



## NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, June 23, 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

Verlean Walton-Brooks, Vice Chair  
Metrocare Board of Trustees

Herbert H. Kamm, Board Secretary  
Metrocare Board of Trustees

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

# AGENDA

## METROCARE SERVICES June 23, 2011

### BOARD TRAINING

"An expert discussion of disaster research and implications for disaster mental health response"  
Carol North, MD, *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 May 26, 2011 Board Meeting Minutes

#### **Madame Chair Report**

Board Presentation to Ms. Candy Sheehan

Board Liaison reports:

- Texas Council of Community MHMR Center's (Ms. Julia P. Noble, Board Liaison).

#### **Chief Executive Officer Report**

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

Dr. Baker ❖ 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.

#### **Strategy 1: Assure Adequate funding for Our Mission**

**Mr. Jeffery Report of the Finance and Administration Committee**

Kyle Munson ❖ Consideration of Acceptance of Financial Report for May 2011 (Unaudited)

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 Third 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

Recommendation of Approval of Revision to Board Policy 4.08

Kyle Munson



The chief financial officer will present the revised board policy relating to Lease Properties to reflect the correct Policy area to Fiscal Management.

Recommendation of Acceptance of the Internal Audit Report

Kyle Munson



The chief financial officer will present the Audit Report for Pharmaceutical Services

**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 May 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 May 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 May 2011

Brenda Cosens



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 May 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 Third 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 Third 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 Approval of Development and Community Education Report for May 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.

**Dr. Perez**

**Report of the Legislative Action Committee**

Consideration of Approval of Legislative Action Report for May 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*