

TEXAS MEDICAL BOARD
FINANCE COMMITTEE MEETING MINUTES
June 7, 2007

Julie Attebury, committee chairman, called the meeting to order at 9:44 A.M. Committee members present were Keith E. Miller, M.D., Melinda McMichael, M.D., Larry Price, D.O., Paulette B. Southard, and Timothy J. Turner. Also present were Donald Patrick, MD, JD, Executive Director, Christina Cuellar, Finance Manager, and various staff members.

Agenda item #2 Status of Comptroller Audit. Ms. Cuellar informed the Finance Committee that there would be quarterly reports completed by the Comptrollers Office to monitor how documents are created, entered, and released. Ms. Cuellar also discussed how payments are processed, travel, and the upcoming training courses that the Finance staff will be attending.

Agenda item #3 Discussion regarding travel documents. Ms. Cuellar informed the Finance Committee travel documents need to be fully completed and submitted to the Finance Department within 30 days of travel. Mr. Turner suggested streamlining travel, sending out an email with electronic signature and following up with original with signature via mail. Ms. Attebury also suggested that the Finance Department research which Board members attend which Board related events; therefore, tracking travel. Ms. Cuellar informed the Finance Committee that she would look further into the Committees travel questions.

Agenda item #4 Final Supplemental appropriation for 2007. Ms. Cuellar informed the Finance Committee that Megan Goode is currently waiting for the Governors Office to sign the final supplemental. The supplemental expected is \$1.8 million dollars. \$1.2 million dollars is for the Operating Deficiency, \$375,000.000 will be to pay back what was borrowed for the end of last years fiscal year, six new FTEs, and \$75,000.00 for an upgrade in Enforcement. Ms. Cuellar also informed there will be training for the new Accounting system the week of June 18, 2007 for the Finance staff.

Agenda item #5 Update on budget and revenue as of May 31, 2007. Ms. Cuellar informed the Finance Committee the Year to Date Expenditures for the General Revenue as of May 31, 2007 is \$4.6 million dollars and the agency has spent 88.3% of the budget. Also, the Year to Date Expenditures for the General Revenue-Dedicated as of May 31, 2007 is \$1.8 million dollars and the agency has spent 79.8% of the budget. Ms. Cuellar also stated the report also includes a detailed breakdown of department expenditures, what is appropriated, the operating budget with supplemental, and the total expense by category.

Theyre being no further business, the meeting adjourned at 9:52 A.M.

