

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**May 22, 2008**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING

of the

## BOARD OF TRUSTEES

### MINUTES OF

May 22, 2008

A Regular Meeting of the Board of Trustees of Metrocare Services convened at 1:40 p.m. on Thursday, May 22, 2008 at 1360 River Bend Drive, Dallas, Texas.

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

Mr. Cooper, Chairperson, called the meeting to order at 1:40 pm. A quorum was present.

The following Trustees were present:

Mr. Cooper  
Ms. Noble  
Mr. Migl  
Ms. Ringle  
Ms. Rodriguez  
Dr. North  
Ms. Verlean Walton-Brooks

**Board Members not Present:** Mr. Orr

**Staff Present:** Dr. Baker, Linda Thompson, Dr. Graves, Kyle Munson, Sandy Stephens and other Metrocare staff.

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:

##### **Approval of the Meeting Minutes of April 24, 2008 – Regular Board Meeting:**

Mr. Cooper called for comments or corrections to the meeting minutes of April 24, 2008. None were presented. Ms. Ringle moved to approve, seconded by Mr. Migl. The minutes of the previous meeting were approved as presented.

##### **Chairman's Report:**

- **MR Planning Advisory Committee/Network Advisory Committee Report (Board Liaison: Ms. Verlean Walton-Brooks)** Mr. Cooper asked Ms. Walton-Brooks to present the MR PAC/NAC report in the absence of its Chairperson, Ms. Sifuentez. Ms. Walton-Brooks said the MR PAC/NAC met on April 8<sup>th</sup> at which time the committee approved the name be changed from Mental Retardation Planning Advisory Committee/Network Advisory Committee to the Intellectual & Developmental Disability Planning and Network Advisory Committee (IDD PAC/NAC).

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At the meeting, Early Childhood Intervention Program (ECI) reported on its annual audit by the Department of Assistive and Rehabilitative Services (DARS) in which DARS filed a number of deficiencies against the Center. Senior management has a plan of correction with staff working hard to implement these changes. The program was placed on high-risk status with weekly conference calls with State staff.

Intermediate Care Facilities for MR (ICF/MR) reported on the sales transactions that were completed for all but one of the homes. The finalization of the sale of the LeHavre home is schedule for May 1, 2008.

Home and Community based Services (HCS) shared that its census is currently at 74 with an expected increase of six individuals to be enrolled in the next couple of weeks.

Texas Home Living (TxHmL) reported that its current census is 54 with the goal set at 60. To increase census the Center is providing Respite Alternative to families already enrolled in respite services. This program is offered on Saturdays.

Career Design Development Services (CDDS) reported that it had completed two individual job placements during March and that 3 new consumers enrolled in the program. The CDDS Choir performed at the March for Respect.

Ms Walton-Brooks noted that the next IDD PAC/NAC meeting is scheduled for June 10<sup>th</sup> at which time they will review the Local Plan and provider contracts to be recommended for FY09.

- **Next Committee/Board Meeting:** Mr. Cooper announced that the next Board meeting would be on Thursday, June 26, 2008 starting with Board Training. Details on the start time will be forthcoming. Any necessary committee meetings will be held on Thursday, June 19, 2008. There is no Board meeting scheduled for the month of July.
- **Announcement of Committee Appointments, Appointments of Committee Chairs and Advisory Committee Board Liaison Appointments in Accordance with Board Policy 1.06 and 1.08:** Mr. Cooper announce the following appointments:
  - Finance and Administration Committee:  
Mr. Fred Orr, Chair  
Ms. Rodriguez  
Mr. Migl
  - Quality and Assurance Committee:  
Ms. Verlean Walton-Brooks, Chair  
Ms. Ringle  
Mr. Orr
  - Provider Services Committee:  
Ms. Rodriguez, Chair  
Dr. North  
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- o Philanthropy Committee:  
Mrs. Sue Ringle, Chair  
Ms. Noble  
Mr. Migl
- o Board Liaison to the Texas Council Community MHMR: Ms. Julie Noble
- o Board Liaison to the IDD PAC/NAC: Ms. Verlean Walton-Brooks
- o Board Liaison to the Quality Management Committee: Dr. Carol North

**Chief Executive Officer's Report:**

**Consideration of Acceptance of Chief Executive Officer's Report:** Dr. Baker referred to page 10498 of the centerwide benchmarks and presented some of the highlights for the month.

