



## NOTICE

Metrocare Services, Board of Trustees, will hold a meeting of the **Finance and Administration Committee on Tuesday, January 17, 2012 immediately following the Philanthropy Committee at approximately 1:00 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  
Tuesday, January 17, 2012

At approximately 1:00 pm in the Board Rm.  
(Immediately following the Philanthropy Committee)

## Committee members:

Mr. Craig Jeffery, Chairman  
Mr. Herbert Kamm  
Ms. Judy N. Myers  
Mrs. Julia P. Noble, ex officio

Mr. Jeffery

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

- 1. ❖ Approval of the November 15, 2011 Finance and Administration Committee Meeting Minutes

## FISCAL MANAGEMENT REPORTS

Recommendation of Acceptance of Financial Report for November 2011 (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 Financial Report for December 2011 (Unaudited)

Kyle Munson

- 3. ❖ 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 to Receive FY2011 Audited Financial Statements

Kyle Munson

- 4. ❖ The chief financial officer and the Auditing Firm of Davis, Kinard & Company will present the Financial Audit for the year ending August 31, 2011

Recommendation of Approval of FY12 Revised Budget Plan

Kyle Munson

- 5. ❖ The chief financial officer will present management recommendations for the FY12 revised budget for approval.

Recommendation of Approval of Board Policy 5.01

Kyle Munson

- 6. ❖ The chief financial officer will present the recommended changes to the Board Policy on Human Resources Management and Development

Recommendation of Approval of Revision to the Center Governance Entity Plan

Linda Thompson

- 7. ❖ The deputy chief executive officer will present recommended changes to the Center Governance Entity Plan

Kyle Munson

8. Internal Audit Update

The chief financial officer will discuss current internal audit activities.

**VI. MEETING ADJOURNMENT**

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