



BOARD MINUTES
August 27, 2020

METROCARE SERVICES
Board Meeting Minutes

A Regular Meeting of the Board of Trustees of Metrocare Services convened via a zoom meeting on Thursday, August 27, 2020 at 1:33 pm.

CALL TO ORDER:

Mr. James called the meeting to order at 1:33 pm. A quorum of the Board was in attendance.

Board Members Present:

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

Absent:

Dr. Leslie Secrest, Vice Chair

Staff Present:

John Burruss, M.D., CEO	Linda Thompson	Judith Hunter
Richard Buckley	Tate Ringer	Ariana Guilford and other staff.

Guest: Joel Geary and other guests.

CITIZEN COMMENTS: None.

Chairman Updates:

Recognition of Mr. Jonathan McNorton:

Mr. James referred to Dr. Burruss for the introductions. Dr. Burruss said that after dedicating thirty-three years to Metrocare, Mr. McNorton plans to retire and he wish to take this time to acknowledged him. Mr. James thanked Mr. McNorton or "The Voice of God" as he is referred to at our Meal for the Minds event for his dedication and service to the people we serve. The Board and members of the staff joined in this acknowledgement of Mr. McNorton.

Assignment of Board Liaison to the IDD PNAC:

Mr. James thanked Ms. Salinas Gutierrez for Accepting the Assignment as the Board Liaison to the Intellectual and Developmental Disability Planning Network Advisory Committee.

Board Liaison Reports:

- **IDD Planning and Network Advisory Committee:** Ms. Linda Thompson said that the committee met on August 11th and provided a brief update.
- **Texas Council of Community Centers Update:** Mr. James said the Consortium of 39 MH and DD Centers met last week. They are preparing the Centers for a Budgetary shortfall that will impact Centers. The Capital Building will be closed to the public and only the Legislators will have access. The Texas Council is planning how to provide information and message on how we can advocate for those we serve.

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 July 23, 2020 Regular Board Meeting Minutes
- ❖ Acceptance of the Human Resources Report for July 2020
- ❖ Acceptance of the Clinical Services Report for July 2020
- ❖ Acceptance of the Mental Health Division Report for July 2020
- ❖ Acceptance of the Quality and Authority Report for July 2020
- ❖ Acceptance of Revision to Board Policy:
- ❖ 6.02 – Notification of Client Deaths and Unusual Incidents
- ~~❖ Acceptance of the Strategic Initiative Report for July 2020~~

Ms. Martinez requested that the Strategic Initiative Report be moved to the Action Agenda Items.

Motion: Mr. James moved Acceptance of the Consent Agenda as a whole, with the change proposed by Ms. Martinez. Motion carried by unanimous consent.

CHIEF EXECUTIVE OFFICER

SERVICE PRESENTATION:

Dr. Florencezell Whitfield-Miles presented a success story from the Eligibility Determination Unit.

Following the success story from the Eligibility Determination Unit, Dr. Burruss acknowledged the 45-year service anniversary of Ms. Linda Thompson. The Board members joined Dr. Burruss in his acknowledgement of Ms. Thompson.

ACTION AGENDA ITEM(s):

Consideration to Accept the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through July 2020: This report was made a part of the Board Packet.

Consideration of Acceptance of the FY21 Key Performance Indicators: This report was made a part of the Board Packet.

The written CEO's report was offered without modification and the FY21 Key Performance Indicators (KPIs) were reviewed and approved as proposed.

Motion: Mr. James moved Acceptance of the Chief Executive Officer Report for the FY20 Key Performance Indicator Progress through July 2020 and the Acceptance of the FY21 Key Performance Indicators as proposed. Ms. Martinez second. All were in favor, and the motion carried.

Finance and Administration Reports:

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

This report was made a part of the board packet. Mr. Buckley provided the following highlights from his board report:

- Referencing pages 146425 and 146428, Mr. Buckley highlighted that Metrocare received its DSRIP funds in the last week of July and noted all outstanding loans with our banking partner, UMB, were paid in full. Mr. Buckley referenced the Statement of Net Position (Page 146428) and the specific impacts on the Cash & Investments and Loans Payable accounts.
- Mr. Buckley then reviewed the July Statement of Activities (Page 146429) with particularly emphasis on the continued strong revenue performance of its Fee for Services business in the continued face of COVID 19.
- Mr. Buckley asked if anyone had any questions and Mr. James inquired further about the Termination Fees related to the Midway clinic lease (Page 146425). Dr. Burruss responded by stating, that due in part to COVID 19, all efforts to re-purpose this location were exhausted. Mr. Buckley supported Dr. Burruss statement by adding the remainder lease amounts were ~ \$1.1M; thereby allowing Metrocare to alleviate itself of an additional ~ \$500,000 lease liability by exercising its Termination Rights.

