



**Metrocare**  
SERVICES

**BOARD MINUTES**  
**August 26, 2021**

**METROCARE SERVICES**  
**Board Meeting Minutes**

A Regular Meeting of the Board of Trustees of Metrcare Services convened via a zoom conference meeting on Thursday, August 26, 2021.

**CALL TO ORDER:**

Mr. James called the meeting to order at 1:40 pm. A quorum of the Board was in attendance.

**Board Members Present:**

Terry James	Leslie Secrest, M.D.	Dalia Salinas Gutierrez
Jill Martinez	Kenneth Bernstein	Peter Schulte
Dave Hogan	Noel O. Santini, M.D.	Anthony Farmer

**Staff Present:**

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

**Guest:** Joel Geury, Tameka Cuss and other guests were present.

**CITIZEN COMMENTS:** None.

**CHAIRMAN UPDATES:**

Mr. James placed his report on hold saying that due to time limits he would move the Executive Session up and we would return to the Regular agenda after we return from Executive Session.

**CONSENT AGENDA:**

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.

- ❖ Approval of the June 24, 2021, Board Meeting Minutes
- ❖ Approval of Appointment to the IDD Planning Network Advisory Committee:
  - Maria Dominguez
  - Robert Myers

**Motion:** Mr. James moved Acceptance of the Consent Agenda items as a whole, provided the board did not have an objection or a desire for one of these items to be taken up in the regular course of business. There were no objections. Motion carried.

**CHIEF EXECUTIVE OFFICER**

**Chief Executive Officer – Service Presentation:**

Dr. Burruss referred to Ms. Laos for the introductions. Ms. Laos introduced Mr. Kris Criswell, Clinical Manager for our Forensic Assertive Community Treatment Team and OCR Team. Mr. Criswell presented the success story of a 35-year-old man who had been in and out of the criminal justice system and hospitals since a very young age. Since coming to us, he has re-united with his family in South Texas and is following his treatment with the MH Center located there. He now has the natural supports that can step in and help him.

Dr. Burruss acknowledge Ms. Jennifer Torres, Manager over these programs. Discussion ensued. The Board and Dr. Burruss thanked Mr. Criswell for the work they are doing on behalf of the people of this county.

**EXECUTIVE SESSION: (Discussion only – Closed to the Public)**

Announcement of Closed Session in Accordance with Subchapter D, Section 551.074 of the Texas Open Meetings Act (Chapter 551 of the Texas Government Code) to discuss personnel matters:

- Update from the Ad hoc Committee on the CEO Evaluation and Compensation

**Closed meeting: 1:55 pm.**

**Reconvene from Executive Session: 3:07 pm**

Mr. James said that there was no action taken during Executive Session.

**CHAIRMAN UPDATES:**

- ❖ **Proposed revision to Board Policy 4.03 on Unreserved Net Assets (submitted under separate cover).**

Mr. James reminded the Board of the discussion at the annual retreat regarding the statutorily required Letter of Support to be addressed to Dallas County requesting funding or other tangible support for the Center. He reinforced that this is expected of the Board on an annual basis and will again include the trustee's position that the Local Behavioral Health Authority Status should be restored to Metrocare.

**Motion:** Dr. Secrest moved to Approve the revision to Board Policy 4.03 on Unreserved Net Assets. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**BOARD LIAISON REPORTS:**

**Mental Health Advisory Committee:**

Mr. Laos said the committee met on July 12th, and she updated the members on the activities of the MH Division for the month. There were no questions posed for this item.

**IDD Planning and Network Advisory Committee:**

Ms. Thompson said the committee met on August 10th, and she provided an update on the activities of the Quality and Authority department. There next meeting will take place in November. There were no questions posed for this item.

Dr. Burruss gave kudos to Ms. Thompson's team for receiving the National Committee for Quality Assurance Accreditation (NCQA).

