MINUTES

OF

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

June 14, 1977

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. V. B. Woods, Treasurer
Mr. George Gee
Judge Emmett Lack
Judge Allen Sturrock

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Mr. Tom D. Mann, Vice Chairman
Mrs. Agnes Rhoder
Rev. Jerry Self

OTHERS PRESENT:

Dr. Wayne Lawrence -	DETRMHMRS
Russ Burbank	"
Linda Foley	"
Jim McDermott	"
Dr. Jack Martin	"
Gwen Cunningham	"
Bruce Duncan	"
Irvin Smith	"
Lee Mayberry	"
Lois Gee, Jasper	
Mrs. Ward Burke, Lufkin	

The 45th meeting of the Board of Trustees was held in the Harvest Room at Lufkin Federal Savings & Loan Assn., Lufkin, on Tuesday, June 14, 1977, at 5:30 p.m.

INVOCATION: Mr. George Gee, Board Member from Jasper, 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.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the May Board Meeting, on a motion by Mr. Woods, seconded by Judge Lack, the Board approved the Minutes of the May 24, 1977 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence reported that

1. Mr. Burbank and I met with Mr. Wilson in Silsbee who is working with another individual as an intermediary with us and a possible anonymous donor of some property for the sheltered workshop which would be used by our Center and the ARC. We don't know the outcome yet, but are hopeful they will choose to donate some property so that we will be able to move the sheltered workshop in Silsbee to more adequate quarters.

2. The Lufkin Youth Council met on May 25, and the Board of Directors was formed. The Steering Committee has been dissolved now that the Board of Directors has been appointed, and I have been asked to serve on the Board.

3. I will be in Austin the rest of the week attending a meeting of all Superintendents and Executive Directors with Dr. Gaver on the budget Wednesday, a meeting on Thursday of Executive Directors with Dr. Hannum, and Friday and Saturday a meeting of the Texas Council of Community MHMR Centers, Inc. Mr. Burke will also be in attendance at this meeting.

4. Our budget hearing is set for July 20, and I will attend along with Mrs. Foley, Mr. Burbank, and Dr. Martin. Interested Board Members are also invited to attend. We anticipate that some budget revisions will be recommended, so there may be some proposed budget revisions at the July Board Meeting.

5. Called on Division Directors for reports:

Mrs. Foley, Director, Business Division:

1. As of this date, we have received $92,296 in local match funds from the participating counties.

2. Introduced Mr. Irvin Smith, Program Director in the Business Division, who began employment on June 1, 1977, as Director, Accounting Services.

3. Several meetings have been held with representatives of the Lufkin Telephone Exchange to formulate plans for the telephone system in the new Day Treatment/Administration Facility. After researching the matter, it is the staff's belief that a PABX system will be the most practical.

4. At the October 26, 1976 Board Meeting, merit/longevity raises were granted to certain employees by the Board. At that time, the Board expressed the wish to be able to do this at future intervals. The staff felt it was time to again present this matter to the Board for consideration. However, after a great deal of thought and discussion, it is the recommendation of the staff that no merit/longevity raises be given at this time. In the interest of fiscal responsibility and due to the fact that our Center received very little increase in State Grant-in-Aid for FY 1978, it is felt we cannot justify this additional expense. Should our financial situation improve in the future, recommendations will be presented for Board consideration.

<u>Dr. Martin, Director, Mental Health Division</u>:

1. I have a new Secretary beginning tomorrow to replace Mrs. Kathy Lewis who resigned to move to Irving with her family.

2. Our HEW continuation grant application will come up for review in July. This application was increased about $90,000 over our first year's funding--these continuation applications were eligible to be increased up to $100,000 without having to go through Washington.

3. The Texas Commission on Alcoholism grant for the Shelby County Halfway House will be reviewed in Austin this month. They have almost twice the amount in requests than funds available, so we anticipate a cut in our request and plan to recommend where any cuts be made in our request.

<u>Mr. Burbank, Director, Mental Retardation Programs</u>:

1. The Special Olympics were held the last week in May in Austin, and 18 clients and some staff attended. They won quite a few medals and the clients enjoyed the opportunity of participating. All expenses were defrayed by donations from local citizens.

