



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, September 18, 2012 immediately following the Philanthropy Committee at approximately 12:45 p.m.** The meeting will be held at 1360 River Bend Drive - Dallas, Texas (Charles M. Cooper, 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.

Ms. Judy N. Myers, Madame Chair
Finance and Administration Committee

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

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

AGENDA METROCARE SERVICES

Finance and Administration Committee
Tuesday, September 18, 2012
At approximately 12:45 pm in the Charles Cooper Board Rm.

(Immediately following the Philanthropy Committee)

Committee members:
Judy N. Myers, Madame Chair
David Gutierrez
Julie P. Noble, ex officio

Ms. Noble

- I. CALL TO ORDER
- II. CITIZEN COMMENTS (Please limit to 3 minutes)
- III. ISSUES TO BE CONSIDERED

1. ❖ Approval of the August 21, 2012 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for August 2012 (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

Recommendation of Acceptance of FY12 Fourth Quarter Reports on Finance, and Information Systems

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

Kyle Munson

3. ❖
 - 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)
 - Report on Information Technology Projects

Discussion of Increase in Annual Membership Dues for Texas Council

Kyle Munson

4. The chief financial officer will present the FY2013 Commitment of dues and an overview of the Commitment of dues of prior years

Kyle Munson

5. Internal Audit Update

The chief financial officer will discuss current internal audit activities.

MEETING ADJOURNMENT

IV.

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