



Metrocare
SERVICES

BOARD MINUTES
December 2, 2021

METROCARE SERVICES
Board Meeting Minutes

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, December 2, 2021. The meeting was held at 1345 River Bend Dr., Dallas, TX 75247 in the Mustangs conference room.

CALL TO ORDER:

Mr. James called the meeting to order at 1:35 pm. A quorum of the Board was in attendance.

Board Members Present:

Terry James	Kenneth Bernstein	Dave Hogan
Noel O. Santini, M.D.	Anthony Farmer	(Judge) Martin Lowy (Ret.)
Stacy Cantu	Jaime Walkowiak	

Staff Present:

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

Guest: Joel Geary, Gabriela Lopez and other staff were in attendance.

CITIZEN COMMENTS: No public comment was received.

CHAIRMAN UPDATES:

Welcome new Board members:

Mr. James welcomed new Board members, Ms. Stacy Cantu and Ms. Jaime Walkowiak. Introductions and a brief background history were provided.

Board Recognition:

Mr. James said that Ms. Dee Salinas Gutierrez was not able to join us today, but he acknowledged the many years of service she gave as a Board Member to Metrocare.

Update from the Ad Hoc Committee to Review the Center Bylaws and the Board Policies:
Mr. James tabled this item until next month.

Annual Election of Officers in Accordance with Board Policy 1.06:

Mr. James said there are three offices which they will be electing today, and they are Chairman, Vice Chair and Secretary. Mr. James open the floor for nominations for Board Chairman:

Board Chairman: Mr. James nominated Mr. Bernstein for the position of Chairman. Judge Lowy closed the elections. Mr. Bernstein was elected by acclamation.

Vice-Chairman: Mr. James nominated Mr. Farmer for the position of Vice-chairman. Mr. Bernstein closed the election. Mr. Farmer was elected by acclamation.

Board Secretary: Mr. James nominated Mr. Hogan for the position of Board Secretary. Mr. James closed the election. Mr. Hogan was elected by acclamation.

Mr. James concluded the elections and said that Mr. Bernstein will assume the office of Chairman at next month's Board meeting.

BOARD LIAISON REPORTS:

Texas Council Risk Management:

Mr. Bernstein said that the Texas Council of Community Center (TCCC) provides services to 39 MHMR Centers and two other affiliate members. The Texas Council Risk Management Fund was formed by TCCC and is a standalone entity that provides insurance coverage and other type of resources for its members. He said that without the TCRMF the cost of insurance would be very challenging and stressed the Fund's notably conservative approach to management.

CONSENT AGENDA ITEMS:

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 Members so request, 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.

- ❖ Approval of the October 28, 2021, Board Minutes.

Motion: Mr. James moved Acceptance of the Consent Agenda items. The motion carried by unanimous consent.

CHIEF EXECUTIVE OFFICER

SERVICE PRESENTATION:

Mental Health Crisis Team: John Yowell provided the success story.

ACTION ITEMS:

Approval of the Chief Executive Officer Report for the FY21 Key Performance Indicator Progress through October 2021:

This report was made a part of the Board Packet. Dr. Burruss presented his report with emphasis on the federal government's resumption of the DPP program which will ameliorate the potential \$8 million hole in the Metrocare budget that he mentioned in the fall for fiscal 22. He also mentioned that the financing options for the Hillside project were becoming clearer, but there was still a long way to go to develop something that could be presented for the trustees to review.

Motion: Mr. James moved Acceptance of the Chief Executive Officer Report for the FY22 Key Performance Indicator Progress through October 2021. Mr. Hogan second and the motion carried unanimously.

Finance and Administration Reports:

Acceptance of the Financial Report for October 2021 (unaudited):

This report was made a part of the Board packet. Mr. Buckley reference page 147266 and the delays in the DPP program and its impact on the Revenue, Accounts Receivable, Cash Collections and the overall financial performance of Metrocare for both monthly and YTD results. Mr. Buckley then noted that subsequent to the submission of his report, we received notification of SAMSHA grant receivables of 6 months and the collection of 3 months of these payments prior to the Board meeting date. Mr. Buckley and Dr. Burruss answered questions related to the DPP program and the SAMHSA grant.

Motion: Mr. James moved Acceptance of the Financial Reports for October 2021 (unaudited). Dr. Santini second and the motion carried unanimously.

