



**BOARD MINUTES**  
**January 23, 2020**

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

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

**CALL TO ORDER:**

Mr. James called the meeting to order at 1:36 pm. A quorum of board members was present.

**Board Members Present:**

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

**Members Absent:**

Anthony Farmer, excused absence

**Staff Present:**

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

**Others Present:**

Joel Geary, Dana Bronham, Tzegabrhan Kidane, Matt Roberts, Elizabeth Goodwin, Blanca Torres, Shay Cathey and other Metrocare staff.

**CITIZEN COMMENTS:** None.

**Board Liaison Reports:**

Mental Health Advisory Committee Update (MHAC) – Kelli Laos, Chief Clinical Officer provided the following update:

- The committee met on January 13<sup>th</sup> and there was a quorum present; the committee presently has six active members and they are trying to recruit three other individuals from Child and Adolescents Services (C&A) and the Substance Use Disorder program (SUD).
- A handout of the Community Health Needs Assessment (CHNA) Focus Group Survey was discussed and updated to add several services that were not listed.
- The MHAC will meet again in March.

IDD Planning and Network Advisory Committee (PNAC) - Linda Thompson, Chief Operations Officer provided the following updates:

- The committee met on January 21<sup>st</sup> and there was a quorum present.
- Provided updates on enrollment activities for the Home and Community Based Services (HCS) waiver program; discussed LIDDA activities and the use of Crisis Respite Services.
- PAC member, Mariel Fernandez provided an update regarding the status of Medicaid as a payor for Applied Behavioral Services (ABA); PAC member, Elizabeth Hart provided information on the upcoming "A Look Ahead Conference". A number of individuals and

their families are participating in the Arc of Greater Mid-Cities in Haltom City since the closing of the Arc of Dallas.

- The next PNAC meeting will take place in April.

**Texas Council of Community Centers Update:** To be presented under the Chairman's report.

**CONSENT AGENDA:**

All consent agenda items are considered to be routine by the Board and will be enacted with one motion. There will be no separate discussion of items unless a Board Member 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 December 5, 2019 Regular Board Meeting Minutes
- ❖ Acceptance of the Clinical Division Reports for December 2019
- ❖ Acceptance of Revision to Board Policy 2.03 on Abuse, Neglect and Exploitation
- ❖ Acceptance of Revision to Board Policy 8.04 on Contingency Planning

Mr. James said that the Mental Health Division report and the Strategic Initiatives reports will be considered in its normal sequence with the other action items.

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

**CHIEF EXECUTIVE OFFICER**

**SERVICE PRESENTATION:** General Revenue Service Coordination – Tanya Sanders. Ms. Sanders provided the success story of a 19-year-old male referred to Metrocare for housing needs. She said this individual is now residing amongst his peers in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IDD) group home.

The Board members and Dr. Burruss thanked Ms. Sanders for her presentation.

**ACTION AGENDA ITEM(s):**

**Consideration to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through December 2019:**

Dr. Burruss said his report is in the board packet and provided the following updates:

- Dr. Hunter did a presentation to the Senate Select Committee on Mass Violence Prevention and Community Safety. She presented testimony on ePEP or (enhanced Program for Early Psychosis).
- During the month of December, the CCBHC portal was opened by the state. We submitted our application on November 25<sup>th</sup> to pursue certification. On December 20<sup>th</sup> we did a follow-up call with the Health and Human Services Commission (HHSC).

Ms. Martinez referred to page 145899-KPI I and said the number (1,934) was inaccurate. Ms. Laos said she would check on this and get the correct number to us.

**Motion:** Ms. Martinez moved to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through December 2019. All were in favor, and the motion carried.

#### **FINANCE AND ADMINISTRATION REPORTS:**

##### **Consideration to Accept the Financial Report for November 2019 (unaudited):**

Mr. Buckley referred to page 145892 in the board packet and provided the following information.

- Change in Revenues - November exhibited negative results compared to budget. Total Revenue of \$7.7MM (MTD Actual) did not reach Budget and YTD Revenue of \$25.7MM (YTD Actual) did not reach budget. This is a result of the continued ramp-up to restore full pharmacy sales, particularly in the Bexar County program and that there is no cause for concern. KPI 14 for pharmacy revenues is down because of the high costs for injectables.
- Change in Net Position: This decreased by almost \$80K of projected for the month. We normally see a decrease in services which translates to less revenue when there is a holiday and we had the Thanksgiving Holiday in the month of November.

**Motion:** Dr. Secrest moved Acceptance of the Financial Report for November 2019. All were in favor, and the motion carried.

##### **Consideration to Accept the Financial Report for December 2019 (unaudited):**

Mr. Buckley referred to page 145900 in the board packet and provided the following information.

