



## NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, August 16, 2011 immediately following the Philanthropy Committee at approximately 1:00 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

# METROCARE SERVICES

## FINANCE AND ADMINISTRATION COMMITTEE AGENDA

Tuesday, August 16, 2011 at approximately 1:00 pm  
 Charles M. Cooper, Board Rm  
 (Immediately following the Philanthropy Committee)

**Committee Members:**  
 Craig Jeffery, Chairman  
 Greg Albright  
 Herbert Kamm  
 Judy N. Myers  
 Julia P. Noble, ex officio

<b>Mr. Jeffery</b>	<b>I.</b>		<b>CALL TO ORDER</b>
	<b>II.</b>		<b>CITIZEN COMMENTS</b> (Please limit to 3 minutes)
	<b>III.</b>		<b>ISSUES TO BE CONSIDERED</b>
	1.	❖	Approval of June 21, 2011 Finance and Administration Committee Meeting Minutes
<b>FISCAL MANAGEMENT REPORTS</b>			
Kyle Munson	2.	❖	Recommendation of Acceptance of Financial Report for June 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.	❖	Recommendation of Acceptance of Financial Report for July 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	4.	❖	Recommendation of Acceptance of the FY12 Business Plan The chief financial officer will present the FY12 Business Plan developed as part of the budgeting process for approval
Kyle Munson	5.	❖	Recommendation of Acceptance of FY12 Budget Plan The chief financial officer will present management recommendations for the FY12 budget for approval
Kyle Munson	6.	❖	Recommendation of Acceptance of Engagement Letter for the External Audit Firm of Davis Kinard & Co, PC for FY 2011 The chief financial officer will present the engagement letter for the upcoming external audit for the Centers fiscal year ending August 31, 2011
Kyle Munson	7.	❖	Recommendation to Authorize the Board Chair Signature on the DADS Contract for FY 2012 The chief financial officer will present the FY 2012 performance contract with the Department of Aging and Disability Services
Sandy Stephens	8.	❖	Recommendation of Approval of Revision to Board Policy 1.14 The director of philanthropy will present the recommended

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changes to the Board Policy on Administrative and General Management of the Center

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Kyle Munson

9. ❖

Recommendation of Approval of Revision to Board Policy 5.10

The chief financial officer will present the recommended changes to the Board Policy on Salary Administration

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**VI. MEETING ADJOURNMENT**

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

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