



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Thursday, June 18, 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).

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.

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.

Mr. Craig Jeffery, Chairman
Finance and Administration Committee

Mrs. Julia P. Noble, Madame Chair
Board of Trustees

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

AGENDA

METROCARE SERVICES

Finance and Administration Committee Meeting
Thursday, June 18, 2009
At approximately 12:00 pm (Board Room)
(Immediately following the Provider Services Committee)

Mr. Craig Jeffery, Chairman
Mr. Greg Allbright
Mr. Charles Cooper
Ms. Elsa Rodriguez
Mrs. Julia P. Noble, ex officio

Mr. Jeffery

I. CALL TO ORDER

II. CITIZEN COMMENTS (Please limit to 3 minutes)

III. ISSUES TO BE CONSIDERED

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1. ❖ Approval of May 21, 2009 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for May 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 any deficiencies therein relative to plan.

Kyle Munson

3. ❖ Recommendation of Acceptance of FY09 Third 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

Kyle Munson

4. ❖ Recommendation of Approval of Revision to Board Policy 4.04

The chair and chief financial officer will present the revised board policy relating to approval, reporting and reimbursement of travel expenses incurred by employees and trustee's while on Center business.

Kyle Munson 5. ❖ Recommendation of Approval of Revision to Board Policy 4.08
The chair and chief financial officer will present the revised board policy relating to Lease Properties to reflect the correct Policy area to Fiscal Management.

Kyle Munson 6. Recommendation of Approval of Revision to Board Policy 4.10
The chair and chief financial officer will present the policy on Contributions to the Center to reflect the correct Policy area to Fiscal Management.

IV. MEETING ADJOURNMENT

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