

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

May 24, 1977

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. V. B. Woods, Treasurer
Mr. George Gee
Rev. Jerry Self
Judge Allen Sturrock

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Mr. Tom D. Mann, Vice Chairman
Judge Emmett Lack
Mrs. Agnes Rhoder

OTHERS PRESENT

Dr. Wayne Lawrence -	DETRMHMRS
Russ Burbank	"
Betty Ecker	"
Linda Foley	"
Jim McDermott	"
Dr. Scott Pricer	"
Dr. Bob Vance	"
Paul Jackson	"
Kenneth Johnson	"
Lee Mayberry	"
Allen Micheletti	"
Beverly Thaggard	"
Charlotte Wolfe	"
Dr. Marc Zimmerman	"
Betty Loflin, Nacogdoches Co. Advisory Council	"
Gladys Hampton	"
Perlone Horton	"
Sue White	"
Gayla Harber, Nacogdoches Co. Mental Health Assn.	
Agnes Martin, Newton Co. Advisory Council	
Lois Gee, Jasper	
Lois Lacey, Jasper	
Dr. Bruce Bailey, SFASU, Nacogdoches	
Mrs. Bob Vance, Lufkin	

The 44th meeting of the Board of Trustees was held in the Texas Power & Light Co. building in Nacogdoches on Tuesday, May 24, 1977, at 5:30 p.m.

INVOCATION: Rev. T. W. Berry, Zion Hill First Baptist Church, gave 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 expressed appreciation to Dr. Self for inviting the Board to meet in Nacogdoches. Mr. Burke said that Mr. Hille expressed regret at not being able to attend the meeting as he was detained in Austin. He introduced members of the Nacogdoches Co. Advisory Council present and welcomed their presence.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the April Board Meeting, on a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the Minutes of the April 26, 1977, Board Meeting.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence gave the following report:

1. The Regional Professional Advisory Committee met on May 3, and the Regional Medical Advisory Committee met on May 5. Both meetings were well attended, and the input was good. The Committees both scheduled their next meetings for August.
2. We have sent out requests for input regarding the regional emergency system. Replies are beginning to come in, and these will be tabulated and presented to the Board next month.
3. We were visited by the Management Analysis Task Force on May 12. Mrs. JoAnn Fries, Liaison Worker, did an exceptional job of preparing the data they needed in advance.
4. Dr. Peebles attended the Texas Medical Association conference in Houston the first part of this month.
5. Mr. Burke will preside at the Texas Council of Community MHMR Centers meeting to be held in Austin on June 17 and 18. I plan to attend, and this meeting will be hosted by the Council and Hogg Foundation. Mr. Burke invited Board Members to attend.
6. The first staff picnic was held on Saturday, May 21, and enjoyed by all attending until it began to rain.

7. We received copies of Management Audit reports on audits conducted at other MHMR Centers. We don't know the criteria they use in making these audits, so we are reviewing the reports for shortcomings and making note of these.

8. Reviewed for the Board Patient Movement Reports for FY 1975, FY 1976, and 1st Quarter of FY 1977.

9. Introduced staff members present at the meeting, and called on Division Directors for reports.

Mrs. Foley, Director, Business Division:

1. To date, we have received 71% of the local funds pledged.

2. No financial data has been entered into the Region VII ESC computer system as of April 1. This decision was made following Board action at the April Board Meeting on exploring the Mental Health Information System.

3. We have almost eliminated the backlog of office supplies which had built up while contracting with Hibbard Office World in back orders. There have been very few items which could not be purchased either from Story-Wright or W. C. Royle with immediate delivery; and most of the time, if an item has to be ordered by these two companies it is received within two days. The staff appreciates the Board's action last month on this matter.

4. A memorandum was received from Dr. Jon Hannum, Deputy Commissioner, Community Services, dated May 11, 1977, dealing with Community MHMR Centers' authority to borrow money. There has never been an Attorney General's ruling on this matter and one has now been requested. However, the Legal Division of TDMHMR has stated that after researching the matter they do not feel Community Centers have the authority to borrow money to finance their operations.

5. A meeting of the Safety Committee was held on May 12 according to Procedure No. A-18 of the Operations and Procedures Manual. It was determined that as soon as a draft of a policy on "Missing Persons" is received, the Committee can take the information compiled on all areas of concern and begin to write a safety manual. Another meeting will be held in June after new appointments are made for rotating members whose terms expire. Quarterly meetings will continue to be held or more often if the need arises.

Mr. McDermott, Director, Program Support Services Division:

1. The County Judges' Seminar held on May 18 was attended by about 35 persons with 6 County Judges present or represented. The interaction between the panel and those present was good, and feedback received indicates it was a successful project.

2. Local Advisory Council meetings scheduled for next month are: June 7 - Nacogdoches County Advisory Council; June 14 - Angelina County Advisory Council and Newton County Advisory Council. To be discussed at these meetings are the roles of the Advisory Councils as compared to the various Advisory Committees and the Board of Trustees.

3. Mr. Bill Tyler, Director of Personnel Services, will attend an EEOC conference in Houston this week and travel to Austin next week for extensive training at TDMHMR and at the Austin State School.

