



**BOARD OF TRUSTEES
MEETING MINUTES OF**

September 22, 2016

METROCARE SERVICES

Board Meeting Minutes

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, September 22, 2016 at Metrocare Services, 1345 River Bend Dr., Dallas, TX 75247 (Mustangs Conference room).

II. Call to Order/Roll Call:

Ms. Jill Martinez, Madame Chairman welcomed everyone and called the meeting to order at 1:30 pm. There was a quorum present.

Board Members Present:

Jill Martinez
Dr. Leslie H. Secrest, Vice chairman
Judy Myers
Corey Golomb
Dr. Brenda Richardson Rowe
Dee Salinas Gutierrez
Terry James

Absent: Chief Norman Seals

Guest present: Mr. Joel Geary, Ms. Germaine White, and Mr. Brooks Love.

Staff Present: Linda Thompson, Kyle Munson, Ken Medlock, Jennifer Bell, and Charlene Stark.

II. **Citizen 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 Acceptance of August 25, 2016 Board Meeting minutes. Ms. Martinez asked if anyone had any changes or corrections to the board minutes of August 25, 2016.

Motion: Dr. Richardson Rowe moved to approve the August 25, 2016 board meeting minutes as printed. All were in favor, none opposed. The motion carried.

CHAIRMAN'S REPORT

Board Liaison Reports: Ms. Martinez referred to her Madame Chairman's report, copies of the same were placed in each of the board members folders.

Board Members and Committees: Ms. Martinez said that Dr. Moemeka has resigned from the board effective July 31 due to a job change and Dr. Richardson Rowe will no longer be able to participate on any of the Tuesday committee meetings. Ms. Martinez said that because of these two changes in the Provider Services committee we are one board member short. She asked if any of our board members would like to volunteer to serve in this committee.

North Texas Giving Day: Ms. Martinez provided information on the North Texas Giving Day and said today is the one day when you can give to your favorite non-profit and have some of those donations matched. The funds raised are distributed among more than 2,500 non-profit organizations in North Texas.

Upcoming Board and Committee meetings:

Tuesday, October 18, 2016

- 11:30 am – Provider Services committee
- 12:50 pm – Marketing and Development
- 12:10 pm – Finance and Administration committee

Thursday, October 20, 2016

- 12:45 pm – Quality & Authority committee
- 1:00 pm – Board Training
- 1:30 pm – Board meeting

CHIEF EXECUTIVE OFFICER REPORT: Linda Thompson presided in the absence of Dr. Burruss. Ms. Thompson referred to Ms. Jasmine Brown for today's success story.

Services Presentation – Texas Home Living Service Coordination.

Ms. Brown presented the success story of a 26 year old male. She said this individual was diagnosed with intellectual disabilities and schizoaffective disorder. Before coming to the Special Needs Offenders Program (SNOP) the client and his family were residing with this grandmother and an aunt, but when he questioned his family about his social security disability check this resulted in an alleged physical threat towards his aunt. The client was removed from the home by the police and incarcerated for over a year. The judge found him incompetent to stand trial and he was released to the SNOP program with the intention to try to gain competency. During that time frame his aunt passed away and the state dropped the charges. Ms. Brown said she began to work on reinstating the individual's social security and Medicaid benefits, as well as finding him housing services, with very little success. When they received the news that he had been approved for an apartment, Ms. Brown had to find the resources to help him furnish his apartment, and buy all things necessary for the apartment. Ms. Brown said she then sent out e-mails to her peers and not long after the donations began to pour in. She said she is happy to report that the client is now residing in his new apartment, he is receiving basic life skills training, and that the Arc of Dallas has provided him with a guardian to assist him with paying his bills and his rent.

Ms. Thompson and the Board members thanked Ms. Brown for her presentation.

Consideration of Acceptance of Chief Executive Officer Report for FY16 Business Plan Progress through August 2016: This report was made a part of this packet. Ms. Thompson referred to Dr. Burruss, CEO report and asked if anyone had any questions. Hearing none, Ms. Martinez asked for a motion to approve the CEO Report for FY2016 Business Plan Progress through August 2016.

Motion: Ms. Salinas Gutierrez moved to accept the Chief Executive Officer Report. All were in favor, none opposed. The motion carried.

REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE: Dr. Secrest referred to Mr. Munson to present these reports.

Consideration of Acceptance of the Financial Report for August 2016 (unaudited): This report was made a part of the packet. Mr. Munson referred to page 136 of the Finance and Administration packet and said that during the month August we missed plan by \$800K. He said there were three primary indicators that attributed to this short fall; 1) The Center for Children with Autism at Metrocare (CCAM) missed their milestone in FY2016 and this had a negative impact of over \$600K for the fiscal year. This milestone was completed on the second week of September and will be deferred to be recorded in fiscal year 2017; 2) The Service Coordination program (Local Authority) missed budget by \$86K. He said this is an improvement of over \$20K; 3) Pharmacy services was \$166K below plan due to the slow start with our San Antonio pharmacy. Mr. Munson said that if we get the opportunity to open a pharmacy at the Blue Bonnet Center this will be a positive impact for fiscal year 2017. The opening of this pharmacy was not budgeted for FY2017. He said that going forth the budgeting for the pharmacy will be done more conservatively. In response to Ms. Martinez question, Mr. Munson said the DSRIP money will be received in January of 2017. This is the culmination of the whole year.

Motion: Ms. Martinez said these come 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 FY2017 Business Goals. Mr. Munson said that this item was tabled at the Finance and Administration committee and will be brought back next month with the changes recommended by the members of that committee.

