



**BOARD OF TRUSTEES
MEETING MINUTES OF**

December 1, 2016

METROCARE SERVICES

Board Meeting Minutes

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, December 1, 2016 at 1345 River Bend Dr., Dallas, TX 75247 (Mustangs Conference room).

I. Call to Order/Roll Call:

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

Board Members Present:

Jill Martinez
Leslie H. Secrest, MD
Judy Myers
Dr. Brenda Richardson Rowe
Corey Golomb
Dee Salinas Gutierrez
Terry James

Board Member Absent: Norman Seals.

Staff Present: John W. Burruss, MD, Linda Thompson, Kyle Munson, Judith Hunter, MD, Jennifer Bell, 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:

Ms. Martinez said that she and Dr. Secrest have to leave early today and asked for the Boards vote to alter the agenda to move the Executive Session to the beginning of the meeting. Dr. Secrest moved to approve the change to the agenda. All were in favor, none opposed. The motion carried.

Executive Session:

Ms. Martinez requested staff and guests excused themselves from the meeting while the board and legal counsel go into executive session in Accordance with Subchapter D. Section 551.071 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of receiving advice from counsel about pending or contemplated litigation and/or settlement. The meeting closed at 1:30 pm.

Return to Open Session: Ms. Martinez invited staff and guest to rejoin the board at 2:00 pm. She said that there was no action taken during Executive Session.

Consideration of Acceptance of October 20, 2016 Board Meeting minutes. Ms. Martinez asked if anyone had any changes or corrections to the board minutes of October 20, 2016.

Motion: Ms. Golomb moved acceptance of the October 20, 2016 board meeting minutes as printed. All were in favor, none opposed. The motion carried.

CHAIRMAN'S REPORT

Assignment of Committee Appointment: Ms. Martinez announced the appointment of Mr. Terry Price as Chairman of the Marketing and Development committee. Mr. Price will continue to serve in the Clinical Services committee, formerly the Provider Services committee.

Board Liaison Reports: Ms. Martine referred to her Madame Chairman's report.

TX Council of Community Centers: Ms. Martinez provided a verbal report of the Texas Council Quarterly meeting she attended this past October. Her report contained information on several topics that were discussed, as well as several web-sites and applications you can down load in your mobile device to keep track of the House and Senate bills that have been filed as of November 2016.

Upcoming Meetings and Events: Ms. Martinez said there are no committee meetings held during the month of December. We will reconvene to our regular schedule in January 2017.

Tuesday, January 17, 2017

- 11:30 am – Provider Services committee
- 12:50 pm – Marketing and Development
- 12:10 pm – Finance and Administration committee

Thursday, January 26, 2017

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

The Legislative Action Committee will meet as a committee of the whole. All the meetings will be held at this same site.

Special Events:

- Tuesday, January 10, 2017 – The Texas 85th Legislative Session convenes.
- Friday, January 20, 2017 – Presidential Inauguration
- Friday and Saturday, January 20 and 21, 2017 – TX Council Quarterly Board of Directors meeting.

CHIEF EXECUTIVE OFFICER REPORT: Dr. Burruss referred to Ms. Thompson for the introductions. Ms. Thompson introduced Ms. Princess Smith, Program Manager for the General Revenue Program (GR) and Laura Fawkes, Service Coordinator of the same program.

Services Presentation:

Ms. Smith said she oversees three programs, but the one they will be presenting on today is the GR program. The GR program oversees over 1,100 individuals and 10 percent of these individuals do not speak English. The program has twenty Service Coordinators (SC's), but only two speak Spanish. She said the front door is always very busy in this program, and as an example she provided information on what

happens when the school districts has holidays. She said last Monday and Tuesday were school district holidays and this provided families the opportunity to come to the clinics. On Monday they had 18 walk-ins and ten of these families did not speak English. On Tuesday they had 8 walk-ins and four of the families did not speak English. Ms. Smith introduced Ms. Fawkes who talked about this language barrier challenge and some of the solutions that staff have come up with.

Ms. Fawkes said that the Language Line is an interpretation phone line available to staff, but sometimes waiting for an interpreter takes time and this frustrates the families, the families also feel that this is very impersonal. Ms. Fawkes said that with the Spanish she has learned she's realized that the interpreters are not always translating what is said.

Ms. Fawkes handed out information on the North Texas Guide to Free and low cost English as a Second Language classes (ESL). She said the clients are encourage to take some of these classes not only to help them here at our clinics, but also to help their children with their homework, pay bills and daily things where they may need to understand or speak English. She said staff are also encouraged to learn Spanish and they are listening to tapes in their cars to help them learn Spanish and be able to communicate with their clients.

Dr. Burruss and the Board members thanked Ms. Smith and Ms. Fawkes for this presentation.

