



**BOARD MINUTES**  
**December 3, 2020**

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

A Regular Meeting of the Board of Trustees of Metrocare Services convened via a zoom conference meeting on Thursday, December 3, 2020.

**CALL TO ORDER:**

Mr. James called the meeting to order at 1:40 pm. A quorum of the Board was in attendance.

**Board Members Present:**

Mr. Terry James, Chairman	Leslie Secrest, M.D., Vice-Chair	Ms. Dalia S. Gutierrez, Secretary
Ms. Jill L. Martinez	Mr. Kenneth R. Bernstein	Mr. Dave Hogan
Noel O. Santini, M.D.		

**Absent:** Mr. Peter A. Schulte and Mr. Anthony Farmer

**Staff Present:**

John Burruss, M.D., CEO	Ms. Linda Thompson	Judith Hunter, M.D.
Mr. Richard Buckley	Ms. Tate Ringer	

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

**CITIZEN COMMENTS:** None.

**Chairman Updates:**

Mr. James said that our Quarterly check in meetings with the County Commissioners Court began this week and they had a chance to meet with Judge Jenkins and Commissioner Price. Next week they will be meeting with the remaining Commissioners. He said the meetings are going well and he is very encouraged on how things have gone so far.

**Board Liaison Reports:**

**Intellectual and Developmental Disability Planning Network Advisory Committee (PNAC):**

Ms. Thompson said that the committee met on November 10<sup>th</sup> and provided a brief update.

**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 October 22, 2020 Regular Board Meeting Minutes
- ❖ Acceptance of the Human Resources Report for October 2020
- ~~❖ Acceptance of the Strategic Initiative Report for October 2020~~

Ms. Martinez requested that the Strategic Initiative Report be placed under the Action Agenda Items.

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

## **CHIEF EXECUTIVE OFFICER**

### **SERVICE PRESENTATION:**

Dr. Burruss referred to Ms. Thompson for the introduction. Ms. Thompson introduced Ms. Chandra Nelson, Team Lead for the Continuity of Services Program who presented a success story from her program.

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

**Consideration to Approve the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through October 2020:** This report was made a part of the Board Packet.

Following a success story from the Continuity of Service Unit, Dr. Burruss made a correction to the KPI list and updated the Board on upcoming recoveries of aged A/R by the RCM team. Joel Geary provided a summary and update of the Clara Miller Estate which has resulted in Metrocare receiving:

1. \$85,000
2. 90 acres of East Texas timber real estate
3. Fractional interest in 160 Texas oil wells

**Motion:** Mr. James moved Acceptance of the Chief Executive Officer Report for the FY21 Key Performance Indicator Progress through October 2020. Dr. Secrest second. All were in favor, and the motion carried.

## **Finance and Administration Reports:**

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

This report was made a part of the board packet. Executive Team Member, Mr. Buckley, presented his Finance report by noting that due to COVID 19 he will be stressing more issues related to the future; as compared to providing a review of the comparison of Actual Financial results relative to the Prior Year Actuals and the Current Year Budget.

Mr. Buckley fielded a number of questions regarding the transition of the Medical, Dental, and vision insurance from United Healthcare to Blue Cross Blue Shield (Texas) which resulted in an ~ \$3.5M savings due to a corresponding decrease in the Aggregate Plan Cap. Most importantly, Mr. Buckley expects the following year to show significant increases; however, these increases are still not expected to exceed the costs Metrocare is currently incurring.

**Motion:** Mr. James moved Acceptance of the Finance and Administration Report for October 2020. Ms. Martinez second. All were in favor, and the motion carried.

**Consideration to Approve the Facilities Services Report for October 2020:**

This report was made a part of the board packet. Executive team member, Mr. Buckley provided 3 pictures of the Construction – in – Progress for the new Grand Prairie facility and provided a summary of the construction to date. Mr. Buckley stated that we expect to move into the new building by Feb. 1<sup>st</sup>.

