



**Metrocare**  
SERVICES

**BOARD MINUTES**  
**May 28, 2020**

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

A Regular Meeting of the Board of Trustees of Metrocare Services convened via a zoom meeting on Thursday, May 28, 2020 at 1:30 pm.

**CALL TO ORDER:**

Mr. James called the meeting to order at 1:30 pm, noting that a quorum of the Board was in attendance.

**Board Members Present:**

Terry James, Chairman	Leslie 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:**

Mr. James noted that there is no board meeting during the month of June, and we will meet again in July. He said that in the meantime, they will evaluate whether we can go back to face-to-face meetings for our July board meeting.

**Board Retreat:** Mr. James said that for our August board retreat he will circulate possible dates to meet.

**Board Application:** Mr. James talked about the board management platform called Board Effect that Mr. Bernstein suggested for board use. Mr. Joel Geary referred to the Open Meetings and Open Records Act and reminded the trustees that the rules need to be followed regardless of the platform. Discussion ensued.

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

Dr. Secrest said that the Ad hoc committee has been meeting once a week since the end of April and thanked the members of the committee and our consultant, Dr. Cynthia St. John. She will be launching The CEO evaluation process tomorrow, and this will stay active for 10 business days to give everyone an opportunity to reply and return the surveys

**Board Liaison Reports:**

**Intellectual and Developmental Disability Planning Network Advisory Committee (PNAC):** Ms. Thompson said the committee met on May 19<sup>th</sup> and they had a quorum present. She provided a recap of the IDD PNAC meeting.

**Mental Health Advisory Committee (MHAC):** Ms. Laos said that the committee met on May 11<sup>th</sup> and they had a quorum present. She provided a recap of the May 11<sup>th</sup>, MHAC meeting.

**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 April 23, 2020 Regular Board Meeting Minutes
- ❖ Acceptance of the Quality and Authority Report for April 2020
- ❖ Acceptance of Revision to Board Policies:
  - ~~1.03 Board of Trustees Training~~
  - 1.13 Board Meetings, Minutes and Protocol
  - 1.14 Administration and General Management of the Center
  - 6.01 Quality Management
- ❖ Acceptance of Appointment to the IDD Planning Network Advisory Committee
  - Florence Smith
  - Leticia Gomez
  - Christy Zartler
  - Michael Sentell

Board Policy 1.03 was moved to the Action Agenda.

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

**CHIEF EXECUTIVE OFFICER**

**SERVICE PRESENTATION:**

Ms. Charlie Grato presented a success story from the Forensic Diversion Unit (FDU). Dr. Burruss discussed the expectations for mental health needs as the COVID-19 situation unfolds.

**ACTION AGENDA ITEM(s):**

**Consideration to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through April 2020:** Dr. Burruss presented his report as published in the packet. Specifically, attention was called to the strong performance by the LIDDA program in the month of April and the hope that HHSC will consider this new form of A/B visit engagement to be suitable in the future. Discussion ensued.

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

## **Finance and Administration Reports:**

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

This report was made a part of the board packet. Executive team member, Richard Buckley discussed the report as presented. He referred to the MD&A, noting the KPI for Change in Net Assets (Net Income) of \$7,841,086 exceeds both Prior Year and Plan.

Mr. Buckley then provided an overview of the impacts of the COVID 19 pandemic on the Center's financial statements and cash flow. To date, the impacts have created only minimal disruptions in cash flows on a weekly basis and have evened out through mid-May. Although Fee for Services have declined almost 10% in the February/March time frame, they have since recovered to less than 5% declines in April relative to Budget and Prior Year.

Since Fee for Services Revenue is ~ 30% of the Center's Consolidated Revenue, the increases in the DSRIP Revenues reported in April were more than enough to overcome this shortfall allowing the Consolidated Revenue to exceed Budget.

The Center was able to increase its Working Capital Loan from UMB by \$1,000,000 to \$6,000,000 based on the strength of the expected DSRIP revenue. These funds will be used to repay the deferred cost of pharmaceutical purchases incurred in April. A Board Resolution acknowledging this increase in the Working Capital Loan will be presented in the July Board meeting.

And on a final note, Dr. Burruss reported that the Center has an Appeals Hearing on June 11<sup>th</sup> with the IRS on some of its outstanding claims against the IRS.

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

### **Consideration to Accept the Human Resources Report for April 2020:**

This report was made a part of the board packet. Executive team member, Ariana Guildford said her report stands as presented and asked if anyone had any questions. There were no questions posed for this item.

**Motion:** Mr. James moved Acceptance of Human Resources report for April 2020. Dr. Secrest second. The motion carried by unanimous consent.

## **Provider Services Reports:**

### **Clinical Services Division Report for April 2020:**

This report was made a part of the board packet. Executive team member, Dr. Hunter discussed the report as presented. She emphasized that Metrocare recently received helpful feedback from the Texas Health and Human Services Commission on our first certification submission. The Metrocare CCBHC Program Manager, Gala Dunn, and the CCBHC certification team are currently analyzing the HHSC feedback.

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

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

This report was made a part of the board packet. Executive team member, Ms. Laos referenced her report and highlighted that the division provided almost 30,000 services in April, with almost 14,000 unique individuals served. She also explained that the drop in housing capacity was due to the closing of the property and the inability to do move-ins, which will resume in June.

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

**Strategic Initiatives Action Report:**

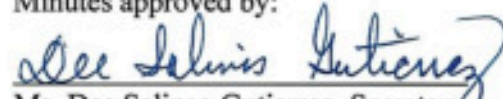
**Consideration of Acceptance of the Strategic Initiatives Report for April 2020.**

This report was made a part of the board packet. Executive team member, Ms. Ringer referenced her report and noted that the amount received from the Dallas Foundation for homeless veterans had increased from \$87K to \$89K. Discussion ensued detailing the communication that had been provided to supporters about the agency's response to COVID-19.

**Motion:** Mr. James moved Acceptance of the Strategic Initiatives Report for April 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 3:20 pm.

Minutes approved by:

  
Ms. Dee Salinas-Gutierrez, Secretary

Minutes transcribed by:

Martha L. Toscano

Executive Assistant to the CEO/Board Liaison