



## NOTICE

\*\*\*\*REVISED\*\*\*\*

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration** committee on Tuesday, January 19, 2016 immediately following the Marketing and Development committee at approximately 12:45 p.m. The meeting will be held at 1345 River Bend Drive, Dallas, Texas 75247 (Mustangs Conference Room).

If you need additional assistance to effectively participate in or observe this meeting, please notify the Administrative Office at 214.743.1212, 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.

Leslie H. Secret, MD, Chairman  
Finance and Administration Committee

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

By: Glamaris Gonzalez  
Assistant to Sr. Management

# AGENDA

## METROCARE SERVICES

### Finance & Administration Committee

Tuesday, January 19, 2016 at approximately 12:45 pm

1345 River Bend Drive, Dallas, TX 75247

Mustangs Conference Room

(Immediately following the Marketing and Development Committee)

#### Committee Members:

Leslie H. Secrest, MD, Chairman

Judy N. Myers

Chief Norman Seals

Jill L. Martinez, ex officio

Leslie Secrest, MD

#### I. CALL TO ORDER

#### II. CITIZEN COMMENTS (Please limit to 3 minutes)

#### III. ISSUES TO BE CONSIDERED

1. ❖ Approval of the November 17, 2015 Finance and Administration committee minutes.

#### FISCAL MANAGEMENT REPORTS

Kyle Munson

2. ❖ Recommendation of Acceptance of the Financial Report for November 2015 (Unaudited).

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.

Kyle Munson

3. ❖ Recommendation of Acceptance of the Financial Report for December 2015 (Unaudited).

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.

Kyle Munson

4. ❖ Recommendation of Acceptance of FY2016 First Quarter Reports on Finance.

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 in Historically Underutilized Businesses (HUB)

**Kyle Munson**

5. ❖ Recommendation of Approval of Revision to Board Policy 4.04

The chief financial officer will present the recommended changes to the Board Policy 4.04 on Travel Expenses.

**Jennifer Bell**

6. ❖ Recommendation of Acceptance of Human Resource Report for December 2015

The vice president 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.

#### **IV. MEETING ADJOURNMENT**

- ❖ *Designates Items on which the Board may take action*