

# METROCARE SERVICES

1380 River Bend Dr. / Dallas, TX 75247  
(Charles M. Cooper Board Rm.)

Thursday, March 27, 2014

## BOARD TRAINING

1:00 pm

“Probate Court/Guardianship”

Myra Kirkland, LMSW, Court Investigators Office Director  
Drew Dixon, National and State Certified Guardian

## BOARD MEETING

At approximately 1:30 pm

Mrs. Noble

- I. **Call to Order & Welcome**
- II. **Citizen Comments:** Limited to 3 minutes - only those registered.
- III. **Issues to be Considered**

- ❖ Consideration of Approval of February 27, 2014 Board Meeting Minutes

### Madame Chair Report

Board Liaison reports:

- IDD Planning Network Advisory Committee (Madame Chairman: Gloria Stuart, Board Liaison: Corey Golomb).

Annual Election of Officers in Accordance with Board Policy 1.06

- ❖
  - Chairman
  - Vice-Chairman
  - Secretary

- ❖ Annual Assignment of Board members to committees in Accordance with Board Policy 1.06

Dr. Burruss

### Chief Executive Officer Report

**Services Presentation:** Child and Adolescent Services, Victoria Carrillo, presenter

Consideration of Acceptance of Chief Executive Officer Report for FY14 Business Plan Progress through February 2014

- ❖ The chief executive officer will present a summary of the performance of the center that includes its financial performance, its performance on clinical outcomes, its performance on strategic measures, its contract compliance, its performance on governance measures, and its performance on measures related to stakeholder relationships, as well as management's plans to address deficiencies therein.

## Strategy 1: Assure Adequate funding for Our Mission

**Mrs. Myers**

### **Report of the Finance and Administration Committee**

Consideration of Acceptance of Financial Report for February 2014  
(Unaudited)

- Kyle Munson ❖ The chief financial officer will review the income statement, cash flow, receivable and payables report for the prior month and describe plans to address deficiencies therein relative to plan

Consideration of Acceptance of FY14 Second Quarter Reports on Finance, and Information Systems

The chief financial officer will present the following quarterly reports in accordance with specific Board Policies.

- Kyle Munson ❖
- Quarterly Investment Report, Board Policy 4.02
  - Salary Adjustments > \$5,000, Board Policy 5.10
  - Community Services Contract >\$100,000 & Non- Community Service Contracts > \$25,000, Board Policy 4.02
  - Lease Obligations > \$25,000, Board Policy 4.02
  - Purchases of Goods, Services and Equipment > \$15,000, Board Policy 4.02
  - Participation by Historically Underutilized Businesses (HUB)
  - Report on Information Technology Projects

Consideration of Approval of Revision to Board Policy 4.04

- Kyle Munson ❖ The chief financial officer will present the recommended changes to the Board Policy on Travel Expenses

## Strategy 2: Assure That Our Focus Is On Our Consumers

**Dr. North**

### **Report of the Provider Services Committee**

Consideration of Acceptance of Medical Staff Services Report for February 2014

- Dr. Hunter ❖ The executive medical director will present the performance of medical staff services and the clinical outcome measures, including management plans to address deficiencies therein.

Consideration of Acceptance of Behavioral Health Service Delivery Report for February 2014

- Tom Clark ❖ Management will present the performance of the behavioral health provider division of the center, including its clinical performance, as well as management plans to address deficiencies therein.

Consideration of Acceptance of Developmental Disability Provider Service Report for February 2014

- Tom Clark ❖ Management will present the performance of the developmental disabilities providers division of the center, including its clinical performance, as well as management plans to address deficiencies therein.

Consideration of Approval of Resolution Authorizing the Submission of an Application for the Renewal of the FY14 Community Development Block Grant Funding with the City of Irving.

Tom Clark



Management will present a Resolution that directs and designates the Chief Executive Officer and his/her successor in the office of Chief Executive Officer as the Authorized Representative to act in all matters in connection with this application and Metrocare Services.

## Mr. Aston

### Report of the Quality and Authority Services Committee

Consideration of Approval of Quality Management Report for February 2014

Linda Thompson



The deputy chief executive officer will present the performance of the Dallas County Local Authority (LA), a part of the Center, including its financial performance, its clinical performance, and its performance on quality oversight, and also management plans to address deficiencies therein.

Consideration of Acceptance of FY14 Second Quarter Reports on Service Delivery

Linda Thompson



Board policy calls for regular reports on programs and services implemented as part of the local plan. It also calls for regular reports on records management. The deputy chief executive officer will present information regarding activities occurring during the second quarter in the following reports.

- Local Plan
- Medical Records

Consideration of Acceptance of FY14 Second Quarter Reports on Quality Management and Research

Linda Thompson



The deputy chief executive officer will present information regarding Quality Management activities to meet identified performance measures and targets identified in the Department of Aging and Disability Services Performance Contract pertaining to the Local Authority during the second quarter.

- DADS Performance Contract Requirements
- Compliance
- Research Activities

### Strategy 3: Assure The Visibility of Our Mission Through Our Board

## Ms. Martinez

### Report of the Philanthropy Committee

Consideration of Approval of Development and Community Education Report for February 2014

Sandy Stephens



The director of philanthropy will present a report on the performance of the department with regard to development, community education, and oversight of grant funding, and also present management plans to address deficiencies therein.

## Report of the Legislative Action Committee

Abel Hernandez

❖ Consideration of Approval of Legislative Action Report for February 2014

The public affairs coordinator will present a report on community and stakeholder education activities during the reporting month.

**IV. Executive Session:** Announcement of Closed 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 discussing the following:

- Section 551.071, to receive advice from counsel about pending or contemplated litigation and/or settlement

**V. Return to Open Session**

**VI. Meeting Adjournment**

❖ *Designates items on which the Board may take action*



## NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, March 27, 2013. Prior to the regular session, a Board training session will be held, beginning at 1:00 pm. The meeting will be held at 1380 River Bend Drive/Dallas, Texas 75247 (Charles M. Cooper, Board Room).

If you need additional assistance to effectively participate in or observe this meeting, please notify the Administrative Office at 214.743.1201, at least 72 hours prior to this meeting, so that reasonable accommodations can be made to assist you.

A portion of the meeting may be closed pursuant to Chapter 551 of the Texas Government Code: to receive advise from counsel; to deliberate the purchase or lease of real estate; to deliberate the contract for a gift; to deliberate personnel issues; or, to deliberate regarding security.

Julia P. Noble, Madame Chair  
Metrocare Board of Trustees

By: Martha L. Toscano  
Assistant to the CEO/Board