## **ACTION AGENDA ITEMS:**

### **CHIEF EXECUTIVE OFFICER**

#### **Consideration to Approve the Chief Executive Officer Report for the FY21 Key Performance Indicator Progress through July 2021:**

This report was made part of the Board Packet. Dr. Burruss discussed his report as presented in the board packet with emphasis on the new SAMHSA grant and the back-and-forth dispute between the Governor's office / HHSC and CMS. He acknowledged the uncertainty around the 1115 waiver extension and the impact that this potentially could have on the agency budget being presented later today. To that end, he announced contingencies that have been employed should expected funding not be realized. Additionally, Dr. Burruss updated the trustees on Metrocare's intent to impose a mandatory vaccine policy as soon as feasible. Now that the Pfizer vaccine has been fully approved by the FDA, we only await the Governor and Texas legislature's decisions with regard to mandatory vaccination policies. Finally, Dr. Burruss presented the KPI's as proposed for FY2022. It was proposed that the existing 15 KPI's continue with three changes.

1. KPI 3 is recommended with a reduced target from 90% to 85%.
2. For KPI 14, the recommendation is to increase the target from \$1,500,000 to \$2,000,000 by August 31<sup>st</sup>, 2022.
3. With regard to KPI 15, year-to-date experience suggests that \$300,000 per month is a realistic target given shrinking pharmacy margins based on higher acquisition cost of pharmaceuticals.

Discussion ensued and Dr. Burruss' report and recommendations were accepted without change.

**Motion:** Dr. Seccrest moved Acceptance of the Chief Executive Officer Report for the FY21 Key Performance Indicator Progress through July 2021. Dr. Santini second. All were in favor, and the motion carried.

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

#### **Consideration to Accept the Financial Report for July 2021 (unaudited):**

This report was made a part of the Board packet. Mr. Buckley opened his report by referencing the Forecast Statement on Page 147073 and noting that the Change in Net Position forecasted for the complete fiscal year will exceed both Budget and Prior Year. Mr. Buckley then stated that after excluding the Capital Contributions which were not budgeted for in FY 21 and the LCRH Contribution of ~ \$2.7M in FY 20, Operating Revenues and Operating Change in Net Assets both exceeded FY 21 Budget and FY 20 Prior Year Actuals.

Various Board members congratulated the entire Executive Team on such a positive performance.

Mr. Buckley concluded his remarks by reiterating he was in complete agreement and support of the Proposal on Liquidity and Cash Reserves presented at this Board meeting and future Statement(s) of Activities (Balance Sheet) will be prepared in compliance with GASB Statement No. 54.

Mr. Buckley then directed the attention of the Board to Page 147074 and presented the FY 2022 Budget. Mr. Buckley stated the budget being presented was reflective of the current status of the DSRIP and DPP programs. With the certainty of both these programs potentially in question, Dr.

Burruss then explained the current state of affairs for both these programs. Based on Dr. Burruss' explanations, Mr. Buckley stated that if either of these programs were changed, Metrocare would submit a Budget Amendment reflecting the financial impact of those changes.

**Approval of the FY22 Budget Plan:**

Mr. Buckley provided this report on page 147068 of the Financial Report for July 2021.

**Motion:** Mr. James moved Acceptance of the Financial Reports for July 2021 (unaudited) and the FY22 Budget Plan. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**Resolution Approving the sale of 1/3 Interest in +/- 100 timber tract in Rusk County, Texas (previously gifted to Metrocare Services from the Estate of Clara Miller):**

**Motion:** Mr. James moved to Approve the Resolution for the sale of 1/3 interest in +/- 100 timber tract in Rusk County, Texas. Dr. Secrest second. Ms. Martinez abstained from voting. The motion carried with 8 votes.

**Approval of Engagement Letter for the External Audit Firm of BKD, LLP for FY21:**

This report was made a part of the Board packet. Mr. Buckley referred to his report and said that as a requirement of the Performance Contract with the Department of Health and Human Services we are required to submit an annual audit.

