MINUTES

OF

THE DEEP EAST TEXAS REGIONAL
MENTAL HEALTH MENTAL RETARDATION SERVICES
BOARD OF TRUSTEES MEETING

February 22, 1977

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. Tom D. Mann, Vice Chairman
Mr. V. B. Woods, Treasurer
Mr. George Gee
Mrs. Agnes Rhoder
Rev. Jerry Self

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Judge Emmett Lack
Judge Allen Sturrock

OTHERS PRESENT:

Dr. Wayne Lawrence	DETRMHMRS
Russ Burbank	"
Betty Ecker	"
Linda Foley	"
Dr. Jack Martin	"
Bill Tyler	"
Gwen Cunningham	"
Larry Heaton	"
Bill Johnson	"
Lee Mayberry	"

John Lynch, Brookeland
Lois Gee, Jasper
Lynda Martin, Lufkin
Patsy Lawrence, Lufkin
Mrs. Bruce Bailey, Nacogdoches
Dr. Bruce E. Bailey, SFASU, Nacogdoches
JoAnn Bollman, SFASU

Donnie Holden	"
Kurt Johnson	"
Bob Lawrence	"
Larry Malone	"
Sara Nixon	"
Michael Sliva	"
Robby Patterson	"

The 41st meeting of the Board of Trustees was held at the Angelina County Outpatient Clinic, 911 Chestnut, Lufkin, on Tuesday, February 22, 1977, at 5:30 p.m..

INVOCATION: Rev. Jerry Self, Board Member, provided the Invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Burke called the meeting to order at 5:30 p.m., and welcomed guests present including Dr. Bruce E. Bailey, Psychology Department, SFASU, and members of his class.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: On a motion by Mr. Mann, seconded by Mr. Gee, the Board approved the Minutes of the January 25, 1977, Board Meeting.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence reported that

1. Of the 13 counties in our region, 11 counties have pledged a total of $114,904 in local matching funds. Sabine and San Augustine counties are not participating. A total of $42,062.94 has been received to date.

2. Dr. Gaver, TDMHMR Commissioner, will speak before the Health and Welfare Committee at the Legislative hearings tomorrow.

3. Mr. James Adkins and Mr. Kent Johnson of TDMHMR's Legal Division presented a program on legal issues at January Staff Development. Received very favorable comments from the staff on this presentation.

4. Mr. S. H. Morrison, Jr. resigned his position of Director of Program Support Services. Mr. Bill Tyler is serving as Acting Director until this position can be filled. Hopefully, we will have an applicant for the Board's consideration at the March Board Meeting.

5. Several staff members are working on a new schedule for the sliding fee scale. This will be submitted for the Board's consideration within the next couple of months.

6. I will be unable to attend the Executive Directors' Committee meeting of the Texas Council of Community MHMR Centers as several staff members and myself have been asked to be on a panel on drug abuse the 25th regarding the problem in the Lufkin schools.

7. Recently talked with Dr. Lewis, Vice President of Academic Affairs at SFASU regarding the summer interns. Dr. Lewis

expressed an interest in paying students to work at our Center--not this summer, but perhaps in future summers. I did tell him that we might be able to pay a percentage of their salaries if the college couldn't pay the entire amount.

8. The workshop on Lufkin State School admission procedures will be held on March 15 at the State School. Mrs. Ruth Parker, Coordinator for State School Admissions, TDMHMR, will be at the workshop, and invitations are being sent to DPW workers and other agencies in the region.

9. The T.L.L. Temple Foundation has made a contribution of $7,500 to the Jasper-Newton ARC for the sheltered workshop.

10. We have begun an "Employee of the Quarter" program to recognize employees who have given outstanding service. Recommendations are made from staff in the field and Division Directors consider these recommendations and vote each quarter. The first presentation of a Certificate to the "Employee of the Quarter" will be made at this month's Staff Development.

11. Bids for construction of the Day Treatment/Administration Facility will be opened on March 17, 1977. These will be presented for the Board's consideration at the March Board Meeting.

