



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, February 15, 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 (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.

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, February 15, 2011 at approximately 12:15 am
(Immediately following the Provider Services Committee)
Charles M. Cooper, Board Rm.

Committee members:

Mr. Craig Jeffery, Chairman
Mr. Greg Allbright
Mr. Herbert Kamm
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 January 18, 2011 Finance and Administration Committee Meeting Minutes.
		FISCAL MANAGEMENT REPORTS
Kyle Munson	2. ❖	Recommendation of Acceptance of Financial Report for January 2011 (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
Kyle Munson	3.	Review of Management Planning for Anticipated FY12 Reductions in Funding
Mr. Jeffery		Executive Session
	IV.	Announcement of Closed Session in Accordance with Subchapter D. Section 551.074 of the Texas Open Meetings Act (Chapter 551 of the Government Code) for the purpose of discussing personnel matters, i.e. <ul style="list-style-type: none">▪ CEO Performance Plan and Contract
	V.	Return to Open Session
Dr Baker	4. ❖	Recommendation of Approval of Revision to Board Policy 1.04 - Policy on the Chief Executive Officer Management will present recommended changes to incorporate a CEO Performance and Compensation Committee and an outline of its function
Dr Baker	5. ❖	Recommendation of Approval of Revision to Administrative Procedure for the Annual Performance Evaluation of the Chief Executive Officer - 1.04.01 Management will present recommended changes to incorporate a performance management format into the annual review of Chief Executive Officer performance and compensation
Mr Jeffery	6. ❖	Recommendation of Approval of Chief Executive Officer Contract

An extension of the current contract is proposed that incorporates the performance management process delineated in new Board Policy 1.04 and Administrative Procedure 1.04.01

VI. MEETING ADJOURNMENT

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