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DALLAS COUNTY

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## NOTICE

Metrocare Services, Board of Trustees, will meet in Regular Session at approximately 1:30 pm on Thursday, March 23, 2017. Prior to the regular session, a Board training session will be held, beginning at 1:00 pm. The meeting will be held at 1345 River Bend Dr., Dallas, TX 75247 (Mustangs conference room.)

If you need additional assistance to effectively participate in or observe this meeting, please notify the Administrative Office at 214.743.1201, at least 72 hours prior to this meeting, so that reasonable accommodations can be made to assist you.

A portion of the meeting may be closed pursuant to Chapter 551 of the Texas Government Code to receive advice from counsel; to deliberate the purchase or lease of real estate; to deliberate the contract for a gift; to deliberate personnel issues; or, to deliberate regarding security.

Jill L. Martinez, Madame Chairman  
Metrocare Board of Trustees

Leslie H. Secrest, Vice Chairman  
Metrocare Board of Trustees

John W. Burruss, MD.  
Chief Executive Officer



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1845 River Bend Dr.  
Mustangs Conf Rm 1:22  
Dallas, TX 75247-6943

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# Agenda

## BOARD OF TRUSTEES

Jill L. Martinez  
*Madame Chairman*  
Leslie H. Secrest, MD  
*Vice Chairman*  
(Vacant)  
*Board Secretary*  
Corey Golomb  
Dr. Brenda Richardson Rowe  
Dee Salinas Gutierrez  
Terry A. James

REGULAR BOARD MEETING  
Thursday, March 23, 2017

Board Training at 1:00 pm

Carruth Smart Justice program and its impact on our  
ACT services, Marlene Buchanan, presenter

Board Meeting at 1:30 pm

Jill Martinez  
*Madame Chairman*

- I. **Call Meeting to Order & Roll Call**
- II. **Citizen Comments (Limited to 3 minutes)**
- III. **Issues to be Considered**

❖ Consideration of Acceptance of February 23, 2017 Board Meeting Minutes

### **Madame Chairman's Report -**

Board Presentations to Ms. Judy Myers and Mr. Norman Seals.

Annual Election of Officers in Accordance with Board Policy 1.06

- ❖
  - Chairman
  - Vice-Chairman
  - Secretary

Dr. Burruss

### **Chief Executive Officer Report**

**Services Presentation:** Behavioral Treatment Center, Kelsey Morgan, BCBA, presenter.

Consideration of Acceptance of the Chief Executive Officer Report for FY17 Key Performance Indicators Progress through February 2017

- ❖ The chief executive officer will present a summary of the performance of the center that includes its financial performance, its performance on clinical outcomes, its performance on strategic measures, its contract compliance, its performance on governance measures, and its performance on measures related to stakeholder relationships, as well as management's plans to address deficiencies therein.

### **Strategy 1: Assure Adequate Funding for Our Mission**

Dr. Leslie Secrest

### **Report of the Finance and Administration Committee**

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Kyle Munson

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Consideration of Acceptance of the Financial Report for February 2017 (Unaudited)

❖ The chief financial officer will review the statement of net position, the statement of activities and the statement of cash flow for the prior month and discuss plans to address deficiencies therein relative to plan.

Consideration of Acceptance of the FY17 Second Quarter Reports on Finance.

The chief financial officer will present the following quarterly reports in accordance with specific Board Policies

- Quarterly Investment Report, Board Policy 4.01.02
- Salary Adjustments > \$5,000, Board Policy 5.10
- Community Services Contract >\$100,000 & Non-Community Service Contracts > \$25,000, Board Policy 4.02
- Lease Obligations > \$25,000, Board Policy 4.02
- Legal Expenses, Board Policy 4.02
- Purchases of Goods, Services and Equipment > \$15,000, Board Policy 4.02
- Participation by Historically Underutilized Businesses (HUB)

Kyle Munson

Consideration of Acceptance of Human Resource Report for February 2017

❖ The vice president of human resources will present a report on the performance of the department for the prior month and describe plans to address deficiencies therein relative to plan.

Jennifer Bell

Consideration of Acceptance of Information Technology Report.

❖ The chief information officer will present a report on the achievements of the information technology department for the last six months.

Terry Price

**Strategy 2: Assure That Our Focus Is On Our Consumers**

**Report of the Clinical Services Committee**

Consideration of Acceptance of the Clinical Services Division Reports for February 2017

❖ The chief medical officer will present the performance of the medical staff services and the clinical outcome measures, the performance of the behavioral health provider division, the developmental disabilities provider division of the center, and the clinical outcome measures, including management plans to address the deficiencies in each division.

Dr. Hunter

Consideration of Acceptance of Resolution Authorizing the Submission of an Application for the Renewal of the FY17 Community Development Block Grant Funding with the City of Irving.

Dr. Hunter

❖ Management will present a Resolution that directs and designates the Chief Executive Officer as the Authorized Representative to act in all matters in connection with this application and Metrocare Services.

Dr. Brenda Richardson Rowe

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Linda Thompson  
COUNTY CLERK  
DALLAS COUNTY

**Report of the Quality and Authority Services Committee**

Consideration of Acceptance of Quality Management Report for February 2017

- ❖ The chief operating officer will present the performance of the Dallas County Local Authority (LA), a part of the Center, including its financial performance, its clinical performance, and its performance on quality oversight, and also management plans to address deficiencies therein.

Linda Thompson

- ❖ Consideration of Acceptance of FY17 Second Quarter Reports on Services Delivery:
  - Local Plan
  - Medical Records

Linda Thompson

- ❖ Consideration of Acceptance of FY17 Second Quarter Reports on Quality Management and Research:
  - DADS Performance Contract Requirements
  - Research Activities

Ratana DeLuca

- ❖ Consideration of Acceptance of FY17 Second Quarter Report on Compliance
  - The chief compliance officer will present a report on the activities of the compliance department.

**Strategy 3: Assure The Visibility of Our Mission Through Our Board**

Terry James

**Report of the Marketing and Development Committee**

Consideration of Acceptance of the Marketing and Development Report for February 2017

Charlene Stark

- ❖ The vice president of marketing and development will present a report on the performance of the department with regard to development, community education, and oversight of grant funding, and also present management plans to address deficiencies therein.

Corey Golomb

**Report of the Legislative Action Committee**

Consideration of Acceptance of Legislative Action Report for February 2017

Charlene Stark

- ❖ The vice president of marketing and development will present a report on community and stakeholder education activities during the reporting month.

**Executive Session:** This portion of the meeting may be closed pursuant to a specified section of Chapter 551 of the Texas Government Code including:

- IV.
  - A. Section 551.071, to receive advice from counsel about pending or contemplated litigation and/or settlement
  - B. Section 551.072, to deliberate the purchase, exchange, lease, or value of real property
  - C. Section 551.073 to deliberate on a contract for a prospective gift

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- D. Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee
- E. Section 551.076, to deliberate regarding security services.

**Meeting Adjournment**

- ❖ *Designates items on which the Board may take action*