



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, June 19, 2012 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.

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, June 19, 2012

At approximately 1:00 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. Noble

- I. **CALL TO ORDER**
- II. **CITIZEN COMMENTS** (Please limit to 3 minutes)
- III. **ISSUES TO BE CONSIDERED**

1. ❖ Approval of the May 15, 2012 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for May 2012 (Unaudited)

Kyle Munson

2. ❖ 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

Recommendation of Acceptance of FY12 Third Quarter Reports on Finance, and Information Systems

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

Kyle Munson

3. ❖

Recommendation of Approval of Revision to Board Policy 5.10

Kyle Munson

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

Recommendation of Acceptance of the Internal Audit Report

Kyle Munson

5. ❖ The chief financial officer will present the Audit Report on the Center's policies and procedures on professional conduct and ethics.

Kyle Munson

Recommendation of Acceptance of Engagement Letter for the External Audit Firm of Davis Kinard & Co., PC for FY2012

6. ❖

The chief financial officer will present the engagement letter for the upcoming external audit for the Center's fiscal year ending August 31, 2012.

IV.

MEETING ADJOURNMENT

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