Approval of the Human Resources Report for October 2021:

This report was made part of the Board packet. Ms. Guilford discussed the report as provided in the packet providing information on the recruiting efforts to recruit at universities statewide, and an increase in referral bonuses for staff. There was discussion of the current labor market and difficulty in hiring. Mr. Buckley highlighted the recent compensation analysis where all positions were analyzed and adjusted to market rate.

Phase 1 included bringing staff to at least minimum in their new pay grade.

Phase 2 included internal adjustments to account for tenure, education, and credentials.

This accounted for an adjustment impact of \$2.5 MM.

Motion: Mr. James moved to Approve the Human Resources Report for October 2021. Dr. Santini second and the motion carried unanimously.

Approval of the Facilities Services Report for October 2021:

This report was made a part of the board packet. Facilities Report – This report was made a part of the Board packet. Mr. Buckley opened his report by referencing Page 147276 and noted that Facilities has already begun inspections on the roofs of all the Metrocare Group Homes with the intention of providing new or repaired roofs for all 7 homes. Metrocare will use the \$350,000 contributed by Lifenet Community Behavioral Health (LCBH) as the source of funds for this project.

Mr. Buckley then provided a summary of activities for the Hillside project. Dr. Burruss and Rich explained the progress in financing for Hillside and informed the Board that there was no finalized proposal to be brought forward at this time. A great deal of work is being done with Metrocare's financial consultants and very few options have been definitively ruled out at this time. The Board Members then began a series of questions that Dr. Burruss, Ms. Ringer, and Mr. Buckley combined to answer.

Motion: Mr. James moved to Approve the Facilities Services Report for October 2021. Mr. Bernstein second and the motion carried unanimously.

Quality and Authority Report:

Approval of the Quality and Authority Report for October 2021:

This report was made part of the board packet. Ms. Thompson said her report stands as submitted and asked if anyone had any questions. There were no questions posed for this item.

Motion: Mr. James moved to Approve the Quality and Authority Report for October 2021. Ms. Cantu second and the motion carried unanimously.

Provider Services Report:

Approval of the Clinical Services Division Report for October 2021:

This report was made part of the board packet. Dr Hunter had no updates or changes to her report. Dr. Santini requested that the KPI graph for ACER trainees be adjusted to show progressive monthly goals instead of the annual goal so that progress could be more easily monitored through the fiscal year. Dr. Hunter reported that the graph could be adjusted, dating back to the start of FY 2022, starting in September.

Motion: Mr. James moved to Approve the Clinical Services Report for October 2021. Dr. Santini second and the motion carried unanimously.

Approval of the Mental Health Division Report for October 2021:

This report was made part of the board packet. Ms. Laos reviewed the Key Performance Indicators for the Mental Health Division and updated the Board to a recent award of \$65,000 to certify 15 Metrocare employees as trainers in the ASIST Program. Ms. Laos answered one question from Mr. Bernstein regarding services provided at the Lancaster Kiest location.

Motion: Mr. James moved Acceptance of the Mental Health Division Report for October 2021. Mr. Farmer second and the motion carried unanimously.

Strategic Initiatives Report:

Approval of the Strategic Initiative Report for October 2021:

This report was made a part of the Board packet. Ms. Ringer presented the activities for the Strategic Initiatives department for the months of August and October 2021 in the board reports and elaborated on details to some of the key events. The agency met a \$1 million challenge grant from the McDermott Foundation. This grant was budgeted for FY22 but was actually received earlier than expected. Of particular note, the Philanthropy team is excited to announce that we secured a location at the State Fair of Texas for an event: "Mindfulness with Metrocare" to be held on October 10th, 2021. The date in the board report was incorrectly stated as 10/20/21. The 2020 Annual Report was published in August in time for North Texas Giving Day in October 2021. In conjunction with Human Resources, Strategic Initiatives expanded Metrocare's Leadership programming and launched three tracks for FY22. The Culture Champions team was nominated and selected for FY22. Ms. Ringer also presented the FY22 Strategic Plan for approval by the Board.

Motion: Mr. James moved Acceptance of the Strategic Initiative Report for October 2021. Judge Lowy second and the motion carried unanimously.

Meeting Adjournment: There being no further business to come before the Board, Mr. James adjourned the meeting at 3:13 pm.

Minutes approved by:



Dave Hogan, Secretary

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