



**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**August 25, 2016**

# **METROCARE SERVICES**

## **Board Meeting Minutes**

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, August 25, 2016 at the Metrocare at Midway Clinic located at 16160 Midway Rd., Suite 200, Addison, TX 75201.

### **II. Call to Order/Roll Call:**

Ms. Jill Martinez, Madame Chairman welcomed everyone and called the meeting to order at 1:37 pm. There was a quorum present.

#### **Board Members Present:**

Jill Martinez  
Dr. Leslie H. Secrest, Vice chairman  
Chief Norman Seals, Board secretary  
Judy Myers  
Corey Golomb  
Dee Salinas Gutierrez  
Terry James

**Absent:** Dr. Brenda Richardson Rowe.

**Guest present:** Ms. Germaine White, Mr. Ruben Rios, and Mr. Joel Geary.

**Staff Present:** Dr. John Burruss, Linda Thompson, Kyle Munson, Mark Edery, Ken Medlock, Jennifer Bell, Terry Price, and Charlene Stark.

**II. Citizen 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 Acceptance of June 26, 2016 Board Meeting minutes.** Ms. Martinez asked if anyone had any changes or corrections to the board minutes of June 26, 2016.

**Motion:** Ms. Golomb moved to approve the June 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. Linda Thompson presented this report on behalf of Ms. Kelli Laos. She said the MHAC met in the month of June and there was a quorum present. Ms. Laos provided the committee with an update on the accomplishments of the mental health division for the month of April. She said the Pathways clinic will close its doors on July 1<sup>st</sup> and staff have already begun to transition the people we serve at this clinic to other Metrocare clinics. During the month of April Metrocare took over the operations from ADAPT of Texas along with several of their staff and the location. Metrocare began operations at this site

in the month of July. Ms. Thompson said the committee made no recommendations for board training. There were no questions posed for this item.

**TX Council of Community Centers Report:** Ms. Martinez referred to her report and provided a verbal report of the same. Ms. Martinez said that she, along with Dr. Burruss and Ms. Charlene Stark paid visits to several of our state representative offices while in Austin. Their primary function was to provide information on the Steven A. Cohen Military Family Clinic at Metrocare. She said Representative Kenneth Sheets is a US Veteran himself.

The Texas Council received a request from the North Texas Behavioral Health Authority (NTBHA) requesting an associate membership in the Texas Council. The Texas Council is taking NTBHA's request into consideration, they have only one other non-community center that participates in the Texas Council (San Antonio).

**Board Retreat:** Ms. Martinez said the board retreat took place on Saturday, August 20, 2016 and Mr. Jon Stigliano was the facilitator again this year. She said Mr. Stigliano identify the center's strategic plan going forward and staff are working out the details of the objectives.

**Upcoming Board and Committee meetings:**

Tuesday, September 20, 2016

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

Thursday, September 22, 2016

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

**Note:** Due to a conflict with the Texas Council board meeting in the month of October the date for the Metrocare board meeting has been moved to Thursday, October 20<sup>th</sup>.

**Special Events:**

- Meal for the Minds - September 29, 2016 at the Anatole Hotel

**CHIEF EXECUTIVE OFFICER REPORT**

**Services Presentation – The Steven A. Cohen Military and Family Clinic:** Jeff McZeal, presenter. Dr. Burruss introduced Mr. Jeff McZeal, an Army Veteran and Lead Case Manager at Metrocare's - Steven A. Cohen Military and Family Clinic.

Mr. McZeal said that in the month of July he received a case where the individual presented with depression and suicidal ideation. He said this individual reported that he had not worked in a while and his lack of income. Mr. McZeal said that within 45 minutes of their meeting they were able to obtain not one, but two job offers for this individual. The following week he presented to his new job. Mr. McZeal said that this clinic has both veteran and non-veterans working together to

provide assistance to all members of the military family, no matter their discharge status. The services also extend to the spouse, children and other family members. Besides providing mental health services at this clinic they also provide case management to assist with unemployment, educational, legal, and housing assistance. After receiving services at this clinic a three week follow-up is done. He said most of these individuals do not return if they are doing well. Since the opening of its doors in July 2016 they have served 48 individuals.

Dr. Burruss said that on August 8<sup>th</sup>, Mr. Cohen and four members of his board were in Dallas visiting the Steve A. Cohen Military and Family clinic and they were very complimentary with what they saw. Mr. Cohen plans to open clinics in Seattle, Denver, North Carolina, and El Paso next, and he would like to use us as a model for the whole network. He said Metrocare is the 3<sup>rd</sup> of five Cohen clinics that have been opened thus far, but there are plans to open 25 clinics within the next five years. Other Cohen clinics now open are located in New York, San Antonio, Philadelphia and Los Angeles.

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

**Consideration of Acceptance of Chief Executive Officer Report for FY16 Business Plan Progress through July 2016:** This report was made a part of the packet. Dr. Burruss referred to his report and asked if anyone had any questions. There were no questions posed for this item.

