chapter 551 of the Texas Government Code including:

**IV.**

- A. Section 551.071, to receive advice from counsel about pending or contemplated litigation and/or settlement
- B. Section 551.072, to deliberate the purchase, exchange, lease, or value of real property
- C. Section 551.073, to deliberate on a contract for a prospective gift
- D. Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or
- E. Section 551.076, to deliberate regarding security devices.

---

**V. Return to Open Session**

---

**VI. Meeting Adjournment**

---

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



# NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, March 27, 2008. The meeting will be held at 1360 River Bend Drive, Dallas, Texas 75247 - 4914 (Board Room). Enter through Pathways Clinic.

If you need additional assistance to effectively participate in or observe this meeting, please notify the Administrative Office at 214.743.1201, at least 24 hours prior to this meeting, so that reasonable accommodations can be made to assist you.

A portion of the meeting may be closed pursuant to Chapter 551 of the Texas Government Code to receive advise from counsel; to deliberate the purchase or lease of real estate; to deliberate the contract for a gift; to deliberate personnel issues; or, to deliberate regarding security.

Charles M. Cooper, Chairperson  
Metrocare Board of Trustees

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



## **OUR MISSION**

Metrocare's mission is to serve our neighbors with developmental or mental health challenges by helping them find lives that are meaningful and satisfying.

## **OUR VISION**

Metrocare's vision is that, regardless of challenges faced, the people we serve are able to find the meaning and satisfaction that they choose for their lives.

## **OUR VALUES**

### Integrity:

We are accountable to those we serve, and to those from whom we receive support.

### Quality:

We pursue quality of life for those we serve, and therefore require quality of services from our staff.

### Diversity:

We see a diverse and inclusive workplace in which to fulfill our mission.

### Perseverance:

As advocates, when we lose, we don't give up; and when we win, we raise the bar.

## **OUR BUSINESS GOALS**

- Manage our resources effectively
- Run our business efficiently
- Serve our consumers with quality
- Support our employees loyally