



Metrocare
SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

September 17, 2015

METROCARE SERVICES

REGULAR MONTHLY MEETING MINUTES of the BOARD OF TRUSTEES

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, September 17, 2015 at 1345 River Bend Dr., Dallas, Texas 75247 (Mustangs Conference Rm.)

I. Call To Order/Roll Call:

Ms. Martinez welcomed everyone and called the meeting to order at 1:35 pm. There was a quorum was present.

Members Present:

Jill Martinez, Madame Chairman
Judy N. Myers, Vice Chairman
Corey Golomb, Secretary
Dr. Brenda Richardson Rowe
Leslie H. Secrest, MD
Dee Salinas
Angela Moemeka, MD
Chief Norman Seals

The following staff was in attendance: Dr. John Burruss, Tom Clark, Kyle Munson, Charlene Stark, Jennifer Bell, Ken Medlock and Ratana Kong DeLuca.

Guest Present: Charlann Adams, Germaine White and Brooks Love.

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

II. ISSUES TO BE CONSIDERED:

Consideration of Approval of the August 27, 2015 Board Meeting minutes.
Ms. Martinez asked if there were any changes or corrections to the August 27, 2015 board meeting minutes.

Motion: Dr. Secrest moved to approve the board meeting minutes of August 27, 2015 as printed. All were in favor and the motion carried.

Madame Chairman's Report:

Board Liaison Reports:

MH Advisory Committee (MHA): Dr. Richardson-Rowe called on Mr. Clark to present the MHA committee report. Mr. Clark said the committee convened yesterday, September 14th, and there was a quorum present. The committee received highlights of the mental health division accomplishments for the month of July. Ms. Kelli Laos reported on the new Veterans program that opened up on September 1st. Mr. Chris Clausen, a member of the committee

provided vital information on veterans programs he has worked with. The committee had an open discussion on the Metrocare experience. Mr. Clark said we are still trying to improve on the medical staff turnover and to keep this stable. Dr. Hunter continues to interview prescribers to help alleviate the wait times at the clinics. The committee did not make any recommendations for board training. There were no questions posed for this item.

Intellectual and Developmental Disability Planning Advisory committee (IDD/PNAC): Chief Seals called on Ms. Thompson for this report. Ms. Thompson said the committee met on Tuesday, September 8th and there was a quorum present. Chief Seals, the newly appointed Board liaison was present at the meeting. The committee held an election of officers. Ms. Thompson presented information on the new FY2016-2017 Department of Aging and Disability Services (DADS) Performance Contract. The committee recommended the board receive training on IDD funded sources as related to the Medicaid Waiver Program.

Madame Chairman's Report:

- North Texas Giving Day: Ms. Martinez said today is the North Texas Giving Day in which over 22 thousand non-profits participate.
- Court Presentation: Ms. Martinez said that last Tuesday, Ms. Julie Noble was the recipient of a "Proclamation" from the Dallas County Commissioners for all she has given to the community.
- Visits to the County Commissioners: Ms. Martinez said she and Dr. Burruss are visiting with our County Commissioners to present a one pager with an update on Metrocare's Revenues and information on the Employee Arbitration agreement.

Next Committee and Board meeting schedule:

- Tuesday, October 20, 2015:
Provider Services Committee will meet at 11:30 am with the Development and Corporate Communications 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 this same site.
- On Thursday, October 22, 2015 (only two days later), 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 pm. The Legislative Action Committee will meet as a committee of the whole.

OTHER MEETINGS/EVENTS

Chief Executive Officer's Report: Dr. Burruss referred to Mr. Clark for the presentations. Mr. Clark introduced Ms. Allison McGrimley.

Services Presentation: Center for Children with Autism at Metrocare (CCAM), Allison McGrimley, presenter. Ms. Grimley presented the success story of a three year old child with autism. She said this little boy came to our

Early Childhood Intervention (ECI) program when he was two years old. After aging out of ECI he was referred to CCAM due to his aggressive behavior, lack of interaction with his siblings and parents, deficit in areas of communication, repeated tantrums and not accepting the word "NO" or STOP. Ms. Grimley said the CCAM Team worked with the child at the clinic, but the family was also trained on how to motivate the child at home so that his training would not stop once he left the clinic. He now understands what it means when someone tells him "NO", or "STOP" and he adheres to the rules. He's now having more interaction with his siblings and family. Dr. Burruss and the Board thanked Ms. McGrimley for the wonderful job that CCAM does for these families.

Consideration of Acceptance of Chief Executive Officer Report for FY15 Business Plan Progress through August 2015: Dr. Burruss said we are fully moved in into our new location, and that the work will continue throughout the center to rehabilitate all of our clinics and programs. Progress continues with ValueOptions and XenatiX. Our Chief Information Officer, Terry Price, is in Houston today making a presentation to the Houston, Board. Dr. Burruss said his report was made a part of this packet and asked if anyone had any questions. There were no questions posed for this item

Motion: Ms. Myers made a motion to accept the Chief Executive Officer Report for FY15 Business Plan Progress through August 2015. All were in favor, and the motion carried.

Finance and Administration Committee: Dr. Secrest said the committee met on Tuesday and referred to Mr. Munson to present his reports.

Consideration of Acceptance of the Financial Report for August 2015 (unaudited): Mr. Munson said his reports were presented in detail at the Finance and Administration committee and asked if anyone had any questions. There were no questions posed for these items.

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

Consideration of Acceptance of FY2016 Business Goals: Dr. Burruss said there were no major changes to the FY16 business goals, this remains very similar to what we previously had. There were no questions posed for these items.

