



NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, September 22, 2011. Prior to the regular session, a Board training session will be held, beginning at 1:00 pm. The meeting will be held at 1360 River Bend Drive/Dallas, Texas 75247 (Charles M. Cooper, Board Room).

If you need additional assistance to effectively participate in or observe this meeting, please notify the Administrative Office at 214.743.1201, at least 72 hours prior to this meeting, so that reasonable accommodations can be made to assist you.

A portion of the meeting may be closed pursuant to Chapter 551 of the Texas Government Code to receive advise from counsel; to deliberate the purchase or lease of real estate; to deliberate the contract for a gift; to deliberate personnel issues; or, to deliberate regarding security.

Julia P. Noble, Madame Chair
Metrocare Board of Trustees

By: Martha L. Toscano
Assistant to the CEO/Board

AGENDA

METROCARE SERVICES September 22, 2011

BOARD TRAINING

Overview of IT System
Jeff Griffin, IT Director, *presenter*
(1:00 pm)

REGULAR MEETING OF THE BOARD OF TRUSTEES
starting at 1:30 pm (Charles Cooper, Board Room)
1360 River Bend Dr/Dallas, TX 75247-4914

Mrs. Noble I. **Call to Order & Roll Call**

II. **Citizen Comments** (Limited to 3 minutes)

III. **Issues to be Considered**

❖ Consideration of Approval of August 25, 2011 Board Meeting Minutes

Madame Chair Report

Board Liaison reports:

- MH Advisory Committee (Chairman: Leonard Keese, Board Liaison: Jill Martinez).
- IDD PAC/NAC (Chairman: Ralph Long, Board Liaison: Verlean Walton-Brooks).

Ad hoc Compensation Review Committee Report (Mr. Craig Jeffery, Chairman)

❖ Consideration of Approval of Recommended Benchmarks for CEO Performance Management Plan for Fiscal Year 2012.

Chief Executive Officer Report

Consideration of Acceptance of CEO Report for FY11 Business Plan Progress through August 2011

❖ The chief executive officer will present a summary of the performance of the center that includes its financial performance, its performance on clinical outcomes, its performance on strategic measures, its contract compliance, its performance on governance measures, and its performance on measures related to stakeholder relationships, as well as management's plans to address deficiencies therein.

Dr. Baker

Strategy 1: Assure Adequate funding for Our Mission

Mr. Jeffery

Report of the Finance and Administration Committee

Consideration of Acceptance of Financial Report for August 2011 (Unaudited)

Kyle Munson



The chief financial officer will review the income statement, cash flow, receivable and payables report for the prior month and describe plans to address deficiencies therein relative to plan

Consideration of Acceptance of FY11 Fourth Quarter Reports on Finance, and Information Systems

Kyle Munson



The chief financial officer will present the following quarterly reports in accordance with specific Board Policies.

- Quarterly Investment Report, Board Policy 4.01.02
- Salary Adjustments > \$5,000, Board Policy 5.10
- Community Services Contract >\$100,000 & Non-Community Service Contracts > \$25,000, Board Policy 4.02
- Lease Obligations > \$25,000, Board Policy 4.02
- Legal Expenses, Board Policy 4.02
- Purchases of Goods, Services and Equipment > \$15,000, Board Policy 4.02
- Participation by Historically Underutilized Businesses (HUB)
- Report on Information Technology Projects

Consideration of Approval of Administrative Procedure 4.01.02

Kyle Munson



The chief financial officer will review the Administrative Procedure on Cash Deposits and Financial Investments

Consideration of Approval of Board Policy 4.03

Kyle Munson



The chief financial officer will review the Board Policy on Unreserved Net Assets

Consideration of Approval of Authorization to Execute Agreement with Dallas County Community Supervision and Corrections Department

Kyle Munson



The chief financial officer will present the proposed contract with DCCD to operate the dual diagnosis 60-bed residential program located at the Judicial Treatment Center in Wilmer, Texas.

Strategy 2: Assure That Our Focus Is On Our Consumers

Dr. North

Report of the Provider Services Committee

Consideration of Acceptance of Medical Staff Services Report for August 2011

Dr. Hunter



The executive medical director will present the performance of medical staff services and the clinical outcome measures, including management plans to address deficiencies therein.

Consideration of Acceptance of Behavioral Health Service Delivery Report for August 2011

Tom Clark ❖ Management will present the performance of the behavioral health provider division of the center, including its financial performance and its clinical performance, as well as management plans to address deficiencies therein.

Consideration of Acceptance of Developmental Disability Provider Service Report for August 2011

Tom Clark ❖ Management will present the performance of the developmental disabilities providers division of the center, including its financial performance and its clinical performance, as well as management plans to address deficiencies therein.

**Ms. Walton –
Brooks**

Report of the Quality and Authority Services Committee

Consideration of Approval of Quality Management Report for August 2011

Linda Thompson ❖ The deputy chief executive officer will present the performance of the Dallas County Mental Retardation Authority (MRA), a part of the Center, including its financial performance, its clinical performance, and its performance on quality oversight, and also management plans to address deficiencies therein.

Consideration of Acceptance of FY11 Fourth Quarter Reports on Service Delivery

Linda Thompson ❖ Board policy calls for regular reports on programs and services implemented as part of the local plan. It also calls for regular reports on records management. The deputy chief executive officer will present information regarding activities occurring during the second quarter in the following reports.

- Local Plan
- Medical Records

Consideration of Acceptance of FY11 Fourth Quarter Reports on Quality Management and Research

Linda Thompson ❖ The deputy chief executive officer will present information regarding Quality Management activities in meeting identified performance measures and targets identified in the Department of Aging and Disability Services Performance Contract pertaining to the MRA and to the Mental Health Division around Resiliency and Disease Management Fidelity occurring during the second quarter.

- DADS Performance Contract Requirements
- Compliance
- Research Activities

Strategy 3: Assure The Visibility of Our Mission Through Our Board

Mr. Allbright

Report of the Philanthropy Committee

Consideration of Acceptance of Development and Community Education Report for August 2011

- Sandy Stephens ❖ The director of philanthropy will present a report on the performance of the department with regard to development, community education, and oversight of grant funding, and also present management plans to address deficiencies therein.

Consideration of Approval of Revision to Board Policy 1.01

- Sandy Stephens ❖ The executive medical director will present the recommended changes to the Board Policy on Conflict of Interest to assure that the policy conforms to statutory references and actual practices.

Dr. Perez Report of the Legislative Action Committee

Consideration of Acceptance of Legislative Action Report for August 2011

- Abel Hernandez ❖ The public affairs coordinator will present a report on community and stakeholder education activities during the reporting month.

Executive Session: This portion of the meeting may be closed pursuant to a specified section of Chapter 551 of the Texas Government Code including:

- IV.**
- A. Section 551.071, to receive advice from counsel about pending or contemplated litigation and/or settlement
 - B. Section 551.072, to deliberate the purchase, exchange, lease, or value of real property
 - C. Section 551.073 to deliberate on a contract for a prospective gift
 - D. Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or
 - E. Section 551.076, to deliberate regarding security services.

V. Return to Open Session

VI. Meeting Adjournment

- ❖ *Designates items on which the Board may take action*