2. On Monday morning, 37 clients and 15 staff members left to attend a week of summer camp at Camp Leander in Austin.

3. The Houseparents at Sunrise Manor Halfway House have resigned effective the end of June, and will be replaced July 1.

4. The Open House at the Houston Co. Sheltered Workshop on June 7 was attended by about 80 visitors. This program has really received the support of the community.

5. Effective June 8, Mrs. JoAnn Fries transferred from her position as Liaison Caseworker to Unit Supervisor of the Hardin County Sheltered Workshop.

6. The van ordered under the "Project Continuity" grant for the Sheltered Workshops has finally been delivered after waiting for about eight months.

Program Evaluation and Planning Division (report given by Mr. McDermott in Mrs. Ecker's absence):

1. The Volunteer Services Advisory Committee will meet on June 21 in the Central Administration building in Lufkin.

2. Introduced Mrs. Gwen Cunningham who transferred from the Angelina Co. Outpatient Clinic to assume the position of Volunteer Coordinator on June 1.

Mr. McDermott, Director, Program Support Services Division:

1. Mr. Bill Tyler, Director of Personnel Services, spent a week in Austin receiving EEOC and personnel services training and returned with much useful information.

2. Since November of 1975, 53 staff members have taken the Defensive Driving Course. This course is for all staff who might be driving our vehicles. The cost involved is $7 - $9 per person depending on the number in the class which involves a multi-media 8 hour program.

3. Reported on personnel turnover rates. For FY 1975 22%, FY 1976 27%, and through the third quarter of FY 1977 18%.

4. We sent out letters requesting input on the emergency/crisis system, and received replies from about 15%. All replies received expressed the opinion that this program is needed in our region.

5. All Units and Central Administration will be closed for the July 4th holiday.

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 May, 1977, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Discussion of Day Treatment/Administration Facility: Dr. Lawrence reported that work is progressing rapidly--the forms are up, piers dug, plumbing laid, and ready for the concrete. To date, a total of $21,423.31 has been spent on this project. Mr. McDermott is taking pictures about weekly of construction progress.

Consideration of Third Quarter FY 1977 Expenditure Report: Mrs. Foley reviewed the Expenditure Report, and after discussion on a motion by Mr. Woods, seconded by Judge Sturrock, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Third Quarter Expenditure Report of FY 1977 be approved as submitted, that the Board Chairman be authorized to sign the Transmittal Form, and the report be forwarded to TDMHMR.

Consideration of Voucher for Remainder of Grant-in-Aid for Fourth Quarter FY 1977: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board approved the following resolution:

> RESOLVED, by the Board of Trustees, that the Voucher in the amount of $159,915.00 for State Grant-in-Aid for the months of July and August, 1977, be approved, that the Board Chairman be authorized to sign the Voucher, and that it be submitted to TDMHMR.

Selection of Audit Firm for FY 1977: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the firm of Axley & Rode of Lufkin, Texas, be employed to conduct the annual audit for FY 1977, and that the Executive Director be authorized to sign the engagement letter between the Board of Trustees and that firm. Be it further RESOLVED that the Executive Director be authorized to reimburse said firm upon completion of the audit in an amount not to exceed the approved budgeted amount.

Discussion of Proposed FY 1978 Operating Budget: On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the FY 1978 Operating Budget be approved as submitted, and that the Board Chairman be authorized to sign the Transmittal Form. Be it further RESOLVED that the Executive Director be authorized to submit said document to TDMHMR for review and approval.

Consideration of Proposed Policy Concerning Meals for Visitors at Residential Units: At the May 24, 1977 Board Meeting, it was decided to participate in serving meals to visitors and guests at residential facilities for $1.50 per meal ticket. In checking zoning and health regulations, it was discovered that this process would be too complicated and involved. Therefore, it is recommended that the Board reverse its decision.

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

> RESOLVED, by the Board of Trustees, that MHMR residential facilities not participate in serving meals to visitors due to the Food and Health Regulations governing such operations.

