

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**May 28, 2009**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF May 28, 2009

A Regular Meeting of the Board of Trustees of Metrocare Services convened at 2:00 p.m. on Thursday, May 28, 2009 at the Lancaster Kiest Clinic located at 3330 S. Lancaster Rd./Dallas, Texas 75216

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

Mrs. Noble, Madame Chair, called the meeting to order at 2:00 pm. A quorum was present.

The following Trustees were present:

Ms. Julie Noble, Madame Chair  
Ms. Elsa Rodriguez, Vice Chair  
Ms. Verlean Walton-Brooks, Secretary  
Mr. Greg Allbright  
Ms. Katy Hubener  
Dr. Carol S. North

The following Trustees were absent:

Mr. Charles M. Cooper  
Mr. Craig Jeffery  
Ms. Sue Ringle

**Staff Present:** Dr. James Baker, Linda Thompson, Kyle Munson, Sandy Stephens, Tom Clark and other Metrocare staff.

**Guest Present:** Drew Dixon from the Arc of Dallas, Shay Cathey from Judge Jim Foster's office, and Doreen Sykes.

II. **CITIZENS' COMMENTS:** Mr. Drew Dixon spoke of the services that The Arc of Dallas provides to Metrocare's Therapeutic Foster Care program and to the Home and Community Based Services program, and provided examples of the types of services its staff performs.

#### III. ISSUES TO BE CONSIDERED:

**Consideration of approval of the Minutes of the Metrocare Services Board meeting for April 23, 2009.** Mr. Greg Allbright made a motion to approve and Ms. Verlean Walton-Brooks seconded the motion. The motion carried and the Minutes of the Metrocare Board meeting for April 23, 2009 were approved as printed.

**Madame Chair's Report:**

**Announcement of Appointment of Ms. Katy Hubener to the Metrocare Board:** Ms. Noble welcomed and thanked Ms. Katy Hubener for accepting the responsibility to become a member of the Metrocare Board. Ms. Hubener was appointed by Judge Jim Foster on April 21<sup>st</sup>. Ms. Hubener received the required training and was sworn in on May 4<sup>th</sup>.

**Announcement of Appointment of Finance and Administration Committee Chair, in Accordance with Board Policy 1.06:** Ms. Noble announced that Mr. Craig Jeffery would assume the Chair of the Finance and Administrative Committee.

### **Board Liaison Reports**

**MH Advisory Committee (Chairman: Leonard Keese, Board Liaison, Mr. Greg Allbright):** Mr. Allbright presented a brief summary of the Town Hall meeting that the MH Advisory Committee sponsored at the Altshuler Clinic on May 6<sup>th</sup>. Mr. Tom Clark said that the reason for the meeting was to receive feedback on gaps in services. The majority of the comments received were positive. Wait times to see the doctor continue to be an issue. A recurring suggestion was to have a one-stop shop, with a primary physician on-site and primary care medications at the pharmacy.

**Texas Council of Community MHMR Center's Meeting (Board Liaison: Mrs. Julia Noble):** Ms. Noble presented a written report of the Texas Council meeting that she attended on May 1-2, 2009. Ms. Noble spoke of the upcoming Texas Council Conference and suggested changing the Board meeting date to accommodate those attending the Conference on Thursday, June 25<sup>th</sup>.

**Next Committee/Board Meetings:** Ms. Noble said the next committee meetings are scheduled for Thursday, June 18<sup>th</sup> and the Board meeting will follow on Thursday, June 25<sup>th</sup>.

### **Chief Executive Officer's Report:**

**Consideration of Acceptance of Chief Executive Officer's Report:** Dr. Baker referred to page 11221 of his report and provided a verbal summary. (A copy of this report was provided via e-mail to Board Members and Management staff).

Mr. Greg Allbright made a motion to accept the Chief Executive Officer's Report for April 2009 and Ms. Elsa Rodriguez seconded the motion. The motion carried.

### **Finance and Administration Committee**

Mr. Greg Allbright asked Mr. Munson to present the Financial Reports for April 2009.

**Consideration of Approval of the Financial Report for April 2009 (unaudited):** Mr. Munson presented a verbal summary of the written financial statements for the month of April 2009.

**Consideration of Approval of Revision to the VALIC Retirement Savings Plan:** Mr. Munson presented a brief summary of the changes required to keep the plan in compliance with applicable law, and which require Board approval.

**Consideration of Acceptance of Management Response to the Internal Audit Report on HIPAA:** Mr. Munson noted that the full report and management response was included in the Board packet.

Mr. Allbright said the committee recommended acceptance of the Financial Report for April 2009, the Revision to the VALIC Retirement Savings Plan and Management's Response to the Internal Audit Report on HIPAA. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Possible Changes to the Board and Committee Meeting Schedule and (if necessary) to Board Policy 1.06:** This item was tabled for further discussion.

#### **Report of the Provider Services Committee**

Ms. Elsa Rodriguez said that the committee had met the prior Thursday.

**Consideration of acceptance of Behavioral Health Service Delivery Report for April 2009:** Mr Clark briefly summarized the report. Ms. Elsa Rodriguez moved to accept the Behavioral Health Service Delivery Report for April 2009 and said this was 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 Provider Services Report for April 2009:** Dr Baker briefly summarized the report in the absence of Ms Cosens. Ms. Rodriguez moved to accept the Developmental Disabilities Provider Services Report for April 2009 said this was 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 that the committee met the prior Thursday.

**Consideration of acceptance of the Quality Management Report for April 2009:** Ms Thompson briefly summarized the report. Ms. Verlean Walton-Brooks moved to accept the Quality Management Report for April 2009 and said this was a committee recommendation. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

#### **Report of the Philanthropy Committee**

Mr. Allbright said that the committee had met the previous week.

**Consideration was given for the acceptance of the Development and Community Education Report for April 2009:** Ms Stephens briefly summarized the written report. Ms. Stephens handed out a flyer regarding an employee event at ane Airhogs baseball game. She spoke of an upcoming luncheon at the Belo Mansion to

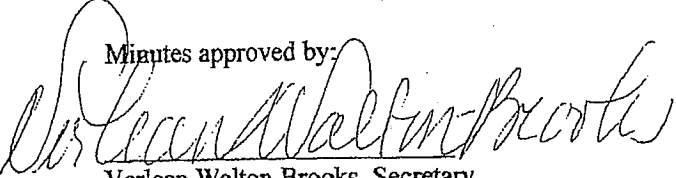
be hosted by Metrocare on September 21st, and of the one-day event at Brooks Brothers, at which Metrocare will receive 10 percent of that day's proceeds.

Mr. Allbright thanked Ms. Stephens and her team for the work they did on the Donor Bridge.

Mr. Allbright said that the report came with a recommendation for approval from the committee. Ms. Noble said this was a committee recommendation and does not require a second. All were in favor. Motion carried.

**IV. MEETING ADJOURNMENT:** There being no further business to come before the Board, on motion duly made, seconded and carried, the meeting adjourned at 2:43 pm.

Minutes approved by:



Verlean Walton-Brooks, Secretary

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