- Change in Net Position: Fiscal Year 2020 December YTD is (\$839,890) as compared to a budget of (\$445,580). Mr. Buckley contributed this to the shortfall in Pharmacy. He said if pharmacy revenues had been achieved an additional \$734K of Net Income would have been recorded (referring to KPI 14). Mr. Buckley said we also had a fewer patient count during the month of December due to the Christmas Holiday.

**Motion:** Mr. Schulte moved Acceptance of the Financial Report for December 2019. All were in favor, and the motion carried.

##### **Consideration to Receive the FY19 Audited Financial Statements:**

Mr. Buckley referred to today's Board training and the information provided by Mr. Clark on the date that our FY 19 Annual Financial Report is due to the state. No action required.

##### **Consideration to Accept the Human Resources Report for December 2019:**

Dr. Burruss provided the following information:

- Lifted freezes and promotions
- Resume salary increases
- By February 1<sup>st</sup> we will resume Annual Merits.

Ms. Ariana Guilford, HR Director explained how we changed evaluations to once a year for all staff. Previously, evaluations were given for each employee on their service anniversary date.

**Motion:** Ms. Martinez moved Acceptance of the Human Resources Report for December 2019. All were in favor, and the motion carried.

**Consideration of Acceptance of the Quality and Authority Reports for December 2019:**

Ms. Thompson referred to page 145912 in the board packet and provided the following information:

- Texas Home Living (TxHmL) in full compliance with HHSC.
- HCS cleared all but one citation.
- HHSC will return in March.

**Complaints:**

- Phone calls go straight to voice mail.
- Prescription sent to wrong clinic.

**Deaths:**

- Related to physical health. The majority in nursing facilities.

**Motion:** Ms. Martinez moved Acceptance of the Human Resources Report for December 2019. All were in favor, and the motion carried.

**Consideration of Acceptance of the Mental Health Division Report for December 2019:**

Ms. Laos provided the following points on the contract negotiations with the North Texas Behavioral Health Authority (NTBHA):

Ms. Laos communicated that while much progress had not been made, she had continued optimism that common ground could be found and negotiations could result in a beneficial outcome for both NTBHA and Metrocare. Ms. Laos provided a brief outline of the communication between Metrocare and NTBHA to date, including two face-to-face meetings and email communication regarding Metrocare's data requests. Ms. Laos provided information regarding both Metrocare and NTBHA's perspectives which were leading to the impasse in negotiations. Ms. Laos expressed disappointment that further data, as requested, would not be provided as NTBHA said they believe they have supplied sufficient information. Ms. Laos further explained that she believed NTBHA's board was invested in reaching an agreement, but she wished more context and clarification to the board questions had been provided by NTBHA administration during NTBHA meetings to better clarify Metrocare's position. Ms. Laos said she would be submitting two counter proposals that accept the proposed rate but fund specific aspects of Metrocare's intensive and same-day services which differentiate our work from others.

Mr. James suggested that they, as the board attend the next NTBHA board meeting on February 12<sup>th</sup>.

Send a message with a request for a joint meeting between Metrocare and the NTBHA Board. Discussion ensued and agreed a formal letter to be sent.

**Motion:** Ms. Martinez moved Acceptance of the Mental Health Services Division Report for December 2019. All were in favor, and the motion carried.

**CHAIRMAN'S REPORT:**

Mr. James provided the following information:

- Texas Council Quarterly Meeting occurred January 17<sup>th</sup> and 18<sup>th</sup>, 2020.
- Texas Council staff updated the Council on the pace of community centers becoming CCBHC certified.
- Explained deep concern for the lack of contract discussion between Metrocare and NTBHA.
- Spoke to Metrocare's history of having been the Local Authority for Dallas County until the NorthSTAR pilot program was initiated.
- Expressed belief Metrocare should seek authority status to better advocate and oversee care for citizens of Dallas County.
- Asked fellow Board members to have discussions with the Dallas County Commissioners what it would take for Metrocare to regain authority status.

**Consideration of Acceptance of the Strategic Initiatives Report for December 2019:**

Ms. Ringer referred to the strategic initiatives report in the board packet (page 145881) and said we have exciting plans moving forward.

Ms. Martinez referred to the Toy Run. Dr. Burruss said this was a pleasant surprise, something we were not expecting. Ms. Ringer said this was a nice Christmas present.

**Motion:** Ms. Martinez moved Acceptance of the Strategic Initiatives Report for December 2019. 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 3:05 pm.

Minutes approved by:

  
Ms. Dee Salinas-Gutierrez, Secretary

Minutes transcribed by:  
Martha L. Toscano  
Executive Assistant to Sr. Management