PROGRAM COMMITTEE - Mr. R. B. Hille, Chairman (Mr. Burke presented the following items in Mr. Hille's absence)

Discussion of Mental Health Management Information System: Mr. Burke said the status on the computer changed since the supporting documents to the Agenda were written. The staff has prepared a cash flow statement showing our financial position with and without the $68,000 requested from HEW, and the chart shows we would have enough funds without having to borrow. However, the problem is that the $48,000 grant funds from DPW through TDMHMR must be spent by August 31, 1977. NEOTERICS would be under pressure to complete the software package and bill us so we can expend the $48,000 by August 31, 1977. We could hold back a retainer fee so that during August we could exert pressure on NEOTERICS to complete the software package. Mr. Burke said that if we did not go ahead on this needed project, it would be at least three more years before we could request it as the 1978-1979 biennium budget has already been set.

On a motion by Judge Lack, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the staff be authorized to proceed with signing the contract with NEOTERICS, Inc.

Discussion of Possible Funding Opportunities: Dr. Lawrence reported that no grant information has been received regarding possible funding sources.

Discussion of Client Tracking System, and State Hospital and State School Admission and Discharge Data: Dr. Lawrence reviewed the following reports comparing statistics for FY 1975 and FY 1976:

Individuals Served - Facility Type by County of Residence
Direct Admissions to State Hospitals
Summary of Patient Movement - State Hospitals
Student Movement for Schools for the Mentally Retarded

and

Summary of Patient Services by Type of Service for entire State and DETRMHMRS (FY 1976)

Mr. Burke commented that it is difficult to make a greater impact on the reduction of admissions to State Hospitals and State Schools without sufficient funds. We would like to increase services to the mentally ill and mentally retarded to help keep them in the local community, but Community MHMR Centers require more funds in order to do so and this needs to be stressed to the Legislature.

Consideration of Joint Agreement with Texas Rehabilitation Commission: On a motion by Judge Lack, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the proposed agreement with the Texas Rehabilitation Commission as submitted, and that the Board Chairman and Executive Director be authorized to sign said agreement.

Consideration of Equipment, and Renovation for Shelby County Halfway House: On a motion by Judge Lack, seconded by Judge Sturrock, the Board approved the following resolution:

> RESOLVED, by the Board of Trustees, that the purchase of the following equipment be approved totaling $2,077.89 and that the Executive Director be authorized

to sign and issue the Purchase Order:

1 - Secretarial Desk	$525.89
1 - Secretarial Chair	111.00
1 - Typewriter, IBM	747.00
1 - Dictaphone/transcriber	443.00
1 - Calculator	251.00
Total	$2,077.89

On a motion by Judge Lack, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board accept the bid from the Fred Hudson Co. of Center for five air conditioning units at $262.35 each (totaling $1,311.75) for the Shelby Co. Halfway House. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order.

<u>PERSONNEL AND PUBLIC EDUCATION COMMITTEE</u> - J. M. Self, Th.D., Chairman

Mr. Gee presented the items for consideration under this section in Rev. Self's absence.

<u>Consideration of Acceptance of Donations</u>: On a motion by Mr. Gee, seconded by Judge Sturrock, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Executive Director be authorized to accept the donation of a piano by the ALTRUSA CLUB of Lufkin to be placed at the Sunrise Manor Halfway House.

<u>Consideration of Proposed Certificates of Appreciation</u>: No names were submitted for Board approval.

<u>Consideration of Proposed Position Descriptions</u>: On a motion by Mr. Gee, seconded by Judge Lack, the Board approved the following resolution:

> RESOLVED, by the Board of Trustees, that the Position Description of Accountant II be approved as written. Be it further RESOLVED that this Position Description be incorporated in the Center's Position Description Manual.

Consideration of Proposed Board Policies Relating to Attendance Requirements, Resignation Notification, and Policy Review:

Part 1: Attendance Requirements - On a motion by Mr. Gee, seconded by Judge Lack, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that any Board member who has four (4) unexcused absences during a fiscal year will be asked to resign and have his/her Commissioners Court appoint a new representative for the County or Counties. 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-T.

Part 2: Resignation Notification - On a motion by Mr. Gee, seconded by Judge Lack, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that in the event a Board member finds it necessary to resign from the Board, he/she should forward a letter to the Board Chairman stating this intention. Be it also RESOLVED that this will be discussed at the first appropriate Board Meeting following the receipt of said letter. 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-U.

