



Metrocare
SERVICES

BOARD MINUTES
August 25, 2022

METROCARE SERVICES
Board Meeting Minutes
August 25, 2022

A Regular Meeting of the Board of Trustees of Metrocare Services convened on Thursday, August 25, 2022. The meeting was held at 1345 River Bend Dr., Dallas, TX 75247 (Mustangs Rm.)

CALL TO ORDER:

Mr. Bernstein called the meeting to order at 1:40 pm. A quorum was present with eight members of the Board in attendance.

CITIZEN COMMENTS: No public comment was received.

Trustees in attendance:

Kenneth Bernstein, Anthony Farmer, Dave Hogan, Noel O. Santini, M.D., Hon. Martin Lowy, Alejandro Zavala, Jaime Walkowiak and Vickie Rice.

Trustees absent (excused):

Stacy Cantu

Staff present:

John Burruss, M.D., Kelli Laos, Richard Buckley, Tate Ringer, Kevin Boyd, and Ariana Guilford.

Guest present: Joel Geary, Tzegabrhan Kidane, Shanon Rust and Noemi Gonzalez.

CHAIRMAN UPDATES:

- **FY22 Board Attendance:** Mr. Bernstein referred to the Attendance Report and asked the board members to check for accuracy and report any discrepancies. He said that we are required to provide a report to the county if there are several unexcused absences in a row.
- **Board Retreat:** Mr. Bernstein said the board will be meeting for the annual board retreat on September 10th at this same site and provided information on the topics that they would like to review, implement, and possibly make changes to. He said that they would like to spend more time on selective topics and talk about some of the possible topics that they are looking at for the coming year. He asked the board to bring any ideas or thoughts they have so that they can discuss at the retreat.
- **Texas Council of Community Centers Report:** Mr. Bernstein referred to a handout provided to the board called "Things Every Board Member Should be Talking About Back Home." This report is put together by the Texas Council on an annual basis and provides information about the upcoming Legislative Session and other items of interest to the board. He encouraged the board members to read this.

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 member 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.

1. Acceptance of Minutes – Regular Board Meeting, June 30, 2022
2. Acceptance of Appointment to the Mental Health Advisory Committee

- Paola Perdomo
 - Bridget Vincent-O'Neal
3. Acceptance of Administrative Procedure 2.04.02 on Public Health Provider-Charity Care Program (PHP-CCP).
 4. Acceptance of the Clinical Services Division Report for July 2022
 5. Approval of the FY22 Third Quarter Reports on Service Delivery
 6. Acceptance of the Mental Health Division Report for July 2022.

Motion: Judge Lowy moved to Approve the Consent Agenda items as presented and Ms. Walkowiak second. The motion carried by unanimous consent.

CHIEF EXECUTIVE OFFICER REPORT – SERVICE PRESENTATION:

Substance Use Disorder Services: Ms. Jennifer Wadsworth provided the Board with a Power Point Presentation and answered questions posed by the Board members.

ACTION AGENDA

CHIEF EXECUTIVE OFFICER REPORT:

Acceptance of the Chief Executive Officer Report for the FY22 Key Performance Indicator through July 2022:

This report was made part of the Board packet. Dr. Burruss alerted the board to the promotion of Kelli Laos and Carolina Lasso to Chief Operating Officer and Chief Administrative Officer respectively. He provided the update that the Parkland trustees had approved the Hillside lease package at their meeting the day before and readied them to hear it as an action item at Metrocare's September meeting. The remainder of the "Items for Ongoing Attention" were reviewed and questions answered.

Motion: Judge Lowy moved for Acceptance of the Chief Executive Officer Report for the FY22 Key Performance Indicator through July 2022 and Dr. Santini second. The motion carried by unanimous consent.

FINANCE AND ADMINISTRATION REPORTS:

Acceptance of the Center's Financial Statements for the period ending June 30, 2022 (unaudited): This report was made a part of the board packet.

Acceptance of the Center's Financial Statements for the period ending July 31, 2022 (unaudited): This report was made a part of the board packet. Mr. Buckley reviewed the financial statements for June and July and answered questions posed by members of the board.

Motion: Dr. Santini moved Acceptance of the Financial Statement for the period ending June 30, 2022, and July 31, 2022 (unaudited) and Mr. Zavala second. The motion carried by unanimous consent.