12. We received a reply from the White House regarding the invitation to the President and Mrs. Carter to attend the dedication of Day Treatment/Administration Facility next year, and they said it is too soon and make the request later. We thought that Mrs. Carter might possibly be able to come since she is interested in mental health programs.

13. Called on Division Directors to report on activities since the last Board Meeting.

Mrs. Foley, Director, Business Division:

1. All property will be accounted for and numbered by the end of this month. Records have been brought up-to-date and reconciled with financial records. From this point on, the procedure of proper inventory control should be kept current.

2. We have developed an internal tracking system in order to insure that all persons admitted and discharged from the Rusk State Hospital and Lufkin State School are informed that our services are available. All pertinent information will be entered on a card file showing date of admission, address, correspondent, etc.. When the patient is discharged, this date will be entered

as well as the patient's separation address. A letter will then be written to the individual stating where he/she can obtain our services. A copy of this letter will be sent to the appropriate liaison caseworker who, in turn, will notify the OU that the person will be contacting them for an appointment. If the person has not contacted the appropriate OU within two weeks, a second letter will be mailed. Whatever occurs will be entered on the card file. It is felt this system will enable the Center to contact those individuals who are known to need our services.

3. All accounts have been entered in the computer and have been proofed. The budget for FY 1977 has been spread among all OU's by expenditure category and revenue fund. We are in the process of spreading all expenditures for September through February by OU, by expenditure category, and by fund. This should all be entered and proofed by the middle of March. We can then begin entering transactions on a current basis. Manual records will be maintained at least throughout the third quarter, and if we feel problems might still exist they will be continued throughout the fiscal year.

Dr. Lawrence commented that we have been having problems with the Rusk State Hospital in that they will not let the caseworkers see the patients unless the patient signs a release for them to do so.

Dr. Martin, Director, Mental Health Division:

1. This month, we have been busy preparing the applications for the HEW Continuation Grant, TCA Continuation Grant, and a Supplemental Grant-in-Aid request which are all on the Agenda.

2. We have also been attempting to better structure the hospital billing procedure.

3. In addition, we have been investigating the costs involved in implementing a Regional Crisis Line. The MHMR Regional Center of East Texas in Tyler has been very helpful in advising us of the problems they have experienced, etc. It seems the most expense involved will be for equipment and a toll free number.

Mrs. Ecker, Director, Program Evaluation & Planning Division:

1. Last month, we mentioned that we had to reapply for a Certificate of Need for the Day Treatment/Administration Facility because "development" had not begun (as defined by THFC) within the time limit on the Certificate. We did reapply according to

directions and sent $100 for the application fee. We have since been informed by the Commission by letter that Article 4418(h), Section 1.03, Sub. 7 and Commission Rule Number 302(c) define development to include "solicitation and receipt of donated funds which constitutes a significant financial commitment for a specific finite project . . ." Under this definition of development, the obligation of $225,000 for the project would constitute development on that project. THFC stated that our application for reissuance of a Certificate of Need will therefore be administratively withdrawn. We still have not been refunded the $100 application fee.

2. We are in the process of revising our regional comprehensive plan. It will be updated and designed to carry material regarding proposed plans.

3. The Regional Volunteer Services Advisory Committee will hold its organizational meeting on Thursday, February 24, at 7:00 p.m. in the Central Administration offices. We have eight members on the Committee now, and hope to have more soon.

Mr. Burbank, Director, Mental Retardation Division:

1. We are currently interviewing to fill the positions at the Hardin Co. and Houston Co. Sheltered Workshops. A building has been located in Silsbee for the Hardin Co. workshop and we hope to begin operation in March. The new building for the workshop in Crockett is going up rapidly and should be ready for occupancy about April 1. This is the first time we will have a completely new structure for a workshop and it will be a first class facility.

2. The Jasper-Newton Sheltered Workshop is having an Open House on March 17 from 2:00 - 4:00 p.m. and Board Members are invited to attend.

