



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, September 20, 2011 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, September 20, 2011
 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
 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 August 16, 2011 Finance and Administration Committee Meeting Minutes
FISCAL MANAGEMENT REPORTS			
			Recommendation of Acceptance of Financial Report for August 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
			Recommendation of Acceptance of FY11 Fourth Quarter Reports on Finance, and Information Systems
			The chief financial officer will present the following quarterly reports in accordance with specific Board Policies
Kyle Munson	3.	❖	<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.	❖	Recommendation of Approval of Administrative Procedure 4.01.02 The chief financial officer will review the Administrative Procedure on Cash Deposits and Financial Investments
Kyle Munson	5.	❖	Recommendation of Approval of Board Policy 4.03 The chief financial officer will review the Board Policy on Unreserved Net Assets

Kyle Munson

6. ❖

Recommendation of Approval of Authorization to Execute Agreement with Dallas County Community Supervision and Corrections Department

The chief financial officer will present the proposed contract with DCCD to operate the dual diagnosis 60-bed residential program located at the Judicial Treatment Center in Wilmer, Texas.

Kyle Munson

7.

Internal Audit Update

The chief financial officer will review the progress on implementation of past internal audit report recommendations.

VI. MEETING ADJOURNMENT

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

- Review and Approval of Board Policy on Unreserved Net Assets 4.03