



**BOARD OF TRUSTEES  
MEETING MINUTES OF**

**April 28, 2016**

# **METROCARE SERVICES**

## **Board Meeting Minutes**

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, April 28, 2016 at 1:07 pm.

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

Ms. Martinez welcomed everyone and called the meeting to order. There was a quorum present.

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

Jill Martinez, Madame Chairman  
Dr. Leslie H. Secrest, Vice chairman  
Judy N. Myers  
Corey Golomb  
Chief Norman Seals  
Terry James

#### **Absent:**

Dr. Brenda Richardson Rowe, Dee Salinas Gutierrez, Dr. Angela Moemeka,

**Guest present:** Doug Barnes, General Counsel, Ruben Rios and Germaine white from the Dallas County Commissioners office.

**Staff Present:** Dr. John Burruss, Linda Thompson, Dr. Judith Hunter, Tom Clark, Jennifer Bell, Ken Medlock, Ratana Kong DeLuca, and Charlene Stark.

**CITIZENS' COMMENTS:** The procedure for public comments was available at the meeting for those interested. No public comment was received.

### **II. ISSUES TO BE CONSIDERED:**

**Consideration of Approval of the March 24, 2016 Board Meeting minutes.** Ms. Martinez asked if there were any changes or corrections to the Minutes of March 24, 2016.

**Motion:** Chief Seals moved to approve the March 24, 2016 board meeting minutes as printed. Ms. Myers seconded. All were in favor and the motion carried.

#### **Madam Chairman's Report:**

**Board Presentation to Doug Barnes and Tom Clark:** Ms. Martinez congratulated Mr. Doug Barnes and Mr. Tom Clark on their retirement. She presented each of them with Service Awards on behalf of the Board and Staff at Metrocare for their years of commitment and for the work they have done to improve the lives of countless of our neighbors in Dallas County.

**Accreditation Commission for Health Care Champions Presentation (ACHC):** Ms. Martinez referred to Ms. Linda Thompson for this presentation. Ms. Thompson thanked the ACHC Champions for the hard work and diligence these last 24 months in preparation of Metrocare's highly anticipated accreditation with the Accreditation Commission for Health Care. She said Ms. Martha Nye kept them on task and was the "go to person" when they had a question. Ms. Thompson presented an Award to each of the ACHC Champions.

Martha Nye, Lead Champion

Ratana DeLuca

Jennifer Bell

Montrula Johnson

Dan Ensenberger

Dave Hennessy

Dr. Jason Mishalanie

Kelsey Morgan

Carrie Parks

Cynthia Neely

Karen Nelson

Yolanda Ross

Saroeun Svay

Rochelle Schutte

Derrick Villa

Jennifer Wadsworth

Vivian Buckley

Shari Guess

#### **Board Liaison reports:**

**Mental Health Advisory Committee (MHAC):** Madame Chairman: Marilu Velez Thorn, Board Liaison: Dr. Brenda Richardson Rowe. Ms. Martinez called on Mr. Tom Clark to present this report. Mr. Clark said the committee met in early April and there was a quorum present. The committee was provided information on the changes that will occur with the Pathways Clinic at the end of June and what 2017 will look like. In reply to Ms. Martinez question, he said the committee expressed some concern when informed that the building would be retired, but they understood that it is excessively expensive to maintain. Mr. Clark informed the committee that those individuals receiving services at Pathways were given options to follow their providers and/or transfer to other clinics to be nearer their homes. This reassured the committee members. The MHA committee recommended the reappointment of Mr. Glen Billingsley to the committee. There were no other questions posed for this item.

**Chairman's Report:** Ms. Martinez provided a handout with the Chairman's report and provided a verbal report of the same. She congratulated Ms. Dee Salinas Gutierrez, Chief Norman Seals, and Dr. Angela Moemeka on their one year anniversary.

#### **Committee Appointments:**

**Annual Assignment of Board members to committees:** Ms. Martinez said the following individuals have agreed to serve on the following committees.

- **Provider Services committee:** Ms. Judy Myers, Madame Chairman, Mr. Terry James, Dr. Angela Moemeka, Dr. Brenda Richardson Rowe.
- **Marketing and Development committee:** Ms. Dalia "Dee" Salinas Gutierrez, Ms. Judy Myers, Dr. Brenda Richardson Rowe.
- **Finance and Administration:** Dr. Leslie H. Secrest, Chairman, Mr. Terry James, Ms. Judy Myers, and Chief Norman Seals.