3. The MHMR Authority of Harris County is sponsoring a two-day community education conference on mental retardation on February 28 and March 1. Dr. Lawrence, four staff members and I plan to attend this conference.

4. Introduced Mr. Larry Heaton, Director, Sheltered Workshops, who outlined for the Board his activities as a Program Director. Mr. Heaton said the biggest problem he faces is convincing the public that the workshops can handle any job.

Mr. Tyler, Acting Director, Program Support Services:

1. We have been making plans to participate in the Third Annual Careers Fair to be held at the Civic Center in Lufkin on

April 7, Students from all the area schools will be attending. We will have a display booth manned by employees to answer any questions and will have information available for handouts.

2. We currently have a total of 134 positions on the Personal Services Schedule with 30 positions open.

Dr. Lawrence said that the staff would like to congratulate the Board as this month marks the third anniversary of the Board of Trustees, and thanked the Board for the support given the staff.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

BUDGET AND FINANCE COMMITTEE - Mr. V. B. Woods, Chairman

Treasurer's Report: On a motion by Mr. Woods, seconded by Mr. Mann, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Operating Statement and Budget Summaries of Receipts and Expenditures for the month of January, 1977, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Copies of the Operating Statement were made available to interested guests.

Status Report on Day Treatment/Administration Facility: Mr. Woods said that the specifications have been put out for bid to the selected bid list and to the Lufkin and Nacogdoches newspapers with a bid opening date of March 17. The returned bids should be available for Board review and selection at the March Board Meeting.

No Board action required on this item at this time.

Consideration of Voucher for First Month of Third Quarter Grant-in-Aid: On a motion by Mr. Mann, seconded by Mr. Woods, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approves the Voucher in the amount of $79,957.50 for State Grant-in-Aid for the month of March, 1977. Be it further RESOLVED that the Board Chairman is authorized to sign this Voucher, and that it be submitted to TDMHMR.

Selection of Bid for Vans for Mental Health Programs: On a motion by Mr. Mann, seconded by Mr. Woods, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board accepts the bid in the amount of $25,809.72 from the Polk County Motor Company for four 12-passenger vans for the Trinity Co. Outpatient Clinic, Angelina Co. Outpatient Clinic, Newton Co. Outpatient Clinic, and Tyler Co. Outpatient Clinic under the HEW Operations Grant. Be it further RESOLVED that the Executive Director is authorized to sign and issue the purchase order.

Consideration of Proposed Revision in Travel Policy for Air Fare: On a motion by Mr. Woods, seconded by Mr. Mann, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approves the revision of the existing travel policy to allow DETRMHMRS to pay for approved air fare expenses in advance of the travel.

PROGRAM COMMITTEE - Mr. R. B. Hille, Chairman

In Mr. Hille's absence, Chairman Burke presented the items under the Program Committee section on the Agenda.

Consideration of HEW Continuation Grant Application: Mr. Burke asked Dr. Martin to review this Continuation Grant Application. After discussion, on a motion by Mr. Burke, seconded by Mr. Mann, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the HEW Continuation Grant Application submitted at the Board Meeting is approved. Be it further RESOLVED that the Executive Director is authorized to sign and submit all necessary forms and papers associated with this HEW Continuation Grant Application.

Status Report on HEW Site Visit, Proposed Grant Revision, and Related Organizational Changes: Chairman Burke asked Dr. Self to report on this item. Dr. Self said that he was present for the summary conference with staff and members of the Site Visit team, Mr. Sam Brito and Mrs. Frances Minyard from the HEW Regional Office in Dallas. He said he got the impression that they were pleased with what we are doing, and were willing to assist in any way possible.

Dr. Lawrence commented that the team visited the Center for two days--Mrs. Minyard spent this time with Mrs. Foley and Dr. Martin, and Mr. Brito visited several programs in the field.

Status Report on Houston and Hardin County Sheltered Workshops: Mr. Burbank reported on this item. He said that each workshop could easily handle 25 clients. The workshop in Houston County will be located in Crockett in a completely new structure we are leasing and should be ready for opening April 1. The Houston Co. Developmental Center clients will be phased into the workshop program. The workshop for Hardin County will be located in Silsbee, and this program should open in March.

