

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**December 3, 2009**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF December 3, 2009

A Regular Meeting of the Board of Trustees of Metrocare Services convened at 1:35 p.m. on Thursday, December 3, 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  
Mr. Charles Cooper  
Ms. Katy Hubener  
Mr. Craig Jeffery  
Dr. Carol S. North  
Ms. Sue Ringle

The following Trustees were not present: Greg Allbright and Verlean Walton-Brooks.

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

**Guest Present:** Marilyn Little-Commissioner Mayfield's office, Chris Davis-Commissioner Dickey's office, Candy Sheehan and Drew Dixon.

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 September 24, 2009.** Mr. Cooper moved to approve the meeting minutes of September 24<sup>th</sup>. Mr. Jeffery seconded the motion. The motion carried.

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

#### **Board Liaison Reports:**

**MH Advisory Committee (Chairman: Leonard Keesee, Board Liaison, Mr. Greg Allbright):** This report was tabled until the January Board meeting.

**Texas Council of Community MHMR Center's Meeting (Board Liaison: Ms. Julie Noble):** Ms. Noble presented a written report of the Texas Council meeting that she attended on Nov 6-7, 2009.

- ❖ **Consideration of Revision of Board Policy 1.06 – Policy on Board Organizational Structure and Officers:** Ms Noble said a revised version of the Policy on Board Organizational Structure and Officers 1.06 was sent out in soft copy to all of the Board. One of the goals discussed at the Strategic Planning Session was for board members to work with elected officials to educate them about the needs of our clients. To accomplish this a Legislative Action Committee is being proposed.

Ms. Noble asked for a motion to approve a Legislative Action Committee. Mr. Jeffery moved to approve, seconded by Ms. Ringle. The motion carried.

**Announcement of Committee Appointments in Accordance with Board Policy 1.06:** Ms. Noble appointed Ms. Katy Hubener as chair of the Legislative Action Committee and the members of this committee will be Mr. Allbright and Ms. Ringle. Ms. Noble will serve as ex officio. Mr. John Luna, Director of Public Affairs, will be in charge of scheduling meetings with elected officials and notifying the Board of these meetings.

**Ms. Noble asked that her written report be entered in its entirety into the minutes of the December 3<sup>rd</sup> Board meeting.:**

It seemed prudent for Metrocare Services Board members to start meeting with members of our congressional delegation as soon as possible because healthcare reform is a pressing issue nationally that could very well affect our clients and their families. Mr. Luna set up a meeting at Congresswoman Eddie Bernice Johnson's Dallas office on October 8<sup>th</sup>. Dr. Baker and I joined Mr. Luna. We visited with Dr. Joye Purser in Congresswoman Johnson's Washington office via teleconference. Mr. Luna and Dr. Baker had researched HB 3200 on healthcare reform and had two main points to discuss:

- 1) The term developmental disabilities was not found anywhere in the bill while mental health appeared 47 times. We asked that "developmental disabilities" be inserted in any healthcare reform bill to assure that services for people living with developmental disabilities would be covered in healthcare reform. Dr. Purser asked Dr. Baker to write the exact words we would like to see in HB 3200. Of course, Dr. Baker obliged by email when he returned to his office.
- 2) We wanted to know if public support services such as case management and rehabilitation services would continue for clients who are currently receiving these services through Medicaid if private insurance parity is expanded to public healthcare. It is not expected that this will happen, but we thought it best to check in the early stages of healthcare reform. Private insurance does not normally include such essential support services that help stabilize clients, preventing them from going into crisis and needing more intensive care. This difference is a very strong plus for public mental health and developmental disabilities services, one we do not want to lose in healthcare reform.

On October 13<sup>th</sup>, Dr. Baker, Mr. Luna, board member Mr. Charlie Cooper and I met with Mr. Taylor Bledsoe and Mr. Ponce Duran from Congressman Pete Sessions' office here at the River Bend facility. We discussed the same issues with them.

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It was not by accident that Mr. Luna contacted Congresswoman Johnson's office and Congressman Sessions' office first. Congresswoman Johnson is a psychiatric nurse and assuredly understands our concerns. Congressman Pete Sessions has a family member that lives with developmental disabilities so he, too, understands our concerns.

Mr. John Luna and I attended a Town Hall meeting on November 12th hosted by State Representatives Angie Button and Jerry Madden. It was held 6:30 PM at the Richardson Civic Center (411 W. Arapaho just west of Central Expwy.)

