



NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, March 20, 2012 immediately following the Provider Services Committee at approximately 12:15 p.m.** The meeting will be held at 1360 River Bend Drive - Dallas, Texas (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.

, 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, March 20, 2012
At approximately 12:15 pm in the Board Rm.
(Immediately following the Provider Services Committee)

Committee members:

, Chairman
Judy N. Myers
Mrs. Julia 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 February 21, 2012 Finance and Administration Committee Meeting Minutes

FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for February 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 Second 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 4.02

Kyle Munson

4. ❖ The chief financial officer will present the recommended changes to the Board Policy on Administration, Purchasing of Goods, Supplies, Services Equipment and Capital Assets

The Cottages of Hickory Crossing Update

Kyle Munson

5. The chief financial officer will provide a verbal update on the status of the outstanding loan with Central Dallas Community Development Corporation.

Update on Resolution of External Audit Finding

Kyle Munson

6. The chief financial officer will provide a status update on the audit finding 2011-1 related to the Center's responsibility to determine IDD consumers eligibility and ability to pay.

Internal Audit Update

Kyle Munson

7. The chief financial officer will discuss current internal audit activities.

MEETING ADJOURNMENT

IV.

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