



**BOARD OF TRUSTEES
MEETING MINUTES OF**

June 30, 2016

METROCARE SERVICES

Board Meeting Minutes

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, June 30, 2016 at 1345 River Bend Dr., Dallas, TX 75247.

I. Call to Order/Roll Call:

Ms. Jill Martinez, Madame Chairman welcomed everyone and called the meeting to order at 1:30 pm. There was a quorum present.

Board Members Present:

Jill Martinez
Dr. Leslie H. Secrest, Vice chairman
Dr. Brenda Richardson Rowe
Corey Golomb
Dee Salinas Gutierrez
Terry James

Absent: Judy Myers, Dr. Angela Moemeka and Norman Seals.

Guest present: Mr. Joel Geary, and Mr. Brooks Love.

Staff Present: Dr. John Burruss, Linda Thompson, Dr. Judith Hunter, Kyle Munson, Jennifer Bell, Ken Medlock, and Charlene Stark. Ratana DeLuca participated via phone.

CITIZENS' COMMENTS: Ms. Oretta Brackens identified herself as the guardian of one of our consumers and spoke to the services her son is receiving. Ms. Brackens was referred to her son's program director so that they can address her concerns and come up with a solution.

II. ISSUES TO BE CONSIDERED:

Consideration of Acceptance of the May 26, 2016 Board Meeting minutes. Ms. Martinez asked if anyone had any changes or corrections to the board minutes of May 26, 2016.

Motion: Mr. James moved to approve the May 26, 2016 board meeting minutes as printed. All were in favor, none opposed. The motion carried.

Chairman's Report:

Board Liaison Reports:

MH Advisory Committee (MHAC): Ms. Kelli Laos said the committee met on April 16th and proceed to provide a verbal summary of the meeting. She said the committee welcomed back its new appointee, Mr. Glen Billingsley.

Texas Council of Community Centers: Ms. Martinez referred to her report and provided a verbal report of same. She said that besides herself, Dr. Secrest, Dr. Richardson Rowe, and Ms. Myers were also in attendance at this year's Texas Council's 31st Annual event.

Ms. Martinez congratulated the 20 Metrocare employees from the Leadership Team that graduated yesterday, June 29th.

Board Retreat: Ms. Martinez said the board retreat will be held on Saturday, August 20, 2016 in the Mustangs Conference Room from 9 am until 4 pm. Mr. Jon Stigliano will facilitate again this year.

Upcoming Board and Committee meetings: Ms. Martinez reminded everyone that during the month of July there are no committee or board meetings held. We will reconvene again in August on the following days:

August meetings:

Tuesday, August 16, 2016 (3rd Tuesday of the month)

- 11:30 am – Provider Services committee
- 12:15 pm – Marketing and Development
- 12:45 pm – Finance and Administration committee

Thursday, August 25, 2016 (4th Thursday of the month)

- 12:45 pm – Quality & Authority committee
- 1:00 pm – Board Training
- 1:30 pm – Board meeting

Special Events:

- Meal for the Minds - September 29, 2016 at the Anatole Hotel
- Legislative Breakfast – Thursday, November 17, 2016 at the Bello Mansion

CHIEF EXECUTIVE OFFICER REPORT:

Services Presentation - Housing: Dr. Burruss referred to Dr. Hunter for the introductions. Dr. Hunter introduced Mr. Ikenna Mogbo. Mr. Mogbo said he is here with Mr. Nic deVoogd from our Housing Department and Mr. DeVoogd will present today's success story.

Mr. de Voogd said he has worked in the Housing Program for LifeNet and now Metrocare for the past four (4) years. This program deals with federal grants for Housing Urban Development (HUD) that have different reporting standards. Mr. de Voogd talked about the different databases that staff have to research to find out if an individual is eligible for services under HUD guidelines. PsychConsult is the database used by Metrocare to store the consumer's mental health records, but other databases are used for management type issues. Staff filled out forms by hand, sometimes these forms could be as many as twelve pages long or longer. This task was very time consuming and could take staff hours to research and complete. To help eliminate the many steps and the hours that were being spent on this task, Mr. de Voogd created an Excel database that has impressed staff and the U.S. Department of Housing and Urban Development alike.

This past April, the U.S. Department of Housing and Urban Development conducted a monitoring visit of our Permanent Supportive Housing (PSH) program. They were so impressed with the work done by Mr. de Voogd and his team that they referred to the Housing team as the "Dream Team" due to their high **143057**

performing collective skill set. Specifically, HUD noted that the Excel database, created by Nic deVoogd, was so impressive they hoped to use it as an example of best practices in future trainings with other PSH programs.

Dr. Burruss and the Board members thanked Mr. deVoogd for his presentation.

Consideration of Acceptance of Chief Executive Officer Report for FY16 Business Plan Progress through May 2016: This report was made a part of the packet. Dr. Burruss presented the following highlights from his report.

- The Steven A. Cohen Clinic is up and running in its own building.
- Drs. Burruss and Cerise from Parkland Health and Hospital Systems (PHHS) are working closely as we move on with the evolution of the NorthSTAR system to create a seamless system of care for our clients.
- The transition of ADAPT of Texas to Metrocare Services continues to move smoothly. Dr. Burruss thanked Dr. Judith Hunter, Jennifer Bell, and Jennifer Wadsworth for all their work.

Dr. Burruss referred to his report and asked if anyone had any questions. There were no questions posed for this item.

Motion: Ms. Salinas Gutierrez moved to accept the Chief Executive Officer Report for FY16 Business Plan Progress through May 2016. All were in favor, and none opposed. The motion carried.

Finance and Administration Committee: Dr. Secrest referred to Mr. Munson to present this reports.

