



## NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, August 21, 2012 immediately following the Philanthropy Committee at approximately 12:45 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.

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 Board/CEO

# AGENDA METROCARE SERVICES

Finance and Administration Committee  
Tuesday, August 21, 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  
Julia P. Noble, ex officio

Judy Myers

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

- 1. ❖ Approval of the June 19, 2012 Finance and Administration Committee Meeting Minutes

## FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for June 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 Financial Report for July 2012 (Unaudited)

Kyle Munson

- 3. ❖ 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 the FY13 Business Plan

Kyle Munson

- 4. ❖ The chief financial officer will present the FY13 Business Plan developed as part of the budgeting process for approval

Recommendation of Acceptance of FY13 Budget Plan

Kyle Munson

- 5. ❖ The chief financial officer will present management recommendations for the FY13 budget for approval

Recommendation of Approval to remove the signature of James G. Baker, MD, former Dallas Metrocare Services Chief Executive Officer from all of Metrocare's Bank Account Signature Cards as well as from a facsimile plate for Payroll and Accounts Payable Checks effective September 10, 2012.

- 7. ❖

Kyle Munson

- 8. ❖ Recommendation of Approval to authorize the signature of Linda Thompson, Interim CEO on all of Metrocare's Bank Account Signature Cards as well as on a facsimile plate for Payroll and Accounts Payable Checks effective September 10, 2012.

- Kyle Munson 9. ❖ Recommendation of Acceptance of Modification of Loan Documents with Central Dallas Community Development Corporation  
The chief financial officer will present the modified loan document with CDCDC extending the \$750,000 outstanding loan to December 31, 2012
- Kyle Munson 10. ❖ Recommendation of Approval of DADS Contract Amendment, Allocation and Summary for FYs 2012 and 2013  
The chief financial officer will present the FYs 2012 and 2013 performance contract amendment, allocation and summary with the Department of Aging and Disability Services
- Kyle Munson 11. ❖ Recommendation of Approval of Revision to Board Policy 8.02  
The chief financial officer will present the recommended changes to the Board Policy on Usage of Computers and Information Systems
- Kyle Munson 12. 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*