



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, November 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 (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, November 15, 2011
At approximately 1:00 pm in the Board Rm.
(Immediately following the Philanthropy Committee)

Committee members:

Mr. Craig Jeffery, Chairman
Mr. Herbert Kamm
Ms. Judy N. Myers
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 October 18, 2011 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for October 2011 (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

Kyle Munson

- 3. Budget Changes Update
The chief financial officer will discuss current budget changes

VI. MEETING ADJOURNMENT

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