

TEXAS MEDICAL BOARD
FINANCE COMMITTEE MEETING MINUTES
April 8, 2010

Julie Attebury, Chairman called the meeting to order at 8:30 a.m. Committee members present were Scott Holliday, D.O., Melinda McMichael, M.D., and Timothy Turner. Also present were Mari Robinson, Executive Director, Karen Drabek, Chief Fiscal Officer, and various Finance Department Staff.

Agenda Item #2, Travel Update. Ms. Mary Sharber, Travel Coordinator, thanked everyone for their timely submissions of travel vouchers. Ms. Sharber advised the board on the updates to the travel guidelines and agency procedures, along with specific requests of documentation to include with travel voucher submissions to expedite processing. Mr. Turner stated that the implementation of scanning travel vouchers and receipts to send to Ms. Sharber has been very effective and has reduced supply costs as well as the waiting time for reimbursement. Ms. Attebury requested that staff draft travel reimbursement guidelines to assist board members with submitting vouchers.

Agenda Item #3, FY 2010 Budget Report. Ms. Drabek stated that the budget reports provided were as of March 31, 2010 and that information on the proposed 5% budget cuts had been added. She reported that the Comptroller has issued instructions for moving the funding for the proposed cuts into a holding appropriation until a determination is made on the reductions. She also outlined the budget projections for the remainder of the fiscal year and stated that projections for all expenditure categories, besides salaries, are being evaluated. Ms Drabek also reported that Department Managers will soon be receiving detailed budget reports and that the agency has realized some cost savings including a reduction in rates for telephone services. Lastly, she stated that the turnaround time for voucher processing and payment has decreased and is allowing for accurate daily expenditure auditing.

There being no further business, the meeting was adjourned at 8:48 a.m.