Motion: Dr. Secrest moved to accept the Chief Executive Officer Report for FY16 Business Plan Progress through July 2016. All were in favor, none opposed. 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 Renewal of a Revenue Anticipation Note with Frost Bank.** This report was made a part of the packet. Dr. Burruss said that, just like we did in FY2016, we are requesting a renewal of the Revenue Anticipation Note from Frost Bank, but this year's loan will be increased to \$25 million dollars. He said that this note will let us continue to participate in the Delivery System Reform Incentive Payment Programs (DSRIP) and fund the day to day operations of the center. This is not a revolving loan and will expire at the end of the fiscal year. Discussion ensued.

Motion: Ms. Myers moved for Acceptance of Resolution Delineating the Board's Awareness and Approval of the Chief Executive Officer and the Chief Financial Officer's Renewal of a Revenue Anticipation Note with Frost Bank. All were in favor, none opposed. The motion carried.

**REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE:** Dr. Secrest referred to Mr. Munson to present these reports.

**Consideration of Acceptance of the Financial Report for June 2016 (unaudited):** Mr. Munson said that we have corrected an error on how expenses were being accrual on our purchase orders and the year to date correction is \$1.5M. He said that going forth we will modify how we record these expenses.

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 the Financial Report for July 2016 (unaudited):** Mr. Munson said that during the month of July we had an increase of net assets in the amount of \$1.3M. Adjustment of accruals at \$100K per month accumulating. The Center was \$1.5M below budget during the month. He said that some of the mitigating factors are the slow growth of our pharmacy in San Antonio, changes in billing in our IDD programs, and some issues relating to Adult Specialty Programs. He said staff are working together to address these problems and come up with a solution. There were no questions posed for this item.

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 FY2017 Budget Plan:** Mr. Munson said this year's budget is a conservative budget. He referred to page 143026 of the Finance and Administration packet and said there is a bottom line increase which includes GASB in the amount of \$2.2M. FY2017 revenue for the year of \$115M, \$5M growth in DSRIP milestones, and \$2M in revenues from XenatiX. There were no questions posed for this item.

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 July 2016:** Ms. Bell said this report was presented in detail at the Finance and Administration committee 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:** Ms. Myers called on Dr. Hunter to present this report. Ms. Thompson presented this report in Dr. Hunter's absence.

**Consideration of Acceptance of Clinical Services Division Reports for July 2016:** This report was made a part of the packet. Ms. Thompson said this report was presented in detail at the Provider Services committee and remains unchanged. There were no questions posed for this item.

Ms. Judy Myers gave Kudos to Dr. Hunter's groups for meeting two goals in the waiver program.

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 Local Plan for FY2017:** This report was made a part of the packet. Ms. Thompson presented the Local Plan for FY2017 and said that the plan was developed with the priorities provided by service recipients, families, advocacy groups and stakeholders in the community. This year's priority services requested are respite, case management, day habilitation, dental services, In-home training, and transportation. Each of our recipient's family will receive up to \$3,500.00/year in General Revenue dollars to use in any one, or a combination of these services. 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 QUALITY & AUTHORITY COMMITTEE:** Ms. Martinez referred to Ms. Thompson for this report.

**Consideration of Acceptance of the Quality Management Report for July 2016:** This report was made a part of the packet. Ms. Thompson said the committee met prior to the board meeting 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, none opposed. The motion carried.

**REPORT OF THE MARKETING & DEVELOPMENT COMMITTEE:** Ms. Martinez called on Ms. Stark for this report.

**Consideration of Acceptance of the Marketing and Development Report for July 2016:** Ms. Stark said this report was presented in detail at the Marketing and Development committee and 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, none opposed. The motion carried.

**REPORT OF THE LEGISLATIVE ACTION COMMITTEE:** Ms. Golomb called on Mr. Hernandez for this report.

**Consideration of Acceptance of the Legislative Action Report for July 2016:** This report was made part of the packet. Mr. Hernandez said that the Health Select Committee met on August 16 and 17<sup>th</sup>. An update on the activities of Mental Health First Aid (MHFA) training initiative for Texas educators, SB133 was provided. He said that during the month of July MHFA training was conducted for Region 10 in Richardson in which 48 people participated, including three police officers from the City of Irving. Legacy Preparatory schools from Mesquite and Plano have also reached out to receive MHFA training. He said we are presently looking for a second trainer. To date 221 individuals have been provided MHFA training in conjunction with Mental Health America of Greater Dallas. There were no questions posed for this item.

Mr. Hernandez reminded everyone of our upcoming Legislative Breakfast to be held at the Bello Mansion on Thursday, November 17<sup>th</sup>.

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

**III. Meeting Adjournment:** There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:35 pm.

Minutes approved by:

  
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~~Norman Seals, Board Secretary~~  
Jill Martinez  
Board Chair

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