Part 3: Policy Reviews - On a motion by Mr. Gee, seconded by Judge Lack, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that all Board policies will be brought before the Board for review at least once each year. Be it also RESOLVED that this review will usually be conducted during the fourth quarter of each fiscal year. 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-V.

Consideration of Personnel Matters: Mr. Gee asked the Chairman to declare 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 6:30 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 6:50 p.m., and asked for Board action on the following items:

Consideration of Applicant for Administrative Technician IV Position (Director of Prescreening and Aftercare Services): On a motion by Mr. Gee, seconded by Judge Sturrock, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Mr. Donald Edwin Wilcox effective July 1, 1977, as an Administrative Technician IV who will serve as Director of Prescreening and Aftercare Services for the mental health programs.

Consideration of Upgrading Secretary I Position to Secretary II Position - Program Support Services Division: On a motion by Mr. Gee, seconded by Judge Lack, the Board approved the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the upgrading of the Secretary I Position (#96 on the Personal Services Schedule) to a Secretary II Position (#163) effective July 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 Addition of Secretary I Position (to be shared by Program Evaluation and Planning Division and the Volunteer Coordinator): On a motion by Mr. Gee, seconded by Mr. Woods, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the addition of a Secretary I position to be shared by the Director of Program Evaluation and Planning Division and the Volunteer Coordinator, to be effective July 1, 1977, at a salary of $590 per month. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign the Personnel Action forms and submit to TDMHMR for approval.

Consideration of Reclassifying Houseparent Positions at Sunrise Manor Halfway House: On a motion by Mr. Gee, seconded by Mr. Woods, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that positions #128 and #129 be deleted from the Personal Services Schedule. Be it also RESOLVED that position #161 be created as Houseparent II (House Manager at Sunrise Manor), and that position #162 be created as Housekeeper (Cook at Sunrise Manor) effective July 1, 1977. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign the Personnel Action forms and submit to TDMHMR for approval.

Consideration of Changing Salary for Administrative Technician IV Position (Director of Prescreening and Aftercare Services): On a motion by Mr. Gee, seconded by Judge Lack, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the change in salary for Administrative Technician IV (Position #137, Director of Prescreening and Aftercare Services) from Group 15 - Step 3 to Group 15 - Step 1 effective June 14, 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.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING: Mr. Burke moved, seconded by Judge Lack, that the July Board Meeting be held on Tuesday, July 26, 1977, in Lufkin (probably at the Harvest Room of Lufkin Federal Savings & Loan Assn. - to be confirmed at a later date), and that Board Committees convene at 4:30 p.m. with the Board Meeting starting at 5:00 p.m. The Board approved the motion.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 6:55 p.m.

APPROVED:

Ward R. Burke

Ward R. Burke, Chairman

RBHille

R. B. Hille, Secretary

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DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

May 1977

INCOME	TOTAL
Jasper County	$ 870.83
Polk County	1,406.57
San Jacinto County	586.71
Trinity County	4,953.00
Senate Bill 230	33,188.40
Texas Rehabilitation Commission	1,446.00
DPW - Protective Services	1,493.04
Workshop Production	2,427.36
Donations	961.00
Concessions	256.68
Miscellaneous Income	425.25
Patient Fees	2,148.78
Interest Income	1.36
Supplemental Grant-in-Aid	47,000.00
Rusk State Hospital	7,842.34
Texas Commission on Alcoholism	5,373.00
TRC - Houston County Sheltered Workshop	3,389.74
HEW Operations Grant	40,000.00
TOTAL	$153,770.06

EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Salaries	$ 98,489.97	$	$ 98,489.97
FICA	5,678.95		5,678.95
Insurance/Hospitalization/Life	3,705.94		3,705.94
Retirement	1,421.73		1,421.73
Consultation/Other	288.00	60.00	348.00
Travel	4,903.05		4,903.05
Drugs	-0-	7,456.40	7,456.40
Food	8.50	1,585.63	1,594.13
Supplies	3,720.45	3,920.92	7,641.37
Equipment/Furniture Purchased	656.23	12,144.60	12,800.83
Equipment/Furniture Rented	2,737.33	150.00	2,887.33
Equipment/Furniture-Repair & Maint.	79.45		79.45
Rent/Building	6,349.50		6,349.50
Remodeling & Renovation/Building	474.00		474.00
Repairs & Maintenance/Building	13.75		13.75
Rental/Vehicles	632.00		632.00
Operation & Maintenance/Vehicles	678.06	1,323.64	2,001.70
Contracts	23,481.55		23,481.55
Utilities/Postage/Telephone	4,290.82	425.10	4,715.92
Laboratory Expense	(57.10)		(57.10)
Insurance	23,419.32		23,419.32
Client Training Wages	2,991.16		2,991.16
Client Training Fringe & Benefits	129.39		129.39
Contract Materials	341.53	207.86	549.39
Educational Supplies	203.83	68.69	272.52
Miscellaneous	2,994.63	75.58	3,070.21
Emolument	350.00		350.00
Legal Services	250.50		250.50
Concession Expense	325.71	96.00	421.71
TOTAL	$188,558.25	$ 27,514.42	$216,072.67

BREAKDOWN OF DISBURSEMENTS:

Supplies: All programs-cleaning supplies, coffee, keys, paper goods, kitchen utensils, etc. - $874.02
CA - Letterhead paper - $102.40
CA - Legal file folders - $422.50

Equipment/Purchased: Jasper Co. Dev. Ctr. - 2 tables - $105.45

Equipment/Rental: CA - Copier - $733.58
Angelina Co. OPC - Copier - $125.00
Trinity Co. OPC - Copier - $150.00
Tyler Co. OPC - Copier - $150.00
CA - Computer - $1,400.00 (2 mos.)

BREAKDOWN OF DISBURSEMENTS - Continued:

Building/Rent: Newton Co. OPC - $265.00
Angelina Co. Day Treatment - $200.00
Angelina Co. OPC - $1000.00
Houston Co. SWS - $727.50
Nacogdoches Co. OPC & CCC - $200.00
Shelby County Halfway House - $100.00
Jasper-Newton Co. SWS & Jasper Co. Dev. Ctr. - $100.00
San Jacinto Co. Dev. Ctr. - $100.00
Tyler Co. Dev. Ctr. - $125.00
Sunrise Manor - $400.00
Nacogdoches Co. SWS - $160.00
Nacogdoches Co. SWS - $772.00 (for Sept., 1977)
CA - $1470.00
CA-Day Treatment Land - $450.00
Trinity Co. OPC - $200.00
Tyler Co. OPC - $267.00
Polk Co. CCC - $300.00
Jasper Co. CCC - $225.00

Rental/Vehicles: 4 lease cars - $632.00

Operation & Maintenance/Vehicles: CA and Mobile Evaluation Unit - Gasoline - $105.51
Angelina Co. Day Treatment - Van Maintenance - $125.43

Contracts: Genetics Screening - $638.00
Nacogdoches Treatment Center - $2230.00
Public Support Services - Lynn Dunlap - $500.00
Lufkin Memorial Hospital - $240.00
CA - Computer - $1450.00
Shelby County School Board - $19,000.00

Utilities/Postage/Telephone: CA - Postage Meter - $500.00

Insurance: Umbrella Policy - $4,500.00
Fire Policy - $629.00
Burglary Policy - $241.00
Bond - $217.00
Liability and Auto Policy - $17,832.32

Contract Materials: Hardin County SWS - Sorted rags and 50 lb. boxes - $123.60

Miscellaneous: Jasper-Newton Co. SWS - 12 clients to Special Olympics - $345.00
Hardin Co. SWS - Group to Special Olympics - $431.00
Public Education/Consultation - Lunches for Judges' Seminar - $108.00
CA - Books from JCAH - $145.00
Hardin Co. SWS and Houston Co. SWS - Signs - $170.00
Registration for Community Mental Health Institute Accreditation Workshop - $200.00
All programs - Subscription to Better Work Supervisor Service - $165.60

Concession Expense: Polk Co. SWS - $135.00

BREAKDOWN OF ENCUMBRANCES:

Drugs: TPERF - $7,434.90

Food: Shelby Co. Halfway House - $939.69
Sunrise Manor - $596.44

Supplies: All programs - Office supplies - $174.51
All programs - Cleaning and paper goods - $544.37
All programs - Forms - $224.30
Shelby Co. Halfway House - Trash cans, kitchen utensils, brooms, etc. - $213.36; Carpet - $396.50

