



## **REGULAR BOARD MINUTES**

April 27, 2023

**METROCARE**  
**Board Meeting Minutes**  
**April 27, 2023**

A Regular Meeting of the Board of Trustees of Metrocare convened on Thursday, April 27, 2023. 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 1:30 pm. A quorum was present with eight board members in attendance.

**Board members in attendance:**

Kenneth Bernstein, Anthony Farmer, Dave Hogan, Judge Martin Lowy, Stacy Cantu, Jaime Walkowiak, Vickie Rice, and Sam Yang.

**Trustees absent (excused):**

Noel O. Santini, M.D.

**CITIZEN COMMENTS:** No public comment was received.

**Staff present:**

John W. Burruss, M.D., Judith Hunter, M.D., Carolina Lasso, Lucas Wilson, and Ikenna Mogbo.

**Guest present:**

Joel Geary, Tzeggabhran Kidane, Brooks Love, Todd Hensley, and other guests.

**CHAIRMAN UPDATES:**

**Welcome New Board Member:**

Mr. Bernstein welcomed new board appointee, Dr. Yueh Sam Yang. Dr. Yang introduced himself to the attendees and provided a short bio.

**Articles of Interest:**

Mr. Bernstein provided information on the following articles.

- "Things Every Board Member Should be Talking About Back Home" April edition from the Texas Council of Community Centers (TCCC). This document provides the House and Senate bills that are being monitored by TCCC and are up for debate in Austin.
- "A snapshot look at the state of people's health in Dallas County". Mr. Bernstein referred to this community needs extract from the Morning News which provides the results of a survey that is performed every three years here in Dallas County by several of our local hospitals. The results showed that southeast Dallas is still faring the worst and he emphasized the importance of the plans that are underway here at Metrocare for establishing a clinic in south Dallas in the corridor between I-35 and 175 going through southeast Dallas.

Dr. Burruss said the information for the southside children's center can be found in BoardEffect. The analysis to key our location was created by PCCI, The Parkland Center for Clinical Innovation who is also a key partner in creating this document.

**Board Attendance:**

Mr. Bernstein referred to the board attendance handout and talked about the importance of making us aware of their presence to determine if we have a quorum for the meeting. He said that Martha is the point of contact if someone needs to reach out. Mr. Bernstein referred to the Commissioners ruling on board attendance that allows for three unexcused absences in a year before you are considered to have resigned.

**Annual Election of Officers in Accordance with Board Policy 1.06:**

Mr. Bernstein opened the floor for nominations.

**Board Chair:** Judge Lowy nominated Mr. Bernstein for the position of Board Chairman. There were no other nominations. Mr. Bernstein was elected by acclamation.

**Vice-chairman:** Ms. Cantu nominated Mr. Farmer for the position of Vice-chairman. There were no other nominations. Mr. Farmer was elected by acclamation.

**Secretary:** Ms. Walkowiak nominated Mr. Hogan for the position of Secretary. There were no other nominations. Mr. Hogan was elected by acclamation.

**CONSENT AGENDA ITEM(s):**

All consent agenda items are considered to be routine by the Board and will be enacted with one motion.

- a) Approval of the March 23, 2023 Regular Board Meeting Minutes
- b) Proposed Revision and Approval of Board Policies:
  - BP 5.02 – Equal Employment
  - BP 5.03 – Nepotism
  - BP 5.04 – Conflict of Interest Employees
  - BP 5.06 – Productive Work Environment
  - BP 5.07 – Drug Free Workplace
  - BP 5.08 – Employee at Will
  - BP 5.10 – Salary Administration
  - BP 5.11 – Safety
- c) Approval of the Clinical Division Report for March 2023
- d) Approval of the Mental Health Division Report for March 2023
- e) Approval of the Housing Division Report for March 2023
- f) Approval of the Strategic Initiatives Report for March 2023

**Motion:** Judge Lowy moved to Approve the Consent agenda as presented and Mr. Farmer seconded. The motion carried unanimously.

**Board Liaison Reports:**

### **Ad hoc Committee to Review the Center Bylaws and Board Policies:**

Ms. Cantu provided an update and said it is the committee's recommendation to Approve the Removal of the Indicators of Quality from all the Board Policies.

All were in favor, and the motion carried.

### **CHIEF EXECUTIVE OFFICER REPORT – Staff Recognition 25+years**

Dr. Burruss invited Will Taylor, Kamran Hidari and Gregory Graves, M.D., to come up to the front to be recognized for their 25+ years of service. Several staff members and Mr. Hogan shared testimonials of the good experiences they have had working alongside these staff. Dr. Burruss presented each of the three recipients with a Service Award.