Motion: Mr. James moved to Accept the Financial Report for July 2020. Mr. Farmer second. All were in favor, and the motion carried.

Consideration to Accept the FY21 Budget Plan:

This report was made a part of the board packet. Mr. Buckley provided the following highlights from his report:

- Referencing pages 146431 and 146432, Mr. Buckley highlighted that the major impact to the FY 2021 Budget is the ~ 12% increase in compensation costs. This increase is comprised, in part, by the additional requirements of Metrocare becoming a Certified Community Behavioral Health Center (CCBHC).
- Mr. Buckley then open the floor to questions which led to numerous Board Members asking specific questions related to 8 of the 13 Line Items on the Statement of Activities on page 146432. In response, Dr. Burruss, Ms. Kelli Laos, Dr. Hunter and Mr. Buckley all contributed responses to the questions asked.

Motion: Mr. James moved to Accept the FY21 Budget Plan as presented. Mr. Hogan second. All were in favor, and the motion carried.

Strategic Initiative Report:

Consideration of Acceptance of Strategic Initiative Report for July 2020: This report was made a part of the board packet. Ms. Ringer highlighted items from her report especially North Texas Giving Day September 17 and a targeted effort to expand partnerships including with DISD, especially since we serve over 5000 clients who are students in that district. Ongoing, the Department's focus, in addition to fundraising, is to increase awareness, partnerships and services

in concert with the operational needs of the agency to expand the mission. Ms. Ringer introduced the two new team members to the Strategic Initiatives team and noted that Tameka Cass, Director of Philanthropy, accepted a new position as Chief Development Officer for WiNGS. Ms. Cass has served seven years at Metrocare and in that time increased donations as well as increased the stature and size of the Meal for the Minds annual event. In response to a request from board member Jill Martinez, the department will send more notices about new blog postings and public events or Metrocare staff presentations to the board.

Motion: Ms. Martinez moved to Accept the Strategic Initiative Report for July 2020. Mr. James second. All were in favor, and the motion carried.

EXECUTIVE SESSION:

Announcement of Closed Session in Accordance with Subchapter D., Sections 551.072 and 551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of discussing the purchase, exchange, lease, or value of real property, and for the purpose of discussing personnel matters, i.e.

- ❖ Discussion of and Potential Action on the CEO's Contractual Compensation
- ❖ Discussion of and Potential Action regarding the Purchase of real Property and Construction of Clinic Facility in Grand Prairie.

Closed Meeting: Mr. James closed the meeting at 3:33 pm.

Return to Open Session: Mr. James reconvene the meeting at 4:52 pm and said that there was no action taken during closed session.

Action taken as a Result of Executive Session:

Approval of Resolution Authorizing the Purchase of Real Property and Construction of Clinic Facility in Grand Prairie, Texas.

Motion: Mr. James moved Acceptance of the Resolution found on page 146438 of the Board Packet Authorizing the Purchase of Real Property and Construction of Clinic Facility in Grand Prairie. Ms. Salinas Gutierrez second. The motion carried by unanimous consent.

Approval of the CEO's Contractual Compensation.

Motion: Mr. James moved Acceptance of the two percent pay increase for the CEO's Contractual Compensation. Mr. Bernstein second. The motion carried by unanimous consent.

Mr. James moved Acknowledgement that HHSC has conferred Certified Community Behavioral Health Center status on the Agency as of August 20, 2020 and, per the CEO's Contract, the CCBHC bonus will be paid out based upon meeting this requirement. Mr. Hogan second. The motion carried by unanimous consent.

Dr. Burruss referred to the CCBHC and asked everyone to thank Danette Castle and Jolene Rasmussen from the Texas Council for the help they provided us to overcome the difficulties of our local situation with HHSC.

Meeting Adjournment: There being no further business to come before the Board, Mr. James adjourned the meeting at 4:55 pm.

Minutes approved by:


Dalia Salinas Gutierrez, Secretary

Minutes transcribed by:

Martha L. Toscano

Executive Assistant to the CEO/Board Liaison