



TEXAS MEDICAL BOARD

FINANCE COMMITTEE MEETING MINUTES

November 5, 2009

Mari Robinson, Executive Director, called the meeting to order at 9:01 a.m. Committee members present were Julie Attebury, Chairman, Scott Holliday, D.O., Melinda McMichael, M.D., Charles Oswalt, M.D., Paulette Southard, Jane McFarland, Chief of Staff, Karen Drabek, Finance Manager, and various Finance Department Staff.

Agenda Item #2-Finance Department Update. Ms. McFarland introduced Karen Drabek, the new Chief Fiscal Officer/Finance Manager. Ms. Drabek stated the Finance Department is currently reviewing existing Policies and Procedures, and implementing necessary changes to include an Agency Policy and Procedures book. In addition, the Purchaser is attending classes to obtain a Contract Management Certification. Ms. Drabek stated the Finance Department will be moving to the second floor of the building and will be sharing a space with the Nursing and Pharmacy Boards.

Agenda Item #3-Fiscal Year 2009 Budget Report. Ms. Drabek addressed the closing of the fiscal year 2009 budget, stating everything had been expended. She also addressed some of the items that were over the original budgeted amount, and all payables are accurately reported for the Annual Financial Report. The agency paid approximately \$88,000 on lump-sum payments. Ms. Drabek also stated other expenditures that exceed the budget were professional services, such as medical/legal consultant fees and fees for chart monitoring. She stated these items are being further investigated to reduce future costs.

There being no further business, the meeting was adjourned at 9:21 a.m.