



## NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, January 26, 2017. Prior to the regular session, a Board training session will be held, beginning at 1:00 pm. The meeting will be held at 1345 River Bend Dr., Dallas, TX 75247 (Mustangs conference 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

Leslie H. Secret, Vice Chairman  
Metrocare Board of Trustees

John W. Burruss, MD.  
Chief Executive Officer



**BOARD OF TRUSTEES**

- Jill L. Martinez  
*Madame Chairman*
- Leslie H. Secrest, MD  
*Vice Chairman*
- Chief Norman Seals  
*Board Secretary*
- Judy N. Myers
- Dr. Brenda Richardson Rowe
- Corey Golomb
- Dee Salinas Gutierrez
- Terry A. James

# Agenda

## REGULAR BOARD MEETING

Thursday, December 1, 2016  
1:30 pm

Board Training  
1:00 pm

**“Lean Management Principals”**  
Kelli Laos, presenter

Jill Martinez  
*Madame Chairman*

- I. **Call Meeting to Order & Roll Call**
- II. **Citizen Comments (Limited to 3 minutes)**
- III. **Issues to be Considered**
  - ❖ Consideration of Acceptance of December 1, 2016 Board Meeting Minutes

### **Madame Chairman’s Report**

#### **Board Liaison Reports:**

- TX Council of Community Centers

#### **Chief Executive Officer Report**

Dr. Burruss

**Services Presentation:** Rapid Assessment Program, Nikole Kelly, presenter

Consideration of Acceptance of Chief Executive Officer Report for FY16 Business Plan Progress through December 2016

- ❖ 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**

Dr. Secrest

#### **Report of the Finance and Administration Committee**

Consideration of Acceptance of Financial Report for November 2016 (Unaudited)

- ❖ The chief financial officer will review the statement of net position, the statement of activities and the statement of cash flow for the prior month and discuss plans to address deficiencies therein relative to plan.

Kyle Munson

Consideration of Acceptance of Financial Report for December 2016 (Unaudited)

Kyle Munson



The chief financial officer will review the statement of net position, the statement of activities and the statement of cash flow for the prior month and discuss plans to address deficiencies therein relative to plan.

Consideration of Acceptance of FY17 First Quarter Reports on Finance.

Kyle Munson



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)

Kyle Munson



Consideration of Acceptance of the FY17 Key Performance Indicators

The chief financial officer will present the FY17 Business Goals developed as part of the budgeting process for approval.

Consideration of Acceptance of the FY16 Audited Financial Statements

Kyle Munson



The chief financial officer and the auditing Firm of Scott, Singleton, Fincher and Company, PC will present the Financial Audit for the year ending August 31, 2016.

Consideration of Acceptance of Human Resource Report for December 2016

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 Revision to Board Policy 5.01

Jennifer Bell



The vice president of human resources will present the recommended changes to Board Policy 5.01 on Human Resources Management and Development.

**Strategy 2: Assure That Our Focus Is On Our Consumers**

**Report of the Clinical Services Committee**

Consideration of Acceptance of the Clinical Services Division Reports for December 2016

Dr. Hunter



The chief medical officer will present the performance of the medical staff services and the clinical outcome measures, the performance of the behavioral health provider division, the developmental disabilities provider division of the center, and the clinical outcome measures, including management plans to address the deficiencies in each division.

Dr. Richardson Rowe

**Report of the Quality and Authority Services Committee**

Consideration of Acceptance of Quality Management Report for December 2016

Linda Thompson



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.

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

Ms. Salinas Gutierrez

**Report of the Marketing and Development Committee**

Consideration of Acceptance of the Marketing and Development Report for December 2016

Charlene Stark



The vice president of marketing and development 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. Golomb

**Report of the Legislative Action Committee**

Consideration of Acceptance of Legislative Action Report for December 2016

Charlene Stark



The vice president of marketing and development will present a report on community and stakeholder education activities during the reporting month.

**Executive Session:** This portion of the meeting may be closed pursuant to a specified section of Chapter 551 of the Texas Government Code including:

- IV.
  - A. Section 551.071, to receive advice from counsel about pending or contemplated litigation and/or settlement
  - B. Section 551.072, to deliberate the purchase, exchange, lease, or value of real property
  - C. Section 551.073 to deliberate on a contract for a prospective gift
  - D. Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee
  - E. Section 551.076, to deliberate regarding security services.

**V. Meeting Adjournment**

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