



**Metrocare**  
SERVICES

**BOARD MINUTES**  
**April 23, 2020**

**METROCARE SERVICES**  
**Board Meeting Minutes**

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, April 23, 2020 at 1345 River Bend Drive/Dallas, TX 75247.

**CALL TO ORDER:**

Mr. James called the meeting to order at 1:27 pm, noting that a quorum of the Board was in attendance.

**Board Members Present:**

Terry James, Chairman	Leslie H. Secrest, M.D., Vice chair.	Dee Salinas Gutierrez, Secretary
Jill Martinez	Kenneth Bernstein	Peter A. Schulte
Dave Hogan	Noel O. Santini, M.D.	Anthony Farmer

**Staff Present:**

John Burruss, M.D., CEO	Linda Thompson	Judith Hunter
Richard Buckley	Tate Ringer	Ariana Guilford

**Guest:** Joel Geary and other guests.

**CITIZEN COMMENTS:** None.

**Chairman Updates:**

**Ad Hoc Committee on CEO Evaluation and Compensation:**

The committee will be updating the CEO survey and this will be an opportunity to obtain input on the proposed questions.

❖ **Annual Election of Officers in Accordance with Board Policy 1.06:**

Mr. James opened the floor for nominations for the Board chairman position.

**Board Chairman:** Ms. Martinez nominated Mr. James to continue in the capacity of Board Chairman. Mr. Schulte second. There were no other nominations. Mr. James was elected by acclamation.

**Vice-Chairman** – There were no other nominations. Dr. Secrest was elected by acclamation.

**Secretary:** There were no other nominations. Ms. Salinas-Gutierrez was elected by acclamation.

**CONSENT AGENDA:**

All consent agenda items are routine by the Board and will be enacted with one motion. There will be no separate discussion of items unless a Board Members so requests, in which event, the item will be removed from consideration as an item of consent business and considered in its normal

sequence with the other action items listed below in which case full discussion of the item may occur as necessary.

- ❖ Acceptance of the March 26, 2020 Regular Board Meeting Minutes
- ❖ Acceptance of the Human Resources Report for March 2020
- ❖ Acceptance of Revision to Board Policy 5.10 on Salary Administration
- ❖ Acceptance of Revision to Board Policy 2.06 on Medical Psychiatric Services
- ❖ Acceptance of the Strategic Initiative Reports for March 2020
- ❖ Acceptance of Appointment to the IDD Planning Network Advisory Committee
  - Leah Seyoum Tesfa

The March 26, 2020 Regular Board Meeting minutes and the Strategic Initiative Report for March were moved to the Action Items.

**Motion:** Mr. James moved Acceptance of the Consent Agenda as a whole. Motion carried by unanimous consent.

#### **Consideration of Acceptance of the March 26, 2020 Regular Board meeting minutes.**

Mr. Bernstein referred to the last paragraph on page 146053 to make two corrections.

Motion: Mr. James moved to approve the March 26, 2020 board minutes as corrected. Ms. Martinez second. Motion carried by unanimous consent.

#### **CHIEF EXECUTIVE OFFICER**

##### **SERVICE PRESENTATION:**

Ms. Laquicia Pruitt-Rose presented a success story from the Aging and Disability Resource Center.

##### **ACTION AGENDA ITEM(s):**

**Consideration to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through March 2020:** This report was made a part of the board packet. Dr. Burruss discussed the report as presented and discussion ensued.

In reply to Ms. Martinez question regarding KPI 2, Dr. Hunter said that this started to mal-function and they were only able to capture information about the last week of March which was productive at 88 percent. Dr. Burruss said that this was not bad as we were just beginning COVID.

**Motion:** Mr. James moved Acceptance of the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through March 2020. Ms. Martinez second. The motion carried by unanimous consent.

Mr. James recognize the Five and Ten - year Anniversaries under the Human Resources Department.

#### **Finance and Administration Reports:**

**Consideration to Accept the Financial Report for March 2020 (unaudited):**

This report was made a part of the board packet. Executive team member, Richard Buckley discussed the report as presented and discussion ensued.

