



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, October 19, 2010 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, October 19, 2010
At approximately 12:15 pm in the Charles M. Cooper, Board Rm.
(Immediately following the Provider Services Committee)

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 September 21, 2010 Finance and Administration Committee Meeting Minutes.
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FISCAL MANAGEMENT REPORTS

Kyle Munson 2. ❖ Recommendation of Acceptance of Financial Report for September 2010 (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 Approval of Revision to Board Policy 5.03
The chief financial officer will present the revised board policy on Nepotism,

Kyle Munson 4. Internal Audit Update
The chief financial officer will discuss ongoing internal audit activities, including the risk assessment.

Kyle Munson 5. Emergency Succession Plan Update
The chief financial officer will present the progress on the development of this plan.

Mr. Jeffery

EXECUTIVE SESSION

IV. **Announcement of Closed Session** in Accordance with Subchapter D. Section §551.072 of the Texas Open Meetings Act (Chapter 551 of the Government Code) to deliberate the purchase, exchange, lease, or value of real property; specifically, Metrocare property at 1353 North Westmoreland, Dallas, Texas 75211 because deliberation in an open meeting would have a detrimental effect on the position of the center in negotiations with a third person.

V. RETURN TO OPEN SESSION

VI. MEETING ADJOURNMENT

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