

**METROCARE SERVICES**

**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**September 22, 2011**

# **METROCARE SERVICES**

## **REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES**

### **MINUTES OF September 22, 2011**

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, September, 22, 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  
Ms. Verlean Walton-Brooks  
Mr. Herbert H. Kamm, Board Secretary  
Mr. Greg Allbright  
Mr. Craig Jeffery  
Ms. Jill L. Martinez  
Ms. Judy N. Myers  
Dr. Carol S. North

**Board Members Absent:** Dr. Juan R. Perez

**Staff Present:** Dr. James Baker, Kyle Munson, Dr. Grable, 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 August 25, 2011.** Ms. Noble called for the approval of the minutes of the previous meeting.

Motion: Mr. Jeffery moved approval of the minutes of August 25, 2011 Board meeting. Ms. Walton-Brooks seconded the motion, and the motion carried.

#### **Madame Chair's Report**

Ms. Noble thanked Ms. Martinez and her husband Robert for the invitation extended to her, Dr. Perez and Ms. Myers as guests at their table for the Las

Colinas/Irving Chamber of Commerce luncheon where Judge Clay Jenkins delivered a state of the county address.

Ms. Noble congratulated Dr. Hunter for receiving the Pamela Blumenthal Memorial Award from the Mental Health Association of Greater Dallas. Dr. Hunter will receive her award at the Prism Awards event.

**MH Advisory Committee:** Ms. Noble called on Mr. Keesee to present the MH Advisory Committee report. Mr. Clark provided the MH Advisory report in Mr. Keesee's absence.

**IDD PAC/NAC Committee:** Ms. Noble called on Ms. Walton-Brooks, Board Liaison to the IDD PAC/NAC Committee to present this report. Ms. Thompson provided the IDD PAC/NAC report in the absence of Ms. Gracie Sifuentez. Ms. Thompson said the committee convened on September 13<sup>th</sup> and there was a quorum present. She said the committee recommended for approval the appointments of David Aston and Drew Dixon to the IDD PAC/NAC Committee. For Board training, the committee recommended that the Board be educated about the process for navigating the Social Security disability application process.

**Next Committee and Board meeting schedule:** Ms. Noble announced the dates for next month's meetings.

- On the third Tuesday, October 18th 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 1:00 pm. The meetings will be held at 1340 River Bend Dr., in the Charles Cooper Board Room.
- On the 4<sup>th</sup> Thursday, October 27th the Quality and Authority Committee will meet at 12:45 pm, with a Board training following immediately after at approximately 1:00pm. The Board meeting will follow immediately after at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole during our Board meeting. The meetings will be held at this same site.

**Ad hoc Compensation Review Committee:** Ms. Noble called on Mr. Jeffery who presented the Ad hoc Compensation Review report.

Mr. Jeffery provided an update on the Ad hoc Compensation Review Committee. Discussion ensued regarding the CEO performance goals for FY12.

Ms. Noble asked for a motion to approve the Recommended Benchmarks for CEO Performance Management Plan for Fiscal Year 2012 with changes suggested during the discussion. Mr. Allbright moved to approve as amended. Ms. Walton-Brooks seconded and the motion carried.

## **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 August 2011.

Motion: Mr. Kamm made a motion to accept the Chief Executive Officer's Report for August 2011. Ms. Walton-Brooks seconded and the motion carried.

## **Finance and Administration Committee:**

### **Consideration of Acceptance of the Financial Report for August 2011**

**(unaudited):** Mr. Jeffery called on Mr. Munson to present his report.

There were no questions posed for this item.

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

### **Consideration of Acceptance of FY11 Fourth Quarter Reports:**

Mr. Munson said the FY11 Fourth Quarter Reports were presented at the Finance and Administration Committee.

Mr. Jeffery said the committee recommended the acceptance of the FY11 Fourth Quarter Reports. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

### **Consideration of Approval of Administrative Procedure 4.01.02:**

Mr. Jeffery said the committee recommended the Approval of Administrative Procedure 4.01.02 on Cash Deposits and Financial Investments. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

### **Consideration of Approval of Board Policy 4.03:**

Mr. Jeffery said the committee recommended the Approval of Board Policy 4.03 on Unreserved Net Assets. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried.

### **Consideration of Approval of Authorization to Execute Agreement with Dallas County Community Supervisions and Corrections Department:**

Mr. Jeffery said the committee recommended Approval of Authorization to Execute Agreement with Dallas County Community Supervisions and Corrections Department. Ms. Noble said a second is not required, as the recommendation came from the committee. Motion carried with Mr. Allbright dissenting.

## **Report of the Provider Services Committee:**

**Consideration of Acceptance of Medical Staff Services Report for August 2011:** Dr. North called on Dr. Hunter to present the Medical Services Report. Dr. Hunter presented a brief summary of the Medical Staff Services report. 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 August 2011:** Mr. Clark presented a brief summary of the Behavioral Health Service Delivery report. 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 August 2011:** Mr. Clark presented a verbal summary of the Developmental Disabilities report. 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. Walton-Brooks said the committee met prior to the Board meeting today and asked if there were any questions on any of the following reports. Ms. Walton-Brooks said the following reports were recommended for approval by the committee.

**Consideration of Approval of the Quality Management Report for August 2011:** There were no questions posed for this item.

**Consideration of Approval of the FY11 4th Quarter Reports on Service Delivery:** There were no questions posed for this item.

**Consideration of Approval of the FY11 4th Quarter Reports on Quality Management and Research:** There were no questions posed for this item.

Ms. Noble said the Quality Management Report for August 2011, the FY11 Fourth Quarter Reports on Service Delivery and the FY11 Fourth 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 August 2011:** Mr. Allbright asked Ms. Stephens to provide the Philanthropy Committee report. Ms. Stephens provided highlights of the Development and Community Education Report, as well as other departmental activities for the month of August 2011. Ms. Stephens introduced Ms. Lindsay Zimmerman who provided a print out and a verbal report on Metrocare's signature event, "Meal for the Minds".

Mr. Allbright made a motion to accept the Development and Community Education Report for August 2011. Mr. Jeffery seconded, and the motion carried

**Consideration of Approval of Revision to Board Policy on Conflict of Interest 1.01:** Mr. Allbright made a motion for the Approval of Revision to Board Policy on Conflict of Interest 1.01. Ms. Martinez seconded, and the motion carried.

**Report of the Legislative Action Committee:**

**Consideration of Approval of Legislative Report for August 2011:** Ms. Noble asked Mr. Hernandez to provide the Legislative Action report. Mr. Hernandez presented a verbal summary of the Legislative report for August 2011. He said the Big Texas Toy Run is scheduled for Sunday, December 18<sup>th</sup>.

Mr. Kamm made a motion for the Approval of the Legislative report for August 2011. Ms. Myers seconded, and 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 3:15 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