On November 19<sup>th</sup>, Dr. Baker, John Luna, Mr. Greg Allbright and I visited with Mr. Brian Chase at Congressman Jeb Hensarling's office. We discussed the same, national healthcare reform issues that we had discussed with staff in Congresswoman Johnson's office and Congressman Sessions' office.

On December 2<sup>nd</sup>, Dr. Baker, John Luna and I will meet with Lauren Mish from State Representative Allen Vaught's office. She will then tour one of our facilities after the meeting. If any Board member would like to attend this meeting, please let Mr. Luna know: John.Luna@metrocaresevice.org. Three board members live in Rep. Vaught's district. Hopefully some will be able to attend the meeting.

Mr. Luna has scheduled a visit at our River Bend facility with District Coordinator Christian Damewood and Legislative Aide Craig Blum from State Representative Angie Button's on Monday, December 7<sup>th</sup> at 9:00 AM. Following the visit, Ms. Damewood and Mr. Blum will tour our Westmoreland Clinic. If any Board member would like to join this meeting, please let Mr. Luna know.

Mr. Luna has scheduled a visit at State Representative Rafael Anchia's office for Friday, December 11<sup>th</sup> at 4:30 PM. If any Board member would like to attend, please let Mr. Luna know.

I ask that Ms. Walton-Brooks and Mr. Allbright carry this report to the advisory committees for which they are a Board liaison. We want our consumers and their families to know that we are working with our elected officials to see that clients receive quality public services, most of which are funded through Congress and through the Texas Legislature.

I emailed each of you a spreadsheet listing your congressional and legislative delegates. It is important that Board members make an effort to attend visits with their specific elected officials because elected officials are obligated to heed comments from their constituents. We will continue to meet with our congressional delegation and state legislators. These primary visits by Board members are important so that when we make later calls about legislation, our elected officials will know us and know that we are dedicated to providing quality services to our neighbors who call on us for help.

On September 24<sup>th</sup> at the Board meeting following the training session by Alex Smith, Executive Director of the North Texas Behavioral Health Authority (NTBHA), a letter was approved from the Metrocare Board to the Dallas County Commissioners expressing concern about how revenue is allocated within NorthSTAR. Ms. Ringle and I have attended the monthly Board meetings of the North Texas Behavioral Authority for the three months since the letter was written. NTBHA has the authority to review and approve the contract between VO and DSHS as well as the contracts between VO and the various providers. The concept of the

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change from fee-for-service to case-rate was approved at the November NTBHA Board meeting. Although NTBHA has the authority to review and approve the contracts between VO and the various providers, this year, Alex Smith will be the person to review the individual contracts and lead mediation if necessary. Metrocare had already signed a case-rate contract with VO prior to the NTBHA Board's decision to invoke its oversight. No further action was taken by NTBHA on the Metrocare/VO contract. NTBHA is aware that Metrocare Board members are attending their meetings as we sign in each time.

On Wednesday, November 10<sup>th</sup>, Dr. Hunter and I visited with Commissioner Dickey about my belief that the transfer of authority from Austin to the North Texas Behavioral Health Authority, here in our local area, needs to be accomplished.

Ms. Ringle and I have attended the monthly Mental Health System Redesign Task Force meetings as guests since they started in September. We are emailed notices of the meetings and our names are on the sign-in sheets. The Task Force is aware that Metrocare Board members are attending the meetings. Our attendance is consistent with our Strategic Plan as developed in our planning sessions. Commissioner John Wylie Price chairs the committee with Commissioner Dickey as the Co-Chair. Commissioner Price has been very inclusive in forming the group to serve on the Task Force. The Task Force realizes that our legislators are key to funding for our mental health programs. Hence Sen. Deuell has been asked and has agreed to convene a meeting of NorthSTAR legislators with the Redesign Task Force and other stakeholders on December 11<sup>th</sup>.

Martha Toscano worked with Katie St. Clair in the Philanthropy Department to get staff reports emailed to Board members for the November-December committee meetings. Thank you for your work, ladies. I hope the board likes this new means of distributing reports. The board was also provided with the email addresses of staff members who produce the reports so that they can ask questions of staff ahead of committee meetings. This is yet another of the suggestions that was made in our Strategic Planning sessions.

Dr. Baker has adjusted center benchmarks to reflect the goals that the board determined during our strategic planning session. Thank you, Dr. Baker. And, with the help of Ms. Ringle's contact at the Dallas Morning News, Dr. Baker wrote an article about healthcare reform entitled "Mental health coverage key" which was published in the newspaper on October 24<sup>th</sup>. Hopefully Dr. Baker will meet with the DMN Editorial Board in the near future.

