



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee** on **Tuesday, May 21, 2013 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, May 21, 2013

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. Myers

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

- 1. ❖ Approval of the April 16, 2013 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for April 2013 (Unaudited)

Kyle Munson

- 2. ❖ The chief financial officer will review the Financial Report for the prior month and describe plans to address deficiencies therein relative to plan

Recommendation of Approval of Revision to Board Policy 5.08

Kyle Munson

- 3. ❖ The chief financial officer will present the recommended changes to the Board Policy on Employee-At-Will

Internal Audit Update

Kyle Munson

- 4. The chief financial officer will discuss current internal audit activities.

IV. MEETING ADJOURNMENT

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