



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration committee on Tuesday, September 15, 2015 immediately following the Marketing and Development committee at approximately 12:45 p.m.** The meeting will be held at 1345 River Bend Drive - Dallas, Texas (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.

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.

Leslie H. Secrest, MD, Chairman
Finance and Administration Committee

Ms. Jill L. Martinez, Madame Chairman
Board of Trustees

By: Glamaris Gonzalez
Assistant to Sr. Management

AGENDA

METROCARE SERVICES

Finance and Administration Committee
Tuesday, September 15, 2015 at approximately 12:45 pm
1345 River Bend Drive / Dallas TX 75247
Mustangs Conference Room

(Immediately following the Marketing and Development committee)

Committee members:

Leslie H. Secrest, MD, Chairman
Judy N. Myers
Chief Norman Seals
Jill L. Martinez, ex officio

Leslie Secrest, MD

I.

CALL TO ORDER

II.

CITIZEN COMMENTS (Please limit to 3 minutes)

III.

ISSUES TO BE CONSIDERED

1. ❖ Approval of the August 18, 2015 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for August 2015 (Unaudited)

Kyle Munson

2.

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

Recommendation of Acceptance of FY16 Business Plan

Dr. Burruss

3.

- ❖ The chief executive officer will present the FY 16 Business Plan developed as part of the budgeting process for approval.

Recommendation of Acceptance of FY15 Fourth Quarter Reports on Finance.

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

Kyle Munson

4.

- ❖
 - 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

5.

- ❖ Recommendation of Approval of Resolution Delineating the Board's Awareness and Approval of the Chief Executive Officer and the Chief

Financial Officer's Execution of a Revenue Anticipation Note with Frost Bank.

The chief financial officer will review the proposed resolution with Frost Bank.

Recommendation of Acceptance of Engagement Letter for the External Audit Firm of Scott, Singleton, Fincher and Company, P.C. for FY2015

Kyle Munson

6. ❖

The chief financial officer will present the engagement letter for the upcoming external audit for the Center's fiscal year ending August 31, 2015.

Recommendation of Acceptance of Human Resource Report for August 2015

Jennifer Bell

7. ❖

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.

Recommendation of Acceptance of Information Technology Report

Terry Price

8. ❖

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

IV.

MEETING ADJOURNMENT

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