Consideration of Acceptance of the Financial Report for May 2016 (unaudited): 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 this item.

Consideration of Acceptance of FY16 Third Quarter Reports on Finance: Mr. Munson said his reports were presented at the Finance and Administration committee and remains unchanged. There were no questions posed for these item.

Consideration of Acceptance of Engagement Letter for the External Firm of Scott, Singleton, Fincher and Company, P.C., for FY2016: Mr. Munson said this item was presented and accepted at the Finance and Administrative committee.

Dr. Secrest said the Financial Report for May 2016, the FY16 Third Quarter Reports on Finance and the Engagement Letter for the External Firm of Scott, Singleton and Fincher were presented and accepted at the Finance and Administration committee.

Motion: Ms. Martinez said these 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.

Consideration of Acceptance of Human Resources Report for May 2016:

Ms. Bell said this report was presented in detail at the Finance and Administration committee on Tuesday and remains unchanged. 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: The Provider Services committee met as a committee of the whole. Ms. Martinez called on Dr. Hunter to present this report.

Consideration of Acceptance of the May 17, 2016 Provider Services Committee minutes. Ms. Martinez asked if anyone had any changes or corrections to the Provider Services minutes of May 17, 2016.

Motion: Dr. Secrest moved to approve the May 17, 2016 Provider Services Committee minutes as printed. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of Clinical Services Division Reports for May 2016: This report was made a part of the packet. Dr. Hunter said this report was previously presented in three separate reports, but going forth it will be presented as a combined report to include all the program areas. Dr. Hunter provided a summary of the Clinical Services Division reports for the month of May. Dr. Hunter referred to her report and asked if anyone had any questions. There were no questions posed for this item.

Motion: Ms. Corey Golomb moved for Acceptance of the Clinical Services Division Report for May 2016. All were in favor, and none opposed. The motion carried.

Quality and Authority Services Committee: The Quality and Authority Committee met as a committee of the whole. Dr. Richardson Rowe called on Ms. Linda Thompson to present the following reports.

Consideration of Acceptance of the May 26, 2016 Quality and Authority Committee minutes. Ms. Martinez asked if anyone had any changes or corrections to the Quality and Authority minutes of May 26, 2016.

Motion: Dr. Secrest moved to accept the May 26, 2016 Provider Services Committee minutes as printed. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of the Quality Management Report for May 2016: This report was made a part of the packet. Ms. Thompson provided a verbal summary of the Quality and Authority events for the month of May. There were no questions posed for this item.

Consideration of Acceptance of the FY2016 Third Quarter Reports on Service Delivery: This report was made a part of the packet. Ms. Thompson

provided a verbal summary of the FY16 Third Quarter Reports and asked if anyone had any questions. There were no questions posed for this item.

Consideration of Acceptance of the FY2016 Third Quarter Reports on Quality Management and Research: This report was made a part of the packet. Ms. Thompson provided a verbal summary of the FY16 Third Quarter Reports on Quality Management and Research. There were no questions posed for this item.

Motion: Dr. Secrest moved Acceptance of the Quality Management Report for May 2016, the FY2016 Third Quarter Reports on Service Delivery, and the FY2016 Third Quarter Reports on Quality Management and Research. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of FY16 Third Quarter Reports on Compliance: This report was made a part of the packet. Ms. Ratana DeLuca participated via conference call and presented a verbal summary of this report. There were no questions posed for this item.

Motion: Dr. Richardson Rowe moved Acceptance of the FY16 Third Quarter Reports on Compliance. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of Revision to Board Policy 1.01 on Conflict of Interest-Trustees: Ms. DeLuca said the following changes were made to this policy.

- included statutory reference and a paragraph addressing activities prohibited by former Board members; and
- references to the "Center" have been changed to "Metrocare"

Motion: Dr. Secrest moved Acceptance of the Revisions to Board Policy 1.01 on Conflict of Interest-Trustees. All were in favor, none opposed. The motion carried.

Report of the Marketing and Development Committee: Ms. Martinez called on Ms. Stark for this report.

Consideration of Acceptance of the Marketing and Development Report for April 2016: Ms. Stark said this report was presented at Tuesday's Marketing and Development committee. The report was accepted with corrections to page 142821.

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, none opposed. The motion carried.

Report of the Legislative Action Committee: Ms. Golomb called on Mr. Hernandez for this report. Ms. Stark presented the following report on behalf of Mr. Hernandez.

Consideration of Acceptance of the Legislative Action Report for May 2016: This report was made part of the packet. Ms. Stark said that the Health Select Committee continue to meet. She asked the board to mark their calendar

for this year's Legislative Breakfast to be held on Thursday, November 17th at the Bello Mansion. She said that taking into consideration Dr. Moemeka's request, this report now has more detail included on the report. There were no questions posed for this item.

Motion: Ms. Golomb moved to accept the Legislative Action Committee Report for May 2016. All were in favor, none opposed. The motion carried.

III. EXECUTIVE SESSION – Discussion Only/Closed to Public:


Ms. Martinez requested staff and guests excused themselves from the meeting at 2:34 pm while the board and legal counsel go into executive session in Accordance with Subchapter D. Section 551.071 of the Texas Open Meeting Act (Chapter 551 of the Texas Government Code).

- To receive advice from counsel about pending or contemplated litigation and/or settlement.

IV. RETURN TO OPEN SESSION: Ms. Martinez invited staff and guest to rejoin the Board at 2:53 pm. She said that there was no action taken during closed session.

V. MEETING ADJOURNMENT: There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:53 pm.

Minutes approved by:



Norman Seals, Board Secretary

Minutes distributed by: Martha L. Toscano
Executive Assistant to the CEO/Board Liaison