

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**February 28, 2008**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING

of the

## BOARD OF TRUSTEES

### MINUTES OF

February 28, 2008

A Regular Meeting of the Board of Trustees of Metrocare Services convened at 1:36 p.m. on Thursday, February 28, 2008 at 1360 River Bend Drive, Dallas, Texas.

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

Mr. Cooper, Chairperson, called the meeting to order at 1:36 pm. A quorum was present.

The following Trustees were present:

Mr. Cooper  
Mr. Migl  
Ms. Noble  
Mr. Orr  
Ms. Rodriguez  
Ms. Walton-Brooks  
Dr. North

**Board Members not Present:** Ms. Ringle

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

II. **CITIZENS' COMMENTS:** The procedure for public comments was available at the meeting for those interested. No public comment was received.

#### III. ISSUES TO BE CONSIDERED:

##### **Approval of the Meeting Minutes of January 24, 2008 – Regular Board Meeting:**

**Board Action:** Mr. Cooper, Chairperson, called for any comments or corrections to the meeting minutes of January 24, 2008. There were no comments or corrections presented. The minutes of the previous meeting were approved as presented.

##### **Chairman's Report:**

- **Presentation of Award to Mr. John Driver:** Mr. Cooper welcomed Mr. Driver and presented him with a plaque from the Board and the staff of Metrocare Services for his six years of service to people with developmental and mental health challenges in Dallas County. Mr. Driver thanked the Board and staff from Metrocare for the opportunity to serve on the Board.
- **Court Re-appointments:** Mr. Cooper said that the court reappointed the following Board members to serve a 2-year term effective February 1<sup>st</sup> 2008.

- o Ms. Noble
- o Dr. North
- o Mr. Migl
- o Mr. Cooper

- **Annual Election of Officers in Accordance with Board Policy 1.06:** Mr. Cooper announced that every year during the month of February the Board elects new officers to coincide with re-appointments done by the Commissioner's Court and to comply with our own Board policies. Mr. Cooper opened the floor for nominations for Chair, Vice-Chair, and Secretary/Treasurer.

Board Chair: Mrs. Noble nominated Mr. Cooper for Chairman position. Mr. Orr seconded the nomination. There were no other nominations. Mr. Cooper called a vote on the nomination. The vote was unanimous for Mr Cooper as chair.

Vice-Chair: Mr. Migl nominated Mr. Orr for Vice-Chair position. Ms Walton-Brooks seconded the nomination. There were no other nominations. Mr. Cooper called a vote on the nomination. The vote was unanimous for Mr Orr as Vice-Chair.

Secretary/Treasurer position: Mr. Orr nominated Ms. Noble for the Secretary/Treasurer position. Ms. Walton-Brooks seconded the nomination. There were no other nominations. Mr. Cooper called a vote on the nomination. The vote was unanimous for Ms Noble as Secretary/Treasurer.

- **Announcement of Committee Appointments, Advisory Committee Board Liaison Appointments and Appointments of Committee Chairs in Accordance with Board Policy 1.06:** Mr. Cooper said he would table this item until next month, allowing him the opportunity to speak to everyone individually about appointments.
- **Next Committee/Board Meeting:** Mr. Cooper announced that the next committee meetings would take place on Thursday, March 20, 2008 starting at 11:30. The next full Board meeting will be on March 27<sup>th</sup> 2008 starting at 1:30 pm.

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

**Consideration of Acceptance of Chief Executive Officer's Report:** Dr. Baker referred to page 10304 of the centerwide benchmarks.

He said the primary issues during the month were related to the return to a fee-for-service model in mental health. The center is running 3-4 weeks behind its start-up goals. This appears to be related to the difference in the fee structure from the prior fee-for-service model.

A local foundation, in response to a letter of inquiry, has said that its wants a full proposal submitted to do a supported housing model for homeless people in the community.

For the month of March there are many audits anticipated. Two of the three Intermediate Care Facilities for Mental Retardation (ICF/MR) homes and Early Childhood Intervention (ECI) audits are anticipated in the next couple of weeks.

The ICF/MR homes sale continues to progress.

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Dr. Baker asked if there were any questions related to his report.

There were no questions posed for this item. (Please refer to the February 28, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mrs. Noble moved to approve the CEO's report. Mr. Migl seconded, motion carried.

## **Business and Finance Committee**

Mr. Orr said that the Business and Finance Committee did not meet last week and asked that the Board act as a committee of the whole today regarding the reports to follow. He asked Mr. Munson to present his report.

### **Fiscal Management Reports:**

**Consideration of Approval of Financial Report for January 2008 (unaudited):** Mr. Munson referred to his report on page 10313 saying that in January the Center sustained a loss of \$26K, or \$164,000 below plan. There are significant monthly improvements since the return to fee-for-service, including an improvement of approximately \$120,000 in the bottom line for January as compared to December. There are still several vacant medical positions that are crucial to the success of the fee-for-service model. The human resources department continues to look for potential candidates to fill these positions. The variance in both revenues and the earned revenues is almost exclusively due to mental health services.

There were no questions posed for this item. (Please refer to the February 28, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mr. Orr moved to accept the Financial Reports for January 2008. Mrs. Noble seconded, motion carried.

**Consideration of Approval of Revision to Board Policy 1.01 on Conflict of Interest – Trustees:** Mr. Munson referred to page 10314 of his report and said that the modifications to this board policy reflect the current name of the Center and verification of references to current statutes in the Texas Health and Safety Code and the Texas Administrative Code. No substantive changes are included.

