



## NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Thursday, October 15, 2009 immediately following the Provider Services Committee at approximately 12:00 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.

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 Meeting**  
**Thursday, October 15, 2009**  
**At approximately 12:00 pm in the Board Rm.**  
**(Immediately following the Provider Services Committee)**

**Committee members:**

Mr. Craig Jeffery, Chairman  
Mr. Greg Allbright  
Mr. Charles Cooper  
Ms. Elsa Rodriguez  
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 September 17, 2009 Finance and Administration Committee Meeting Minutes
		<b>FISCAL MANAGEMENT REPORTS</b>
		Recommendation of Acceptance of Financial Report for September 2009 (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.
Kyle Munson	3.	❖ Recommendation of Approval of Revision to Board Policy 5.04 <ul style="list-style-type: none"><li>• Policy on Conflict of Interest/Employees</li></ul>
Kyle Munson	4.	Recommendation of Approval of Revisions to Administrative Procedure 4.01.02 on Cash Deposits and Financial Investments
Kyle Munson		The chief financial officer will present the Administrative Procedure on Cash Deposits and Financial Investments
Kyle Munson	5.	Report on Proposed Sale of the Hillside Campus (verbal)
Kyle Munson	6.	Internal Audit Update (verbal)
	<b>IV.</b>	<b>MEETING ADJOURNMENT</b>
		❖ <i>Designated items on which the Board may take action</i>

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