



## NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, March 22, 2018. 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



1345 River Bend Dr.  
Dallas, Texas 75247

## BOARD OF TRUSTEES

Jill L. Martinez  
*Madame Chairman*

Leslie H. Secrest, MD  
*Vice Chairman*

Corey Golomb  
*Board Secretary*

Dee Salinas Gutierrez

Terry A. James

Jasmine Crockett

Jane Hamilton

Dr. Irie L. Session

Lane Conner

## Board Agenda

**Thursday, March 22, 2018**  
**(Mustangs Conference Room)**

### **BOARD TRAINING – 1:00 PM**

“Facilities Overview”  
Kevin Boyd, presenter

### **REGULAR BOARD MEETING** **1:30 pm**

Ms. Martinez

- I. Call Meeting to Order & Declaration of a Quorum**
- II. Citizen Comments (Limited to 3 minutes)**
- III. Issues to be Considered**
  - ❖ Consideration of Acceptance of the February 22, 2018 Board Meeting Minutes
- IV. Madame Chairman’s Report**
  - ❖ Annual Election of Officers in Accordance with Board Policy 1.06
    - Chairman
    - Vice-Chairman
    - Secretary
- V. Board Liaison Reports:**

Intellectual and Developmental Disability Planning and Network Advisory Committee; Chairman; Sharlann Adams, Board Liaison: Ms. Corey Golomb,
- VI. Chief Executive Officer Report**
- VII. Services Presentation:** Early Childhood Intervention, Selena Milles, presenter.
  - ❖ Consideration of Acceptance of the Chief Executive Officer Report for FY18 Key Performance Indicators Progress through February 2018

The chief executive officer will present an overview of the performance of the center and specific key highlights from the preceding month.

### **[Strategy 1: Fiduciary Responsibility](#)**

Dr. Secrest

- VIII. Finance and Administration Reports**

- Richard Buckley ❖ Consideration of Acceptance of Financial Report for February 2018 (Unaudited)
- The chief administrative 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.
- Richard Buckley / ❖ Consideration to Receive the FY2017 Audited Financial Statements
- Diane Terrell The chief administrative officer and the Auditing Firm of Eide Bailey LLP will present the Financial Audit for the year ending August 31, 2017.
- Richard Buckley ❖ Consideration of Acceptance of the FY18 Mid-Year Budget
- The chief administrative officer will review the proposed mid-year adjustments to the FY18 budget
- Richard Buckley ❖ Consideration of Acceptance of FY18 Second Quarter Reports on Finance.
- The chief administrative 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)
- Norma Allen ❖ Consideration of Acceptance of the Human Resource Report for February 2018
- The human resource director will present a report on the performance of the department for the prior month and describe plans to address deficiencies therein relative to plan.
- Norma Allen ❖ Consideration of Acceptance of Revision to Board Policy 5.06 on Productive Work Environment
- Strategy 2: Customer Focus**
- Mr. James **IX. Clinical Services Report**
- Kelli Laos/Dr. Hunter ❖ Consideration of Acceptance of the Clinical Services Division Reports for January 2018
- 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.
- Ms. Salinas Gutierrez **X. Quality and Authority Services Report**
- Linda Thompson ❖ Consideration of Acceptance of Quality Management Report for February 2018

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.

Linda Thompson

- ❖ Consideration of Acceptance of FY18 Second Quarter Reports on Services Delivery:
  - Local Plan
  - Medical Records

Linda Thompson

- ❖ Consideration of Acceptance of FY18 Second Quarter Reports on Quality Management and Research:
  - HHSC/DADS Performance Contract Requirements
  - Research Activities

Ratana K. DeLuca

- ❖ Consideration of Acceptance of FY18 Second Quarter Report on Compliance

The chief compliance officer will present a report on the activities of the compliance department.

### Strategy 3: Organizational Visibility

Ms. Hamilton

#### **XI. Marketing and Development Report**

Charlene Stark

- ❖ Consideration of Acceptance of the Marketing and Development Report for February 2018

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

#### **XII. Legislative Action Report**

Charlene Stark

- ❖ Consideration of Acceptance of Legislative Action Report for February 2018

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

- XIII. Executive Session:** Announcement of Closed Session in Accordance with Subchapter D. Section §551.071 of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code) to receive advice from counsel about pending or contemplated litigation and/or settlement, and Section §551.074 for the purpose of discussing personnel matters:

- Update on Information Privacy and Security Incidents.
- Update on the CEO Evaluation Process

#### **XIV. Reconvene from Executive Session**

#### **XV. Action Taken as a Result of Executive Session**

#### **XVI. Meeting Adjournment**

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