Consideration and Approval of the FY2023 Operating, Cash, Capital, and Grants Budgets under the Finance Section: This report was made a part of the board packet. Mr. Buckley

reviewed all four budgets found in his report and answered questions posed by members of the board.

Motion: Mr. Zavala moved to Approve the FY2023 Operating, Cash, Capital, and Grants Budgets and Judge Lowy second. The motion carried by unanimous consent.

Acceptance of the Engagement Letter with the External Audit Firm of Forvis for FY 2022:

Mr. Buckley said that we have signed an engagement letter with Forvis, formerly BKD for the FY2022 audit. He said the fees for this audit remained the same as last year at \$130K.

Motion: Dr. Santini moved Acceptance of the Engagement Letter with the External Firm of Forvis for FY2022 and Mr. Zavala second. The motion carried by unanimous consent.

Acceptance of the Human Resources Report for July 2022:

Ms. Guilford presented routine KPIs and highlighted that turnover has gone down to 31% this month and has declined for the last 3 months. There was discussion of what specifically impacted the decline in turnover and the conclusion is that multiple factors impact turnover. HR will work internally to continue to incorporate initiatives that target turnover reduction.

Motion: Dr. Santini moved Acceptance of the Human Resources Report for July 2022 and Mr. Zavala second. The motion carried by unanimous consent.

Acceptance of the Facilities Department Report for July 2022:

This report was made a part of the board packet. Mr. Boyd answered questions posed by Mr. Bernstein saying that we are finalizing our responses to the city development staff's comments regarding our building permit application and would soon be focusing on cleaning up the drawings and specs in preparation for a final bidding process which would begin in October. If all goes according to plan, we should begin demolition in late Nov./early Dec.

Motion: Ms. Walkowiak moved Acceptance of the Facilities Department Report for July 2022 and Dr. Santini second. The motion carried by unanimous consent.

QUALITY AND AUTHORITY SERVICES REPORT:

Acceptance of the Quality and Authority Services Report for July 2022:

This report was made a part of the board packet. Ms. Lasso highlighted the activities of the Local Intellectual and Developmental Disability Authority (LIDDA) for the previous month saying that staff assisted in the relocation of approximately 31 individuals in the Home and Community Based Services (HCS) program who required immediate placement due to the decertification of two HCS providers by the Health and Human Service Commission (HHSC).

Motion: Judge Lowy moved Acceptance of the Quality and Authority Services Report for July 2022 and Mr. Hogan second. The motion carried by unanimous consent.

STRATEGIC INITIATIVES REPORT:

Acceptance of the Strategic Initiatives Report for July 2022:

This report was made part of the board packet. Ms. Ringer presented her monthly report and highlighted a few key fundraising accomplishments noted on the report. Ms. Ringer gave an update on the Capital Campaign. An additional \$1,550,000 has been committed to Metrocare since the report was submitted bringing the total raised to date to \$10,950,430. Culture Champions diversity, equity and inclusion (DEI) team is finalizing its inaugural year and has selected a nationally recognized DEI healthcare consulting firm to provide training to Metrocare staff in the coming few months. North Texas Giving Day is September 22. Ms. Ringer reminded the board to be on the lookout for emails to forward to their networks.

Motion: Ms. Rice moved Acceptance of the Strategic Initiatives Report for July 2022 and Mr. Zavala second. The motion carried by unanimous consent.

EXECUTIVE SESSION:

Discussion only: Closed to the Public.

The following announcement was made prior to going into Executive Session:

Announcement of Closed Session in Accordance with Texas Government Code:

§ 551.072 – To deliberate the purchase, exchange, lease, or value of real property

§ 551.074 – Personnel Matters:

- Discussion regarding FY23-27 CEO Contract

Closed Session: Mr. Bernstein closed the meeting at 3:16 p.m.

Open Session: Mr. Bernstein returned to open session at 3:41 p.m.


ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION:

Consideration of Acceptance of the FY23-27 CEO Contract:

Motion: Ms. Rice move Acceptance of the FY23-27 CEO Contract and Mr. Zavala second. The motion carried by unanimous consent.

Meeting Adjournment: There being no further business to come before the Board, Mr. Bernstein adjourned the meeting at 3:43 p.m.

Minutes approved by:



Dave Hogan, Secretary