Consideration of Proposed TCA Continuation Grant: On a motion by Mr. Burke, seconded by Mr. Mann, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Texas Commission on Alcoholism (TCA) Continuation Grant Application is approved as submitted. Be it further RESOLVED that the Executive Director is authorized to sign and submit all necessary forms and papers in connection with this grant application.

Consideration of Proposed Revised Supplemental Grant-in-Aid Applications - Submitted in two parts:
Part 1: Supplemental Grant-in-Aid for Sunrise Manor: On a motion by Mr. Burke, seconded by Mr. Woods, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed Supplemental Grant-in-Aid revision for Sunrise Manor is approved as submitted. Be it further RESOLVED that the Chairman is authorized to sign the transmittal form and that this be submitted to TDMHMR for approval.

Part 2: Supplemental Grant-in-Aid for Shelby Co. Halfway House: Dr. Lawrence commented that the amount shown on the budget detail page of $47,577 which was sent with the supporting documents to the Agenda was changed in the application to $39,500. On a motion by Mr. Burke, seconded by Mr. Woods, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed revised Supplemental Grant-in-Aid for the Shelby County Halfway House is approved as submitted. Be it further RESOLVED that the Board Chairman is authorized to sign the transmittal form and that this be submitted to TDMHMR for approval.

Discussion of Community Programs Patient Information System: Mr. Burke said that he appreciated receiving the information as it gives the Board a good picture of the people we are serving. The forms indicate that we are serving individuals of all income levels. Dr. Lawrence commented that we are serving a higher percentage of the black population than the State average. Mr. Burke said that this also speaks well for the staff which is evidently serving all groups of people.

PERSONNEL AND PUBLIC EDUCATION COMMITTEE - Jerry M. Self, Th.D., Chairman

Status Report on Peer Review Program: Dr. Bailey first introduced the visiting members of his class. Dr. Bailey said that peer review is only one method of evaluation and, in his opinion, a very poor one. However, it is mandated by the State, and I will try to develop the best system I can for you. We are developing a series of objective peer review criteria which will have an objective rating scale. We will have professionals (physician, psychologist, and nurse) rate your services using this objective criteria. A questionnaire is being developed which will be given to Mrs. Ecker this week for the staff's review. When we get this back, we will do a small pilot study. Then, in the summer we will review 2 - 3% of your client records and, at that point, do a professional peer review. We have developed packages for administrative, educational, medical, and therapeutic services. We will also give you a report on client satisfaction of your services.

Dr. Bailey said that DETRMHMRS is the only MH program in Texas that has a comprehensive evaluation method laid out, and is fortunate to have a Director of Program Evaluation and Planning.

Consideration of Proposed Public Information Consulting Contract: On a motion by Mr. Gee, seconded by Mr. Woods, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed contract for a public information consultant with Mr. Lynn H. Dunlap is approved as submitted. Be it further RESOLVED that the Board Chairman is authorized to sign said contract and submit to TDMHMR for approval.

Consideration of Revision of Affirmative Action Policy: On a motion by Mr. Gee, seconded by Mr. Woods, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed revised Affirmative Action Policy Statement is approved as submitted and will replace the existing Policy Statement.

Status Report on County and District Judges' Seminar: Chairman Burke asked Mr. Tyler to report on this item. Mr. Tyler said that we are still in the process of contacting area Judges, and will set a time and date for this seminar in the near future. Dr. Lawrence said that the seminar will probably be held in Lufkin in about April.