- **Quality & Authority committee:** Dr. Brenda Richardson Rowe, Madame Chairman, Dr. Angela Moemeka, Ms. Dee Salinas Gutierrez, Chief Norman Seals
- **Legislative Action committee:** Ms. Corey Golomb, Madame Chairman.

**Board Liaison Appointments:**

- Texas Council of Community Centers: Ms. Jill Martinez
- IDD Network Advisory and Planning Advisory Committee: Chief Norman Seals
- MH Advisory Committee: Dr. Brenda Richardson Rowe
- Compliance: Ms. Corey Golomb
- Ms. Martinez will continue to serve in the capacity of ex-officio for all the committees.

Motion: Ms. Martinez entertained a motion for Acceptance of the Annual Assignment of Board members to committees. Ms. Myers moved to approve. Ms. Golomb seconded. All were in favor and the motion carried.

**CEO Annual Performance Review:** Ms. Martinez said she met with Dr. Burruss for his performance review on April 11<sup>th</sup>. The board will meet in executive session to discuss the evaluation.

**Board Retreat:** Ms. Martinez said that every year around the month of August we meet in a Board retreat to discuss the Business goals. Ms. Martinez provided three dates in August for the Annual Board Retreat: Saturday, August 6, 20 or 27. She said the retreat will be held from 9:00 am to 3:00 pm. A Doodle poll will be sent out to all the board members and senior managers to obtain the best date for the meeting.

**Upcoming elections:** Ms. Martinez provided information on the Municipal elections and the [dallascountyvotes.org](http://dallascountyvotes.org) web-site for questions related to the elections or voter registration status.

**Upcoming Meetings and Events:**

Tuesday, May 17, 2016

- The Provider Services committee will meet at 11:30 am with the Marketing and Development committee meeting following immediately after at approximately 12:15 pm and the Finance and Administration committee following at approximately 12:45 pm.

Thursday, May 26, 2016:

- The Quality and Authority Services Committee will meet at 12:45 pm with the Board Training following immediately after at approximately 1:00 pm and the Board meeting following at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole during our Board meeting.

All of the meetings will take place at this same site.

- 31<sup>st</sup> Annual TX Council of Community Centers: This event will take place from June 22 – 24 in San Antonio at the Grand Hyatt hotel. Ms. Martinez asked those that plan to attend to contact Martha Toscano for travel arrangements.

#### **CHIEF EXECUTIVE OFFICER REPORT:**

**Services Presentation: Center for Children with Autism at Metrocare (CCAM-I):** Dr. Burruss said that it is fitting for his final board meeting with Metrocare that the success story come from Mr. Tom Clark's department. Mr. Clark introduced Ms. Alison McGrimley.

Ms. McGrimley referred to this client as J. She said J came to CCAM in March 2016 displaying behaviors such as crying, yelling, self-injury, banging his head against the wall, destroying property, throwing objects, ripping paper, and trying to run away. In the beginning J would run to the lobby to look for his mom, so they had to bring mom into the session to calm him down. After a few sessions mom no longer had to be in the same room. J began to have less tantrums and his behaviors began to decrease. At this point staff were able to have him sit at a table and receive trial training. J is now working on several skills during discrete trial instruction with the BIS including labeling animals given their sound and labeling pictures of common objects. The BIS is working with J on gaining an adult's attention by saying the adult's name to ask for what he wants, instead of using challenging behaviors to get the adult's attention. Staff is also working with J so that he can start to work on play with peers. Ms. McGrimley said that J's previous behaviors prevented him from playing with his peers and this would be a significant skill for him. J's parents are also participating in parent training and they receive frequent feedback from the Clinical Supervisor (BCBA) about how to handle specific behaviors with J. Ms. McGrimley said that there hope is to have J participate in group session to address social skills needs. She said he is well on his way to accomplishing this.

Dr. Burruss and the Board members thanked Ms. McGrimley for her presentation.

**Consideration of Acceptance of Chief Executive Officer Report for FY16 Business Plan Progress through March 2016:** This report was made a part of the packet. Dr. Burruss referred to the first bullet on his report and said that the Carruth Smart Justice Grant is going to be an important part of what MC pursues over the next few years and the Meadows MH Institute is working towards enhancing services in the area. We are working closely with them around a more modern model of ACT services.

