

METROCARE SERVICES

Regular Meeting of the Board of Trustees

Thursday, March 26, 2015

Beginning at approximately 1:30 pm
1380 River Bend Dr. / Dallas, TX 75247
(Charles M. Cooper, Board Room)

BOARD TRAINING

“Lifenet Services”

1:00 – 1:20

Lifenet Agenda

1:20 – 1:30

- Ms. Martinez**
- I. **Call to Order & Welcome**
 - II. **Citizen Comments** (Limited to 3 minutes – only those registered)
 - III. **Issues to be Considered**
- ❖ Consideration of Approval of March 10, 2015 Special Called Meeting Minutes.

Madame Chair Report

- Board Presentation to Mr. David Gutierrez
 - Annual Election of Officers in Accordance with Board Policy 1.06
 - Chairman
 - Vice-Chairman
 - Secretary
 - ❖
 - Annual Assignment of Board members to committees in Accordance with Board Policy 1.06
 - ❖
- Board Liaison reports:
- MH Advisory Committee (Madame Chairman: Marilu Velez Thorn, Board Liaison: Dr. Brenda Richardson – Rowe).
 - TX Council of Community Centers (Board Liaison: Jill Martinez)

Dr. Burruss

Chief Executive Officer Report

Services Presentation: Intellectual and Developmental Disabilities, Dr. Aliya Sheriff, presenter

Consideration of Acceptance of Chief Executive Officer Report for FY15 Business Plan Progress through February 2015

- ❖ 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

Ms. Myers

Report of the Finance and Administration Committee

Consideration of Acceptance of Financial Report for January 2015 (Unaudited)

Kyle Munson

❖

The Chief Financial Officer will review the statement of net positions, the statement of activities and the statement of cash flow for the prior month and describe plans to address deficiencies therein relative to plan.

Consideration of Acceptance of Financial Report for February 2015 (Unaudited)

Kyle Munson

❖

The Chief Financial Officer will review the statement of net positions, the statement of activities and the statement of cash flow for the prior month and describe plans to address deficiencies therein relative to plan.

Consideration of Acceptance of FY15 Second Quarter Reports on Finance

The Chief Financial Officer will present the following quarterly reports in accordance with specific Board Policies.

Kyle Munson

❖

- Quarterly Investment Report, Board Policy 4.02
- 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
- Purchases of Goods, Services and Equipment > \$15,000, Board Policy 4.02
- Participation by Historically Underutilized Businesses (HUB)

Consideration of Approval of Revision to Board Policy 2.04

Kyle Munson

❖

The Chief Financial Officer will present the recommended changes to Board Policy on Fees for Services.

Consideration of Acceptance of Human Resources Report for February 2015

Jennifer Bell

❖

The Vice President of Human Resources will present a report on the performance of the department for the prior month and describe plans to address deficiencies therein relative to plan.

Consideration of Acceptance of Information Technology Report

Terry Price

❖

The Chief Information Officer will present a report on the achievements of the information technology department for the last six months.

Strategy 2: Assure That Our Focus is On Our Consumers

Dr. Secret

Report of the Provider Services Committee

Consideration of Acceptance of Medical Staff Services Report for February 2015

- Dr. Hunter ❖ The chief medical officer 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 February 2015

- Tom Clark ❖ The vice president of provider services will present the performance of the behavioral health provider division of the center, including its clinical performance, as well as management plans to address deficiencies therein.

Consideration of Acceptance of Developmental Disability Provider Service Report for February 2015

- Tom Clark ❖ The vice president of provider services will present the performance of the developmental disabilities providers division of the center, including its clinical performance, as well as management plans to address deficiencies therein.

Consideration of Approval of Resolution Authorizing the Submission of an Application for the Renewal of the FY15 Community Development Block Grant Funding with the City of Irving.

- Tom Clark ❖ Management will present a Resolution that directs and designates the Chief Executive Officer as the Authorized Representative to act in all matters in connection with this application and Metrocare Services.

Consideration of Approval of Resolution Authorizing the Chief Executive Officer and his/her/their successors to negotiate, on terms and conditions that he/she/they may deem advisable, a contract or contracts with the Texas Department of Aging and Disability Services (DADS), and to execute the contract or contracts on behalf of the Local Governmental Entity, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend, renew or request closure of the contract. Although the authority of the successors is binding on this Entity, it is acknowledged that this entity must specifically authorize another party by name in a resolution within 30 days of the change in authorization, or when specifically required by DADS, whichever is sooner.

- Tom Clark ❖ Management will present a Resolution that directs and designates the Chief Executive Officer and his/her successor in the office of Chief Executive Officer as the Authorized Representative to act in all matters in connections with this application and Dallas County MHMR Center dba Metrocare Services.

Consideration of Acceptance of Appointment to the Mental Health Advisory Committee

- Tom Clark ❖
- Leslie Sanders

Mr. Aston

Report of the Quality and Authority Services Committee

- Linda Thompson ❖ Consideration of Approval of Quality Management Report for February 2015

The chief operating 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 Approval of FY15 Second Quarter Reports on Services Delivery:

Linda Thompson



- Local Plan
- Medical Records

Consideration of Approval of FY15 Second Quarter Reports on Quality Management and Research:

Linda Thompson



- DADS Performance Contract Requirements
- Research Activities

Ms. Golomb

Report of the Chief Compliance Office: (Board Liaison: Ms. Corey Golomb). Ms. Golomb will present the report of the office of the Chief Compliance Officer.

Consideration of Approval of the new Board Policy on Open Door Policy 3.02.

Ratana K. DeLuca



The Chief Compliance Officer will present the new Board Policy on Open Door Policy.

Consideration of Approval of the new Board Policy on Code of Conduct 3.03.

Ratana K. DeLuca



The Chief Compliance Officer will present the new Board Policy on Code of Conduct.

Consideration of Approval of the new Board Policy on Administration, Safeguard and Security of Protected Health Information (PHI) and Electronic Protected Health Information (ePHI) 3.05.

Ratana K. DeLuca



The Chief Compliance Officer will present the new Board Policy on Administration, Safeguard and Security of Protected Health Information (HI) and Electronic Protected Health Information (ePHI).

Strategy 3: Assure The Visibility of Our Mission Through Our Board

Ms. Noble

Report of the Development and Corporate Communications Committee

Consideration of Approval of Development and Community Education Report for February 2015

Sandy Stephens



The vice president of Development and Corporate Communications 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.

Report of the Legislative Action Committee

Abel Hernandez

❖ Consideration of Approval of Legislative Action Report for February 2015

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

IV. **Executive Session:** Announcement of Closed Session in Accordance with Subchapter D. Section 551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of discussing personnel matters., i.e:

- CEO's Contract, Compensation & 2015 Evaluation Review

V. **Return to Open Session**

VI. ❖ Consideration of Approval of Extension of the Current Chief Executive Officer Contract

VII. **Meeting Adjournment**

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



NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, March 26, 2015. Prior to the regular session, a Board training session will be held, beginning at 1:00 pm. The meeting will be held at 1380 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 advice 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.

Jill L. Martinez, Madame Chairman
Metrocare Board of Trustees

Judy N. Myers, Vice Chairman
Metrocare Board of Trustees

John W. Burruss, MD
Chief Executive Officer

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