Consideration of Proposed Position Descriptions: On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the new Position Descriptions as follows are approved as submitted, and that these be placed in the DETRMHMRS' Position Description Manual:
>
> House Manager - MH
> Relief House Manager - MH
>
> Be it further RESOLVED that the proposed revised Position Descriptions as follows are approved as revised, and that these replace the existing ones in the DETRMHMRS' Position Description Manual:
>
> Alcoholism Counselor I
> Director, Alcoholism and Drug Abuse Programs
> Unit Supervisor, Halfway House - MH
> Unit Supervisor, Outpatient Clinic

Consideration of Nominees for Regional Advisory Committees and Local Advisory Councils

Part 1: Regional Professional Advisory Committee - On a motion by Dr. Self, seconded by Mrs. Rhoder, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the name of Rev. Clyde A. Bennett be deleted from the Regional Professional Advisory Committee members' list.

Part 2: Regional Volunteer Services Advisory Committee - On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the name of Charda Bronaugh be deleted from the Regional Volunteer Services Advisory Committee members' list.

Part 3: Local Advisory Councils - On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approves the following for membership on the Trinity County Advisory Council: Rev. Robbie Bailey, Mr. Paul Stringer, Mrs. Thelma Pegoda, Mrs. Malcom Barnes, Mrs. Janis Bergman, Mr. John W. Reynolds, and Rev. Everett McCollum. Be it further RESOLVED that Mr. Roy Clamon and Mrs. Hazel Lee Jackson are approved for membership on the Tyler County Advisory Council.

Consideration of Personnel Matters: Dr. Self asked the Chairman to call an Executive Session to consider personnel matters brought before the Board by the Executive Director according to Article 6252-17, Section 2(g) of the Open Meetings Law.

Chairman Burke declared an Executive Session at 7:15 p.m., and said that no action would be taken by the Board until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 7:50 p.m.. He asked that the Executive Director write a letter to Mr. S. H. Morrison, Jr. thanking him on behalf of the Board for his service while employed with DETRMHMRS as Director of Program Support Services.

Mr. Burke asked for Board action on the following item:

Consideration of Changing Community Service Aide II Positions: On a motion by Mrs. Rhoder, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that Position No. 131, Community Service Aide II (Nacogdoches Co. Sheltered Workshop) be deleted, and that Position No. 77, Community Service Aide II (Nacogdoches Co. Sheltered Workshop) be made a full-time position. Be it further RESOLVED that the Board Chairman and Executive Director are authorized to sign the Personnel Action forms and forward to TDMHMR for approval.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING:

Workshop for Board Members: The purpose of the workshop was discussed. Dr. Lawrence said that this would give the Division Directors an opportunity to provide the whole Board an in depth status of our programs. Notice of the meeting will be posted; however, there will be no major Agenda items for Board action. He suggested that H. W. Hise, Executive Director of the Texas Council of Community MHMR Centers, Inc. might be invited to come from Austin to visit with the Board, also.

Mr. Burke invited the Board to have this workshop at the North Boggy Slough Club located about 16 miles west of Lufkin. The workshop will be held on Saturday, March 12, 1977, from 9:00 a.m. until about 3:00 p.m., with lunch being provided. Board members will be provided with a map to the location at a later date.

March Board Meeting: Mrs. Rhoder invited the Board to hold the March Board Meeting in Crockett, and the time and date was set for Tuesday, March 22, at 5:30 p.m.. Board Committees will convene at 4:30 p.m.. Mrs. Rhoder will advise of the location at a future date.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 8:00 p.m..

APPROVED:

