



Metrocare
SERVICES

BOARD MINUTES
October 22, 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, October 22, 2020.

CALL TO ORDER:

Mr. James called the meeting to order at 1:42 pm. A quorum of the Board was in attendance.

Board Members Present:

Terry James, Chairman	Dr. Leslie Secrest, Vice Chair	Dalia "Dee" Salinas Gutierrez
Jill L. Martinez	Kenneth R. Bernstein	Peter A. Schulte
Dave Hogan	Noel O. Santini, MD	Anthony Farmer

Staff Present:

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

Guest: Joel Geary, Walter Taylor, Jessica Jones and other guests were present.

CITIZEN COMMENTS: None.

Chairman Updates:

Mr. James said that there is no board meeting scheduled in the month of November, but we will hold a combined November/December board meeting on Thursday, December 3rd. Mr. James said that Metrocare will serve as a Local Resource to our Law Enforcement Community and he was very encouraged on how the meeting turned out.

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 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 September 27, 2020 Regular Board Meeting Minutes
- ❖ Acceptance of the Quality and Authority Report for September 2020
- ❖ Acceptance of Revision to Board Policy:
 - 1.04 – BP on the Chief Executive Officer
- ❖ Acceptance of the Strategic Initiative Report for September 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

Dr. Burruss referred to Dr. Hunter for the introduction. Dr. Hunter introduced Ms. Carrie Parks who oversees the Early Childhood Intervention and the Career Design and Development Programs.

SERVICE PRESENTATION:

Ms. Parks said her success story has two parts and presented two success stories from the CDDS program.

ACTION AGENDA ITEM(s):

Consideration to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through September 2020: This report was made a part of the Board Packet. After a success story from Carrie Parks out of Career Design and Development, Dr. Burruss referenced a new section of his monthly report called "Items for continuing attention." This section will include ongoing matters of significant importance to the Center which require ongoing updates to the trustees. Dr. Burruss answered questions regarding his report.

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

Finance and Administration Reports:

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

This report was made a part of the board packet. Mr. Buckley said there were no material concerns as we are only 1 month into the new fiscal year. Referring to the Statement of Activities he said we are on target except for maintenance expenses due to delayed repairs at the Samuell Clinic that begin in Fiscal Year 20 but did not end until September.

UMB Bank loans were approved last month and there was no borrowing on the Working Capital portion in September and there are none planned for October. The General Revenue Funds for the 1st Quarter have been received.

Mr. Buckley said the Audit for this year has begun and they are presently working on the Single Audit. We hope to have the total Audit Report ready to present at our January board meeting.

Consideration of Acceptance of the Facilities Services Report for September 2020:

This report was made a part of the board packet. Mr. Buckley replied to Mr. James question saying this report will be provided monthly. Mr. Buckley said approximately \$400K was spent at the Samuell Clinic which included 95 percent of all the HVAC system located at the two buildings at this clinic. During the months of July, August, and September approximately \$.5MM was spent on the HVAC systems and the repaving of the parking lots.

Mr. Buckley stated we expect to close on the purchase of the new Grand Prairie clinic tomorrow and that The contractor will begin work there on Monday.

Motion: Mr. James moved Acceptance of the Financial Report for September 2020 (Unaudited), and the Facilities Services Report for September 2020. Ms. Martinez second. All were in favor, and the motion carried.

Consideration of Acceptance of the Human Resources Report for September 2020:

This report was made part of the board packets. Mr. Buckley provided this report in the absence of Ms. Guilford. He stated the Annual Open Enrollment planning process has begun and Open Enrollment will start the 2nd week of November. He also stated that in preparation for compliance with the requirements of becoming a CCBHC we have begun the recruiting / hiring process to onboard an approximate 10% increase in headcount. Mr. Buckley also stated these new positions have been budgeted in the FY 21 Budget.

Motion: Mr. James moved Acceptance of the Human Resources Report for September 2020. Mr. Schulte second. All were in favor, and the motion carried.

Provider Services Report:

Consideration of Acceptance of the Clinical Services Division Report for September 2020:

This report was made part of the board packet. Dr. Hunter emphasized that the three previously vacant nurse practitioner positions had been hired. She also indicated that an electronic health record satisfaction survey would be going out to prescribers after the first of the year.

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

Consideration of Acceptance of the Mental Health Division Report for September 2020:

This report was made part of the board packet. Ms. Laos reviewed the MH KPIs, highlighting that service volume has maintained with both outpatient and ACT services. Ms. Laos also mentioned that housing capacity is increasing as housing is able to resume some move-ins. New KPIs including Open Authorizations and Clinical Productivity were reviewed with Ms. Laos explaining what logic contributes to the Clinical Productivity metric. Lastly, discussion regarding the NTBHA contract was held, with Dr. Burruss reinforcing plan to sign the proposed contract while recognizing the two million dollars decrease in funding.

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

Strategic Initiative Report:

Consideration of Acceptance of the Strategic Initiative Report for September 2020:

This report was made a part of the board packet. Ms. Ringer highlighted items from her report notably the Virtual Legislative Breakfast on November 11 with Representatives Toni Rose and Four Price facilitated by Dr. Burruss. She also provided discussion around the efforts of the agency with area cities and municipalities to improve mental health support for citizens involved with police response. Metrocare is the point of delivery for the Right CARE Team partnership with the

Dallas Police Department and Parkland and has developed operational expertise in this arena. Ms. Ringer also thanked Board Members Dave Hogan and Pete Shulte for their participation in multiple conversations and their personal work advancing these valuable initiatives.

Motion: Mr. James moved Acceptance of the Strategic Initiative Report for September 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 2:59 pm.

Minutes approved by:


Dalia Salinas Gutierrez, Secretary

Minutes transcribed by:
Martha L. Toscano
Executive Assistant to the CEO/Board Liaison