



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, March 15, 2011 immediately following the Philanthropy Committee at approximately 1:00 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.

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
Tuesday, March 15, 2011 at approximately 1:00 pm
(Immediately following the Philanthropy Committee)

Charles M. Cooper, Board Rm.

Committee members:

Mr. Craig Jeffery, Chairman
Mr. Greg Allbright
Mr. Herbert Kamm
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
	1. ❖	Approval of the February 15, 2011 Finance and Administration Committee Meeting Minutes.
		FISCAL MANAGEMENT REPORTS
Kyle Munson	2. ❖	Recommendation of Acceptance of Financial Report for February 2011 (Unaudited) 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
Kyle Munson	3. ❖	Recommendation of Acceptance of FY11 Second Quarter Reports on Finance, and Information Systems The chief financial officer will present the following quarterly reports in accordance with specific Board Policies. <ul style="list-style-type: none">• 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
Kyle Munson	4.	Internal Audit Update The chief financial officer will discuss current internal audit activities
	IV.	MEETING ADJOURNMENT
	❖	<i>Designated items on which the Board may take action</i>