



**BOARD OF TRUSTEES
MEETING MINUTES OF**

April 25, 2017

METROCARE SERVICES

Board Meeting Minutes

April 25, 2017

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Tuesday, April 25, 2017 at 1345 River Bend Dr., Dallas, TX 75247 (Administration Conference room).

II. Call to Order/Roll Call:

Jill Martinez, Madame Chairman welcomed everyone and called the meeting to order at 1:33 pm, a quorum was present.

Board Members Present:

Jill Martinez, Madame Chairman
Dr. Leslie H. Secrest, Vice chairman
Corey Golomb
Dee Salinas Gutierrez
Terry James
Jane Hamilton

Staff Present: Dr. John Burruss, Linda Thompson, Richard Buckley, Judith Hunter, Ken Medlock, Ratana DeLuca, Terry Price, Charlene Stark and other staff.

Guest present: Board Appointee, Dr. Irie L. Session, Dr. Brenda Richardson Rowe, Chief Norman Seals, Joel Geary, Walter Taylor and Ruben Rios.

- II. Citizen Comments:** The procedure for public comments was available at the meeting for those interested. No public comment was received.

III. ISSUES TO BE CONSIDERED:

Consideration of Acceptance of the February 23, 2017 Board Meeting minutes. Ms. Martinez asked if anyone had any changes or corrections to the board minutes of February 23, 2017.

Motion: Ms. Salinas Gutierrez moved Acceptance of the February 23, 2017 board meeting minutes as printed. All were in favor, none opposed. The motion carried.

CHAIRMAN'S REPORT

Board Acknowledgement to Dr. Brenda Richardson Rowe and Chief Norman Seals: Ms. Martinez presented Dr. Brenda Richardson Rowe and Chief Norman Seals each with a plaque from the staff and board members of Metrocare Services in honor of their Board service. Dr. Richardson Rowe and Chief Seals thanked the board and Metrocare for the opportunity given to them to serve on this board.

Annual Election of Board Officers in Accordance with Board Policy 1.06: Ms. Martinez announced that during the month of March the Board elects new officers, but this was tabled last month to give the new board appointees time to come on board. Ms. Martinez opened the floor for nominations for Board Chair.

Board Chair: Dr. Secrest nominated Ms. Jill Martinez for the position of Board Chair. There were no other nominations. The vote was unanimous for Ms. Martinez to continue as the Board chair. Ms. Martinez was elected by acclamation.

Vice-Chair: Ms. Salinas Gutierrez nominated Dr. Leslie Secrest for the position of Vice-chair. There were no other nominations. The vote was unanimous for Dr. Secrest to continue to hold the position of Vice-chair. Dr. Secrest was elected by acclamation.

Board Secretary: Mr. Terry James nominated Ms. Corey Golomb for the position of Board Secretary. There were no other nominations. The vote was unanimous for Ms. Golomb to hold the position of Board Secretary. Ms. Golomb was elected by acclamation.

Annual Assignment of Board members to committees in accordance with Board Policy 1.06: Ms. Martinez made the following appointments.

Clinical Services Committee: Terry James, Chairman, Members-Jane Hamilton and one vacancy to fill in this committee.

Marketing and Development: The chairman's position continues vacant, Members: Terry James and Jane Hamilton.

Finance and Administration: Dr. Secrest will continue as Chairman. Members: Terry James and one vacancy to fill in this this committee.

Quality & Authority committee: Dee Salinas, Chairman, with two positions to fill in this committee.

Legislative Action committee: Remains the same, no appointment. This will be adjusted in a couple of months.

IDD Advisory committee: Board Liaison, Corey Golomb replaced Chief Seals.

MH Advisory committee: Board Liaison, remains vacant. They meet every other month at 6 pm.

As chairman of the board Ms. Martinez will continue to serve as ex officio to all the committees.

Ms. Martinez provided a handout with the Chairman's report and provided a verbal report of the same. She introduced Jane Hamilton, new board appointee who gave a little background history on herself. Ms. Martinez said that two new board appointees Dr. Irie Session and Jasmine Crockett will receive their board training on May 9th. The board is now almost at full capacity with eight board members on board and one vacancy that will need to be filled by Commissioner Cantrell in district two.

CEO Annual Review: Ms. Martinez said that the process for the CEO's performance review has begun. Ms. Martinez appointed an Ad Hoc CEO Review committee which Dr. Secrest will chair. Board members appointed to this committee are Terry James and Ms. Martinez. The committee will meet immediately after today's board meeting.