Equipment/Purchased: Houston Co. SWS - Typewriter - $315.00; Slip Pourer - $394
Shelby Co. Halfway House - 2 desks, 5 chairs, file cabinet, bookcase - $954.14; Typewriter - $585.00; Dictaphone-Transcriber & Recorder - $622.00
Angelina Co. OPC - File cabinet, bookcase - $193.88
Newton Co. Dev. Ctr. - Refrigerator - $389.85; Filmstrip Projector - $175.00
Tyler Co. Dev. Ctr. - Refrigerator - $389.95; Filmstrip Projector - $175
CA - 4 file cabinets, 2 calculators, 2 desks, 2 chairs - $2,534.38
Shelbyville Dev. Ctr. - 3-in-1 Kitchen compact - $469.95
Shelby Co. SWS - Wall cabinet and sink - $402; Range - $229.88; Refrigerator - $373.95
Nacogdoches Co. SWS - Steam Cleaner - $1,495

BREAKDOWN OF ENCUMBRANCES - Continued:
Polk Co. SWS - Pressure Washer- $1,495
Jasper Co. Dev. Ctr. - Filmstrip Projector - $175
Kirbyville Dev. Ctr. - Filmstrip Projector - $175
San Jacinto Co. Dev. Ctr. - Filmstrip Projector - $175
Equipment/Rental: Newton Co. OPC - $150
Vehicles/Maintenance & Operation: Jasper-Newton Co. SWS - Gasoline - $160.55
Kirbyville Dev. Ctr. - Gasoline - $143.37
Angelina Co. Day Treatment - Gasoline - $113.62
Nacogdoches Co. SWS - Tires - $225
Utilities/Postage/Telephone: Angelina Co. Day Treatment - Electricity - $161.75

DETRMHMRS
NAME OF CENTER

SUMMARY
ORGANIZATIONAL UNIT

May 31, 1977
Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	100,000	98,489.97	1,200,000*	769,482.03	430,517.97
b. Fringe Benefits	(020)	6,667	7,100.68	80,000*	54,279.22	25,720.78
c. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	179	-0-	2,148*	-0-	2,148.00
2. Other	(040)	41	288.00	500*	288.00	212.00
TRAVEL - STAFF & BOARD	(050)	5,000	4,903.05	60,000*	44,497.69	15,502.31
CONSUMABLE ITEMS						
a. Drugs	(060)	6,916	-0-	83,000*	54,835.75	28,164.25
b. Food	(070)	1,250	8.50	15,000*	8,276.62	6,723.38
c. Other	(080)	3,766	3,720.45	45,192*	33,674.37	11,517.63
EQUIPMENT & FURNITURE						
a. Purchase	(090)	5,880	656.23	70,558*	55,200.28	15,357.72
b. Rental	(100)	2,030	2,737.33	24,360	14,053.25	10,306.75
c. Repair & Maintenance	(110)	500	79.45	6,000	4,575.59	1,424.41
BUILDING						
a. Rent	(120)	4,941	6,349.50	59,295	46,669.00	12,626.00
b. Remodeling & Renovation	(130)	1,074	474.00	12,896*	2,733.01	10,162.99
c Repair & Maintenance	(140)	417	13.75	5,000*	2,314.78	2,685.22
VEHICLE						
a. Purchase	(150)	3,766	-0-	45,200*	19,446.00	25,754.00
b. Rental	(160)	368	632.00	4,424	3,002.00	1,422.00
c. Oper. & Maintenance Cost	(170)	1,250	678.06	15,000*	8,048.25	6,951.75
CONTRACTS WITH SERVICE AGENCIES	(180)	21,663	23,481.55	259,958	217,726.03	42,231.97
OTHER						
a. Utilities, Postage & Tele.	(190)	4,416	4,290.82	53,000*	36,374.22	16,625.78
b. Laboratory Expense	(191)	417	(57.10)	5,000*	3,388.50	1,611.50
c. Client Transportation	(192)					
d. Annual Audit	(193)	583	-0-	7,000	-0-	7,000.00
e. Insurance	(194)	6,334	27,125.26	76,000*	64,939.12	11,060.88
f. Client Wages	(195)	2,667	2,991.16	32,000	21,794.87	10,205.13
g. Client Fringe	(196)	167	129.39	2,000*	906.98	1,093.02
h. Contract Materials	(197)	500	341.53	6,000*	3,422.85	2,577.15
i. Educational Materials	(198)	250	203.83	3,000	1,230.31	1,769.69
j. Miscellaneous	(199)	1,834	2,994.63	22,000*	13,033.95	8,966.05
k. Emolument	(200)	350	350.00	4,200	3,150.00	1,050.00
l. Legal Services	(201)	84	250.50	1,000*	645.38	354.62
m. Therapeutic Recreation	(202)	25	-0-	300	69.20	230.80
n. Concessions	(203)	250	325.71	3,000*	1,852.61	1,147.39
o.	(204)					
p.	(205)					
GRAND TOTAL		183,585	188,558.25	2,203,031	1,489,909.86	713,121.14

