

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

May 27, 2010

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

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A Regular Meeting of the Board of Trustees of Metrocare Services convened at 1:30 p.m. on Thursday, May 27, 2010 at 1360 River Bend Drive, Dallas, Texas 75247.

I. Call To Order/Roll Call

Ms. Noble, Madame Chair, called the meeting to order at 1:30 pm. A quorum was present.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair
Ms. Sue Ringle, Vice-chair
Ms. Verlean Walton-Brooks, Secretary
Mr. Greg Allbright
Mr. Craig Jeffery
Mr. Herbert Kamm
Mrs. Jill Martinez
Dr. Carol S. North
Ms. Candy Sheehan

Staff Present: Dr. James Baker, Linda Thompson, Kyle Munson, Dr. Judith Hunter, Tom Clark, Sandy Stephens, John Luna and other Metrocare staff.

Guest Present: Chris B. Davis-Commissioner Dickey'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 April 22, 2010. Mrs. Noble asked if there were any corrections to the meeting minutes of April 22, 2010. Hearing none the minutes were approved as printed.

Progress Toward Achieving Our Mission and Values

Madame Chair's Report

Ms. Noble thanked Mr. Kamm and Ms. Martinez for touring the Juvenile Justice Center and the HCS group home with herself and Mr. Luna. She also thanked Dr. North for touring the Hillside campus with City Councilwoman Jasso.

Ms. Noble said our fiscal year runs from September through August. Since last August, the Board has a strategic plan, an emergency succession plan, and a capital

improvement process. Ms. Noble thanked Mr. Jeffery, for heading up the Succession Plan Committee. Mr. Allbright was thanked for getting the capital improvement plan started.

Ms. Noble said now it is time to start through the CEO evaluation process. Ms. Ringle and Ms. Noble have reviewed the rating forms as well as Board Policy 1.04 on the Chief Executive Officer (CEO), the job description of the CEO and the current contract with the CEO. The rating form evaluates the CEO on the basis of the responsibilities and skills stated in the other three documents. She asked board members to complete the CEO Rating Form. Mr. Doug Barnes will receive the forms and tabulate them. He will then send Ms. Noble the results, which she will share with the board.

Ms. Noble appointed Ms. Ringle, Ms. Walton-Brooks and Mr. Herb Kamm to serve on the CEO Compensation Committee. Ms. Noble said that she would serve as an ex-officio member of the committee. Ms. Noble asked Ms. Ringle to serve as chair of the committee. Ms. Noble asked Ms. Ringle to use the rating form results along with the review of the strategic plan and the 2010 business plan to develop the committee's compensation recommendation. The Committee will report to the full Board at the August Board meeting, or sooner if the committee feels ready by then.

Announcements:

Tomorrow morning, Friday, May 28, 2010 there will be a tour of The Bridge and the Austin Street Shelter. The board members attending will also be taken to some of the bridges where Metrocare outreach workers help the homeless.

Next month's meeting schedule:

- Provider Services Committee meeting- Tuesday, June 15, 2010, 11:30 AM, here at 1360 River Bend, in the Charles Cooper Board Room
- Finance and Administration Committee meeting- immediately following the Provider Services Committee meeting at approximately 12:15 PM, same site
- Quality and Authority Committee meeting- Thursday, June 24, 2010, 1:15 PM, here at 1360 River Bend Drive, in the Charles Cooper Board Room
- Board meeting- same site following the Quality and Authority Committee meeting at approximately 1:30 PM
- The Philanthropy Committee meeting and the Legislative Action Committee meeting will be held as committees of the whole during the Board meeting.

Chief Executive Officer's Report:

Ms. Noble said Dr. Baker's report has the same format that our agenda does today. His report provides monthly updates on how our operations are fulfilling the strategic plan.

Consideration of Acceptance of Chief Executive Officer's Report: Dr. Baker presented a verbal summary of the Centerwide Indicators for April 2010. There were no questions posed for Dr. Baker.

A motion was made by Ms. Ringle to accept the Chief Executive Officer's Report for April 2010. Ms. Walton-Brooks seconded. The motion carried.

Finance and Administration Committee

Consideration of Acceptance of the Financial Report for April 2010 (unaudited): Mr. Munson presented a verbal summary of the financial statements for the month of April 2010.

Mr. Jeffery said the committee recommended the acceptance of the Financial Report for April 2010. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Consideration of Approval of Revision to Board Policy 2.04: Mr. Munson said this is the policy on Fees-for-Service.

Mr. Allbright moved to approve the revision to Board Policy 2.04. Ms. Noble said this comes as a committee recommendation and does not require a second. Motion carried.