Ward R Burke
Ward R. Burke, Chairman

RB Hille
R. B. Hille, Secretary

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DETRMHMRS
NAME OF CENTER

Jan 31, 1977
Date

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
LOCAL						
1. Tax Funds Appro. to Center						
a. City Government	(010)					
b. County Government	(020)	7,987	30423.76	95,846	35673.83	60172.17
c. School District	(030)	798	—	9,577	3525.00	6052.00
d. Hospital District	(040)					
e. Other	(050)					
2. Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	2,000	2348.06	24,000	9421.85	14578.15
b. Title XX	(071)	7,083	-0-	85,000	25411.12	59588.88
c. ICF-MR	(072)					
d. SB 230	(073)	21,603	23682.40	259,229	101029.60	158199.40
e. TRC	(074)	667	1719.00	8,000	5623.86	2376.14
f. DPW-Protective Services	(075)	1,692	5497.07	20,303	5497.07	14805.93
g. DETCOG-Status Offender	(076)	333		4,000		4000.00
h. Lufkin State School	(077)	1,000		12,000	3648.30	8351.70
3. Other Income & Contributions						
a. Workshop Production	(080)	2,500	2298.46	30,000	10202.46	19797.54
b. Piney Woods ARC	(081)					
c. Donations	(082)	167	540.87	2,000	643.12	1356.88
d. Concessions	(083)	83	206.85	1,000	990.89	9.11
e. Miscellaneous Income	(084)	125	72.00	1,500	4423.13	<2923.13>
f. Jasper-Newton ARC	(085)	3,184	9553.00	38,213	19,106.00	<19107.00
g. Title XX Extraordinary	(086)	83	1431.21	1,000	1431.21	<431.21>
h. Interest Income	(089)	333	392.13	4,000	2596.82	1403.18
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1. Grant-in-Aid	(110)	79,958	159915.00	959,490	479745.00	479745.00
2. Supplemental Grant-in-Aid	(120)					
3. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
1. Rusk State Hospital	(160)	3,921	3921.17	47,054	15684.68	31369.32
2. Texas Commission on Alcohol.	(161)	2,215		26,575	4127.00	22448.00
3. BSCHD	(162)	712	2135.00	8,540	4270.00	4270.00
4. TRC-Est.-Crockett	(163)	4,290		51,481		51481.00
5. TRC-Est.-Jasper	(164)	4,323		51,881		51881.00
6. TRC	(165)	45		540		540.00
FEDERAL FUNDS						
1. Grants						
a. Title I	(210)	3,264		39,163	11907.60	27255.40
b. DDA	(211)	6,160	13053.00	73,920	13053.00	60867.00
c. MH Oper. Grant (PL94.63)	(216)	26,930		323,159	50000.00	273159.00
d. HEW(DPW) Liaison Workers	(217)	2,130	2292.68	25,560	5742.05	19817.95
e.	(218)					
f.	(219)					
g.	(220)					
GRAND TOTAL		183,586	259481.66	2,203,031	813753.59	1389277.41

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

January 1977

INCOME	TOTAL
Angelina County	$ 3,883.14
Hardin County	12,970.00
Houston County	6,584.00
Jasper County	870.83
Nacogdoches County	4,122.50
Polk County	1,406.58
San Jacinto County	586.71
Patient Fees	2,348.06
Senate Bill 230	23,682.40
Texas Rehabilitation Commission	1,719.00
DPW-Protective Services	5,497.07
Workshop Production	2,298.46
Donations	540.87
Concessions	206.85
Miscellaneous Income	72.00
Jasper-Newton ARC	9,553.00
Titles IV-A & VI Extraordinary Expense	1,431.21
Interest Income	392.13
Grant-in-Aid	159,915.00
Rusk State Hospital	3,921.17
Beaumont State Center for Human Development	2,135.00
DDA-Mobile Evaluation Unit	13,053.00
DPW-Liaison	2,292.68
TOTAL	$259,481.66

EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Salaries	$ 87,536.07	$	$ 87,536.07
FICA	5,120.98		5,120.98
Ins/Hospitalization/Life	3,248.02		3,248.02
Retirement	1,506.92		1,506.92
Travel	4,057.72		4,057.72
Drugs	7,553.96		7,553.96
Food	1,412.16	776.97	2,189.13
Supplies	3,312.81	1,492.96	4,805.77
Equipment/Purchased	4,999.55	253.97	5,253.52
Equipment/Rental	1,501.27		1,501.27
Equipment/Repairs & Maintenance	23.45		23.45
Rent/Building	6,632.00		6,632.00
Remodeling & Renovation/Building	258.25		258.25
Vehicles/Purchased	6,482.00		6,482.00
Vehicles/Rental		316.00	316.00
Vehicles/Operation & Maintenance	955.04	805.12	1,760.16
Contracts	29,314.84		29,314.84
Utilities/Postage/Telephone	4,272.51		4,272.51
Laboratory Expense	136.00		136.00
Insurance	1,072.89		1,072.89
Client Training Wages	2,409.48		2,409.48
Client Fringe	107.00		107.00
Contract Materials	276.16	22.36	298.52
Educational Supplies	277.65	59.95	337.60
Miscellaneous	441.80		441.80
Emolument	525.00		525.00
Concession Expense	174.70	68.90	243.60
Legal Expense	75.00		75.00
TOTAL	$173,683.23	$3,796.23	$177,479.46

