

**TEXAS MEDICAL BOARD**  
**FINANCE COMMITTEE MEETING MINUTES**  
**August 25, 2010**

Julie Attebury, Chairman, called the meeting to order at 1:42 p.m. Committee members present were Melinda McMichael, M.D., Paulette Southard, Tim Turner, Allan Shulkin, M.D., Mari Robinson, Executive Director, Megan Goode, Special Projects Manager, Karen Drabek, Chief Fiscal Officer, and various Finance Department staff.

**Agenda Item #2-Approval of June 3, 2010 Finance Committee Minutes.** The Finance committee meeting minutes for June 3, 2010 were approved.

**Agenda Item #3-Travel reimbursement process.** Agenda item #3 was deferred to be discussed during the full board meeting on Friday August 27, 2010.

**Agenda Item #4-FY 2010 budget report.** Ms. Drabek addressed the current budget as of August 24, 2010 and explained how closely transactions are being monitored. She also gave a detailed explanation of how the \$11.6 million dollars the agency was appropriated for fiscal year 2010 has been spent, and addressed remaining projected expenditures.

Finance Committee recessed at 2:07 p.m.

Finance Committee reconvened Friday August 27, 2010 at 8:48 a.m.

Mari Robinson, Executive Director, called the meeting to order at 8:48 a.m. Committee members present were Julie Attebury, Chairman, Melinda McMichael, M.D., Charles Oswalt, M.D., Paulette Southard, Tim Turner, and Allan Shulkin, M.D. Also present were Megan Goode, Special Projects Manager, Karen Drabek, Chief Fiscal Officer, and various Finance Department staff.

**Agenda Item #3-Travel reimbursement process.** Ms. Drabek stated that the Finance Department is currently finalizing the Agency's Travel Policies and Procedures and revised Travel Claim Form. She mentioned how convoluted the process is based on how rapidly the reimbursement rates change. She also stated that the agency must adjust constantly to remain in compliance with the Comptroller's guidelines on travel policies. She explained the updates that have already been made to the form and explained some of the new travel policies. Ms. Drabek stated the department's goals for processing time and encouraged board members to sign up for direct deposit to reduce the total time to receive reimbursement for travel expenses. Ms. Attebury confirmed the challenges to the process and explained that the processing time clock does not begin until the voucher is accurately completed in accordance with all State and Agency policies.

Ms. Attebury requested a possible travel training session or one-on-one training for new board members and even remedial training for the current members. Dr. Oswalt asked if the Finance Department could do a travel training presentation at the next board meeting, during the full board.

There being no further business, the meeting was adjourned at 9:00 a.m.