Consideration of Acceptance of Chief Executive Officer Report for FY16 Business Plan Progress through October 2016: This report was made a part of the packet. Dr. Burruss referred to page 344. He said a preferred partnership relationships has been established between the North Texas VA and Metrocare which has led to a Memorandum of Understanding (MOU) between the Cohen Clinic and the VA. To this end, Andrea Lewis was honored by the North Texas Women Veterans Roll Call Gala event on October 7th. Dr. Burruss and several members from the Metrocare team were in attendance to cheer her on this honor she received. Dr. Burruss referred to the last bullet in his report and said that there is some possibility that Metrocare will engage with Green Oaks hospital to try to manage the acute care services in patient *diversion program*. The details are being worked out. Dr. Burruss said that the reason why he and Dr. Hunter engaged with staff at Green Oaks was to engage them on how this might work, what we would do, and what we would offer. More information to come. This is evolving as we speak. There were no questions posed for this item.

Ms. Martinez asked for a motion to approve the CEO Report for FY2016 Business Plan Progress through October 2016.

Motion: Ms. Golomb moved to accept the Chief Executive Officer Report. 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 October 2016 (unaudited): This report was made a part of the packet. Mr. Munson said that this report was presented in detail at the committee, but at that time he shared that there was some work that had to be done. In the assuming days they were able to firm up

accounting for the month of October and as a result they saw some improvement of what was originally reported of approximately \$8K. He said that half of this was due to a couple of DSRIP milestones that had been lost in the mix in the month of September. They were also able to do a more accurate accounting of some HUD programs and accrued properly for the revenues they expected to receive for the months of September and October. The result of this is that we are reporting a decrease in assets of \$1,526,000 for the month of October. This misses budget by approximately \$334K. Mr. Munson said that one of the significant contributors to that was us recording the sale of the 1380 River Bend property. This had a very positive impact in cash flow of \$1.9M. We were forced to book a loss of about (\$165K). Excluding the book loss of the property across the street there is about \$139K in net assets. The upshot of this on a year to date bases is that we are reporting an increase in net assets of \$8.5M.

Next, Mr. Munson referred to a second handout with the year over year analysis that the board members had requested. 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 October 2016: This report was made a part of the packet. 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. Martinez called on Ms. Myers for the Provider Services report. Ms. Myers referred to Dr. Hunter for this report.

Consideration of Acceptance of Clinical Services Division Reports for October 2016: This report was made a part of the packet. Dr. Hunter said she presented this report in detail at the Provider Services committee, but since then they have had two changes that she'd like to present today. She said on the first page under integrated medical services mental health on the prescriber staff units of service based on filled positions on a 21 day pay period this has been updated to 108 percent for this filled positions. The second numeric update is on the same page item number 9 there were 95 percent of services provided were authorized. As of yesterday afternoon this were at 94.6 percent. 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.

Consideration of Acceptance of Name Change from Provider Services Committee to Clinical Services Committee: Dr. Hunter said that the rationale for changing the name from Provider Services committee to Clinical Services

committee is that being under her purview all the services presented upon are not direct provider services, but they are all clinically affiliated. 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 QUALITY & AUTHORITY COMMITTEE: Dr. Richardson Rowe said the committee met today prior to the board meeting and called on Ms. Thompson for this report. Ms. Thompson said the data is on her report and she would entertain any questions. There were no questions posed for this items.

Consideration of Acceptance of the Quality Management Report for October 2016: This report was made part of the packet.

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. Salinas Gutierrez referred to Ms. Stark for this report.

Consideration of Acceptance of the Marketing and Development Report for October 2016: This report was made a part of the packet. Ms. Stark said the committee met on November 15th and there are no changes to report. 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 LEGISLATIVE ACTION COMMITTEE: Ms. Golomb called on Ms. Stark for this report.

Consideration of Acceptance of the Legislative Action Report for October 2016: This report was made a part of the packet. Ms. Stark presented a couple of highlights from this report. She said the Legislative breakfast was held on November 17. We were able to connect with legislative offices, county commissioner offices, and US Senator John Cornyn's office. Additionally we invited philanthropic foundations and generated quite a bit of interest for us to have a similar breakfast in January. Ms. Stark said that there is interest in some emerging areas and we would like to educate the community about this. We are looking at doing breakfast as a format to educate and help build connections within our community. On November 8th we had local elections. We continue to plan for a busy Legislative Session utilizing the team members of our Legislative Action committee representing areas throughout Metrocare. We've had a team of people who plan to communicate and spend time in Austin.

Motion: Ms. Golomb made a motion to accept the Legislative Action committee report for October 2016. All were in favor, none opposed. The motion carried.

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

Minutes approved by:


Norman Seals, Board Secretary

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