There were no questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mr. Orr moved to accept the Revision to Board Policy 1.01 on Conflict of Interest-Trustees. Mr. Migl seconded, motion carried.

**Consideration of Approval of Revision to Board Policy 4.08 on Lease Property:** Mr. Munson referred to page 10321 of his report and said that there were no substantive changes to this board policy. The modifications to this policy reflect the current name of the Center and verification of references to current statutes in the Texas Health and Safety Code and the Texas Administrative Code.

There were no questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mr. Orr moved to accept the Revision to Board Policy 4.08 on Lease Property. Mr. Migl seconded, motion carried.

**Consideration of Approval of Revision to Board Policy 1.06 on Organizational Structure:** Ms. Sandy Stephens referred to page 10326 of her report and said that changes to this policy reflect the current name of the Center and also the removal of references made to the Texas Department of Mental Health and Mental Retardation (TDMHMR), which no longer exists.

Mr. Cooper asked what steps are needed to create a new standing committee. Dr. Baker answered that a recommendation would have to be made on the agenda, and if the committee was approved, then the information would need to be added to this Board policy.

There were no additional questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mr. Orr moved to accept the Revision to Board Policy 1.06 on Organizational Structure. Ms. Noble seconded, motion carried.

**Consideration of Approval of Revision to Board Policy 1.14 on Administrative and General Management of the Center:** Ms. Stephens said that the only changes to this policy were to reflect the current name of the Center.

There were no questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

**Committee Recommendation/Board Action:** Mr. Orr moved to accept the Revision to Board Policy 1.14 on Administrative and General Management of the Center as corrected. Mr. Migl seconded, motion carried.

## **Service and Program Committee**

Ms. Noble said that these reports were presented in their entirety at the Service and Program Committee last Thursday. Ms. Noble asked Dr. Graves to present a summary of his report for the month of January.

**Consideration of Acceptance of Service Delivery Report for January 2008:** Dr. Graves said both Dr. Baker and Mr. Munson have already reported on the continued revenue problems in mental health services. Currently there are four vacancies in medical staff positions. In an attempt to recruit for these vacant positions, the Center is sending out mailings, advertising, and also attending local chapters and conducting job fairs.

**Home Community-Based Services (HCS):** The HCS program is above target in its census because consumer families continue to request Metrocare as their provider of choice, thus raising our census.

**Career Design Development Services:** Its revenues have increased over the month. The program has added a new vendor that supports the consumers doing vocational projects in CDDS.

**Intermediate Care Facility/Mental Retardation (ICF/MR):** Two of the homes (CLR III and CLR IV) were audited and both were recommended for recertification.

Early Childhood Intervention Program (ECI): An on-site audit by the state is anticipated to occur in the early part of March. The staff has worked diligently following the performance metrics and hopes to perform better this audit.

There were no questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

Ms. Noble said that the Service and Program Committee recommended the acceptance of the Service Delivery Report for January 2008. This was a committee recommendation and does not require a second. The motion carried.

**Consideration of Appointment to the MH Advisory Committee:** Dr. Graves said that the Mental Health (MH) Advisory Committee recommended the appointment of Mr. Glen Billingsley to the MH Advisory Committee. Mr. Billingsley is a consumer in the homeless services program.

There were no questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

Ms. Noble said that the Service and Program Committee recommended the Acceptance of Appointment to the MH Advisory Committee of Mr. Glen Billingsley. This was a committee recommendation and does not require a second. The motion carried.

Ms. Noble asked Ms. Thompson to summarize the Quality Management report for the month of January.

**Consideration of Acceptance of Quality Management Report for January 2008:** Ms. Thompson said that the Quality Management staff continue to prepare for the annual review by the Department of Aging and Disability Services (DADS). The review team will be conducting interviews of thirteen consumers that have received general revenue services and three individuals who are under the Texas Home Living Program. In addition to reviewing the charts they will also visit the home and interview consumers and families about their services over the past year.

Ms. Thompson said the rest of her report remains as at the Service and Program Committee meeting.

There were no other questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

Ms. Noble reported that the Service and Program Committee recommended the acceptance of the Quality Management Report for January 2008. This was a committee recommendation and does not require a second. The motion carried.

**Consideration of Acceptance of Revision to Board Policy 7.01 on Policy Research:** Ms. Thompson said that the updates to this policy include the Center's name change, refinement of statutory references, changing the wording from "mental retardation" to "developmental disabilities," and adjusting references to the Texas Department of Mental Health and Mental Retardation as an oversight authority. The outcome indicators were also changed to reflect current goals for research activities and updates to the statutory references.

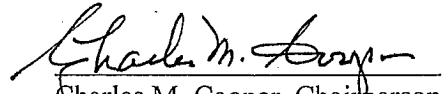
There were no other questions posed for this item. (Please refer to the January 24, 2008 Board packet for a detailed account of this report).

Ms. Noble reported that the Service and Program Committee recommended the acceptance of the Revisions to Board Policy 7.01 on Policy Research. This was a committee recommendation and does not require a second. The motion carried.

**EXECUTIVE SESSION:** There were no issues requiring an executive session.

**IV. MEETING ADJOURNMENT:** There being no further business to come before the Board, on motion duly made, seconded and carried, the meeting adjourned at 2:00 pm.

Minutes approved by:

  
Charles M. Cooper, Chairperson

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

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