Thanks to Metrocare Board members for participating in the strategic planning process and moving forward very quickly with goals and suggestions we determined in those sessions. And thank to Board members serving on the ad hoc Succession Plan Committee and the CIP Committee. These committees are setting in place long term plans that will benefit Metrocare.

**Next Committee/Board Meetings:** Ms. Noble said the Provider Services Committee will begin at 11:30 am on January 21st, immediately followed by the Adhoc Succession Plan Committee and then the Finance and Administration committee will follow at approximately 12:30pm.

On Thursday, January 28<sup>th</sup> the Quality and Authority Committee will take place at 12:30pm at this location. Mr. Herbert Cotner will provide Board training starting at 12:45pm, immediately followed by the Board meeting at approximately 1:30pm.

The Philanthropy Committee and the Legislative Action Committee will be presented as committees of the whole during the Board meeting.

**Announcements:** Ms. Noble said that Ms. Elsa Rodriguez has resigned as a member of the Board.

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

**Consideration of Acceptance of Chief Executive Officer's Report:** Dr. Baker summarized his written report. Motion made by Ms. Ringle to accept the Chief Executive Officer's Report for September and October 2009. Mr. Jeffery seconded. The motion carried.

#### **Finance and Administration Committee**

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

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

Mr. Jeffery moved for the acceptance of the Financial Report for September and October 2009. Ms. Noble said a second is not required. Motion carried.

**Consideration of Approval of Revision to Board Policy 5.04:** Mr. Munson said there were no significant changes to this policy. Mr. Jeffery said this comes as a committee recommendation. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Approval of Revisions to Administrative Procedure 4.01.02 on Cash Deposits and Financial Investments:** Mr. Munson said this administrative procedure is required to be presented to the Board for its approval on an annual basis. Mr. Jeffery said this 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 Internal Audit Report:** Mr. Munson presented a verbal summary of the Internal Audit Report. He said this report was not presented as an action item and at the request of Finance and Administration Committee this report is being presented as an action item at this time. Mr. Jeffery moved for the Acceptance of the Internal Audit Report. Mr. Cooper seconded. Motion carried.

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

**Consideration of Acceptance of Behavioral Health Service Delivery Report for September 2009:** Mr. Clark presented a verbal summary of the Behavioral Health Service Delivery report for September.

**Consideration of Acceptance of Behavioral Health Service Delivery Report for October 2009:** Mr. Clark presented a verbal summary of the Behavioral Health Service Delivery report for October.

Ms. Rodriguez said the committee recommended the acceptance of the September and October 2009 Behavioral Health Service Delivery Reports. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Acceptance of Medical Staff Services Report for October 2009:** Dr. Hunter presented a verbal summary of the Medical Staff Services report for October 2009.

Ms. Rodriguez said the committee recommended the acceptance of the Medical Staff Services Report for October 2009. 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 September 2009:** Ms. Cosens presented a verbal summary of the Developmental Disability Provider Services report for September 2009.

**Consideration of Acceptance of the Developmental Disabilities Provider Services Report for October 2009:** Ms. Cosens presented a verbal summary of the Developmental Disability Provider Services report for October 2009.

Ms. Rodriguez said the committee recommended the acceptance of the Developmental Disabilities Report for September and October 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**

**Consideration of Acceptance of the Quality Management Report for September 2009:** Dr. Baker presented a verbal summary of the Quality Management Report for September 2009. Ms. Rodriguez moved to approve the Quality and Authority Management Report for September 2009. Ms. Hubener seconded. Motion carried.

**Consideration of Acceptance of the Quality Management Report for October 2009:** Dr. Baker presented a verbal summary of the Quality Management Report for October 2009. Mr. Jeffery moved to approve the Quality and Authority Management Reports for October 2009. A second is not required. Motion carried.

**Consideration of Approval of Revision to Board Policy 1.11:** Dr. Baker said there are no significant changes except for the name change of the Mental Retardation Planning Advisory Committee to the Intellectual Developmental Disabilities Planning Advisory Committee. Ms. Noble said this comes as a committee recommendation and does not require a second, as the recommendation came from the committee. Motion carried.

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

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

Ms. Ringle moved for the approval of the Development and Community Education Reports. Ms. Rodriguez seconded. Motion carried.

- 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 3:00 pm.
- V. RECONVENE INTO OPEN SESSION:** At 3:35 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 3:36 pm.

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

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