

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

August 25, 2011

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

MINUTES OF August 25, 2011

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, August 25, 2011 at 1360 River Bend Dr., Dallas, Texas 75247.

I. Call To Order/Roll Call

Ms. Noble, Madame Chair, declared a quorum present and called the meeting to order at 1:30 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair
Ms. Verlean Walton-Brooks
Mr. Herbert H. Kamm, Board Secretary
Mr. Greg Allbright
Mr. Craig Jeffery
Ms. Jill L. Martinez
Ms. Judy N. Myers
Dr. Juan R. Perez

Board Members Absent: Dr. Carol S. North.

Staff Present: Dr. James Baker, Kyle Munson, Dr. Grable, Tom Clark, and Sandy Stephens.

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 June 23, 2011. Ms. Noble called for the approval of the minutes of the previous meeting.

Motion: Ms. Martinez moved approval of the minutes of June 23, 2011 Board meeting. Ms. Walton-Brooks seconded the motion, and the motion carried.

Madame Chair's Report

Ms. Noble thanked Ms. Martinez and her husband Robert for the invitation extended to her, Dr. Perez and Ms. Myers as guests at their table for the Las

Colinas/Irving Chamber of Commerce luncheon where Judge Clay Jenkins delivered a state of the county address.

Ms. Noble congratulated Dr. Hunter for receiving the Pamela Blumenthal Memorial Award from the Mental Health Association of Greater Dallas. Dr. Hunter will receive her award at the Prism Awards event.

Ad hoc Compensation Review Committee: Ms. Noble called on Mr. Jeffery who presented the Ad hoc Compensation Review report.

Ms. Noble said that CEO evaluation forms will be distributed in September. Ms. Noble asked that these forms be returned to legal counsel, Mr. Doug Barnes. Mr. Barnes will tabulate the results and send these results to Ms. Noble who will then present the results at the October Board meeting.

Texas Council of Community Centers Report: Ms Noble presented a one-page report on the activities that took place on August 4-6 at the Texas Council quarterly meeting in Austin. She said Judge Oscar Kazen, Associate Probate Judge for Bexar County, spoke about the Involuntary Outpatient Commitment and Diversion program that is used in their county. Ms. Noble said she accepted the invitation from Mr. Leon Evans, CEO of the Bexar Center, and she and Dr. Perez will travel to Bexar County to hear more about this program.

Next Committee and Board meeting schedule: Ms. Noble said that next month both the committee meetings and the Board meeting occur in the same week.

- On the third Tuesday, September 20th the Provider Services Committee will meet at 11:30 am with the Philanthropy Committee meeting following immediately after at approximately 12:15 pm and the Finance and Administration Committee following at approximately 1:00 pm. The meetings will be held at 1380 River Bend Dr., in the Charles Cooper Board Room.
- On the 4th Thursday, September 22nd the Quality and Authority Committee will meet at 1:15 pm with the Board meeting following immediately after at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole during our Board meeting. The meetings will be held at this same site.

Chief Executive Officer's Report:

The Club Presentation: Shakina Walker, Clinical Manager, presenter.

Dr. Baker called on Ms. Walker for her presentation. Ms. Walker presented the story of a forty-one year old male receiving services through one of our clinics and an active participant and volunteer at The Club.

Consideration of Acceptance of Chief Executive Officer's Report:

Dr. Baker presented a detailed report of the centerwide indicators for the month of July 2011.

Motion: Mr. Jeffery made a motion to accept the Chief Executive Officer's Report for July 2011. Ms. Martinez seconded, and the motion carried.

Finance and Administration Committee: Mr. Jeffery called on Mr. Munson to present his report.

Consideration of Acceptance of the Financial Report for June 2011 (unaudited): There were no questions posed for this item.

Consideration of Acceptance of the Financial Report for July 2011 (unaudited): Mr. Munson said the Financial Reports for June and July were presented at the Finance and Administration Committee in detail. There were no questions posed for this item.

Mr. Jeffery said the committee recommended the acceptance of the Financial Reports for June and July 2011. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Consideration of Acceptance of FY12 Business Plan: Mr. Munson said the FY12 Business Plan was presented at the Finance and Administration Committee.

Mr. Jeffery said the committee recommended the acceptance of the FY12 Business Plan. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Consideration of Acceptance of FY12 Budget Plan: Mr. Munson said the FY12 Budget Plan was presented at the Finance and Administration Committee.

Mr. Jeffery said the committee recommended acceptance of the FY12 Budget Plan. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Consideration of Acceptance of Engagement Letter for the External Audit Firm of Davis Kinard & Co, PC for FY11: Mr. Munson said this engagement letter is consistent with the previous year's engagement letter. He said it contains a cap of \$55K on the fees we pay, same as the previous year.

Mr. Jeffery said the committee recommended the acceptance of the engagement letter for the external audit firm of Davis Kinard & Co. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Consideration to Authorize the Board Chair Signature on the DADS Contract for FY2012: Mr. Munson said the contract was discussed in detail

at the Finance and Administration Committee and is ready for Ms. Noble's signature.

Mr. Jeffery said the committee recommended authorization for the Board Chair to sign the FY2012 contract with DADS. 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 on Administrative and General Management of the Center 1.14:

Mr. Jeffery said the committee recommended approval of the revision to Board Policy 1.14. 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 on Salary Administration 5.10:

Mr. Jeffery said the committee recommended approval of the revision to Board Policy 5.10. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

Report of the Provider Services Committee:

Consideration of Acceptance of Medical Staff Services Report for July 2011: Dr. North asked Dr. Grable to present the Medical Services Report. Dr. Grable presented the Medical Staff report in Dr. Hunter's absence. There were no questions posed for this item.

Dr. North 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 Behavioral Health Service Delivery Report for July 2011: Mr. Clark said there are no changes to his report since presenting it last week. There were no questions posed for this item.

Dr. North 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 the Developmental Disabilities Report for July 2011: Mr. Clark presented a verbal summary of the Developmental Disabilities report. There were no questions posed for this item.

Dr. North 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 the Local Plan for FY12: Dr. Baker presented the Local Plan for FY12 in Ms. Thompson's absence. He said the Department of Aging and Disability Services (DADS) requires the development of a Local Plan for individuals with Intellectual and Developmental Disabilities outlining the needs of Dallas consumers. There were no questions posed for this item.

Dr. North said this comes as a committee recommendation. 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 said the committee met prior to the Board meeting and recommended the Quality Management Report for July 2011 for approval.

Consideration of Approval of the Quality Management Report for July 2011:

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

Report of the Philanthropy Committee:

Consideration of Acceptance of the Development and Community Education Report for July 2011: Mr. Allbright asked Ms. Stephens to provide the Development and Community Education report. Ms. Stephens provided a verbal summary of her report.

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

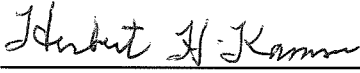
Report of the Legislative Action Committee:

Consideration of Acceptance of the Legislative Action Committee Report for July 2011: Dr. Perez presented the Legislative Action Committee report in Mr. Hernandez absence.

Dr. Perez moved for the acceptance of the Legislative Action Committee Report for July 2011. Ms. Walton-Brooks seconded. The motion carried.

- IV. **EXECUTIVE SESSION:** There were no issues requiring an executive session.
- V. **MEETING ADJOURNMENT:** There being no further business to come before the Board, the meeting adjourned at 2:52 pm.

Minutes approved by:



Herbert H. Kamm, Board Secretary

Minutes recorded, transcribed and distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees