

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**September 26, 2013**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF September 26, 2013

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, September 26, 2013 at 1360 River Bend Dr, Dallas, Texas 75247 in the Charles Cooper Board Room.

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

Ms. Noble declared a quorum present and called the meeting to order at 1:40 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chairman  
Ms. Jill L. Martinez, Vice chairman  
Ms. Judy N. Myers, Secretary  
Dr. Carol S. North  
Mr. David Aston  
Ms. Corey Golomb

**Board members not present:** Dr. Brenda Richardson and Mr. David Gutierrez.

**Staff Present:** Dr. John Burruss, Linda Thompson, Dr. Judith Hunter, Tom Clark, Kyle Munson, Sandy Stephens and other Metrocare staff.

**Guest Present:** Doug Barnes, Legal Counsel, Shay Cathey, from Judge Jenkins office, and Steve Miller.

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 August 23, 2013.** The Board minutes of August 23, 2013 were made a part of the packet. Ms. Noble called for any changes or corrections to the minutes of the previous meeting.

Motion: Ms. Martinez moved to approve the Board meeting minutes of August 23, 2013 as presented. The motion was seconded and accepted.

#### Madame Chairman's Report

**Board Liaison Reports:**

**Intellectual and Developmental Disability Planning Network Advisory Committee (IDD-PNAC):** Ms. Golomb called on Ms. Thompson to present the IDD PNAC report. Ms. Thompson said the committee convened on Tuesday, September 10<sup>th</sup> and presented a brief report of the IDD PNAC meeting. There were no questions posed for this item.

Ms. Noble referred to a mailing received from Craig Watkins office concerning the expansion of the definition of “public information”. She said the Texas legislature expanded the definition of “public information” to include any electronic communication on any device regarding county business. At Ms. Noble’s request Mr. Doug Barnes, legal counsel for Metrocare provided a brief explanation of the implications of this mailing.

Ms. Noble congratulated Dr. Burruss for his participation in the Washington D.C., Hill Day. She also thanked Ms. Stephens and her team for their outstanding work putting together the “Meal for the Minds” event last week.

**Next Committee and Board meeting schedule:**

- The Provider Services Committee will meet on Tuesday, October 17th 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 12:45 pm. The meetings will be held at this same location.
- On the fourth Thursday, October 24th the Quality and Authority Committee will meet at 12:45 pm with a Board training following at approximately 1:00 pm, and the Board meeting following immediately after at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole. All the meetings will be held at this same location.

**Chief Executive Officer’s Report:**

**Services Presentation:** Youth Diversion Program, Lori Pollard, presenter.

Ms. Pollard presented the success story of a 14 year old Hispanic male (J) referred to Metrocare’s Special Needs Program. She said the team which consists of a therapist and the Juvenile Probation Officer worked with J, his mom and step dad to help J build skills for his anger management and to help him cope with stress, as well as building communication and parenting skills with the family. Ms. Pollard said J was kept longer than the 6 months required to make sure he completed school for the year. J is now stable at home and school and has been transition from the TCOOMMI program into our Behavior and Psychiatric Services program. His twin brother is now receiving services through our Youth Diversion Program.

Dr. Burruss and the Board thanked Ms. Pollard.

**Consideration of Acceptance of Chief Executive Officer Report for FY13 Business Plan Progress through August 2013:** Dr. Burruss report was made

a part of the packet. Dr. Burruss said almost everything in the 100 Day Plan has been accomplished. Referring to the Waiver Opportunities, he said they all look like they will come to pass.

In response to Ms. Martinez question on item number 3, Dr. Burruss said the intent is to proceed with private sources.

Motion: Ms. Martinez made a motion to Accept the Chief Executive Offer Report for FY13 Business Plan Progress through August 2013. The motion was seconded and accepted.

**Finance and Administration Committee:** Ms. Myers called on Mr. Munson to present his report.

**Consideration of Acceptance of the Financial Report for August 2013 (unaudited):** Mr. Munson said that this report was presented in detail at the Finance and Administration Committee and remains unchanged.

**Consideration of Acceptance of FY13 Fourth Quarter Reports on Finance, and Information Systems:** Mr. Munson said the Finance and Administration committee met on Tuesday and he presented this report in detail at that time. He asked if anyone had any questions. There were no questions posed for this item.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Approval of Resolution Approving and Authorizing Delegation of Signature Authority to the Chief Executive Officer (“CEO”) of Metrocare Services (“The Center”):** Mr. Munson said this Resolution giving Dr. Burruss, written delegated signature authority is required by the Department of Assistive and Rehabilitative Services (DARS) for our Early Childhood Intervention (ECI) contract.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Approval of Revision to Board Policy 5.11:** Mr. Munson said there were no substantive changes to Board Policy on Safety 5.11.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Report of the Provider Services Committee:** Dr. North referred to Ms. Noble. Ms. Noble called on Dr. Hunter to present her report.

**Consideration of Acceptance of Medical Staff Services Report for August 2013:** Dr. Hunter said this report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Acceptance of Behavioral Health Service Delivery Report for August 2013:** Mr. Clark said there were no changes to his report. His report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Consideration of Acceptance of the Developmental Disabilities Report for August 2013:** Mr. Clark said there were no changes to his report. His report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

**Report of the Quality and Authority Services Committee:** Mr. Aston said the Quality and Authority Committee met prior to the Board meeting. He asked if anyone had any questions. There were no questions posed for these reports.

**Consideration of Approval of the Quality Management Report for August 2013:**

**Consideration of Acceptance of FY13 Fourth Quarter Reports on Service Delivery:**

**Consideration of Acceptance of FY13 Fourth Quarter Reports on Quality Management and Research:**

Ms. Noble said the Quality Management Report for August 2013, the FY13 Fourth Quarter Reports on Service Delivery and the FY13 Fourth Quarter Reports on Quality Management and Research come as a committee recommendation and a second is not required. Motion carried.

**Report of the Philanthropy Committee:** Ms. Martinez referred to Ms. Noble. Ms. Noble called on Ms. Thompson for the Philanthropy Committee report.

**Consideration of Acceptance of the Development and Community Education Report for August 2013:** Ms. Thompson said this report was presented in detail last week and asked if anyone had any questions. There were no questions posed for this item. Metrocare's signature event, "Meal for the Minds".

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

Ms. Noble congratulated Ms. Stephens and staff on last week's event, the "Meal for the Minds". Ms. Stephens thanked the Board and the Auxiliary members for their help and support.

**Report of the Legislative Action Committee:** Ms. Noble called on Mr. Hernandez to present the Legislative Action committee report.

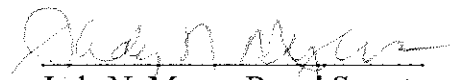
**Consideration of Acceptance of the Legislative Action Committee Report for August 2013:** Mr. Hernandez presented a brief summary of the Legislative Action Committee report for the month of August 2013. This report was made part of the packet.

Motion: Ms. Martinez moved for the acceptance of the Legislative Action Committee Report for August 2013. The motion was seconded and accepted.

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

**V. MEETING ADJOURNMENT:** There being no further business to come before the Board, Ms. Noble called for a motion to adjourn the meeting. Dr. North moved to adjourn the meeting. The motion was seconded and accepted. The meeting adjourned at 2:20 pm.

Minutes approved by:

  
Judy N. Myers, Board Secretary

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