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

Consideration of Acceptance of FY15 Fourth Quarter Reports on Finance: Mr. Munson said this report was presented in detail at the Finance and Administration committee and asked if anyone had any questions. There were no questions posed for these items.

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

Consideration of Acceptance of Resolution Delineating the Board's Awareness and Approval of the Chief Executive Officer and the Chief Financial Officer's Execution of a Revenue Anticipation Note with Frost Bank: Mr. Munson presented the high points of discussion that took place this past Tuesday at the Finance and Administration committee. He said that for us to be able to participate in the Delivery System Reform Incentive Payment Programs (DSRIP) we used money we had on our reserves. That money also helped in the expansion and rehabilitation of several of our buildings. He said that we have an \$8M note coming up for payment in December for an outstanding note for XenatiX and this Anticipation Note will help us honor that payment. Ms. Martinez thanked Dr. Burruss and Mr. Munson for taking care of this matter.

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

Consideration of Acceptance of Human Resource Report for August 2015: Ms. Bell said her report was presented in detail at the Finance and Administration committee and asked if anyone had any questions. There were no questions posed for these items.

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

Consideration of Acceptance of Information Technology Report: This report was made a part of this packet. Dr. Burruss said Mr. Price is out doing important things for XenatiX and was not able to join us today. Dr. Burruss presented a brief summary of the IT report. He said the ICD-10 and DSM-5 migrations are coming up on October 1st. There were no questions posed for this item.

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

Report of the Provider Services Committee: Ms. Myers called on Dr. Hunter to present the Medical Staff Services Report.

Consideration of Acceptance of Medical Staff Services Report for August 2015: Dr. Hunter said this report was presented in detail at the Provider Services committee and it remains unchanged.

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

Consideration of Acceptance of Behavioral Health Service Delivery Report for August 2015: Mr. Clark said this report was presented at the Provider Services committee meeting and presented a highlight to his report.

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

Consideration of Acceptance of the Developmental Disabilities Report for August 2015: Mr. Clark said that during the month of August the Developmental Disability division served more people. He said the rest of his report was presented at the Provider Services committee and it remains unchanged.

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

Report of the Quality and Authority Services Committee: Dr. Richardson Rowe referred to Linda Thompson for this report.

Consideration of Approval of the Quality Management Report for August 2015: Ms. Thompson said the committee met prior to the Board and the reports were provided in detail at that time. She asked if anyone had any questions. There were no questions posed for this items.

Consideration of Approval of FY15 Fourth Quarter Reports on Service Delivery:

- Local Plan
- Medical Records

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

- DADS Performance Contract Requirements
- Research Activities

Motion: Ms. Martinez said the Quality Management Report for August, the FY15 Fourth Quarter Reports on Service Delivery and the FY15 Fourth Quarter Reports on Quality Management and Research come as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

Recommendation of Approval of Revision to Board Policy 6.02 on Notification of Clients Deaths and Unusual Incidents: Ms. Thompson said there were no substantive changes to this policy. The main change to this policy includes the use of Person First language.

Recommendation of Approval of Revision to Board Policy 7.01 on Research: Ms. Thompson said there were no substantive changes to this policy.

Recommendation of Approval of Revision to Board Policy 1.06 on Organizational Structures and Officers: Ms. DeLuca said the major changes to this policy includes the following:

- Renaming of the "Development and Corporate Communications committee" to "Marketing and Development"
- Revised language to "People First" language by replacing "consumer(s)" and "client(s)" with "individual(s) served"
- Include reports and review of Metrocare's compliance-related activities and initiatives within the Quality and Authority Service Committee.

Recommendation of Approval of Revision to Board Policy 2.06 on Medical/Psychiatric Services: Ms. DeLuca said the major changes to this policy includes the following:

- Replaced "Executive Medical Director" to "Chief Medical Officer"
- Revised language to "People First" language by replacing "consumer(s)" and "client(s)" with "individual(s) served"

Recommendation of Approval of Revision to Board Policy 1.12 on Board Membership and Terms of Membership: Ms. DeLuca said there were no substantive changes to this policy.

Recommendation of Approval of Revision to Board Policy 1.13 on Board Meetings, Minutes, and Protocol: Ms. DeLuca said there were no substantive changes to this policy.

Dr. Richardson Rowe said these policies were recommended for approval by the Quality & Authority committee:

Motion: Ms. Martinez said Board Policies 6.02, 7.01, 1.06, 2.06, 1.12, and 1.13 come as a committee recommendation and a second is not required, as the recommendation came from the committee. All were in favor, and the motion carried.

Report of the Development and Corporate Communication Committee: Ms. Salinas called on Ms. Charlene Stark for this report.

Consideration of Acceptance of the Development and Corporate Communications Report for August 2015: Dr. Burruss said Ms. Stark presented this report in detail at the committee and asked if anyone had any questions. There were no questions posed for this item.

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

Report of the Legislative Action Committee: This report was made a part of this packet. Ms. Golomb called on Mr. Hernandez for this report.

Consideration of Acceptance of the Legislative Action Report for August 2015: This report was made part of the packet. Mr. Hernandez presented a verbal summary of his report. He said he has schedule several legislative visits and coordinated with our board members to accompany him on some of these visits. Mr. Hernandez presented a detail report on Mental Health First Aid. He said the Hogg Foundation, as well as the Texas Muslim Federation have shown interest on acquiring MH First Aid training. Discussion ensued.

Motion: Ms. Golomb moved to accept the Legislative Action Committee Report for August 2015. All were in favor, and the motion carried.

III. MEETING ADJOURNMENT: There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:30 pm.

Minutes approved by:



Corey E. Golomb, Board Secretary

Minutes distributed by:

Martha L. Toscano

Executive Assistant to the CEO/Board of Trustee