Board Discussion Related to Strategy 1: Assure Adequate Funding For Our Mission

Ms. Noble then initiated a Board discussion related to the Center's strategic plan. Ms. Noble reviewed accomplishments related to strategy 1, and asked for any additions from other Board members. She asked Board members to provide input into changes to the strategic plan needed for the FY11 Business plan.

Ms. Martinez said that she had some public relations strategies that she would like to share.

Report of the Provider Services Committee

Consideration of Acceptance of Medical Staff Services Report for April 2010: Dr. Hunter presented a verbal summary of the Medical Staff Services report. There were no changes or corrections to the Medical Staff Services Report.

Ms. Noble said this comes as a committee recommendation and a second is not required. Motion carried.

Consideration of Acceptance of Behavioral Health Service Delivery Report for April 2010: Mr. Clark presented a verbal summary of his report. There were no changes or corrections to the Behavioral Health Service Delivery Report.

Ms. Noble said this comes as a committee recommendation and a second is not required. Motion carried.

Consideration of Acceptance of the Developmental Disabilities Provider Services Report for April 2010: Ms. Cosens presented a verbal summary of her report. There were no changes or corrections to the Developmental Disability Provider Services Report.

Ms. Noble said this comes as a committee recommendation and a second is not required. Motion carried.

Report of the Quality and Authority Services Committee

Consideration of Acceptance of the Quality Management Report for April 2010:

Ms. Walton-Brooks said the Quality and Authority Committee report was presented earlier today and asked if there were any questions. Ms. Walton-Brooks said the committee recommended the acceptance of the Quality Management Report for April 2010. Ms. Noble said a second is not required as this comes as a committee recommendation. Motion carried.

Board Discussion Related to Strategy 2: Assure That Our Focus Is On Our Consumers

Ms. Noble then continued the Board discussion related to the Center's strategic plan. She reviewed accomplishments in regard to strategy 2, and asked for any additions from other Board members. She asked Board members to provide input into changes to the strategic plan needed for the FY11 Business plan.

Ms. Sheehan said she would like to see more Home and Community Based Homes available (HCS).

Report of the Philanthropy Committee

Consideration of Acceptance of the Development and Community Education Report for April 2010:

Ms. Stephens said the Philanthropy committee met earlier today. Ms. Ringle said the committee recommended the acceptance of the Development and Community Education Report for April 2010. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Consideration of Acceptance of Management Recommendation on Volunteer Roles in Center Fundraising: This item was tabled until the next Board meeting.

Report of the Legislative Committee

Consideration of Acceptance of the Legislative Action Report for April 2010:

Mr. Luna presented a verbal summary of the Legislative Action Report for April 2010.

Ms. Sheehan moved for the acceptance of the Legislative Action Report for April 2010. Ms. Ringle seconded and the motion carried.

Board Discussion Related to Strategy 3: Assure The Visibility of Our Mission Through Our Board


Ms. Noble then continued the Board discussion related to the Center's strategic plan. She reviewed accomplishments in regard to strategy 3, and asked for any additions from other Board members. She asked Board members to provide input into changes to the strategic plan needed for the FY11 Business plan.

Ms Noble finished by noting that the Board had made progress by developing an overall strategic plan that all support and that staff carries out in operations. We have looked long term in formalizing an emergency succession plan and in setting up a capital improvement process.

Ms Noble said that in June the Board would review the 2010 Business Plan that the board approved last August to see where we are in comparison to where we had hoped to be. We can then see if we have any recommendations about Business Plan 2011 before staff starts to draft that plan in July.

- IV. EXECUTIVE SESSION:** Ms Noble announced that a Closed Session would be held in Accordance with Subchapter D, Section §551.072 of the Texas Open Meetings Act (Chapter 551 of the Government Code) to deliberate the purchase, exchange, lease, or value of real property; specifically, Metrocare property at 1353 North Westmoreland, Dallas, Texas 75211 because deliberation in an open meeting would have a detrimental effect on the position of the center in negotiations with a third person. The Board went into closed session at 2:55 pm.
- V. RECONVENE INTO OPEN SESSION:** At 3:00 pm the presiding officer reconvened the Board into Open Session and said that no action requiring a vote was taken during Closed Session.
- VI. MEETING ADJOURNMENT:** There being no further business to come before the Board, the meeting adjourned at 3:00pm.

Minutes approved by:



Verlean Walton-Brooks, Secretary

Minutes recorded, transcribed and distributed by:
Martha L. Toscano
Assistant to the CEO and Metrocare Board of Trustees