### **SERVICE PRESENTATION:**

**Forensic ACT Team (FACT):** Dr. Burruss, introduced Ms. Cynthia Tamez who comes from our FACT and OCR Programs. The FACT Team is our most intensive treatment program for people with the most severe and refractory mental health conditions and OCR is the Outpatient Competency Restoration Program.

### **ACTION AGENDA:**

### **CHIEF EXECUTIVE OFFICER REPORT:**

#### **Acceptance of the Chief Executive Officer Report and the FY23 Key Performance Indicators through March 2023:**

Dr. Burruss pointed out the prominent accolades for Metrocare staff at the Cohen veterans' network annual meeting in Orlando. He also reviewed the corrective action plan summary for the KPI's that are currently behind expectation. Discussion ensued about the two KPI's that are most likely to fall below annual target, LIDDA A visits and capital campaign receipts.

**Motion:** Judge Lowy moved Acceptance of the Chief Executive Officer report for March 2023 and Mr. Cantu seconded. The motion carried unanimously.

### **FINANCE AND ADMINISTRATION REPORTS:**

#### **Acceptance of the Center's Financial Statements for the period ending March 2023 (unaudited):**

Mr. Lucas Wilson, Chief Financial Officer, discussed the March 2023 & Fiscal Year 2023 financial statements. The primary variance to budget relates to increased salaries as well as timing of gifts in the Hillside Capital Campaign & delayed revenue from Dallas County for various projects. He did indicate that the salaries are expected to level off and end the fiscal year closer to budget. Overall Metrocare is on track for another very good financial year.

**Motion:** Ms. Walkowiak moved to Accept the Financial Statements for March 2023 and Ms. Cantu second. The motion carried unanimously.

**Acceptance of the Human Resources Report for March 2023:**

Ms. Ariana Guilford, Chief Human Resources Officer, reviewed the HR report and highlighted the continued decrease in KPI #3, employee turnover, currently at 25% for the trailing twelve months. In addition to compensation increases, quality improvements in recruiting and employee check-ins were noted as strategies employed to improve retention.

**Motion:** Judge Lowy moved to Accept and Mr. Hogan second. The motion carried unanimously.

**Acceptance of the Facilities Department Report for March 2023:**

Mr. Kevin Boyd, Director of Real Estate & Facilities, provided an update on the Hillside & LK-SNOP Campus redevelopment projects. Mr. Boyd showed pictures of an underground void at Hillside that must be addressed before construction can begin. Mr. Boyd updated the Board on the status of the programming and site concept phase of the design for LK-SNOP. In closing his presentation, Mr. Boyd informed the Board that all other facility operations continued as normal during the month of March.

**Motion:** Judge Lowy moved to Accept and Ms. Walkowiak seconded. The motion carried unanimously.

**Acceptance of the information Technology Report for March 2023:**

Ms. Gabriela Lopez, Chief Information Officer, pointed out the status updates for the Information Security Projects, making a remark on the recent 3CX application intrusion and noting that there were no material findings or PHI compromised. She stated that the event was officially considered “**contained**”. Furthermore, she also reviewed the status updates for the relevant IT projects and indicated ETA’s on some of the deliverables outlined, including the NX implementation project and the various Measures reports completed by the team.

**Motion:** Ms. Walkowiak moved to Accept and Ms. Cantu seconded. The motion carried unanimously.

**QUALITY AND COMPLIANCE SERVICES REPORT:**

**Acceptance of the Quality and Compliance Division Report for March 2023:**

Dr. Burruss presented this report on behalf of Ms. Laos. Dr. Burruss reviewed the report with specific emphasis on the section reporting agency deaths. He gave a summary of the death review process with note that there will be a board training to go over this in some detail coming up soon.

**Motion:** Ms. Cantu moved to Accept and Ms. Walkowiak seconded. The motion carried unanimously.

**LOCAL INTELLECTUAL AND DEVELOPMENTAL DISABILITY AUTHORITY REPORT**

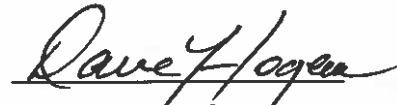
**Acceptance of the Local Intellectual and Developmental Disability Authority Services Report for March 2023:**

Ms. Carolina Lasso, Chief Authority Officer presented significant events for the month of March that were affecting the Local Intellectual Developmental Disability Authority's such as decertification of an HHS Home and Community Based Service group home, update on LIDDA FY23 HHS Quality Assurance Authority Review and IDD Planning Network Advisory Committee. KPI 5 was also discussed and barriers to meet target monthly Type A encounters of 3000.

**Motion:** Ms. Cantu moved to Accept and Ms. Walkowiak seconded. The motion carried unanimously.

**Meeting Adjournment:** There being no further business to come before the Board, Mr. Bernstein adjourned the meeting at 3:00 p.m.

Minutes approved by:

  
Dave Hogan, Secretary