In response to Ms. Martinez inquiry Mr. Joel Geary said that the surveys will be mailed out today with a request to have those return to him by May 10th at which time they will be tabulated and return to Ms. Martinez to share the results with the rest of the board. Ms. Martinez said the CEO's annual review survey will be mailed out to stakeholders, Dallas County Commissioners, staff and members of the board. She asked everyone to please return this to Joel Geary as soon they have those filled out.

Upcoming Board and Committee meetings: Ms. Martinez said the following committees will meet on Tuesday, May 16, 2017: The Clinical Services committee will meet at 11:30 am, followed by the Marketing and Development committee at approximately 11:50, and the Finance and Administration committee will follow at approximately 12:10 pm. On Thursday, May 25, 2017 the Quality & Authority committee will convene at 12:45 pm, immediately followed by a board training at 1:00, and the board meeting will follow immediately after at approximately 1:30 pm. The Legislative Action Committee will meet as a committee of the whole. All the meetings will be held at this same site.

Special Events: Ms. Martinez reminded the board to contact Martha if they would like to attend The Texas Council Annual Conference which will be held from June 28 through June 30, 2017 in Galveston.

Board Liaison Reports:

MH Advisory Committee: Ms. Kelli Laos, Director of Mental Health Services reported that the committee met on April 10, 2017 and that there was a quorum present. Ms. Laos then provided highlights of the meeting. She said the committee did not have any recommendations for board training.

CHIEF EXECUTIVE OFFICER REPORT: Dr. Burruss introduced Mr. Wil Jiao from the Aging and Disability Resource Center (ADRC)/Connect to Care.

Services Presentation – Aging and Disability Resource Center/Connect to Care: Mr. Jiao presented the success story of two ladies that he assisted while working with the Consumer Benefits office and the ADRC/Connect to Care. Mr. Jiao said both ladies moved to Dallas from other states and both had medical and mental health issues. Mr. Jiao assisted them with their applications for Social Security benefits and Medicaid. Both ladies have been approved for their social security benefits and Medicaid. Mr. Jiao said the one of the benefits of getting qualified through Metrocare is that we provide the service for free, unlike private agencies that charge 25 percent of any back pay you may receive from the social security administration. The other benefits is that once you are approved through Medicaid you can receive both medical and mental health services through Metrocare. The Dallas County ADRC program is funded by grants and federal dollars. This program is a one stop shop where you fill out one application and you will be linked to all kinds of services without you having to call or apply multiple times at each program. ADRC provides a service navigator that will assist you in finding the kind of services you are looking for. ADRC helps senior citizens (60 years old or higher) find the help they need, but they are also available to people of all ages with any type of disability. Dr. Burruss and the board members thanked Mr. Jiao for his presentation.

Consideration of Acceptance of Chief Executive Officer Report for FY17 Key Performance Indicators through March 2017: This report was made a part of the packet. Dr. Burruss referred to his report and the changes that now reflect the parameters that the board had refined as the KPI's. He said this page provides a go to inventory on how we are doing on a regular basis. Dr. Burruss said that this was a busy month for presentations.

Motion: Ms. Salinas Gutierrez moved to accept the Chief Executive Officer Report for March 2017. All were in favor, none opposed. The motion carried.

REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE:

Dr. Secrest referred to Mr. Buckley to present the following reports.

Consideration of Acceptance of the Financial Report for February 2017 (unaudited): This report was made a part of the packet. Mr. Buckley said the February financial report was provided in detail at the committee and remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of the Financial Report for March 2017 (unaudited): This report was made a part of the packet. Mr. Buckley said the March Financial report was provided in detail at the committee and remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

Consideration of Acceptance to authorize the signature of Richard Buckley, Chief Administrative Officer on the Frost Bank and Chase Bank's Account Signature Cards, as well as on the facsimile plate.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of the Human Resource Report for March 2017: This report was made a part of the packet. Mr. Buckley said there are no changes to this report.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of the Information Technology Report for March 2017: This report was made a part of the packet. Mr. Buckley said this report was provided in detail at the committee and remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of Revision to Board Policy 8.01: This report was made a part of the packet. Mr. Buckley said this report was provided in detail at the committee and remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

REPORT OF THE CLINICAL SERVICES COMMITTEE: Ms. Martinez referred to Dr. Hunter for this report.

Consideration of Acceptance of Clinical Services Division Reports for March 2017: This report was made a part of the packet. Dr. Hunter said she presented this report in detail at the Clinical Services committee and it remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

REPORT OF THE QUALITY & AUTHORITY COMMITTEE: Ms. Martinez said the Quality & Authority committee will convene as a committee of the whole. She referred to Ms. Thompson to present this report.

