



NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, June 28, 2012. 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

June 28, 2012

"Assisted Outpatient Treatment"
Judge John Peyton, 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 24, 2012 Board Meeting Minutes

Madame Chair Report

Board Liaison reports:

- ❖ Consideration of Approval of Modifications to Strategic Plan
 - Texas Council of Community Center's (Ms. Julia P. Noble, Board Liaison)

Ad hoc CEO Search Committee Update (Ms. Verlean Walton-Brooks, Madame Chair)

Chief Executive Officer Report

Services Presentation: Child and Adolescent Services, Anne Vidacovich, presenter

Consideration of Acceptance of CEO Report for FY12 Business Plan Progress through May 2012

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

Mrs. Myers

Report of the Finance and Administration Committee

- Kyle Munson ❖ Consideration of Acceptance of Financial Report for May 2012 (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
- Kyle Munson ❖ Consideration of Acceptance of FY12 Third Quarter Reports on Finance, and Information Systems
- 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
- Kyle Munson ❖ Consideration of Approval of Board Policy 5.10
- The chief financial officer will present the recommended changes to the Board Policy on Salary Administration
- Kyle Munson ❖ Consideration of Approval of the Internal Audit Report
- The chief financial officer will present the Audit Report on the Center's Policies and Procedures on Professional Conduct and Ethics
- Kyle Munson ❖ Consideration of Acceptance of Engagement Letter for the External Audit Firm of Davis Kinard & Co, PC for FY2012
- The chief financial officer will present the engagement letter for the upcoming external audit for the Centers fiscal year ending August 31, 2012.

Strategy 2: Assure That Our Focus Is On Our Consumers

Dr. North

Report of the Provider Services Committee

- Dr. Hunter ❖ Consideration of Acceptance of Medical Staff Services Report for May 2012
- 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 2012

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 2012

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 May 2012

Linda Thompson



The deputy 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 FY12 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 FY12 Third Quarter Reports on Quality Management and Research

Linda Thompson



The deputy 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

Sandy Stephens



Consideration of Approval of Development and Community Education Report for May 2012

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.

**Ms.
Broomfield**

Report of the Legislative Action Committee

Consideration of Approval of Legislative Action Report for May 2012

Abel Hernandez

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

Mrs. Noble

Executive Session:

Announcement of Closed Session in Accordance with Subchapter D, Section §551.071 and §551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of Consulting with Attorney and discussing personnel matters, i.e.

IV.

❖ CEO Search

V.

Return to Open Session

- ❖ Consideration of Approval of Revision to Chief Executive Officer Job Description
- ❖ Consideration of Approval of Engagement of Executive Search Firm for Chief Executive Officer
- ❖ Consideration of Approval of Budget for Executive Search Firm

VI.

Meeting Adjournment

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