



## NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, May 17, 2011 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.

Mr. Craig Jeffery, Chairman  
Finance and Administration Committee

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

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

# AGENDA

## METROCARE SERVICES

Finance and Administration Committee  
Tuesday, May 17, 2011 at approximately 1:00 pm  
(Immediately following the Philanthropy Committee)

Charles M. Cooper, Board Rm.

### Committee members:

Mr. Craig Jeffery, Chairman  
Mr. Greg Allbright  
Mr. Herbert Kamm  
Mrs. Julia P. Noble, ex officio

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<b>Mr. Jeffery</b>	<b>I.</b>	<b>CALL TO ORDER</b>
	<b>II.</b>	<b>CITIZEN COMMENTS</b> (Please limit to 3 minutes)
	<b>III.</b>	<b>ISSUES TO BE CONSIDERED</b>
	1.	❖ Approval of the April 19, 2011 Finance and Administration Committee Meeting Minutes.
		<b>FISCAL MANAGEMENT REPORTS</b>
Kyle Munson	2.	❖ Recommendation of Acceptance of Financial Report for April 2011 (Unaudited) 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
Linda Thompson	3.	❖ Recommendation of Approval of Revision to the Center By - Laws & the Center Plan The deputy chief executive officer will present recommended changes to the Center By-Laws and the Center Plan
Kyle Munson	4.	Internal Audit Update The chief financial officer will discuss current internal audit activities
	<b>IV.</b>	<b>MEETING ADJOURNMENT</b>
		❖ <i>Designated items on which the Board may take action</i>

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