Mr. Buckley then provided a summary of activities of the Hillside Project since the last Board Meeting. A wide-ranging discussion of the project ensued with Dr. Burruss providing the lead with numerous Board Members.

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

**Provider Services Report:**

**Consideration of Approval of the Clinical Services Division Report for October 2020:**

This report was made part of the board packet. Executive team member, Dr. Hunter, presented the Clinical Services report, emphasizing that all medical staff vacancies had been hired. She also presented the breakdown of types of trainees who had come through ACER during FY 2019, indicating FY 2020 would most likely reflect trainees from the same disciplines.

**Motion:** Mr. James moved Acceptance of the Clinical Services Division Report for October 2020. Mr. Hogan second. All were in favor, and the motion carried.

**Consideration of Approval of the Mental Health Division Report for October 2020:**

This report was made part of the board packet. Executive team member, Ms. Laos, reviewed the Mental Health performance indicators; highlighting that we are maintaining service volume, achieved 98% of open authorization requirement and met 102% of clinical productivity expectation.

Ms. Laos gave a brief update to progress on CCBHC programming, discussing status of crisis, care coordination and extended hours. Ms. Laos also stated that ambulatory detox services begin at LK and Skillman last month. Lastly, Ms. Laos described the newly implemented Intern Program which will support counseling interns as they seek supervision and therapy hours, with hopes that this program will result in attracting and retaining individuals that want to practice therapy.

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

**Consideration of Approval of the Quality and Authority Report for October 2020:**

This report was made part of the board packet. Executive team member, Ms. Thompson presented the report as submitted with no questions from the board.

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

**Proposed Review of the Board of Trustees By-Laws (for discussion only):**

Executive team member, Ms. Thompson included a copy of the Center's By-laws for review and said that the Commission on Accreditation of Rehabilitation Facilities (CARF) requires an annual review of the Center By-laws. Discussion ensued with our Chairman saying that he plans to identify an ad hoc committee at the January Board meeting to review the Board By-laws.

**Strategic Initiative Report:**

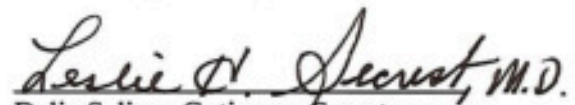
**Consideration of Approval of the Strategic Initiative Report for October 2020:**

This report was made a part of the board packet. Executive team member, Ms. Ringer, introduced the new Director of Philanthropy, Elton Taylor, to the Board. She updated the board on recent conferences attended and the value of sharing Metrocare's expertise and extensive reach in the community during these online events. Christina Collins, Director of Public Affairs, reported that the Legislative Breakfast was a resounding success in an online format with a resulting 62% increase in attendance over 2018. Ms. Ringer then announced the details behind the #GivingTuesday campaign which is the first time in years that Metrocare has participated. Launched in parallel with Giving Tuesday is a new volunteer campaign *From Gratitude to the Heart* designed to secure 1000 Homeless Care Kits of sample-sized essentials desperately needed by our homeless clients. The campaign will run from Thanksgiving to Valentine's Day. Ms. Ringer discussed the details behind the Services of Hope collaboration to get mental health awareness flyers distributed to those receiving mobile food boxes and the plans to have some of the deliveries at Metrocare clinics. 20,000 flyers are also being mailed to targeted zip codes to ensure that those most vulnerable know about the availability of services at Metrocare. Currently, in production is a video about the Hillside Project that should be ready in December to allow potential funders the opportunity to see the need without having to tour in person for Covid safety precautions. The video will be shared with the board when it is finalized.

**Motion:** Mr. James moved Acceptance of the Strategic Initiative Report for October 2020. Ms. Salinas Gutierrez 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 3:47 pm.

Minutes approved by:



~~Dalia Salinas Gutierrez, Secretary~~

Leslie H. Secrest, M.D., Vice Chairman

Minutes transcribed by:

Martha L. Toscano

Executive Assistant to the CEO/Board Liaison