

TEXAS MEDICAL BOARD
FINANCE COMMITTEE MEETING MINUTES
October 5, 2006

Jose M. Benavides, M.D., committee chairman, called the meeting to order at 10:35 A.M. Committee members present were Patricia S. Blackwell, Charles E. Oswalt M.D., John Pate, Jr. M.D., Annette P. Ragette and Timothy J. Turner. Also present were Donald Patrick MD, JD, Executive Director, Jane McFarland Chief of Staff, Michele Shackelford, General Counsel, and various staff members.

Agenda item #2 Preliminary report on Internal Audit for FY 06. Ms. McFarland and Ms. Goode discussed the recommendations mentioned in the Internal Audit Report prepared by Rupert & Associates, P.C. The committee was also informed that an audit plan for FY 2007 outlining the risk assessment would be presented to the Executive and Finance committee members via e-mail before November 1, 2006.

Agenda item #3 Report on Finance Department Transition. Ms. McFarland informed the committee that the Finance Department would be implementing recommendations from the Internal Audit Report prepared by Rupert & Associates, P.C. regarding a more effective use of the Uniform Statewide Accounting System (USAS). Ms. McFarland also discussed the need for an automated system for budgeting and the need to produce more detailed financial reports for the committee and department managers.

Agenda item #4 Report on the Board's Financial Status. Ms. McFarland presented to the committee a comparison of the agency budget for fiscal years 2005 and 2006. After reviewing the budget document, the committee discussed the following budget items: procedure for tracking consultant costs, consultant contracts, salaries, overtime hours, and travel expenses for informal settlement conferences. The committee directed staff to include an information section on the Monthly Financial Report to include assessment and licensure fees.

Agenda item #5 Report on Annual Financial Report. Ms. McFarland reported to the committee that Ms. Cuellar, Finance Manager, completed and filed the Annual Financial Report for FY 2006.

Agenda item #6 Report on FY 2007 Supplemental Appropriations Request. Ms. McFarland informed the committee that the supplemental appropriations request has been submitted for FY 2007.

There being no further business, the meeting adjourned at 11:00 A.M.