BREAKDOWN OF DISBURSEMENTS:

Drugs: TPERF - $7,553.96

Food: Shelby County Halfway House - $490.00
Sunrise Manor - $855.06 (December-January; ½ Beef)

Supplies: CA-Xerox Paper and Supplies - $449.03
All programs - Office supplies (ribbons, forms, pencils, pens, etc.) $1,119.10
Shelby County Halfway House - Fire Alarms (6) - $181.64

Equipment/Purchased: Director of Prescreening & Aftercare (MH) - 2 chairs, Bookcase - $243.60; Desk Chair - $186.75
Director of Outpatient Clinics (MH) - 2 Chairs - $178.00; Desk Chair - $186.75

BREAKDOWN OF DISBURSEMENTS - CONTINUED:

Personnel Assistant - Calculator, 2 chairs - $393.10; Desk Chair - $186.75
Mobile Evaluation Unit - 3 Chairs, File cabinet, Bookcase, Desk - $539.22; Calculator - $251.10
Jasper Co. CCC - Filmsound Projector & Screen - $744.00
Polk Co. CCC - Filmsound Projector & Screen - $744.00
Trinity Co. OPC - Steno Chair - $111.00
CA - 3 Steno Chairs - $333.00
MH Director - Desk Chair, Credenza $512.97
MR Director - Crendenza - $326.22

Equipment/ Rental: CA - Computer - $907.25; Xerox - $523.82

Rent/Building: Trinity Co. OPC - $200.00
Angelina Co. OPC - $895.00
Tyler Co. OPC - $267.00
Angelina County Day Treatment - $200.00
Nacogdoches, Co. OPC & CCC - $200.-0
Shelby County Halfway House - $100.00
Houston Co. Dev. Ctr. - $200.00
Jasper Co. Dev. Ctr. & Jasper - Newton Co. SWS - $100.00
San Jacinto Co. Dev. Ctr. - $100.00
Tyler Co. Dev. Ctr.-$125.00
Sunrise Manor - $400.00
Nacogdoches Co. SWS - $160.00
CA - $1,335.00
Polk Co. CCC - $300.00
Newton Co. OPC (Sept.-Jan.) - $1,325.00
CA - Day Treatment - $450.00
Jasper Co. CCC - $225.00

Remodeling & Renovation/Building: Angelina Co. Day Treatment - Electrical Wiring for Range and Air Conditioner - $258.25

Vehicles/Purchased: Jasper-Newton Co. SWS - Van - $6,482.00

Vehicles/Operation & Maintenance: Nacogdoches Co. SWS - Gasoline - $128.10;
Polk Co. SWS - Gasoline - $107.37

Contracts: CA-Computer - (Quarterly) - $1,450.00
Lufkin Workshop & Opportunity Center (Quarterly) - $13,833.34
Woodland Heights General Hospital - $900.00
Shelby Co. School Board - $13,081.50

Utilities/Postage/Telephone: CA-Telephone - $497.05
Shelby County Halfway House - Gas - $103.55; Electricity - $131.56; Telephone - $169.54
Sunrise Manor - Gas- $110.84; Electricity - $146.80
Jasper-Newton Co. SWS & Jasper Co. Dev. Ctr. - Butane - $407.00
MR Office - Telephone - $134.31
Tyler Co. OPC - Electricity - $130.57; Telephone - $133.05
Jasper Co. CCC - Telephone - $137.69
Nacogdoches Co. OPC & CCC - Telephone - $173.62
Polk Co. SWS - Telephone Directory Annual Charge - $160.80
Angelina Co. OPC - Telephone - $237.90

