



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration** committee on Tuesday, June 28, 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, June 28, 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
Terry James
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 May 19, 2016 Finance and Administration committee minutes.

FISCAL MANAGEMENT REPORTS

Kyle Munson

2. ❖ Recommendation of Acceptance of the Financial Report for May 2016 (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 FY16 Third 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 Contracts > \$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 Acceptance of Engagement Letter for the External Audit Firm of Scott, Singleton, Fincher and Co. for FY2016

The chief financial officer will present the engagement letter for the upcoming external audit for the Center's fiscal year ending August 31, 2016.

Jennifer Bell

5. ❖ Recommendation of Acceptance of Human Resources Report for May 2016

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*