

METROCARE SERVICES

**BOARD OF TRUSTEES
MEETING MINUTES OF**

January 23, 2014

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REGULAR MONTHLY MEETING of the BOARD OF TRUSTEES

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A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, January 23, 2014 at 1380 River Bend Dr. Dallas, Texas 75247 in the Charles Cooper Board Room.

I. Call To Order/Roll Call

Ms. Noble declared a quorum present and called the meeting to order at 1:35 pm.

The following Trustees were present:

Ms. Julia P. Noble, Madame Chairman
Ms. Jill Martinez, Vice chairman
Ms. Judy N. Myers, Secretary
Dr. Carol North
Mr. David Aston

Board members absent: Dr. Brenda K. Richardson, David Gutierrez and Ms. Corey Golomb.

Staff Present: Dr. John Burruss, Dr. Judith Hunter, Tom Clark, Kyle Munson, Sandy Stephens, Michel Huberdeau and Martha Nye.

Guest Present: Doug Barnes, Elisa Rees, Elvira Gonzales, Germaine White, Brooks Love, Mary Patterson, Katrina Harris and Joanna Price.

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 December 5, 2013. The Board minutes of December 5, 2013 were made a part of the packet. Ms. Noble called for any changes or corrections to the minutes of the previous meeting.

Motion: Dr. North moved to approve the Board meeting minutes of December 5, 2013 as presented. The motion was seconded and accepted.

Madame Chairman's Report

Board Liaison Reports:

Mental Health Advisory Committee (MHA): (Marilu Velez Thorn, Madame Chairman, Dr. Brenda K. Richardson, Board Liaison): Mr. Tom Clark presented the MHA report. He said the committee convened on

Monday, January 6th and there was a quorum present. The committee was provided with a brief report of the October performance of the behavioral services division, as well as a report that outlined the new DSRIP projects. Ms. Sandy Stephens provided information on Mental Health First Aid. He said several of the members had heard of this initiative and at least one committee member has received training in MH First Aid. The clinic experienced was discussed and several of the members agreed that the clinic experience has improved. Several of the committee members suggested installation of a WiFi system for consumers to have something to do while they wait to see their prescriber. Ms. Kelli Laos did a presentation on the new Family Preservation Program and talked of the benefits this program will provide children and adolescents at imminent risk of out of home placement. Ms. Linda Thompson from the Quality and Authority department requested a volunteer to serve in the Quality Council. One of our committee members agreed to be our representative.

Intellectual and Developmental Disability Planning and Network Advisory Committee (IDD/PNAC): (Gloria Stuart, Madame Chairman, Corey Golomb, Board Liaison): Ms. Mary Patterson said the committee convened on Tuesday, December 10, 2013. She said Ms. Linda Thompson provided updates on the Pre Admission Screening and Resident Review (PASRR) status, as well as the Texas Home Living and Home and Community Based Services Waiver enrollment offers. The break down of services available to consumers through the state's General Revenue (GR) funds was presented. She said each year on average each consumer receives a personal budget of \$3,500.00 to use for the services they desire. Some of the services offered may include respite, skills training, behavior support, vocational training and day habilitation services. She said the Local Needs Survey will be presented to the PAC for review at a future date, and prior to its distribution this year.

Texas Council Report: Ms. Noble said the Texas Council meeting started with CEO's and Board Chairs visiting their legislators at the Capitol. Dr. Burruss, Ms. Martinez and Ms. Noble visited four of our Legislators offices and spoke with their aides. Ms. Noble referred to the Board members folders and a handout of the Texas Council report provided for their information.

Madame Chair Report: Ms. Noble said that during the Texas Council meeting last Saturday, its Executive Director, Danette Castle asked each of the Center representatives to take a big "thank you" home to their center's staff for the extra effort they are making on a daily basis to make the 1115 waiver projects a huge success. Ms. Noble passed the message on on behalf of our Board and the Texas Council and asked our Sr. Managers to please pass a double thank you to the rest of the Metrocare staff.

Next Committee and Board meeting schedule:

Ms. Noble provided the schedule for our next committee meetings.

- On Tuesday, February 18th the 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 location.

- On the fourth Thursday of the month, February 27th the following meetings will take place. 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. All the meetings will be held at this same location.

Chief Executive Officer's Report:

Services Presentation: Center for Education and Research (CER), Elisa Rees, presenter.

Ms. Rees presented an overview of the services provided by the Center for Education and Research at Metrocare. She said the CER provides medical professionals rotating through this program knowledge on mental health and the clinical experience. She said the program continues to grow and it is meeting all of its expectations. We continue to build relationships with several of the Universities around the Dallas area.

Dr. Burruss and the Board thanked Ms. Rees for her presentation.

