

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**September 24, 2009**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF September 24, 2009

A Regular Meeting of the Board of Trustees of Metrocare Services convened at 1:35 p.m. on Thursday, September 24, 2009 at 1360 River Bend Drive, Dallas, Texas 75247.

#### **I. Call To Order/Roll Call**

Ms. Noble, Madame Chair, called the meeting to order at 1:35 pm. A quorum was present.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair  
Ms. Elsa Rodriguez, Vice Chair  
Ms. Verlean Walton-Brooks, Secretary  
Mr. Greg Allbright  
Mr. Charles Cooper  
Ms. Katy Hubener  
Mr. Craig Jeffery  
Dr. Carol S. North  
Ms. Sue Ringle

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

**Guest Present:** Marilyn Little-Commissioner Mayfield's office, and Chris 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 August 27, 2009.** Ms. Noble referred to page 011514 of the August 27<sup>th</sup> Board Minutes and asked that this be corrected to read as follows: "She said this ~~increased from last year's budget and is a little over~~ has \$200K increase over last year's budget for federal initiative purposes. This translates to a raise in dues of \$10K for Metrocare."

Mr. Allbright moved to approve the meeting minutes of August 27th, as corrected. Ms. Walton-Brooks seconded the motion. The motion carried.

#### **Madame Chair's Report:**

Ms. Noble read a letter of concern composed to the attention of the County Commissioners and the County Judge. In this letter she addresses the reduction of

dollars that ValueOptions plans to pass on to its healthcare providers. Ms. Hubener suggested the inclusion of a paragraph showing the Center's efficiencies: how many people we are serving at a reduce cost and how we compare to other agencies that don't have NorthSTAR. She asked that the graph presented at the Strategic Planning Committee be included in this letter to demonstrate how efficient this Center is.

Ms. Noble asked for a motion to approve the submission of the letter of concern to the County Commissioners and the Judge with the additional changes. Ms Ringle moved to approve. Mr. Allbright seconded. Motion carried.

**Board Announcement:** Ms. Noble congratulated Mr. Frank Delgado for receiving the Carmen Miller Michael Mental Health Advocate Award from Mental Health America. This award will be presented to Mr. Delgado at the MHA Prism Awards on October 15<sup>th</sup>.

**Strategic Planning Sessions:** On Saturday, September 12th the Board and senior managers met for the first of two strategic planning. The second session will be held on Saturday, October 3<sup>rd</sup> at 9:30 am.

**Intellectual and Developmental Disabilities Planning Advisory Committee Recommendation:** At the recommendation of the IDD/PAC that Board members shadow a service provider to gain insight into consumer needs, Ms. Noble shadowed two staff members (a physician and a behavioral specialist) in the Behavioral Psychiatric Services department (BPS) on Friday, September 11<sup>th</sup>. She said this was a good experience and appreciated the opportunity.

**Next Committee meetings:** The next Provider Services Committee will meet on Thursday, October 15th, at 11:30 am here at River Bend. The Finance and Administration Committee meeting will immediately follow the Provider Services meeting at approximately 12:15pm.

**Next Board Meeting:** The next Board meeting will be held on Thursday, October 22<sup>nd</sup>, beginning at 1:30pm at the Altshuler Clinic, 4645 Samuell Blvd., across the street from Timberlawn. The Quality and Authority Committee meeting and the Philanthropy Committees will be held within that Board meeting as committees of the whole. Ms. Noble said that Board members interested in touring the Altshuler and Eastside facilities may do so after the Board meeting.

#### **Chief Executive Officer's Report:**

**Consideration of Acceptance of Chief Executive Officer's Report:** Dr. Baker referred to page 011519 of his report and said the Center has entered into a new contract with ValueOptions effective as of October 1<sup>st</sup>. Dr. Baker spoke of the new contract terms and how this will impact Metrocare.

Dr. Baker spoke of the meeting held at the Communities Foundation with Mayor Leppert and with Councilwoman Medrano. He said they talked about the WW Caruth Jr. Foundation project. A handout titled "The Project," with information pertaining to this program, was provided to the Board members.

Motion made by Mr. Allbright to accept the Chief Executive Officer's Report for August 2009. Mr. Jeffery seconded. The motion carried.

## **Finance and Administration Committee**

Mr. Craig Jeffery referred to Mr. Cooper who chaired the committee in his absence. Mr. Cooper said the committee met last Thursday and asked Mr. Munson to present the Financial Reports for August 2009.

