



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration committee on Tuesday, March 17, 2015 immediately following the Development and Corporate Communications committee at approximately 12:45 p.m.** The meeting will be held at 1380 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.

Ms. Judy N. Myers, Madame Chairman
Finance and Administration Committee

Ms. Jill L. Martinez, Madame Chairman
Board of Trustees

By: Martha L. Toscano
Executive Assistant to the CEO/Board

AGENDA

METROCARE SERVICES

Finance and Administration Committee

Tuesday, March 17, 2015

At approximately 12:45 pm in the Charles M. Cooper Board Rm.

(Immediately following the Development & Corporate Communications Committee)

Committee members:

Judy N. Myers, Madame Chairman

Leslie H. Secrest, MD

Jill L. Martinez, ex officio

- Ms. Myers**
- I. CALL TO ORDER**
 - II. CITIZEN COMMENTS** (Please limit to 3 minutes)
 - III. ISSUES TO BE CONSIDERED**
 1. ❖ Approval of the February 17, 2015 Finance and Administration Committee Meeting Minutes
- FISCAL MANAGEMENT REPORTS**
- Recommendation of Acceptance of Financial Report for February 2015 (Unaudited)
- Kyle Munson 2. ❖ The chief financial officer will review the statement of net positions, the statement of activities and the statement of cash flow for the prior month and discuss plans to address deficiencies therein relative to plan.
- Recommendation of Acceptance of FY15 Second Quarter Reports on Finance.
- The chief financial officer will present the following quarterly reports in accordance with specific Board Policies
- Kyle Munson 3. ❖
- 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)
- Kyle Munson 4. ❖ Recommendation of Approval of Revision to Board Policy 2.04
- The chief financial officer will present the recommended changes to Board Policy on Fees for Service
- Recommendation of Acceptance of Human Resource Report for February 2015
- Jennifer Bell 5. ❖ The director of human resources will present a report on the performance of the department for the prior month and describe plans to address deficiencies therein relative to plan.

Terry Price

Recommendation of Acceptance of Information Technology Report

6. ❖ The chief information officer will present a report on the achievements of the information technology department for the last six months.

IV.

MEETING ADJOURNMENT

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