**Motion:** Mr. James moved for Approval of the Engagement Letter for the External Audit Firm of BKD, LLP for FY2021. Mr. Bernstein second. Ms. Martinez abstain from voting. The motion carried with 8 votes.

**Approval of the Human Resources Report for July 2021:**

This report was made part of the Board packet. Ms. Guilford referred to page 147081 and provided a turnover detail report. Board Members Mr. Bernstein and Mr. Hogan asked several questions of Ms. Guilford regarding the details of this report and requested that this data be presented to the Board on a continuous basis. Board Member Dr. Santini asked if Metrocare has policies in regard to turnover issue and Ms. Guilford responded Yes, with mandatory reviews every 3 years. Dr. Santini then requested metrics be presented to the Board based on these policies.

**Motion:** Mr. James moved to Approve the Human Resources Report for July 2021. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**Approval of the Facilities Services Report for July 2021:**

This report was made a part of the board packet. Mr. Buckley opened his report by referring to Page 147063 and stated there were no material items to report. Mr. Buckley then emphasized that due to the time of year, summer months, this was very good news as past years saw material expenses being incurred for HVAC repairs due to heat and roof repairs due to both heat and rain.

Mr. Buckley then provided a status update on the Hillside project noting that we have begun the process to hire a General Contractor for the project.

**Motion:** Mr. James moved to Approve the Facilities Services Report for July 2021. Dr. Secrest second. All were in favor, and the motion carried.

## **QUALITY AND AUTHORITY REPORTS:**

### **Consideration of Approval of the Quality and Authority Report for July 2021:**

This report was made part of the board packet. Ms. Thompson said her report is in the packet and she would entertain any questions. There were no questions posed for this item.

**Motion:** Mr. James moved Acceptance of the Quality and Authority Report for July 2021. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

## **Provider Services Report:**

### **Consideration of Approval of the Clinical Services Division Report for July 2021:**

This report was made part of the board packet. Dr. Hunter presented the Clinical Services report without changes. She announced the retirement of Dr. Carol North, effective August 20, 2021. UTSW and Metrocare are working together on language for a job posting for a new ACER Medical Director. The posting is expected to be finalized the first week of September.

**Motion:** Mr. James moved Acceptance of the Clinical Services Division Report for July 2021. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

### **Consideration of Approval of the Mental Health Division Report for July 2021:**

This report was made part of the board packet. Ms. Lans said there are changes to her report and asked if anyone had any questions. There were no questions for this item.

**Motion:** Mr. James moved Acceptance of the Mental Health Division Report for July 2021. Dr. Secrest second. All were in favor, and the motion carried.

## **Strategic Initiative Report:**

### **Consideration of Approval of the Strategic Initiative Report for July 2021:**

Ms. Ringer reviewed the launch of Culture Champions that was reported in the July Board Report. She noted that a branding campaign will be executed in FY22 as a result of the discussion at the Board Retreat this summer. Branding includes not only a name that meets the needs of 21<sup>st</sup> century trauma-informed care and cultural competency but also includes tagline for the agency as a whole with consideration for how we communicate our vast services and programs individually as well. It is equally critical to manage the timing of the launch of a new name and/or motto in light of our Hillside Project. As we are informing the community about this vital initiative, it is critical we do not disrupt messaging with a name change before we break ground. Ms. Ringer highlighted updates on the Grant Report, noted that the City of Dallas approved our initiative to support the Office of Integrative Safety Solutions in post-crisis follow-up calls, and noted that Metrocare will be providing Mental Health First Aid and disability education training to the Coppell Police Department.

**Motion:** Mr. James moved Acceptance of the Strategic Initiative Report for July 2021. Ms. Salinas Gutierrez second. All were in favor, and the motion carried.

**Meeting Adjournment:** There being no further business to come before the Board, Mr. James adjourned the meeting at 5:06 pm.

Minutes approved by:

  
Dalia "Dec" Salinas Gutierrez, Secretary

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