

AGENDA

METROCARE SERVICES

March 28, 2013

BOARD TRAINING

“Family Preservation Program and IDD Crisis Response Team”

Kelli Laos, 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 February 28, 2013 Board Meeting Minutes
- ❖ Consideration of Approval of the March 6, 2013 Special Called Meeting Minutes

Madame Chair Report

Annual Election of Officers in Accordance with Board Policy 1.06

- ❖
 - Chairman
 - Vice-Chairman
 - Secretary

Annual Assignment of Board members to committees in Accordance with Board Policy 1.06

Interim Chief Executive Officer Report

Services Presentation: Altshuler Clinic Treatment Team, Kendahl Olvera, and Pin Huang, presenters

Consideration of Acceptance of Interim CEO Report for FY13 Business Plan Progress through February 2013

Linda Thompson

- ❖ The interim 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.

[Strategy 1: Assure Adequate funding for Our Mission](#)

Mrs. Myers

Report of the Finance and Administration Committee

Consideration of Acceptance of Financial Report for February 2013 (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 FY13 Second Quarter Reports on Finance, and Information Systems

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

Kyle Munson



- Quarterly Investment Report, Board Policy 4.02
- 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
- Purchases of Goods, Services and Equipment > \$15,000, Board Policy 4.02
- Participation by Historically Underutilized Businesses (HUB)
- Report on Information Technology Projects

Kyle Munson



Consideration of Approval of Administrative Procedure 4.01.02

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

Kyle Munson



Consideration of Approval of Revision to Board Policy 5.02

The chief financial officer will present the recommended changes to the Board Policy on Equal Employment Opportunity

Dr. North

Report of the Provider Services Committee

Consideration of Acceptance of Medical Staff Services Report for February 2013

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 February 2013

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 Approval of Appointment to the Mental Health Advisory Committee

Tom Clark



- Mary Ann Niles
- Glen Thornton
- Wanda Elvord

Consideration of Acceptance of Developmental Disability Provider Service Report for February 2013

❖ 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.

Consideration of Approval of Resolution Authorizing the Submission of an Application for the Renewal of the FY13 Community Development Block Grant Funding with the City of Irving.

❖ Tom Clark Management will present a Resolution that directs and designates the Chief Executive Officer and his/her successor in the office of Chief Executive Officer as the Authorized Representative to act in all matters in connection with this application and Metrocare Services.

Ms. Walton-Brooks

Report of the Quality and Authority Services Committee

Consideration of Approval of Quality Management Report for February 2013

❖ Linda Thompson The interim chief executive officer will present the performance of the Dallas County Local Authority (LA), 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 FY13 Second 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 FY13 Second Quarter Reports on Quality Management and Research

❖ Linda Thompson The interim chief executive officer will present information regarding Quality Management activities to meet identified performance measures and targets identified in the Department of Aging and Disability Services Performance Contract pertaining to the Local Authority during the second quarter.

- DADS Performance Contract Requirements
- Compliance
- Research Activities

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

Ms. Martinez

Report of the Philanthropy Committee

Consideration of Approval of Development and Community Education Report for February 2013

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.

**Mr.
Gutierrez**

Report of the Legislative Action Committee

Consideration of Approval of Legislative Action Report for February 2013

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:

- A. Section 551.071, to receive advice from counsel about pending or contemplated litigation and/or settlement
- IV.** 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*



NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, March 28, 2013. 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 advice 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