



## NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, May 18, 2010 immediately following the Provider Services Committee at approximately 12:15 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  
Tuesday, May 18, 2010  
At approximately 12:15 pm in the Board Rm.  
(Immediately following the Provider Services Committee)

## Committee members:

Mr. Craig Jeffery, Chairman  
Mr. Greg Allbright  
Mr. Herbert Kamm  
Mrs. Julia P. Noble, ex officio

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**Mr. Jeffery**

**I. CALL TO ORDER**

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**II. CITIZEN COMMENTS** (Please limit to 3 minutes)

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**III. ISSUES TO BE CONSIDERED**

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1. ❖ Approval of April 20, 2010 Finance and Administration Committee Meeting Minutes
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**FISCAL MANAGEMENT REPORTS**

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Kyle Munson

2. ❖

Recommendation of Acceptance of Financial Report for April 2010 (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.

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Kyle Munson

3. ❖

Recommendation of Approval of Revision to Board Policy 2.04

The chief financial officer will present the revised board policy on Fees for Service, which establishes a Centerwide system of accurate and timely fee assessments and collections of fees for services.

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Kyle Munson

4.

Internal Audit Update

The chief financial officer will discuss ongoing internal audit activities, including the risk assessment.

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Kyle Munson

5.

Capital Improvement Plan Update

The chief financial officer will present the progress on the development of this plan.

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Kyle Munson

6.

Emergency Succession Plan Update

The chief financial officer will present the progress on the development of this plan.

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**Mr. Jeffery**

**EXECUTIVE SESSION**

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**IV.**

**Announcement of Closed Session** in Accordance with Subchapter D, Section §551.072 of the Texas Open Meetings Act (Chapter 551 of the Government Code) to deliberate the purchase, exchange, lease, or value of real property; specifically, Metrocare property at 1353 North Westmoreland, Dallas, Texas 75211 because deliberation in an open meeting would have a detrimental effect on the position of the center in negotiations with a third person.

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**V. RETURN TO OPEN SESSION**

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**VI. MEETING ADJOURNMENT**

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

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