Consideration of Acceptance of Chief Executive Officer Report for FY13 Business Plan Progress through December 2013: Dr. Burruss referred to the Special Called meeting and its cancelation. He said this meeting was schedule upon the contingency of a contract resolution between Metrocare and ValueOptions (V/O). On December 27th an agreement was reached with V/O on the terms of the biennial contract which will expire on August 31, 2015. Dr. Burruss congratulated Metrocare's work force on 10 years of working to bring the Financials to their current state. Referring back to the CEO 100-day Objectives he presented last year he said Metrocare engaged the services of the Perform Group International to help address some of the issues mentioned at that time. He said both the Human Resource and Information Technology Director positions were posted. Dr. Burruss referred to his report and said the Pathways clinic has installed a Parata robot that handles the prescription traffic within that site. He said this will eventually be rolled out to the rest of the pharmacies. Dr. Burruss asked if anyone had any questions about his report. There were no questions posed for this item. Several of the Board members requested a future tour of the pharmacy to view the Parata robot.

Motion: Ms. Myers made a motion to accept the Chief Executive Officer Report for FY14 Business Plan Progress through December 2013. The motion was seconded and accepted.

Finance and Administration Committee: Ms. Myers said the committee met on Tuesday this week and asked Mr. Munson to present his report.

Consideration of Acceptance of the Financial Report for November 2013 (unaudited): Mr. Munson said he presented this report in detail at the Finance and Administration committee and it remains unchanged.

Motion: Ms. Noble 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 Financial Report for December 2013 (unaudited): Mr. Munson said during the month of December we reported a loss in revenues. Some of the contributing factors were the continuation of the DSRIP project, the Holidays and the Ice storm. For 5 days our clinics only saw a handful of consumers due to the ice storm. This report was presented in detail at the Finance and Administration Committee and remains unchanged.

Motion: Ms. Noble 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 to Receive FY13 Audited Financial Statements: Mr. Munson introduced Ms. Diane Terrell from the Auditing firm of Davis, Kinard & Co., P.C. The FY13 Audited Financial Report was made a part of the packet for this meeting. Ms. Terrell said that her firm has issued an unqualified opinion on the financial statements of Metrocare Services for the year ending August 31, 2013.

Ms. Terrell said that the financial statements were presented in all material respects in accordance with generally accepted accounting principles (GAAP).

Ms. Terrell said that her firm is reporting no disagreements with management on accounting issues or regarding estimates made in the financial statements. There were no difficulties in performing or completing their audit. There were no proposed audit adjustments. If there had been any audit adjustments they are required to go over those with the governing board or to report the event.

No misstatements were identified. There were no material weaknesses reported.

Ms. Terrell said this is one of the cleanest audits they have and congratulated Mr. Munson and Mr. Corlew.

There were no questions posed for Ms. Terrell.

Motion: Ms. Noble 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 Approval of Revision to Board Policy 4.07 on Property/Facility Acquisition: Mr. Munson said there were no substantive changes to Board Policy 4.07. He said this policy is being presented as part of an ongoing review.

Motion: Ms. Noble 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: Dr. North called on Dr. Hunter to present her report.

Consideration of Acceptance of Medical Staff Services Report for December 2013: Dr. Hunter said this report was thoroughly reviewed at the November Provider Services committee meeting.

Motion: Ms. Noble 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 December 2013: Mr. Clark said there were no changes to his report. His report was provided in detail at the November Provider Services committee meeting.

Motion: Ms. Noble 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 December 2013: Mr. Clark said there were no changes to his report. His report was provided in detail at the November Provider Services committee meeting.

Motion: Ms. Noble 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: Mr. Aston said the Quality and Authority Committee met prior to the Board meeting. He called on Ms. Martha Nye to present this report.

Consideration of Approval of the Quality Management Report for December 2013: Ms. Nye said this report was provided in detail at the Quality and Authority Committee meeting.

Motion: Ms. Noble 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 Philanthropy Committee: Ms. Martinez referred to Ms. Stephens for the Philanthropy Committee report.

Consideration of Acceptance of the Development and Community Education Report for December 2013: Ms. Stephens spoke to the conference we are holding for the Center for Children with Autism at Metrocare (CCAM). This event will be held on March 27th from 8:00 am –

11:30 am at the Hilton Dallas/Park Cities. Plans continue to open a new CCAM and a clinic around the Northwest Dallas area.

Motion: Ms. Noble 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: Ms. Noble called on Mr. Hernandez to present the Legislative Action committee report.

Consideration of Acceptance of the Legislative Action Committee Report for December 2013: This report was made part of the packet. Mr. Hernandez provided a verbal summary of his report.

Motion: Ms. Myers moved for the acceptance of the Legislative Action Committee Report for December 2013. The motion was seconded and accepted.

- IV. MEETING ADJOURNMENT:** There being no further business to come before the Board, Ms. Noble called for a motion to adjourn the meeting. Dr. North moved to adjourn the meeting. The motion was seconded and accepted. The meeting adjourned at 2:30 pm.

Minutes approved by:



Judy N. Myers, Board Secretary

Minutes distributed by:

Martha L. Toscano

Assistant to the CEO and Metrocare Board of Trustees