



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee** on **Tuesday, March 19, 2013 immediately following the Philanthropy Committee at approximately 12:45 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.

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

Ms. Julia P. Noble, Madame Chair
Board of Trustees

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

AGENDA METROCARE SERVICES

Finance and Administration Committee
Tuesday, March 19, 2013

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

(Immediately following the Philanthropy Committee)

Committee members:
Judy N. Myers, Madame Chair
David Gutierrez
Julie P. Noble, 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 19, 2013 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for February 2013 (Unaudited)

Kyle Munson

- 2. ❖ The chief financial officer will review the Financial Report for the prior month and describe plans to address deficiencies therein relative to plan

Recommendation of Acceptance of FY13 Second Quarter Reports on Finance, and Information Systems

Kyle Munson

- 3. ❖ The chief financial officer will present the following quarterly reports in accordance with specific Board Policies.

- 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

Recommendation of Approval to Participate in the TexPool Investment fund.

Kyle Munson

- 4. ❖ The chief financial officer will present the recommendation to authorize the Center to participate in the TexPool Investment fund.

Recommendation of Approval of Administrative Procedure 4.01.02

Kyle Munaon

- 5. ❖ The chief financial officer will review the Administrative Procedure on Cash Deposits and Financial Investments

Recommendation of Approval of Revision to Board Policy 5.02

Kyle Munson

6. ❖

The chief financial officer will present the recommended changes to the Board Policy on Equal Employment Opportunity

Kyle Munson

7.

Internal Audit Update

The chief financial officer will discuss current internal audit activities.

IV.

MEETING ADJOURNMENT

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