Consideration of Acceptance of the Quality Management Report for March 2017: This report was made part of the packet. Ms. Thompson provided a verbal summary of her report. She said the Health and Human Services Commission did their annual review and spent two weeks visiting families, reviewing records and reviewing the responsibilities of the Local Intellectual and Developmental Disability Authority (LIDDA). She said this was quite an extensive review. She asked if anyone had any questions. There were no questions posed for this items.

Motion: Dr. Secrest moved to accept the Quality Management report for March 2017. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of Revision to Board Policy 1.04 on the Chief Executive Officer: This report was made a part of the packet. Ms. DeLuca provided information on the updates to Board Policy 1.04.

Motion: Ms. Golomb moved to accept the Revision to Board Policy 1.04 on the Chief Executive Officer. Mr. James abstain from voting. All others voted in favor. The motion carried.

Consideration to Approve the Quality and Authority meeting minutes of March 23, 2017: Dr. Secrest moved to approve. All were in favor, none opposed. The motion carried.

REPORT OF THE MARKETING & DEVELOPMENT COMMITTEE: Mr. James referred to Ms. Stark for this report.

Consideration of Acceptance of the Marketing and Development Report for March 2017: This report was made a part of the packet. Ms. Stark said her report was provided in detail at the committee and remains unchanged. Mr. James gave Kudos to Ms. Stark for the Papa John's promotion that helped raise funds for the Center for Children with Autism at Metrocare (CCAM).

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

REPORT OF THE LEGISLATIVE ACTION COMMITTEE: Ms. Golomb called on Ms. Stark for this report.

Consideration of Acceptance of the Legislative Action Report for March 2017: This report was made a part of the packet. Ms. Stark provided brief highlights on several senate bills and the Toni Rose amendment.

Motion: Ms. Golomb moved to accept the Legislative Action Committee Report for March 2017. All were in favor, none opposed. The motion carried.

III. Meeting Adjournment: There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:50 pm.

Minutes approved by:

Jill Martinez, Madame Chairman

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

Consideration of Acceptance of Revision to Board Policy 8.01: This report was made a part of the packet. Mr. Buckley said this report was provided in detail at the committee and remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

REPORT OF THE CLINICAL SERVICES COMMITTEE: Ms. Martinez referred to Dr. Hunter for this report.

Consideration of Acceptance of Clinical Services Division Reports for March 2017: This report was made a part of the packet. Dr. Hunter said she presented this report in detail at the Clinical Services committee and it remains unchanged.

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

REPORT OF THE QUALITY & AUTHORITY COMMITTEE: Ms. Martinez said the Quality & Authority committee will convene as a committee of the whole. She referred to Ms. Thompson to present this report.

Consideration of Acceptance of the Quality Management Report for March 2017: This report was made part of the packet. Ms. Thompson provided a verbal summary of her report. She said the Health and Human Services Commission did their annual review and spent two weeks visiting families, reviewing records and reviewing the responsibilities of the Local Intellectual and Developmental Disability Authority (LIDDA). She said this was quite an extensive review. She asked if anyone had any questions. There were no questions posed for this items.

Motion: Dr. Secrest moved to accept the Quality Management report for March 2017. All were in favor, none opposed. The motion carried.

Consideration of Acceptance of Revision to Board Policy 1.04 on the Chief Executive Officer: This report was made a part of the packet. Ms. DeLuca provided information on the updates to Board Policy 1.04.

Motion: Ms. Golomb moved to accept the Revision to Board Policy 1.04 on the Chief Executive Officer: Mr. James abstain from voting. All others voted in favor. The motion carried.

REPORT OF THE MARKETING & DEVELOPMENT COMMITTEE: Mr. James referred to Ms. Stark for this report.

Consideration of Acceptance of the Marketing and Development Report for March 2017: This report was made a part of the packet. Ms. Stark said her report was provided in detail at the committee and remains unchanged. Mr. James gave Kudos to Ms. Stark for the Papa John's promotion that helped raise funds for the Center for Children with Autism at Metrocare (CCAM).

Motion: Ms. Martinez said this comes as a committee recommendation and a second is not required. All were in favor, none opposed. The motion carried.

REPORT OF THE LEGISLATIVE ACTION COMMITTEE: Ms. Golomb called on Ms. Stark for this report.

Consideration of Acceptance of the Legislative Action Report for March 2017: This report was made a part of the packet. Ms. Stark provided brief highlights on several senate bills and the Toni Rose amendment.

Motion: Ms. Golomb moved to accept the Legislative Action Committee Report for March 2017. All were in favor, none opposed. The motion carried.

- III. Meeting Adjournment:** There being no further business to come before the Board, Ms. Martinez adjourned the meeting at 2:50 pm.

Minutes approved by:

not present
Jill Martinez, Madame Chairman

*BOARD SECRETARY
CORY GOWMB*

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