Insurance: All Programs - Quarterly Workmen's Compensation - $1,072.89

Miscellaneous: CA & Day Treatment - Texas Health Facilities - Certificate of Need - $100.00

BREAKDOWN OF ENCUMBRANCES:

Food: Shelby County Halfway House (includes 1 side Beef) - $776.97

Supplies: All Programs - Office Supplies - $805.51
Sunrise Manor - Fire Alarm System - $289.00

Equipment/Purchased: Mobile Evaluation Unit - Portable Recorder - $179.00

Vehicles/Operation & Maintenance: San Jacinto Dev. Ctr. - Tires - $229.80
Polk Co. SWS - Tires - $229.80
Shelby Co. SWS - Tires - $229.80

Vehicles/Rental: CA-Lease Car - $158.00
MH-Lease Car - $158.00

DETRMHMRS
NAME OF CENTER

SUMMARY
ORGANIZATIONAL UNIT

Jan 31, 1977
Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	106,963	87,536.07	1,283,550	397,525.76	886,024.24
b. Fringe Benefits	(020)	7,483	6627.90	89,799	26,787.12	63,011.88
c. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	638	- 0 -	7,657	3006.67	4650.33
2. Other	(040)	600		7,200		7200.00
TRAVEL - STAFF & BOARD	(050)	7,117	4057.72	85,400	23640.73	61,759.27
CONSUMABLE ITEMS						
a. Drugs	(060)	6,583	7553.96	79,000	34,174.11	44,825.89
b. Food	(070)	1,000	1412.16	12,000	3814.19	8,185.81
c. Other	(080)	2,833	3312.81	34,000	15782.96	18217.04
EQUIPMENT & FURNITURE						
a. Purchase	(090)	3,750	4999.55	45,000	35,032.93	9,967.07
b. Rental	(100)	1,455	1501.27	17,460	4976.51	12,483.49
c. Repair & Maintenance	(110)	500	23.45	6,000	4175.25	1824.75
BUILDING						
a. Rent	(120)	4,485	6632.00	53,820	23,702.50	30,117.50
b. Remodeling & Renovation	(130)	147	258.25	1,765	705.99	1059.01
c. Repair & Maintenance	(140)	147		1,765	410.33	1354.67
VEHICLE						
a. Purchase	(150)		6482.00		6482.00	<6482.00>
b. Rental	(160)		316.00		316.00	<316.00>
c. Oper. & Maintenance Cost	(170)	1,417	955.04	17,000	3419.03	13580.97
CONTRACTS WITH SERVICE AGENCIES	(180)	23,635	29314.84	283,615	123849.48	159765.52
OTHER						
a. Utilities, Postage & Tele.	(190)	3,333	4272.51	40,000	17,914.12	22,085.88
b. Laboratory Expense	(191)	375	136.00	4,500	1,964.25	2535.75
c. Client Transportation	(192)					
d. Annual Audit	(193)	583		7,000		7000.00
e. Insurance	(194)	5,012	4320.91	60,138	23,067.55	37,070.45
f. Client Wages	(195)	2,500	2409.48	30,000	11,442.05	18,557.95
g. Client Fringe	(196)	250	107.00	3,000	434.26	2565.74
h. Contract Materials	(197)	416	276.16	5,000	1678.47	3321.53
i. Educational Materials	(198)	250	277.65	3,000	383.28	2616.72
j. Miscellaneous	(199)	972	441.80	11,662	7538.29	4123.71
k. Emolument	(200)	350	525.00	4,200	1750.00	2450.00
l. Legal Services	(201)	500	75.00	6,000	394.88	5605.12
m. Therapeutic Recreation	(202)				45.20	<45.20>
n. Concessions	(203)	292	174.70	3,500	847.20	2652.80
o. ________	(204)					
p. ________	(205)					
GRAND TOTAL		183,586	173,683.23	2,203,031	775,261.11	1,427,769.89