4. Discussed new format for Staff Development sessions devised to provide more specific training needs.

5. Presented recent newspaper articles that appeared in area newspapers regarding MHMR programs.

6. Discussed insurance coverage. The significant increase from last year is mainly because we now have 13 vehicles instead of 3. We have investigated getting the premium cut back, but this would mean cutting out some liability coverage which we cannot afford to do.

7. We have made arrangements with KTRE-TV's "Hi Noon" show to have one of our programs spotlighted on the second Tuesday of each month. The first program will be a general orientation of our programs, and then successive programs will be on MH, MR, volunteer services, etc. Board members may be asked to participate from time to time.

Mr. Burbank, Director, Mental Retardation Programs:

1. Two Sunrise Manor Halfway House clients have completed training, and yesterday moved into an apartment in Lufkin. They are working full-time and staff will continue to follow up and provide services as necessary.

3. The East Texas Adult Education Cooperative in Rusk has agreed to place a teacher at the Nacogdoches Sheltered Workshop

on a part-time basis to teach personal and social adjustment skills. There is a possibility that a teacher will be placed in the Shelby Co. Sheltered Workshop in July for the same purpose. There is no cost to MHMR.

3. Mr. Larry Heaton and Mr. Bruce Duncan attended the DDA Conference in Dallas on May 10, 11, and 12, and reported on our current grants.

4. On May 18, TRC made a Site Visit to the Shelby County Sheltered Workshop for the purposes of accreditation. We have informal approval for level II which is consistent with the other workshops, but have not yet received this in writing.

5. The Trail Riders from Pittsburg, Texas, publicizing the Special Olympics, arrived in Nacogdoches about 2:00 p.m. last Sunday, and in Lufkin at 7:00 p.m. for a barbecue supper. Monday, they stopped at the Houston Co. Sheltered Workshop, and will travel on to Austin to open the Special Olympics Thursday. We have 18 clients who will participate in the State meet on Thursday and Friday. Mr. McDermott arranged for news coverage, and there was good publicity.

6. We met with local citizens of Nacogdoches and discussed our needs for a new sheltered workshop there. The Nacogdoches City Commission voted to give us a 25 year lease for \$1 on some land located on University Drive, and we are working with the Pineywoods Association for Retarded Citizens to construct a building and lease it to us. These are tentative plans, but we hope to be able to firm them up soon.

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

1. On April 28 and 29, I attended an organizational meeting of evaluators from MHMR Centers held in Austin. The group I was assigned to was asked to serve on a task force to develop a position paper and affiliation agreement. Evaluation is going to become more important to us to justify money and programs.

2. The Regional Plan is now about one-third complete.

3. On May 14, I attended a meeting of the Greater East Texas Health Systems Agency (GETHSA) held in Lufkin. The purpose of the meeting was to explain the purpose and function of the Health Systems Agency to the governing Board and interested citizens.

Mental Health Division: (Dr. Lawrence reported in Dr. Martin's absence.)

1. The TRC Site Visit team visited the Shelby Co. Halfway House on May 18. The feedback we have received looks favorable, and we feel we will get certification for that facility and be eligible to receive reimbursement from TRC.

2. A remotivation therapy workshop sponsored by MHMR was held at the Day Treatment Program on May 19 and 20, and was conducted by the Staff Development Coordinator of Rusk State Hospital.

3. A former client at the Shelby Co. Halfway House has been employed by the Shelby Co. schools to coordinate the GED program which will be held at the halfway house.

4. We are making plans for a new facility for the Nacogdoches Co. Outpatient Clinic. We have signed a lease with Mr. Bob McKnight who will construct a building for us to lease. It is in a good location and will meet all JCAH standards.

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 Judge Sturrock, the Board passed the following motion:

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

Consideration of Voucher for First Month Grant-in-Aid for Fourth Quarter: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board approved the following resolution:

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

Discussion of Status of Day Treatment/Administration Facility: Dr. Lawrence said that Mr. Marsellos will be happy to come to

the Board Meetings if the Board so desires to report on the progress of the building. Dr. Lawrence said that the site has been cleared and they are now bringing in fill. A preconstruction conference was held with Mr. Marsellos presiding of all sub-contractors. Mr. Tom Campbell, Architect, Community Services, TDMHMR, was present, and if the subcontractors abide by the instructions there shouldn't be any problems.

Discussion of FY 1978 Budget Review Cycle: Dr. Lawrence said that further information will be sent to the Board in the mail. TDMHMR will tell us how much we can spend in each category, and we will prepare the initial draft of the budget at that time. The Board has received two priority lists with the supporting documents. The Board previously voted to pay employees the same as the State. We have abided by that decision using the State Classification Plan. One priority list is for a two-step raise for employees (6.8%) and the other is for a one-step raise (3.4%), and we are waiting to see what the State allows so we will know which priority list to use.

On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the proposed budget priorities be approved as submitted with the raises for MHMR employees consistent with those of the State, and that the staff be authorized to develop the proposed FY 1978 Operating Budget consistent with these priorities and submit this budget for review and action at the June Board Meeting.

Consideration of Bids for Equipment and Renovation:

Part 1: Consideration of Furniture and Equipment Purchases for the Business Division.

On a motion by Mr. Woods, seconded by Judge Sturrock, the Board passed the following motion contingent upon Board action under "Personnel Matters" in approving an additional position for the Business Division:

RESOLVED, by the Board of Trustees, that the Board approve the purchase of furniture and equipment for the Business Division as follows:

2 - Alma Executive Desks @ \$528.75	\$1,057.50
1 - Alma Executive Chair	180.00

1 - Alma Secretarial Chair	111.00
2 - Calculators @ \$359.10	718.20
4 - File Cabinets @ 116.92	467.68
1 - Typewriter	747.00
Total	<u>\$3,281.38</u>

Part 2: Consideration of Renovation of Polk County Sheltered Workshop.

On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board authorize the Executive Director to proceed with plans to renovate the Polk County Sheltered Workshop as proposed. Be it further RESOLVED that the Executive Director be authorized to solicit and accept bids to complete the renovation, the amount not to exceed \$4,000.00, and that he be authorized to sign and issue the purchase orders.

Part 3: Consideration of Bids for Air Conditioning Units for Jasper-Newton Sheltered Workshop and Developmental Center.

On a motion by Judge Sturrock, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the low bid of \$3,627.00 from JIMMY AUD ELECTRONICS of Jasper for air conditioning of the Jasper-Newton Sheltered Workshop and Developmental Center. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase orders.

Consideration of Proposed Policy Concerning Meals for Visitors at Residential Units: On a motion by Mr. Woods, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that MHMR residential programs be authorized to provide meals to certain authorized visitors at a cost of \$1.50 (including tax) per meal.

Consideration of Proposed Revision in TPERF Contract: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

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RESOLVED, by the Board of Trustees, that the Board Chairman be authorized to sign the proposed contract amendment to the FY 1977 contract with the Texas Pharmaceutical Education and Research Foundation, Inc. as submitted. Be it further RESOLVED that this contract amendment be submitted to the Community Services Division of TDMHMR for approval, and that following approval by TDMHMR this be used as the basis of payment to TPERF.

PROGRAM COMMITTEE - Mr. R. B. Hille, Chairman (Chairman Burke asked the Executive Director's assistance in presenting the items in Mr. Hille's absence.)

Discussion of Possible Funding Opportunities: Dr. Lawrence reported that since the last Board Meeting we have not received any grant information in terms of possible funding sources, so no Board action is required.

Consideration of Proposed Mental Health Management Information System and Present Computer Contractual Arrangement:

Part 1: Mental Health Management Information System (MHMIS)

Dr. Self reported that the Committee appointed at the last Board Meeting to investigate this matter composed of himself as Committee Chairman, Mr. Woods, and Judge Lack, met on May 4. Attending this meeting also were: Mr. Jim King, Assistant Deputy Commissioner, Community Services, TDMHMR; Dr. Jack Franklin, Chief, Program Analysis and Statistical Research, TDMHMR; a representative from Axley & Rode (at our request to act as our representative); representatives from NEOTERICS, Inc.; several staff members; and Judge Lack brought his auditor because of his experience, and he made a significant contribution to the meeting. As a result, the Committee asked the staff to send requests for quotations, with Axley & Rode serving as the agent of the Board in the bid process, to five companies who could provide service out of Houston. A deadline of 2:00 p.m. on May 24, 1977, was given for the return of these requests for quotation. We received a letter from IBM thanking us for the opportunity to bid, but they declined to offer a bid. The only bid received was from NEOTERICS, Inc. in the amount of \$116,000.

Mr. Woods said he checked on NEOTERICS' financial condition through Dunn & Bradstreet, and though a fairly new firm (organized in 1969) found nothing derogatory about them.

Dr. Lawrence said that he checked with the MHMR Center in Waco, and the Director said NEOTERICS has met all their goals and commitments have been filled up to this time.

A discussion ensued about how the Board could finance their portion of the costs involved for the hardware in the event HEW did not provide these funds under the operations grant. Mr. Burke asked that the Executive Director and Business Division Director to work up a financial statement to indicate source of funds with and without federal funds.

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 accept the bid from NEOTERICS, Inc. in the amount of \$116,000.00 and that the Board Chairman or Vice Chairman be authorized to sign the contract with NEOTERICS, Inc. after the staff prepares and presents to the Chairman or Vice Chairman a cash flow pro forma statement evidencing the availability of funds to meet all obligations of the Center whether or not federal funds are available for payment of the contract price. Be it further RESOLVED that the Board Chairman or Vice Chairman consult with at least two members of the Committee be it either Mr. Woods, Dr. Self, or Judge Lack upon reviewing the cash flow statement and before executing the contract.

Part 2: Present Computer Contractual Arrangement

On a motion by Dr. Self, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board contract with the Region VII Education Service Center in Kilgore for computer services for payroll only through January in FY 1978, the cost of which will be at the rate of \$130.00 per month plus five cents for each key-punched card change, and that the total contract cost not to exceed \$750.00. Be it further RESOLVED that if Region VII Education Service Center does not wish to enter into a contract for a partial year's service, the Executive Director be authorized to contract for the entire year of FY 1978 for payroll, with the cost not exceeding \$1,700.00.

Discussion of Proposed 24-Hour Emergency/Crisis Line System:
Discussion on this item was delayed and no Board action taken.

Discussion of Status of Newton County Program: Mr. Gee reported that Newton County provided \$4,752 in local match the first year

of our operation. In the second year, they provided \$5,678; however, they indicated in their motion that future contributions be limited to \$2,500. In our third year (FY 1977) we again requested the \$5,678. Negotiations for this figure were conducted over a period of time, and the outcome was that we would pay \$265 per month rent for the space utilized in the old Newton County Hospital building to house the Outpatient Clinic and Developmental Center, and they would provide the \$5,678. However, in view of JCAH standards, it is felt we should move the Clinic to Jasper to more adequate quarters allowing growth. Also, this Clinic has grown less rapidly than the other Clinics and the cost for operating the Clinic per client is higher than the other Clinics. In view of these facts and the cost efficiency involved, it is proposed that we leave the Developmental Center in its present quarters in Newton County and pay \$265 per month for space utilized, and ask Newton County for the same \$5,678 for FY 1978. Then move the Clinic to Jasper (a larger community) and office it in our current Community Counseling Center building consolidating these two programs under one roof and not costing additional rent thereby reducing the per client cost for services rendered. Jasper is only 18 miles from Newton and Newton County clients could be transported to the Clinic in Jasper in the van.

Dr. Lawrence said that Judge Fillyaw has always been cooperative and the Advisory Council helpful. This issue came up because of the JCAH standards requiring that we have facilities allowing for growth, and because of cost efficiency.

Chairman Burke recognized Mrs. Agnes Martin, Chairperson of the Newton County Advisory Council. Mrs. Martin said that the Council does not want to lose the Clinic in Newton County as it is needed there. Newton County has the highest illiteracy in the State and the highest welfare program in the State. She said it is not a matter of what the Commissioners want to do, but what they can afford to do. She said she understands the Board's position, but she feels that in the future as the county grows, Newton County might contribute more toward MHMR programs.

Chairman Burke said he was concerned about cost efficiency and JCAH accreditation. However, the Board would like to have programs in every county and is willing to make some sacrifices to keep a program in a county longer than is good business, and encourage the county to contribute its share.

On a motion by Judge Sturrock, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board delay a decision on the issue of moving the Newton County Outpatient Clinic to Jasper for 30 days.

Discussion of FY 1976 Goal Attainment Results: Dr. Lawrence summarized the information supplied the Board in the supporting documents. The goals (total 2,570) were stated in the FY 1976 budget and the clients served figures were taken from the computer printouts of the Community Program Patient Information System. The clients served by organizational unit total of 2,242 includes a duplicate count of clients who were served in more than one organizational unit. The summary total of 1,953 represents an unduplicated figure.

Consideration of Proposed Joint Agreement with Texas Rehabilitation Commission: Dr. Lawrence said that he had been contacted by TRC and they wish to change the agreement they submitted. Action on this item was delayed.

Consideration of Proposed Respite Care Program: 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 approve a Respite Care Program at the Sunrise Manor Halfway House, and that this program be on an "as available" basis with the length of stay for any one individual limited to 30 days.

Consideration of Participation in the Texas Nursing Facility Vendor Program: Dr. Lawrence said that Sunrise Manor Halfway House was accredited by ICF-MR and we were notified by the Department of Public Welfare (DPW) that we can receive reimbursement for the clients at the Halfway House. The resolution submitted by DPW authorizes the Executive Director to sign and submit the appropriate forms.

On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution submitted by DPW:

BE IT RESOLVED that the Board of Directors of the Deep East Texas Regional MHMR Services do hereby authorize Wayne Lawrence, Ph.D., Executive Director, and his/her successors in office to negotiate a contract or contracts with the Texas State Department of Public Welfare and to execute said contract or contracts on behalf of the

corporation for the purpose of participating in the Texas Medical Assistance Vendor Program, and further we do hereby give him/her the power and authority to execute any and all documents incident to this transaction or any further transaction incident to participation in the Texas Medical Assistance Vendor Program and in addition authority to do any and all things necessary to implement, maintain, amend or renew said contracts to assure continued participation in the Texas Medical Assistance Vendor Program.

Be it also RESOLVED that the Board Secretary be authorized to sign the resolution as submitted by the Department of Public Welfare, and that this be forwarded to DPW as requested.

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

Consideration of Proposed Revised Organization Chart: On a motion by Dr. Self, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revised Organization Chart be approved as submitted.

Consideration of Nominees for Local Advisory Councils and Regional Advisory Committees:

Part 1: Local Advisory Councils

On a motion by Mr. Gee, seconded by Dr. Self, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve Ms. Ada West of Groveton for membership on the Trinity County Advisory Council.

Part 2: Regional Professional Advisory Committee - No nominees submitted for Board approval.

Part 3: Regional Volunteer Services Advisory Committee

On a motion by Mr. Gee, seconded by Dr. Self, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the nomination of Mrs. Pat Baldwin of Lufkin for membership on the Regional Volunteer Services Advisory Committee representing Angelina County.

Part 4: Regional Medical Advisory Committee

On a motion by Mr. Gee, seconded by Dr. Self, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the following for membership on the Regional Medical Advisory Committee: Dr. Harry M. Ricketts of Crockett representing the Houston County Medical Society; Dr. Phillip T. LaBarbera of Nacogdoches representing the Nacogdoches County Medical Society; and Dr. John T. Moore of Kirbyville representing the Jasper-Newton Medical Society.

Consideration of Proposed Certificate of Appreciation: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board Chairman and Executive Director be authorized to sign and present a Certificate of Appreciation to Mrs. Janis Grillot of Tyler County.

Consideration of Proposed Revision in Travel and Leave Policies:

Part 1: Staff or Board Travel Out of the Continental United States

On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that all official travel requiring a Board Member or an employee to travel outside of the Continental United States receive prior approval of the Board of Trustees. Be it further RESOLVED that the proposed Board Policy be approved as submitted and incorporated in the Policies and Procedures Manual of the Board as section III-Q.

Part 2: Application for Approval of Leave Forms for the Executive Director

On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that all Application for Approval of Leave Forms for the Executive Director be reviewed, considered, and acted upon by the Board Chairman or, in his absence, the Chairman of the Personnel and Public Education Committee. Be it further RESOLVED that the proposed Board Policy on this matter be approved as submitted and incorporated in the Policies and Procedures Manual of the Board as section III-R.

Part 3: Executive Director's Travel

On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the existing travel policies be revised to allow reimbursement of full travel expenses to the Executive Director on official business. Be it further RESOLVED that the proposed Board Policy be approved as submitted and incorporated in the Policies and Procedures Manual of the Board as section III-S.

Consideration of Proposed Summer Intern Program: On a motion by Mr. Gee, seconded by Dr. Self, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board elects to not participate in the Summer Intern Program at this time.

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 8:00 p.m. stating that no action would be taken by the Board until the meeting was reopened. Visitors were excused from the meeting room.

Executive Session

Mr. Burke reopened the meeting to the public at 8:25 p.m., and asked for Board action of the following items:

Consideration of Applicant for Volunteer Services Coordinator Position: On a motion by Mr. Gee, seconded by Dr. Self, the

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Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to transfer Mrs. Gwen Cunningham from the position of Caseworker II at Angelina County Outpatient Clinic to that of Volunteer Services Coordinator effective June 1, 1977.

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

RESOLVED, by the Board of Trustees, that an Accountant II position be created and added to the Personal Services Schedule. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign and submit the necessary Personnel Action forms to TDMHMR for approval.

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

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Jane Nash Higbee, M.D. effective August 1, 1977, in the position of Psychiatrist.

Consideration of Deletion of Clerk I Position and Addition of Secretary I Position - MH Division: 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 approve the deletion of the Clerk I position #138 and the addition of a Secretary I position #156 on the Personal Services Schedule effective June 1, 1977. Be it further RESOLVED that the Board Chairman and the Executive Director be authorized to sign the Personnel Action forms and submit to TDMHMR for approval.

Consideration of Upgrading Secretary I Position to Secretary II Position - MH Division: 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 approve the upgrading of the Secretary I position (#94 on the Personal Services Schedule) to a Secretary II position (#159) effective June 1, 1977. Be it further RESOLVED that the Board Chairman and the Executive Director be authorized to sign the Personnel Action forms and submit to TDMHMR for approval.

Consideration of Upgrading Secretary I Position to Secretary II Position - MR Division: 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 approve the upgrading of the Secretary I position (#95 on the Personal Services Schedule) to a Secretary II position (#160) effective June 1, 1977. Be it further RESOLVED that the Board Chairman and the Executive Director be authorized to sign the Personnel Action forms and submit to TDMHMR for approval.

Change in Personal Services Schedule of Salaries of Houston County and Polk County Sheltered Workshop Unit Supervisors: On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

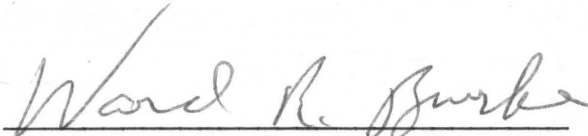
RESOLVED, by the Board of Trustees, that the budgeted monthly salary of Position Number 51 be changed from \$906 to \$848, and that the budgeted monthly salary of Position Number 140 be changed from \$848 to \$906 on the Personal Services Schedule. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign and submit the necessary Personnel Action forms to TDMHMR for approval.

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

Mr. Woods moved, seconded by Judge Sturrock, that the June Board Meeting be held on Tuesday, June 14, 1977, in the Harvest Room at Lufkin Federal Savings & Loan in Lufkin, and that Board Committees meet at 4:30 p.m. with the Board Meeting starting at 5:30 p.m. The Board approved the motion.

ADJOURN: There being no further items for discussion the meeting was adjourned at 8:36 p.m.

APPROVED:


Ward R. Burke, Chairman


R. B. Hille, Secretary

NAME OF CENTER

SUMMARY

ORGANIZATIONAL UNIT

April 1977
Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	105,594	95,897.92	1,266,889	6,70,992.06	595,896.94
b. Fringe Benefits	(020)	7,483	7,025.45	89,799	47,178.54	42,620.46
c. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	638		7,657		7,657.00
2. Other	(040)	402		4,820		4,820.00
TRAVEL - STAFF & BOARD	(050)	6,563	51,066.95	78,756	39,594.64	39,161.36
CONSUMABLE ITEMS						
a. Drugs	(060)	6,583	7,311.61	79,000	54,835.75	24,164.25
b. Food	(070)	500	23,941.07	6,000	82,681.13	22,681.13
c. Other	(080)	2,733	56,966.39	32,800	29,953.92	28,466.08
EQUIPMENT & FURNITURE						
a. Purchase	(090)	4,460	69,411.08	53,510	54,544.05	1,034.05
b. Rental	(100)	2,030	25,170.04	24,360	11,315.92	13,044.08
c. Repair & Maintenance	(110)	500	371.60	6,000	4,496.14	1,503.86
BUILDING						
a. Rent	(120)	4,941	56,630.00	59,295	40,319.50	18,975.50
b. Remodeling & Renovation	(130)	292	1,420.00	3,505	22,590.01	1,245.99
c. Repair & Maintenance	(140)	147	281.00	1,765	2,301.03	536.03
VEHICLE						
a. Purchase	(150)	3,200		38,400	19,446.00	18,954.00
b. Rental	(160)	369	12,640.00	4,424	23,700.00	2,054.00
c. Oper. & Maintenance Cost	(170)	1,417	12,542.28	17,000	7,370.19	9,629.81
CONTRACTS WITH SERVICE AGENCIES	(180)	21,663	28,465.99	259,958	194,244.48	65,713.52
OTHER						
a. Utilities, Postage & Tele.	(190)	3,334	42,941.03	40,000	32,083.40	7,916.60
b. Laboratory Expense	(191)	254	898.20	3,053	34,455.60	3,926.60
c. Client Transportation	(192)					
d. Annual Audit	(193)	583		7,000		7,000.00
e. Insurance	(194)	4,655	46,758.83	55,863	37,813.86	18,049.14
f. Client Wages	(195)	2,500	22,538.86	30,000	18,803.71	11,196.29
g. Client Fringe	(196)	250	103.30	3,000	777.59	2,222.41
h. Contract Materials	(197)	417	324.42	5,000	30,813.32	1,918.68
i. Educational Materials	(198)	250	550.77	3,000	10,264.48	1,973.52
j. Miscellaneous	(199)	763	12,769.96	9,152	10,039.32	8,877.32
k. Emolument	(200)	350	350.00	4,200	2,800.00	1,400.00
l. Legal Services	(201)	500		6,000	394.88	5,605.12
m. Therapeutic Recreation	(202)		24.00		69.20	69.20
n. Concessions	(203)	235	349.00	2,825	1526.90	1,298.10
o.	(204)					
p.	(205)					
GRAND TOTAL		183,586	183,822.83	2,203,031	1,301,351.61	901,679.39

*Miscellaneous Expense previously paid on HEW Construction Grant charged to miscellaneous expense - Construction Grant & Center reimbursed.

NAME OF CENTER

Date

April 30, 1977

LOCAL

1. Funds Appro. to Center

- a. City Government (010)
- b. County Government (020)
- c. School District (030)
- d. Hospital District (040)
- e. Other (050)

2. Patient Fees-Ins.-Reimb.

- a. Direct Patient Fees & Insurance (070)
- b. Title XX (071)
- c. ICF-MR (072)
- d. SB 230 (073)
- e. TRC (074)
- f. DPW-Protective Services (075)
- g. DETCOG-Status Offender (076)
- h. Lufkin State School (077)

3. Other Income & Contributions

- a. Workshop Production (080)
- b. Piney Woods ARC (081)
- c. Donations (082)
- d. Concessions (083)
- e. Miscellaneous Income (084)
- f. Jasper-Newton ARC (085)
- g. Title XX Extraordinary (086)
- h. Interest Income (089)

STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR

- 1. Grant-in-Aid (110)
- 2. Supplemental Grant-in-Aid (120)
- 3. Special Grants-TDMHMR (130)

OTHER STATE FUNDS

- 1. Rusk State Hospital (160)
- 2. Texas Commission on Alcohol. (161)
- 3. BSCHD (162)
- 4. TRC Est. -Crockett (163)
- 5. TRC Est.-Hardin (164)
- 6. TRC (165)

FEDERAL FUNDS

- 1. Grants
 - a. Title I (210)
 - b. DDA (211)
 - c. MH Oper. Grant (PL94.63) (216)
 - d. HEW(DPW) Liaison Workers (217)
 - e. (218)
 - f. (219)
 - g. (220)

GRAND TOTAL

MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
9057	25733.14	108679	71018.33	37660.67
798.		9577	9577.00	-0-
2000	3,567.26	24000	18574.93	5,425.07
7083	8,840.00	85,000	57,365.84	27,634.16
24119	30912.40	289428	176,786.80	112,641.20
667	477.50	8,000	8912.36	(912.36)
1692	3360.30	20,303	10,491.15	9811.85
333		4000	540.00	3460.00
1000		12,000	3648.30	8351.70
2500	2976.95	30,000	16599.37	13400.63
			225.00	(225.00)
167	646.03	2,000	1514.15	485.85
83	186.63	1,000	1505.57	(505.57)
125	14.01	1,500	4632.33	(3132.33)
2,704		32,456	28659.00	3797.00
83		1,000	1431.21	(431.21)
333	1414.49	4000	4197.41	(197.41)
79958	1,59915.00	959490	719617.50	239872.50
3,921	3921.17	47054	23527.02	23526.98
2,215		26575	14559.00	12,016.00
712		8540	4270.00	4270.00
2,855		34257	9871.74	24385.26
2,608		31301	9871.74	21429.26
45		540		540.00
3308		39692	27094.91	12,597.09
6160		73920	13053.00	60867.00
26930	20,000.00	323,159	135,000.00	188159.00
2,130		25,560	18,009.48	7550.52
183,586	261964.88	2,203,031	1,390,553.14	812,477.86

OPERATING STATEMENT

April 1977

<u>INCOME</u>	<u>TOTAL</u>
Angelina County	\$ 7,766.28
Jasper County	870.83
Nacogdoches County	4,122.50
Newton County	5,680.00
Polk County	1,406.57
San Jacinto County	586.71
Tyler County	5,300.25
Patient Fees	3,567.26
Title XX	8,840.00
Senate Bill 230	30,912.40
Texas Rehabilitation Commission	477.50
Department of Public Welfare-Protective Services	3,360.30
Workshop Production	2,976.95
Donations	646.03
Concessions	186.63
Miscellaneous Income	14.01
Interest Income	1,414.49
Grant-In-Aid	159,915.00
Rusk State Hospital	3,921.17
HEW Operations Grant	20,000.00
TOTAL	<u>\$261,964.88</u>

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$ 95,897.92	\$	\$ 95,897.92
FICA	5,610.19		5,610.19
Insurance/Hospitalization/Life	3,526.32		3,526.32
Retirement	1,415.26		1,415.26
Travel	5,106.95		5,106.95
Drugs	7,311.61		7,311.61
Food	2,394.07		2,394.07
Supplies	5,696.39	2,482.88	8,179.27
Equipment/Purchased	6,941.08	2,941.53	9,882.61
Equipment/Rental	2,517.04		2,517.04
Equipment/Repair & Maintenance	37.60		37.60
Building/Rent	5,663.00		5,663.00
Building/Repair & Maintenance	281.00		281.00
Building/Remodeling & Renovation	1,420.00	474.00	1,894.00
Vehicles/Purchased	-0-	32,261.95	32,261.95
Vehicle/Rental	1,264.00		1,264.00
Vehicle/Operation & Maintenance	1,254.28	347.90	1,602.18
Contracts	28,465.99		28,465.99
Utilities/Postage/Telephone	4,294.03	1,778.16	6,072.19
Laboratory Expense	898.20		898.20
Insurance	1,149.51		1,149.51
Client Training Wages	2,253.86		2,253.86
Client Fringe	103.30		103.30
Contract Materials	324.42	178.30	502.72
Educational Supplies	550.77	153.06	703.83
Miscellaneous	(1,276.96) *	60.00	(1,216.96)
Emolument	350.00		350.00
Legal Services	-0-	250.50	250.50
Therapeutic Recreation	24.00		24.00
Concession Expense	349.00	215.35	564.35
TOTAL	<u>\$183,822.83</u>	<u>\$ 41,143.63</u>	<u>\$224,966.46</u>

*\$2,318.85 in expenditures for HEW Construction Grant originally charged;
Grant funds reimbursed Center during April.

BREAKDOWN OF DISBURSEMENTS:

Drugs: TPERF - \$7,290.11
Food: Sunrise Manor - \$1,244.58
Shelby Co. Halfway House - \$1,149.49
Supplies: All Programs - Payroll Inserts - \$134.28
All Programs - Office Supplies - \$2,844.88
Shelby Co. Halfway House - Linens - \$212.02
All Programs - Forms - \$459.39
All Programs - Cleaning Supplies - \$165.77
Program Support Services - Annual Report - \$587.65
Angelina Co. Day Treatment-Lumber & Nails (Workshop) - \$152.13

BREAKDOWN OF DISBURSEMENTS - Continued:

Equipment/Purchased: Shelby Co. Halfway House - Beds & Mattresses - \$784.60;
Desk & Chair - \$252.64
Alabama-Coushatta Ind. Res. Dev. Ctr. - 8 chairs and 2 tables - \$193.20
Shelbyville Dev Ctr. - Peabody Language Kit - \$201.08
Alcohol & Drug Abuse Programs - Film - \$352.15
CA - Director of OPC's - Desk - \$366.50; 2 Chairs - \$178; File Cabinet - \$116.92
CA - MH Secretary - Desk - \$525.89; Chair - \$111.00; File Cabinet - \$111.46
CA - Volunteer Coordinator - Desk - \$366.50
Jasper Co. CCC - 19 Chairs - \$340.10
Kirbyville Dev. Ctr. - File Cabinet - \$111.46
Hardin Co. SWS - 10 Chairs - \$179; Desk & Chairs - \$195.10
Jasper Co. Dev. Ctr. - File Cabinet - \$116.92
Newton Co. Dev. Ctr. - File Cabinet - \$111.46
CA - Director of Follow-Along - Desk - \$175.22; Chair - \$77.42
Jasper-Newton Co. SWS - File Cabinet - \$111.46; 2 Lawnmowers - \$155.94
Sunrise Manor - Scales - \$133.99
San Jacinto Co. Dev. Ctr. - 2 Air Conditioners - \$805
Equipment/Rental: Newton Co. OPC - Copier - \$300 (2 mos.)
Angelina Co. OPC - Copier - \$250 (2 mos.)
CA - Computer - \$700
CA - Copier - \$859.04
Trinity Co. OPC - Copier - \$150
Tyler Co. OPC - Copier - \$150
Building/Rent: Angelina Co. OPC - \$1,000
Trinity Co. OPC - \$200
Tyler Co. OPC - \$267
CA - \$1,470
Polk Co. CCC - \$300
Newton Co. OPC - \$265
Jasper Co. CCC - \$225
Angelina Co. Day Treatment - \$200
Nacogdoches Co. CCC & OPC - \$200
Shelby Co. Halfway House - \$100
Jasper Co. Dev. Ctr. & Jasper-Newton Co. SWS - \$100
San Jacinto Co. Dev. Ctr. - \$100
Tyler Co. Dev. Ctr. - \$125
Sunrise Manor - \$400
Houston Co. SWS - \$100
Nacogdoches Co. SWS - \$160
CA - Day Treatment Land - \$450
Building/Remodeling/Renovation: Shelby Co. Halfway House - Dirt Work - \$200;
Bedroom paneling & Ceiling - \$350; Kitchen Linoleum - \$176; two rooms paneling, ceiling and trim - \$870
Vehicles/Rental: 4 Lease Cars - \$1,264 (2 mos.)
Vehicles/Operation & Maintenance: Jasper-Newton Co. SWS - Gasoline - \$130.15
Hardin Co. SWS - Gasoline - \$118.76
Angelina Co. Day Treatment - Gasoline - \$114.06
Polk Co. SWS - \$147.20
Contracts: Program Support Services - Lynn Dunlap - \$500
CA - Computer - \$1,450
Woodland Heights General Hospital - \$468.99
Nacogdoches Memorial Hospital - \$1,231.50
Lufkin Memorial Hospital - \$180
Nacogdoches Treatment Center - \$110
Genetics Screening - \$638
Shelby Co. School Board - \$23,854.50
Laboratory Expenses: Woodland Heights General Hospital - \$138
Nacogdoches Memorial Hospital - \$705
Insurance: Workmen's Compensation - \$447.51
Professional Liability and Vans' Coverage - \$702
Educational Supplies: Shelbyville Dev. Ctr. - Classroom Teaching Aids - \$383.27
Concession Expense: Polk Co. SWS - \$220

BREAKDOWN OF ENCUMBRANCES:

Supplies: All Programs - Forms - \$476.89
All Programs - Cleaning supplies, Thread, Kitchen utensils, Coffee, Keys, Paper Goods - \$727.19
All Programs - Office Supplies - \$630.67; Xerox Copy - \$165
Shelby Co. Halfway House - MH - Mops, Brooms, Kitchen utensils, etc. - \$226.85

BREAKDOWN OF ENCUMBRANCES - Continued:

Equipment/Purchased: Jasper-Newton Co. SWS - Audion Impulse Sealer - \$180
Hardin Co. SWS - File Cabinet - \$116.92
CA - Computer Printout File - \$249.90
Trinity Co. OPC- Typewriter - \$747
Tyler Co. OPC - \$747
Newton Co. OPC - Typewriter - \$666
Building/Remodeling & Renovation: Shelby Co. Halfway House - Hallway
tile - \$278; Dining Room Linoleum - \$196
Vehicles/Purchased: Angelina Co. OPC - Van - \$6,452.48
Trinity Co. OPC - Van - \$6,452.48
Newton Co. OPC - Van - \$6,452.48
Tyler Co. OPC - Van - \$6,452.48
Shelby Co. Halfway House - Van - \$6,452.23
Utilities/Postage/Telephone: Tyler Co. OPC - Telephone - \$176.89
Angelina Co. OPC - Telephone - \$161.91
MR Offices - Telephone - \$314.77
CA - Telephone - \$923.99
Miscellaneous: MR Staff Development Consultant - Nora Nielson - \$228.00
Legal Expenses: Zeleskey, Cornelius, Rogers, Berry & Hallmark - \$250.50
Concession Expense: Polk Co. SWS - \$110.00