**Consideration of Approval of the Financial Report for August 2009 (unaudited):** Mr. Munson presented a verbal summary of the written financial statements for the month of August 2009.

Mr. Cooper said the committee recommended acceptance of the Financial Report for August 2009. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Acceptance of the FY09 Fourth Quarter Reports on Finance, Human Resources and Information Systems:** Mr. Munson presented a verbal summary of the written FY09 Fourth Quarter Reports.

In response to Mr. Allbright's question, Mr. Munson said that the administrative procedure on investments, presented to the finance and administration committee the prior week, would be brought back next month.

Mr. Cooper said this was a committee recommendation. Ms. Noble said this was a committee recommendation and does not require a second. Motion carried.

## **Report of the Provider Services Committee**

Ms. Elsa Rodriguez said the Provider Services Committee met on Thursday, September 17th. She referred to Mr. Tom Clark to present a summary of his report.

**Consideration of Acceptance of Behavioral Health Service Delivery Report for August 2009:** Mr. Clark presented a verbal summary of his written report, and then Dr. Hunter presented a verbal summary of her portion of the report.

Ms. Rodriguez said this report comes as a committee recommendation. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Acceptance of the Developmental Disabilities Provider Services Report for August 2009:** Dr. Baker presented a verbal summary of the Developmental Disability Provider Services report. The report was presented in its entirety at last week's Provider Services Committee.

Ms. Rodriguez said the committee recommended the acceptance of the Developmental Disabilities Report for August 2009. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

## **Report of the Quality and Authority Services Committee**

Ms. Walton-Brooks referred to Dr. Baker for a brief summary of Ms. Thompson's Quality and Authority report.

**Consideration of Acceptance of the Quality Management Report for August 2009:** Dr. Baker presented a verbal summary of the Quality Management Report.

**Consideration of Acceptance of FY09 Fourth Quarter Reports on Service Delivery:** Dr. Baker presented a verbal summary of the FY09 Fourth Quarter Reports on Service Delivery, which is intended to focus on how the MRA's Local Plan is being implemented.

**Consideration of Acceptance of FY09 Fourth Quarter Reports on Quality Management and Research:** Dr. Baker presented a verbal summary of the FY09 Fourth Quarter Reports on Quality Management and Research. .

Ms. Noble asked for a motion to approve the Quality and Authority Committee Report for August 2009, the FY09 Fourth Quarter Report on Service Delivery and the FY09 Fourth Quarter Reports on Quality Management. Ms. Rodriguez moved to approve, and Mr. Jeffery seconded. Motion carried.

**Consideration of Approval of Revision to Board Policy on Records Management 2.08:** Dr. Baker said there were no changes to this policy.

Mr. Jeffery made a motion to approve the Revision to Board Policy on Records Management 2.08, and Mr. Cooper seconded. The motion carried.

#### **Report of the Philanthropy Committee**

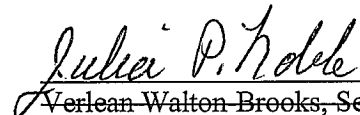
Ms. Ringle and Ms. Noble congratulated the Philanthropy Department, David Aston, Katie St. Clair, John Luna and everyone else involved for their work on the annual luncheon. The Auxiliary members were thanked for the great job that they did.

**Consideration of Acceptance of the Development and Community Education Report for August 2009:** Ms Stephens presented a verbal summary of her written report.

Ms. Walton-Brooks moved to approve the Development and Community Education Report for August 2009. Ms. Rodriguez seconded. Motion carried.

- IV. **EXECUTIVE SESSION:** Ms Noble announced that a Closed Session would be held to receive information relating to personnel issues, and she identified the section(s) 551.074 of the Texas Open Meetings Act (Chapter 551 of the government Code) under which the closed meeting was to be held. The Board went into closed session at 2:50 pm.
- V. **RECONVENE INTO OPEN SESSION:** At 3:40 pm the presiding officer reconvened the Board into Open Session and said that no action requiring a vote was taken during the Closed Session.
- VI. **MEETING ADJOURNMENT:** There being no further business to come before the Board, the meeting adjourned at 3:41 pm. .

Minutes approved by:

  
~~Verlean Walton Brooks, Secretary~~  
Julia P. Noble, Madame Chair

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