

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**June 23, 2011**

# METROCARE SERVICES

## REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

### MINUTES OF June 23, 2011

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, June 23, 2011 at 1360 River Bend Dr., Dallas, Texas 75247.

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

Ms. Noble, Madame Chair, declared a quorum present and called the meeting to order at 1:35 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair  
Mr. Herbert H. Kamm, Board Secretary  
Mr. Greg Allbright  
Mr. Craig Jeffery  
Ms. Jill L. Martinez  
Ms. Judy N. Myers  
Dr. Carol S. North  
Mr. Juan R. Perez

**Board Members Absent:** Ms. Verlean Walton-Brooks.

**Staff Present:** Dr. James Baker, Linda Thompson, Kyle Munson, Dr. Judith Hunter, Tom Clark, and Sandy Stephens.

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:**

**Consideration of Approval of the Minutes of the Metrocare Services Board Meeting for May 26, 2011.** Ms. Noble called for the approval of the minutes of the previous meeting.

Motion: Mr. Jeffery moved approval of the minutes of May 26, 2011, board meeting. Ms. Martinez seconded the motion, and the motion carried.

#### Madame Chair's Report

**Board Presentation to Ms. Candy Sheehan:** Ms. Noble presented a plaque from the staff and Board members of Metrocare to Ms. Sheehan in honor of her timeless commitment to the Center and the people we serve. Ms. Sheehan

thanked the Board and staff from Metrocare for the opportunity given to her to serve on this board.

Ms. Noble thanked Mr. Allbright, Mr. and Mrs. Kamm, Ms. Martinez and Dr. Perez for attending the opening ceremony for the Center for Education and Research (CER) on June 6th.

Ms. Noble discussed possible dates in October for the next Board retreat.

Ms. Noble said she will be setting up an ad hoc committee to prepare the CEO Performance Evaluation to then present to the full Board. Mr. Jeffery will serve as the chair of the committee, and Ms. Walton-Brooks and Mr. Kamm will also serve on the committee. Ms. Noble will serve as the ex officio.

Ms Noble presented a report on the activities that took place at the Texas Council of Community Center's Annual Conference in Houston. She thanked the Board members, staff and spouses that were in attendance. She said preparation for health care reform was the focus of many sessions.

Ms. Noble said there are no committee or Board meetings scheduled during the month of July. She announced the dates and times of the August committee meetings and Board meetings.

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

##### **Consideration of Acceptance of Chief Executive Officer's Report:**

Dr. Baker presented a detailed report of the centerwide indicators for the month of May 2011.

Motion: Ms. Martinez made a motion to accept the Chief Executive Officer's Report for May 2011. Mr. Jeffery seconded, and the motion carried.

**Finance and Administration Committee:** Mr. Jeffery called on Mr. Munson to present his report.

**Consideration of Acceptance of the Financial Report for May 2011 (unaudited):** Mr. Munson presented a verbal summary of the Financial Report for May 2011. There were no questions posed for this item.

Mr. Jeffery said the committee recommended the acceptance of the Financial Report for May 2011. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Acceptance of the FY11 Third Quarter Reports on Finance and Information Systems:** Mr. Munson said the report was presented at the Finance and Administration Committee.

Mr. Jeffery said the committee recommended the Acceptance of the FY11 Third Quarter Reports on Finance and Information Systems. Ms. Noble said a

second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Approval of Revision to Board Policy 4.08:**

Mr. Jeffery said the committee recommended the Approval of Revision to Board Policy 4.08. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Acceptance of the Internal Audit Report:** Mr. Munson presented a brief summary of the Internal Audit Report related to Pharmacy Services.

Mr. Jeffery said the committee recommended the acceptance of the Internal Audit Report. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Report of the Provider Services Committee:**

**Consideration of Acceptance of Medical Staff Services Report for May 2011:** Dr. North asked Dr. Hunter to present her report. Dr. Hunter said that her report was presented in detail at last weeks Provider Services Committee. There were no questions posed for this item.

Dr. North said this comes as a committee recommendation. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

**Consideration of Acceptance of Behavioral Health Service Delivery Report for May 2011:** Mr. Clark presented a verbal summary of the Behavioral Health Service report for May. There were no questions posed for this item.

Dr. North said this comes as 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 Report for May 2011:** Dr. Baker presented a verbal summary of the Developmental Disabilities report in Ms. Cosens absence. There were no questions posed for this item.

Dr. North said this comes as 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. Noble asked Ms. Thompson to present the Quality and Authority Committee report.

**Consideration of Approval of the Quality Management Report for May 2011:** Ms. Thompson presented a verbal summary of the report for the month of May. There were no questions posed for this item.

**Consideration of Approval of the FY11 Third Quarter Reports on Service Delivery:** Ms. Thompson presented a verbal summary of the 3<sup>rd</sup> quarter report. There were no questions posed.

**Consideration of Approval of the FY11 Third Quarter Reports on Quality Management and Research:** Ms. Thompson presented a verbal summary of the report. There were no questions posed for this item.

Ms. Noble said the Quality Management Report for May 2011, the FY11 Third Quarter Reports on Service Delivery and the FY11 Third Quarter Reports on Quality Management and Research come as a committee recommendation and a second is not required. Motion carried.

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

**Consideration of Acceptance of the Development and Community Education Report for May 2011:** Mr. Allbright asked Ms. Stephens to provide the Philanthropy Committee report for May. There were no questions posed for this item.

Mr. Allbright said this comes as a committee recommendation. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

#### **Report of the Legislative Action Committee:**

**Consideration of Acceptance of the Legislative Action Committee Report for May 2011:** Dr. Perez asked Mr. Hernandez to provide the Legislative Action Committee report for the month of May. Mr. Hernandez presented a verbal summary of the Legislative Action Report for the month of May.

Motion: Dr. Preez moved to accept the Legislative Action Committee Report for May 2011. Mr. Jeffery seconded. The motion carried.

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

**V. MEETING ADJOURNMENT:** There being no further business to come before the Board, the meeting adjourned at 2:15 pm.

Minutes approved by:



Herbert H. Kamm, Board Secretary

Minutes recorded, transcribed and distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees