

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

March 28, 2013

METROCARE SERVICES

REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

MINUTES OF March 28, 2013

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, March 28, 2013 at 1360 River Bend Dr, Dallas, Texas 75247 in the Charles Cooper Board Room.

I. Call To Order/Roll Call

Ms. Noble, Madame Chair, declared a quorum present and called the meeting to order at 1:30 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chair
Ms. Verlean Walton-Brooks
Ms. Jill Martinez
Ms. Judy N. Myers
Mr. David Gutierrez

Board members not present: Dr. Carol S. North and Ms. Brenda K. Richardson.

Staff Present: Linda Thompson, Dr. Judith Hunter, Tom Clark, Kyle Munson, Sandy Stephens and other Metrocare staff.

Guest Present: Dallas County Commissioners aides; Germaine White, Brooks Love and Shay Cathey. Doug Barnes, Attorney for the Center, 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:

Consideration of Approval of the Minutes of the Metrocare Services Board Meeting for February 28, 2013. The Board minutes of February 28, 2013 were made a part of the packet. Ms. Noble called for any changes or corrections to the February 28, 2013 Board minutes.

Motion: Mr. Gutierrez moved for the Approval of the Board meeting minutes of February 28, 2013 as presented. Ms. Myers seconded. All were in favor, and the motion carried.

Madame Chairs' Report

Ms. Noble said Dr. John Burruss from Houston will be coming on board as Metrocare's new CEO on April 30, 2013. Ms. Noble thanked the support of Metrocare staff and in particular Ms. Linda Thompson as the Interim CEO, the Commissioners Court, UTSW Department of Psychiatry, our Search Committee chair Ms. Walton-Brooks and the entire Metrocare Board. She asked for continued support as we move on with a new leader.

Annual Election of Board Officers in Accordance with Board Policy 1.06:

Ms. Noble announced that during the month of March the Board elects new officers and opened the floor for nominations for Board Chair.

Board Chair: Ms. Walton-Brooks nominated Ms. Julie Noble for the position of Board Chair. There were no other nominations. The vote was unanimous for Ms. Noble to continue as the Board chair. Ms. Noble was elected by acclamation.

Vice-Chair: Ms. Walton-Brooks nominated Ms. Jill Martinez for the position of Vice-chair. There were no other nominations. The vote was unanimous for Ms. Martinez to hold the position of Vice-chair. Ms. Martinez was elected by acclamation.

Board Secretary: Ms. Martinez nominated Ms. Judy Myers for the position of Board Secretary. There were no other nominations. The vote was unanimous for Ms. Myers to hold the position of Board Secretary. Ms. Myers was elected by acclamation.

Annual Assignment of Board members to committees in accordance with Board Policy 1.06: Ms. Noble tabled this item until we have a full Board. She said we are still missing two Board members.

Next Committee and Board meeting schedule:

- On Tuesday, April 16th the Provider Services Committee will meet at 11:30 am with the Philanthropy Committee meeting following immediately after at approximately 12:15 pm and the Finance and Administration Committee following at approximately 12:45 pm. The meetings will be held at 1360 River Bend Dr., in the Charles Cooper Board Rm.
- On the fourth Thursday, April 25th the Quality and Authority Committee will meet at 12:45 pm with a Board training following at approximately 1:00 pm, and the Board meeting following immediately after at approximately 1:30. The Legislative Action Committee will meet as a committee of the whole. All the meetings will be held at this same location.

- Ms. Noble reminded everyone to mark their calendars for Saturday, April 6th, at 8:30 am for Metrocare's first Annual 5K Run at the Bachman Lake Recreation Center.

Interim Chief Executive Officer's Report: Ms. Thompson introduced Ms. Olvera and Ms. Pin Huang from the Altshuler clinic.

Services Presentation: Ms. Kendahl Olvera and Ms. Pin Huang presented the success story of Ms. R a 31 year old Hispanic female they have been working with. Over the past 3 years, they have worked closely with Ms. R, providing several different intervention types, including individual Cognitive Behavioral Therapy, a women's counseling group, twice weekly substance abuse recovery groups, and most recently a new Dialectical Behavior Therapy (DBT) program. Since starting DBT Ms. R has learned how to calm and distract herself when she feels the urge to hurt herself or when having drug cravings.

Consideration of Acceptance of Interim Chief Executive Officer's Report: Ms. Thompson presented a brief summary of the center-wide indicators for the month of February 2013.

Motion: Ms. Walton-Brooks made a motion to accept the Interim Chief Executive Officer's Report for February 2013. Ms. Martinez seconded. All were in favor, and the motion carried.

Finance and Administration Committee: Ms. Myers called on Mr. Munson to present his report.

Consideration of Acceptance of the Financial Report for February 2013 (unaudited): Mr. Munson said the Finance and Administration committee met last week and he presented his report in detail at that time. He asked if there were any questions. There were no questions posed for this item.

Motion: Ms. Noble said the committee recommended the acceptance of the Financial Report for February 2013 and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

Consideration to Acceptance of FY13 Second Quarter Reports on Finance and Information Systems: Mr. Munson said his quarterly reports stand unchanged as presented at the Finance and Administration Committee.

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

Consideration of Approval of Revision to Administrative Procedure 4.01.02 on Cash Deposits and Financial Investments: Mr. Munson said this Administrative Procedure on Cash Deposits and Financial Investments is presented on an annual basis in accordance with the Public Funds Investment Act.

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

Consideration of Approval of Revision to Board Policy 5.02 on Equal Employment Opportunity: Mr. Munson said the only revisions to Board Policy 5.02 were the statutory references and the date.

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

Report of the Provider Services Committee: Ms. Noble referred to Dr. Hunter to present her report.

Consideration of Acceptance of Medical Staff Services Report for February 2013: Dr. Hunter said her report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor. Motion carried.

Consideration of Acceptance of Behavioral Health Service Delivery Report for February 2013: Mr. Clark said there were no changes to his report. His report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor. Motion carried.

Consideration of Approval of Appointment to the Mental Health Advisory Committee:

- Mary Ann Niles
- Glen Thornton
- Wanda Elvord

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor. Motion carried.

Consideration of Acceptance of the Developmental Disabilities Report for February 2013: Mr. Clark said there were no changes to his report. His report was provided in detail at the Provider Services committee meeting.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor. Motion carried.

Consideration of Approval of Resolution Authorizing the Submission of an Application for the Renewal of the FY13 Community Development Block Grant Funding with the City of Irving: Mr. Clark said this application requires this resolution from the Board approving the Chief Executive Officer's authority to act in all matters in connection with this application and Metrocare Services.

Motion: Mr. Gutierrez made a motion to approve the Resolution Authorizing the Submission of an Application for the Renewal of the FY13 Community Development Block Grant Funding with the City of Irving and authorizing the Interim Chief Executive Officer to act in all matters in connections with this application and Metrocare Services. Ms. Myers seconded. All were in favor, and the motion carried.

Report of the Quality and Authority Services Committee: Ms. Walton-Brooks said the Quality and Authority Committee met right before the Board meeting. She asked if anyone had any questions for these reports.

Consideration of Approval of the Quality Management Report for February 2013:

Consideration of Acceptance of FY13 Second Quarter Reports on Service Delivery:

Consideration of Acceptance of FY13 Second Quarter Reports on Quality Management and Research:

Motion: Ms. Walton-Brooks said the committee recommended the Approval of the Quality Management Report for February 2013, the Acceptance of the FY13 Second Quarter Reports on Service Delivery and the Acceptance of the FY13 Second Quarter Reports on Quality Management and Research. Ms. Noble said a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

Report of the Philanthropy Committee: Ms. Martinez referred to Ms. Stephens for the Philanthropy Committee report.

Consideration of Acceptance of the Development and Community Education Report for February 2013: Ms. Stephens presented highlights of her report.

Motion: Ms. Noble said this comes as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor. Motion carried.

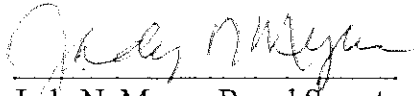
Report of the Legislative Action Committee: Mr. Gutierrez referred to Mr. Hernandez to provide the Legislative Action Committee report.

Consideration of Acceptance of the Legislative Action Committee Report for February 2013: Mr. Hernandez presented a brief summary of the Legislative Action Committee report for the month of February 2013.

Motion: Mr. Gutierrez moved for the acceptance of the Legislative Action Committee Report for February 2013. Ms. Walton-Brooks seconded. All were in favor, and the motion carried.

- IV. **MEETING ADJOURNMENT:** There being no further business to come before the Board, Ms. Noble moved to adjourn the meeting. The meeting adjourned at 2:15 pm.

Minutes approved by:



Judy N. Myers, Board Secretary

Minutes distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare's Board of Trustees