Consideration of Acceptance of FY16 Fourth Quarter Reports on Finance: This report was made a part of the packet. Mr. Munson said this report was presented in detail at the Finance and Administration committee and asked if anyone had any questions. There were no questions posed for these items.

Motion: Ms. Martinez said these come 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 Human Resources Report for August 2016: This report was made a part of the packet. Ms. Bell said this report was presented in detail at the Finance and Administration committee and remains unchanged. There were no questions posed for this item.

Motion: Ms. Martinez 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 Information Technology Report: This report was made a part of the packet. Ms. Thompson presented highlights of Mr. Price's report in his absence. Dr. Secrest said that Mr. Price provided this report at the finance and administration committee where he shared that the Meadows Foundation has shown interest in the development of this system and how it is

being developed with the needs of the clinician in mind. There were no questions posed for this item.

Motion: Ms. Martinez 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. Martinez said that a gentleman from the Meadows Institute paid us a visit yesterday and that hopefully we will receive an update on this meeting at next month's meeting.

REPORT OF THE PROVIDER SERVICES COMMITTEE: Ms. Thompson presented this report in Dr. Hunter's absence.

Consideration of Acceptance of Clinical Services Division Reports for August 2016: This report was made a part of the packet. Ms. Thompson said this report was presented in detail at the Provider Services committee and remains unchanged. There were no questions posed for this item.

Ms. Martinez gave Kudos to Dr. Hunter and the clinical services programs for meeting their milestones.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, none opposed. The motion carried.

REPORT OF THE QUALITY & AUTHORITY COMMITTEE: Dr. Richardson Rowe referred to Ms. Thompson for this report. Ms. Thompson said the committee met prior to the board meeting and the following reports were provided in detail at that time. She asked if anyone had any questions. There were no questions posed for this items.

Consideration of Acceptance of the Quality Management Report for August 2016: This report was made part of the packet.

Consideration of Acceptance of Appointment to the Intellectual and Developmental Disability Planning and Network Advisory committee (IDD/PNAC):

- Reginah Ngwili
- Izzy (Isidora) Lewis

Consideration of Approval of FY16 Fourth Quarter Reports on Service Delivery: This report was made part of the packet.

- Local Plan
- Medical Records

Consideration of Approval of FY16 Fourth Quarter Reports on Quality Management and Research: This report was made part of the packet.

- DADS Performance Contract Requirements
- Research Activities

Motion: Ms. Martinez said the Quality Management Report for August 2016, the Appointments to the Intellectual and Developmental Disability Planning and Network Advisory committee, FY16 Fourth Quarter Reports on Service Delivery, and the FY16 Fourth Quarter Reports on Quality Management and Research come as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of FY2016 Fourth Quarter Report on Compliance: This report was made a part of the packet. Ms. Thompson said that Ms. Ratana DeLuca was present via conference call at the Quality and Authority committee and she presented this report in detail. There were no questions posed for this item.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, none opposed. The motion carried.

REPORT OF THE MARKETING & DEVELOPMENT COMMITTEE: Ms. Salinas Gutierrez called on Ms. Stark for this report.

Consideration of Acceptance of the Marketing and Development Report for August 2016: This report was made a part of the packet Ms. Stark said this report was presented in detail at the Marketing and Development committee and remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of Revision to Board Policy 4.10 on Contributions to the Center: This report was made a part of the packet Ms. Stark said besides the date change there were no substantive changes made to Board Policy 4.10.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, none opposed. The motion carried.

REPORT OF THE LEGISLATIVE ACTION COMMITTEE: Ms. Golomb called on Mr. Hernandez for this report. Ms. Charlene Stark provide this report on behalf of Mr. Hernandez.

Consideration of Acceptance of the Legislative Action Report for August 2016: This report was made a part of the packet. Ms. Stark presented a couple of topics to discuss this month.

Topics for Review:

Formation of Legislative Action Team: A Legislative Action Team has been created with participation from Linda and Dr. Hunter's staff. These individuals are meeting with local and state legislators and gaining visibility. Ms. Stark said that having more people on this team enables us to advocate for Metrocare and for the

people we are serving. Ms. Stark referred to the Legislative Action report to show the many meetings that our staff have attended. She said Dr. Hunter spoke at the Best Southwest Partnership event which Rep. Giddings attended.

Texas Council Legislative Priorities:

We have established legislative priorities that are right on line with the Texas Council Legislative Priorities that Ms. Martinez presented last month.

Legislative Breakfast:

Metrocare will be hosting a Legislative Breakfast at the Belo Mansion on November 17th.

Ms. Stark referred to Dr. Burruss report and the meeting with Matthew Collier – Director of Strategic Partnerships for the VA Nationally. She said Mr. Collier encouraged a Memorandum of Agreement between Metrocare and the North Texas VA. Ms. Stark referred back to her Marketing and Development report where she reported several visits with staff from Rep. Sheets, Sen Huffines and Rep. Rose that Ms. Martinez, Dr. Burruss and she made while in Austin.


Ms. Golomb asked if Ms. Stark would continue to present the Legislative Action Committee report. Ms. Stark said that she would prefer that those on the team do so. She said a decision will be made after they next meet.

Mr. Medlock presented a brief report on the meeting that Senator West called together with various local providers.

Motion: Dr. Secrest moved to accept the Legislative Action Committee Report for August 2016. All were in favor, none opposed. The motion carried.

- III. Meeting Adjournment:** There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:26 pm.

Minutes approved by:



~~Norman Seals, Board Secretary~~
J. W. Martinez
Madame Chairman

Minutes distributed by: Martha L. Toscano
Executive Assistant to the CEO/Board Liaison