



Metrocare
SERVICES

BOARD MINUTES
July 23, 2020

METROCARE SERVICES
Board Meeting Minutes

A Regular Meeting of the Board of Trustees of Metrocare Services convened via a zoom meeting on Thursday, July 23, 2020 at 1:33 pm.

CALL TO ORDER:

Mr. James called the meeting to order at 1:33 pm, noting that a quorum of the Board was in attendance.

Board Members Present:

Terry James, Chairman	Leslie Secrest, M.D., Vice chair	Kenneth R. Bernstein
Peter Schulte	Dave Hogan	Noel O. Santini, MD
Anthony Farmer		

Absent:

Dalia Salinas Gutierrez	Jill L. Martinez
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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:

Mr. James provided an update on the upcoming Board Retreat taking place on August 1st and said that they will discuss the board members self-evaluations at that time.

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 May 28, 2020 Regular Board Meeting Minutes
- ❖ Acceptance of the Human Resources Report for June 2020
- ❖ Acceptance of Revision to Board Policies:
 - 2.04 - Fees for Services
 - 5.03 - Nepotism
- ❖ Acceptance of the Strategic Initiative Report for June 2020

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

CHIEF EXECUTIVE OFFICER

SERVICE PRESENTATION:

Ms. LaTiffany Coleman presented a success story from the Cohen Military Family Clinic.

ACTION AGENDA ITEM(s):

Consideration to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through June 2020: Dr. Burruss presented his report as published in the packet and made a correction to KPI 6 saying that the number for the A/B LIDDA encounters should read 3,103 A encounters, and 7,065 B encounters. Dr. Burruss discussed the upcoming, biannual Legislative Breakfast in November and detailed increased volume in the agency clinical services through May and June of 2020 compared to May and June of 2019.

Motion: Mr. James moved Acceptance of the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through June 2020. Mr. Bernstein second. All were in favor, and the motion carried.

Finance and Administration Reports:

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

This report was made a part of the board packet. Please refer to the June Financial report for a detail account.

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

This report was made a part of the board packet. Mr. Buckley discussed the May and June Financial Statements as reported in the Board Packet. Mr. James inquired as to current cash collections. Mr. Buckley responded that they have been about 10-15% higher in the past 6 weeks with a combination of collections on past due and current balances in the Fee for service area.

Motion: Mr. James moved Acceptance of the Financial Reports for May 2020 and June 2020. Mr. Bernstein second. All were in favor, and the motion carried

Consideration of Acceptance of Engagement Letter for the External Audit Firm of BKD, LLP for FY20: This report was made a part of the board packet. Mr. Buckley said that we have Engaged the services of the External Audit Firm of BKD, LLP to perform our FY20 Annual Audit.

Motion: Mr. Bernstein moved Acceptance of the Engagement Letter for the External Audit Firm of BKD, LLP to perform our FY20 Audit. Mr. James second. All were in favor, and the motion carried

Provider Services Reports:

Clinical Services Division Report for June 2020:

This report was made a part of the board packet. Dr. Hunter discussed the report as presented in the Board packet. She updated information regarding Metrocare's CCBHC accreditation process

to include that Metrocare had passed its second submission with a score of 96 points and that the next step was to complete a site visit by the Texas Health and Human Services accreditation team. Given the coronavirus pandemic, this visit may occur virtually.

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

Consideration of Acceptance of the Mental Health Division reports for June 2020:

This report was made a part of the board packet. Dr. Hunter presented the report on behalf of Ms. Kelli Laos. She said the report stands as presented in the packet but reported a rise in the number of services we are providing. Mr. James inquired about the NTBHA contract. Dr. Hunter said that Metrocare has been asked for authorization numbers, but no further feedback has been received from NTBHA on the contract itself.

Motion: Mr. James moved Acceptance of the Mental Health Division Report for June 2020. Mr. Bernstein second. All were in favor, and the motion carried.

Quality and Authority Report:

Consideration of Acceptance of the Quality and Authority reports for June 2020.

This report was made a part of the board packet. Ms. Thompson provided the following highlights from her report:

- HHSC removed the hold on the statewide interest list slots.
- CIOX Health conducted a record review on behalf of Amerigroup's Medicare Advantage Plan.
- Review of complaints and death information. Noted that most deaths were due to serious health issues experienced by Metrocare's client base.
- Increase in number of requests for Crisis Respite services over the last 6 weeks. Metrocare has 8 beds dedicated to crisis respite and all are currently filled.

Motion: Mr. James moved Acceptance of the Quality and Authority Report for June 2020. Mr. Bernstein second. All were in favor, and the motion carried.

EXECUTIVE SESSION:

Announcement of Closed Session in Accordance with Subchapter D., Sections 551.072 and 551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of discussing the purchase, exchange, lease, or value of real property, and for the purpose of discussing personnel matters, i.e.

- ❖ Discussion and Consideration of Real Property
- ❖ CEO Evaluation Review and Compensation

Closed Meeting: Mr. James excused staff and guests from the meeting at 2:21 pm.

Return to Open Session: Mr. James reconvene the meeting at 3:57 pm and said that there was no action taken during closed session.

Action taken as a Result of Executive Session:

Mr. James said that the Board tabled item regarding the two percent pay increase per the Chief Executive Officer's contract until the August 2020 Board meeting. The Board then voted to authorize a Discretionary Bonus of \$20,000 as a result of the Center's performance during the Chief Executive Officer's contract year 7/1/19-6/30/20.

Motion: Mr. Bernstein moved Approval of the \$20,000 bonus for the Chief Executive Officer Compensation, Mr. Schulte second. All were in favor, and the motion carried.

Before ending the board meeting Dr. Burruss said that the Grand Prairie Clinic sees over 1300 individuals per month. This is roughly two-thirds of volume over the other main clinics.

Meeting Adjournment: There being no further business to come before the Board, Mr. James adjourned the meeting at 4:04 pm.

Minutes approved by:


Terry A. James, Chairman of the Board

Minutes transcribed by:

Martha L. Toscano

Executive Assistant to the CEO/Board Liaison