Mr. James referred the following question to Mr. Buckley and Dr. Burruss and asked if we have applied or do we qualify for any of the Federal Programs and other CARES Acts that have passed. What does this situation look like?

Dr. Burruss said he had informed the members of the board of a POTENTIAL deficit of \$1MM for this month and another \$2MM at the end of next month. Things have picked up from the revenue standpoint. We got back to a closer normal than we were, but also the deferrals that Mr. Buckley referred to have helped to alleviate cash flow restraints.

**Motion:** Mr. James moved Acceptance of the Financial Report for March 2020. Mr. Schulte second. The motion carried by unanimous consent.

**Consideration to Accept the FY19 Audit:**

Mr. Chris Clark from BKD, CPA's and Advisors, presented the FY 2019 Audit Report by summarizing the Scope of the Audit, the role of the Public Auditor and the responsibilities of Metrocare Management as it relates to the Financial Audit and the Single Audit Report. He then proceeded to review the Consolidated Financial Statement for the Financial Audit and then the Grants and Contracts reviewed within the Single Audit Report. He concluded his review by highlighting the Audit Comments contained within the respective reports.

Mr. Clark concluded his remarks with a brief discussion of the timing of the upcoming FY 2020 Audit and discussion ensued.

**Motion:** Mr. Bernstein moved Acceptance of the FY19 Audit report. Mr. James second. The motion carried by unanimous consent.

**Consideration to Accept the FY20 Revised Budget Plan:**

Executive team member, Mr. Buckley discussed the Budget Plan and discussion ensued.

**Motion:** Mr. James moved Acceptance of the FY20 Revised Budget Plan. Ms. Martinez second. The motion carried by unanimous consent.

**Quality and Authority Reports:**

**Consideration of Acceptance of the Quality and Authority Report for March 2020:**

This report was made a part of the board packet. Executive team member, Linda Thompson discussed the report as presented and discussion ensued.

**Motion:** Mr. James moved Acceptance of the Quality and Authority Report for March 2020. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**Provider Services Reports:**

**Clinical Services Division Report for March 2020:**

This report was made a part of the board packet. Executive team member, Dr. Hunter discussed the report as presented and discussion ensued.

**Motion:** Ms. Martinez moved Acceptance of the Clinical Services Division Report for March 2020. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**Consideration of Acceptance of the Mental Health Division reports for March 2020:**

This report was made a part of the board packet. Executive team member, Ms. Laos answered question from Board Chair, Mr. James, regarding impact of furlough, reporting that clinicians unable to average 65% of productivity and those without enough tasks to account for 40 hours were identified for temporary furlough. As business need resumes, these individuals will return to their posts. Lastly, Ms. Laos praised the work of Ikenna Mogbo and Hope Stedman and their homeless services team for all they work they are doing in the community, including a consistent presence at the KBHCC to care for individuals unable to shelter at a permanent shelter.

**Motion:** Mr. James moved Acceptance of the Mental Health Division Report for March 2020. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**Consideration of Acceptance of the Strategic Initiatives Report for March 2020.**

This report was made a part of the board packet. Executive team member, Ms. Ringer reviewed the response of local and national philanthropy to support emergency needs resulting from COVID-19 which includes the North Texas Giving Tuesday Now event on May 5<sup>th</sup>. Notably there are hundreds of basic needs agencies smaller than Metrocare competing for the same funds. She reinforced that foundations expect agencies to utilize governmental support first. Still, there are a few grants that are applicable to Metrocare, and we actively applying to offset COVID related expenses. She also noted that the department strategic plan has resulted in a diverse, but thorough and diligent approach to expanding awareness of Metrocare's work both in the general community as well as the donor community.

**Motion:** Mr. James moved Acceptance of the Strategic Initiatives Report for March 2020. Dr. Secrest second. All were in favor, and the motion carried.

**Meeting Adjournment:** There being no further business to come before the Board, Mr. James adjourned the meeting at 3:13 pm.

Minutes approved by:

  
Ms. Dee Salinas-Gutierrez, Secretary

Minutes transcribed by:

Martha L. Toscano

Executive Assistant to the CEO/Board Liaison