DETRMHMRS — NAME OF CENTER

May 31, 1977 — Date

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
.OCAL						
.. Tax Funds Appro. to Center City Government	(010)					
b. County Government	(020)	9,057	7,817.11	108,679	78,835.44	29,843.56
c. School District	(030)	798	-0-	9,577	9,577.00	-0-
d. Hospital District	(040)					
e. Other	(050)					
2. Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	2,250	2,148.78	27,000*	20,743.71	6,256.29
b. Title XX	(071)	7,083	-0-	85,000	57,365.84	27,634.16
c. ICF-MR	(072)					-0-
d. SB 230	(073)	24,119	33,188.40	289,428	209,975.20	79,452.80
e. TRC	(074)	667	1,446.00	8,000	10,358.36	(2,358.36)
f. DPW-Protective Services	(075)	1,692	1,493.04	20,303	11,984.19	8,318.81
g. DETCOG-Status Offender	(076)	83	-0-	1,000*	540.00	460.00
h. Lufkin State School	(077)	417	-0-	5,000*	3,648.30	1,351.70
3. Other Income & Contributions						
a. Workshop Production	(080)	2,500	2,427.36	30,000	19,026.73	10,973.27
b. Piney Woods ARC	(081)					(225.00)
c. Donations	(082)	167	961.00	2,000	2,475.15	(475.15)
d. Concessions	(083)	83	256.68	1,000	1,762.25	(762.25)
e. Miscellaneous Income	(084)	125	425.25	1,500	5,057.58	(3,557.58)
f. Jasper-Newton ARC	(085)	2,704	-0-	32,456	28,659.00	3,797.00
g. Title XX Extraordinary	(086)	83	-0-	1,000	1,431.21	(431.21)
Interest Income	(089)	334	1.36	4,000	4,198.77	(198.77)
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1. Grant-in-Aid	(110)	79,958	-0-	959,490	719,617.50	239,872.50
2. Supplemental Grant-in-Aid	(120)	3,916	47,000.00	47,000*	47,000.00	-0-
3. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
1. Rusk State Hospital	(160)	3,921	7,842.34	47,054	31,369.36	15,684.64
2. Texas Commission on Alcohol.	(161)	2,215	5,373.00	26,575	19,932.00	6,643.00
3. BSCHD	(162)	712	-0-	8,540	4,270.00	4,270.00
4. TRC Est.-Houston	(163)	1,666	3,389.74	20,000*	13,261.48	6,738.52
5. TRC Est.-Hardin	(164)	1,955	-0-	23,460*	9,871.74	13,588.26
. TRC	(165)	45	-0-	540	-0-	540.00
FEDERAL FUNDS						
1. Grants						
a. Title I	(210)	3,990	-0-	47,889*	27,094.91	20,794.09
b. DDA	(211)	3,985	-0-	47,821*	13,053.00	34,768.00
c. MH Oper. Grant (PL94.63)	(216)	26,930	40,000.00	323,159	175,000.00	148,159.00
d. HEW(DPW) Liaison Workers	(217)	2,130	-0-	25,560	18,009.48	7,550.52
e.	(218)					
f.	(219)					
g.	(220)					
GRAND TOTAL		183,585	153,770.06	2,203,031	1,544,343.20	658,687.80