



## TEXAS MEDICAL BOARD

### EXECUTIVE COMMITTEE

November 5, 2009

The meeting was called to order at 8:31 a.m. by the Chair, Irvin E. Zeitler, Jr., D.O. Committee members present were Michael Arambula, M.D., and Melinda McMichael, M.D. Other board members present were Julie Attebury; David Baucom; Jose M. Benavides, M.D.; Patricia S. Blackwell; John D. Ellis, Jr.; Paulette Southard; and George Willeford III, M.D. Staff members present were Mari Robinson, J.D., Executive Director; Alan T. Moore, M.D., Medical Director; Jane McFarland, Chief of Staff; and various staff.

**Agenda item #2, Review and approval of updated FY2010 Internal Audit Charter.** Jaye Stepp, CPA/CGAP, with Rupert and Associates, P.C., presented the FY2010 Internal Audit Charter. After review and discussion, **Dr. McMichael moved, Dr. Arambula seconded, and the motion passed to approve and sign the updated FY2010 Internal Audit Charter, as required.**

**Agenda item #3, Review and approval of FY2009 Internal Audit Report on Accounts Payable and Encumbrances.** Ms. Stepp presented the FY2009 Internal Audit Report on Accounts Payable and Encumbrances. After review and discussion, **Dr. McMichael moved, Dr. Arambula seconded, and the motion passed to approve the FY2009 Internal Audit Report on Accounts Payable and Encumbrances.**

**Agenda item #4, Review of FY2009 Annual Internal Audit Report.** Ms. Stepp presented the FY2009 Annual Internal Audit Report for review and discussion.

**Agenda item #5, Review and approval of FY2010 Internal Audit Plan.** Ms. Stepp presented the FY2010 Internal Audit Plan. After review and discussion, **Dr. McMichael moved, Dr. Arambula seconded, and the motion passed to approve the FY2010 Internal Audit Plan.**

**Agenda item #6, Adjourn.** The meeting adjourned at 8:53 a.m.