Dr. Baker said that the Center finalized the sale of the ICF/MR homes allowing for the Center's unrestricted net assets to be positive for the first time in many years. Fiscal year-to-date there remains at \$400K negative variance from budget.

The primary focus of attention continue to be the underperformance in mental health services due to the problems associated with the recruitment of medical staff.

ECI continues its search for a Director.

The Center came to an agreement with the Achievement Center of Texas (ACT) around a disagreement, and with DADS around the Autism Treatment Center recoupment issue.

Independence House received programming changes to convert it into a contemporary peer support center with a new name, The Club.

Dr. Baker asked if there were any questions related to his report.

Ms. Noble thanked Dr. Baker for the Center's participation in the NAMI Walk. Metrocare received a congratulatory letter for having the largest group participating in the event.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

Ms. Walton-Brooks moved to approve the Centerwide Benchmarks for April 2008. Ms. Ringle seconded, motion carried.

**Finance and Administration Committee**

Mr. Cooper asked Mr. Munson to present his report.

**Fiscal Management Reports:**

**Consideration of Approval of Financial Report for April 2008 (unaudited):** Mr. Munson referred to his report on page 10504 and said that April was a good month due to the completion of the sale of the ICF/MR homes and licenses. He said that on April 1<sup>st</sup>, five of the homes were transferred over to EduCare. The sale of the sixth home was finalized in May. He said Government Accounting Standards requires recognition of the proceeds as income, and that the sale also allows the Center to close the 1993 Bond Series.

Mental health services continues to struggle to fill vacant medical staff positions. However, monthly statistics show month-to-month consistent improvement.

There were no additional questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mr. Cooper offered a motion to accept the Financial Reports for April 2008. This was a committee recommendation and does not require a second. The Board approved the Committee recommendation, motion carried.

**Revision to the AIG Retirement Plan:** Mr. Munson said he would present this report as a verbal for information only report today. The plan is not ready to be presented for board approval due to the delays at AIG. This report will be presented at the June Board meeting for full Board approval.

Mr. Munson said that the 401k and 403b savings plans are retirement plans offered by Metrocare to its staff. Unfortunately only 50% of staff are presently taking advantage of them.

Due to the low participation rate, effective September 1, 2008, management proposes to automatically enroll employees in the effective month of their next merit increase, with the first 2% of any merit being allocated to the savings plan. The Center will automatically match any contributions in accordance with the plan. On each merit or salary adjustment, an additional 2% will be allocated to the plan until the employee has reached the maximum 6% limit on contribution matching. Employees will have the option to opt out without any penalties within 90 days of enrollment. Management's goal is to achieve 100% participation.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

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

Mr. Cooper asked Ms. Rodriguez to present the Provider Services Committee report. Ms. Rodriguez said that the Committee met last Thursday. She asked Dr. Graves to present his report.

**Consideration of Acceptance of Service Delivery Report for April 2008:** Dr. Graves briefly summarized the highlights of his report.

ECI continues to submit reports to DARS. Weekly calls have been changed to bi-weekly. Yvette Servanti-Aguilar has accepted the Director's position. She is a returning employee.

Brenda Cosens, RN, has accepted the position of Director of Developmental Disability Clinical Services. This will include the ECI program.

The Center was awarded the contract for an after-hours Crisis Clinic. The clinic site is Pathways and will be open Monday through Friday from 5:00 to 10:00 pm, including pharmacy services. The Crisis Clinic will also be available on Saturday's from 2:00 to 7:00 pm, including the pharmacy.

Special Needs Offenders Program (SNOP): SNOP leadership has been responding to concerns raised about the services provided by Metrocare staff. Management has met with ValueOptions, the Probation Office and Court staff to discuss issues.

There were no other questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

Ms. Rodriguez said that the Provider Services Committee recommended the acceptance of the Service Delivery Report for April 2008. This was a committee recommendation and does not require a second. Motion carried.

