



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Thursday, March 19, 2009 immediately following the Provider Services Committee at approximately 12:00 p.m.** The meeting will be held at 1360 River Bend Drive - Dallas, Texas (Board Room).

The attached agenda items will be discussed/acted upon. A portion of the meeting may be closed as allowed by Subchapter D, Sections 551.071 - 551.075 to discuss personnel matters, litigation, acquisition of real property, for the purpose of discussing negotiated contracts for prospective gifts or donations to the Center when such discussions would have a detrimental effect on the negotiating position of the Center and a third person, firm or corporation, and to receive information from and/or question employee(s) without deliberating on the subject matter.

Fred Orr, Chairman
Finance and Administration Committee

Ms. Julie Noble, Chair
Board of Trustees

By: Martha L. Toscano
Administrative Assistant to Board/CEO

AGENDA

METROCARE SERVICES

Finance and Administration Committee Meeting
Thursday, March 19, 2009
At approximately 12:00 pm
(Immediately following the Provider Services Committee)

Board Room

Fred Orr, Chairperson
Elsa Rodriguez
Craig Jeffery

I. CALL TO ORDER

II. CITIZEN COMMENTS (Please limit to 3 minutes)

III. ISSUES TO BE CONSIDERED

Mr. Orr

1. ❖ Approval of February 19, 2009 Finance and Administration Committee Meeting Minutes
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FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for February 2009 (Unaudited)

Kyle Munson

2. ❖ The chief financial officer will review the income statement, cash flow, receivable and payables report for the prior month and describe plans to address deficiencies therein relative to plan.
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Kyle Munson

3. ❖ Recommendation of Acceptance of FY09 Second Quarter Reports on Finance, Human Resources, and Information Systems

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
 - Community Services Contracts > \$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)
 - Report on Information Technology Projects
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Kyle Munson

4. Review of Internal Audit Activities
- The chief financial officer will review internal audit activities since last report.
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Kyle Munson

5. ❖

Recommendation of Approval of Revision to Board Policy 4.07

- Policy on Property/Facility Acquisition
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Kyle Munson

6.

Review of Progress on Analysis of Proposed Sale of Hillside Campus

IV. MEETING ADJOURNMENT

❖ *Designated items on which the Board may take action*