Dr. Burruss referred to the last bullet on his report and said all the current Cohen Veterans clinics met collectively here in Dallas at the end of March. He

said the Cohen clinic located on Midway will open its doors on Monday, May 5th. There were no questions posed for this item.

Motion: Chief Seals moved to accept the Chief Executive Officer Report for FY16 Business Plan Progress through March 2016. Ms. Myers seconded. All were in favor, and the motion carried.

**Finance and Administration Committee:** Ms. Martinez referred to Dr. Burruss to present this reports. Dr. Burruss presented this report in Mr. Munson's absence.

**Consideration of Acceptance of the Financial Report for March 2016 (unaudited):** Dr. Burruss 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.

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 the Medical Staff Services Report.

**Consideration of Acceptance of Medical Staff Services Report for March 2016:** Dr. Hunter said this report was presented in detail last week at the Provider Services meeting 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, and the motion carried.

**Consideration of Acceptance of Behavioral Health Service Delivery Report for March 2016:** Mr. Clark provided a highlight to his report stating that March was the busiest month ever for the mental health side. Over 13K ValueOptions members were seen by the mental health division. The rest of his report was provided at last week's meeting 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, and the motion carried.

**Consideration of Acceptance of the Developmental Disabilities Report for March 2016:** Mr. Clark said the Developmental Disabilities Report was provided in detail at last week's Provider Services committee and asked if anyone had any questions. There were no questions posed for this report.

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.

Ms. Martinez referred to the 2<sup>nd</sup> Annual Conference on Bipolar Disorder and congratulated everyone that worked to put this Conference together.

**Consideration of Approval of Appointment to the Mental Health Advisory Committee:**

- Glen Billingsley

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.

**Quality and Authority Services Committee:** Ms. Martinez said the committee met prior to the board meeting and referred to Ms. Thompson for these reports.

**Consideration of Approval of the Quality Management Report for March 2016:** Ms. Thompson said this report was presented in detail at the Quality and Authority 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, and the motion carried.

**Consideration of Adoption of Resolution Approving and Authorizing Delegation of Signature Authority to the Chief Executive Officer (“CEO”) of Metrocare Services (“The Center”) and his/her Successors.**

**Consideration of Adoption of Resolution in Support of the Renewal of the FY16 Long Term Services and Supports (LTSS) Texas Medicaid Provider Enrollment Application:**

Motion: Chief Seals moved for the Adoption of the two following Resolutions: a) Resolutions Approving and Authorizing Delegation of Signature Authority to the Chief Executive Officer (“CEO”) of Metrocare Services (“The Center”) and his/her Successors; b) The Adoption of the Resolution in Support of the Renewal of the FY16 Long Term Services and Supports (LTSS) Texas Medicaid Provider Enrollment Application.

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 Approval of Revision to Board Policy 8.03 on Management of Computer and Information Systems:** Ms. DeLuca said this policy was presented in detail at the Quality & Authority committee and remains unchanged.

Motion: Ms. Golomb moved to approve. 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 Marketing and Development Committee:** Ms. Martinez called on Ms. Stark for this report.

**Consideration of Acceptance of the Marketing and Development Report for March 2016:** Ms. Stark said this report was presented last week and it 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, and the motion carried.

**Report of the Legislative Action Committee:** Ms. Golomb called on Ms. Stark for this report. Ms. Stark presented this report in Mr. Hernandez absence.

**Consideration of Acceptance of the Legislative Action Report for March 2016:** This report was made part of the packet. Ms. Stark presented a verbal summary of this report.

Motion: Dr. Secret moved to accept the Legislative Action Committee Report for March 2016. All were in favor, and the motion carried.

**III. EXECUTIVE SESSION:** Announcement of Closed Session pursuant to Subchapter D, Section 551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of discussing personnel matters. The meeting closed at 1:59 pm.

- CEO'S Compensation & 2015 Evaluation

**IV. RECONVENE INTO OPEN SESSION:** The meeting reconvene at 2:55 pm. Ms. Martinez said that there was no action was taken during closed session.

**V. MEETING ADJOURNMENT:** There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:55 pm.

Minutes approved by:



Norman Seals, Board Secretary

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