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

Mr. Cooper asked Ms. Walton-Brooks to present the Quality and Authority Services Committee report. Ms. Walton-Brooks said the Committee met last Thursday. She asked Ms. Thompson to present her report.

**Consideration of Acceptance of Quality Management Report for April 2008:** Ms. Thompson presented updates since last week's meeting.

ValueOptions continues weekly audits of medical charts to verify accuracy of Medicaid billing elements reported for each service encounter.

Additional staff has been hired effective June 2<sup>nd</sup> to provide quality oversight support to the ECI and the TFC (Therapeutic Foster Care) programs.

Ms. Thompson said that due to the underutilization of general revenue funds a summer respite program was developed to help spend these dollars. If unused, these dollars will have to be returned to DADS at the end of this fiscal year.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

Ms. Walton-Brooks said that the Quality Management Committee recommended the acceptance of the Quality Management Report for April 2008. This was a committee recommendation and does not require a second. All were in favor, motion carried.

**Consideration of Approval of Revision to Board Policy 6.03 on Compliance Plan:** Ms. Thompson said that the modifications to this board policy reflect the current name of the Center and verification of statutory references, including the addition of The Deficit Reduction Act (DRA) 2005, Section 6032. Other changes include the transfer of the role of the compliance officer in the initial plan from the Internal Auditor to the Deputy CEO.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

Ms. Walton-Brooks said that the Quality Management Committee recommended the acceptance of the Revision to Board Policy 6.03 on Compliance. This was a committee recommendation and does not require a second. All were in favor, motion carried.

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

Mr. Cooper asked Ms. Ringle to present the Philanthropy Committee report. Ms. Ringle said the Philanthropy committee met just before the Board meeting. She asked Ms. Sandy Stephens to present her report.

**Consideration of Acceptance of Development and Community Education Report for April 2008:** Ms. Stephens said that David Aston is the newest member to her team and she feels very fortunate to have acquired his knowledge in the developmental disabilities field. Mr. Aston has been given the title of Director of Community Affairs and Mr. John Luna is now the Director of Public Affairs.

Referring to the fifth bullet of her report, Ms. Stephens said she felt very fortunate to have been able to secure the funding from a couple to complete the construction of the playground for the therapeutic nursery.

An anniversary event to celebrate the 40<sup>th</sup> anniversary of the Center is planned for September. Invitations are already being mailed out.

Ms. Stephens asked if there were any questions for her report on grants.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

Ms. Ringle said that the Philanthropy Committee recommended the acceptance of the Development and Community Education Report for April 2008: This was a committee recommendation and does not require a second. All were in favor, motion carried.

**Consideration of Approval of Resolution of Support of the Caruth Foundation Grant Application:** Ms. Stephens said the W.W. Caruth, Jr. Foundation requires a resolution from the Board as part of a grant application that Metrocare has made. This grant proposes the reduction of homelessness among people with mental illness that have come into contact with the legal system. This is in collaboration with Central Dallas Ministries, who would be in charge of housing, Metro Dallas Homeless Alliance (through its facility, The Bridge) they would assess the housing applicants, and Metrocare would provide the clinical services.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

Ms. Ringle said that the Philanthropy Committee recommended the approval of the resolution of support for the Caruth Foundation grant application: This was a committee recommendation and does not require a second. All were in favor, motion carried.

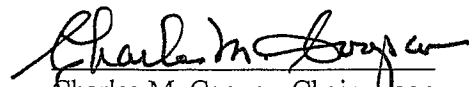
**Discussion and Possible Updates to Development Department Strategic Plan:** Ms. Stephens said her team brainstormed and developed a strategic plan two years ago and many of those items have already been achieved and others are ongoing projects. For example, the capital campaign projects are already underway, starting with the Lancaster Kiest Clinic.

There were no questions posed for this item. (Please refer to the May 22, 2008 Board packet for a detailed account of this report).

**EXECUTIVE SESSION:** There were no issues requiring an executive session.

**IV. MEETING ADJOURNMENT:** There being no further business to come before the Board, on motion duly made, seconded and carried, the meeting adjourned at 2:30 pm.

Minutes approved by:

  
Charles M. Cooper, Chairperson

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

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