

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

July 26, 1977

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

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

OTHERS PRESENT:

Dr. Wayne Lawrence -	DETRMHMRS
Russ Burbank	"
Betty Ecker	"
Linda Foley	"
Dr. Jack Martin	"
Jim McDermott	"
Dr. Scott Pricer	"
Donald Wilcox	"
Dr. Marc Zimmerman	"
Kenneth Johnson	"
John Morris	"
Laura Murphy	"
Lee Mayberry	"
Duane Alcorn, Applicant	
W. W. Beaver, Superintendent, Lufkin State School	
Lois Gee, Jasper	
Floyd Marsellos, Architect, Lufkin	

The 46th meeting of the Board of Trustees was held in the Harvest Room at Lufkin Federal Savings & Loan Assn., Lufkin, on Tuesday, July 26, 1977, at 5:00 p.m.

INVOCATION: Rev. Jerry Self, Board Member from Nacogdoches, gave the Invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Burke called the meeting to order at 5:05 p.m., and recognized Mr. W. W. Beaver, Superintendent, Lufkin State School, and Mr. Floyd Marsellos, Architect, and thanked them for their interest in attending the Board Meeting.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the June 14, 1977 Board Meeting, on a motion by Mr. Woods, seconded by Judge Lack, the Board approved the Minutes of the June Board Meeting.

Because several present have another meeting to attend this evening, Chairman Burke asked that the Executive Director's Report be moved to the end of the Agenda which would be heard if time allows after the Agenda items were acted upon.

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

Discussion of Status of Day Treatment/Administration Facility: Mr. Woods asked Mr. Floyd Marsellos, Architect, to report on the progress of the building. Mr. Marsellos said that the concrete foundation has been poured, steel structure erected, and the slab should be poured by the end of the week. Mr. Marsellos said that although not in the contract, the firm was interested in seeing the building well furnished and made recommendations for the Board's consideration on the furniture for the conference room and the reception area. Also, Dr. Lawrence expressed appreciation to the architectural firm for assisting in this matter at no charge.

Dr. Lawrence said that the staff has increased since the original building plans were drawn, and as a consequence some offices had to be reassigned making necessary the change in carpeting for some offices as explained in the supporting documents. The expenditures for the furniture and carpeting and wallcovering would come out of unexpended balances, as they are not included in the building cost.

On a motion by Mr. Woods, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the changes in wallcovering and carpet be approved as submitted, and that the Executive Director be authorized to inform the architect to proceed in implementing these changes for a total cost of \$1,020.00. Be it further RESOLVED that the purchase of furniture for the waiting area and conference room be approved as submitted at a total cost of \$10,179.17, and that the Executive Director be authorized to sign and issue the appropriate purchase orders.

Consideration of Soliciting Bids for FY 1978 for: Printing Services, Office Supplies, Office Furniture and Equipment: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the staff be authorized to solicit bids from the following firms for services as listed for FY 1978, and that the Board review the returned bids and make selections at the August Board Meeting: Printing Services

Lufkin Printing Co. - Lufkin
Kelco Printers - Lufkin
The Free Press, Inc. - Diboll
Polk Co. Publishing Co. - Livingston
Nacogdoches Printing Co. - Nacogdoches
Ennis Business Forms - Crockett
Flournoy Printing Co. - Lufkin

Office Supplies

Rogers Office Supply - Nacogdoches
King Printing & Office Supplies - Nacogdoches
Crockett Office Supply - Crockett
Story-Wright - Lufkin
W. C. Royle - Lufkin
Hibbard Office World, Inc. - Center
Cleveland Printers & Stationers - Livingston

Office Furniture & Equipment

W. C. Royle - Lufkin
Story-Wright - Lufkin
Hibbard Office World, Inc. - Center
Wardlaw Business Machines Co. - Nacogdoches
John S. Wyatt, Inc. - Nacogdoches
City Office Supply - Livingston

Maintenance Agreement on Equipment
(Royal, Victor, Adler, & Ricoh)
Hibbard Office World, Inc. - Center
W. C. Royle, - Lufkin
Story-Wright - Lufkin
Lufkin Typewriter Co. - Lufkin

Consideration of Purchase of Office Equipment for Volunteer Program:
On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the purchase of the following equipment be approved in the amount of \$1,419.97, and that the Executive Director be authorized to sign and issue the purchase orders:

1 - Secretarial Desk	\$525.89
1 - Secretarial Chair	111.00
1 - File Cabinet	117.08
1 - Typewriter	666.00
	<u>\$1,419.97</u>

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

RESOLVED, by the Board of Trustees, that Mr. Irvin Smith, Accountant II, be authorized to co-sign checks written in amounts less than \$100.00, and be it further RESOLVED that the Executive Director be given the authority to notify the Lovelady State Bank that Mr. Smith be added to the authorized signature list for all checking accounts.

Mr. Woods commented that as explained in the supporting documents, Mr. Smith and Mrs. Henderson would not co-sign the same checks, and either the Business Division Director, Executive Director, or a Board Member would co-sign these checks.

Consideration of Proposed Revisions in FY 1978 Operating Budget:
Mr. Woods asked Mrs. Foley to report on this item. Mrs. Foley said that she, Dr. Lawrence, Dr. Martin, and Mr. Burbank attended the budget hearing at TDMHMR on July 20, 1977. She outlined the revisions made in the FY 1978 Operating Budget as recommended and outlined in Mr. Sappington's letter of July , 1977, of which the Board received a copy.

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

RESOLVED, by the Board of Trustees, that the Board approve the revisions to the FY 1978 Operating Budget as presented, that the Board Chairman be authorized to sign the transmittal page, and that the revised budget be forwarded to TDMHMR for approval.

Discussion of Possible Funding Opportunities:

Part 1: Revision in Title I Grant for FY 1978 - Mr. Burbank reported that the revision in the Title I Grant for FY 1978 were reallocations of funds between budgeted categories as recommended by the Texas Education Agency and involves no changes in the total amount of approved funds. On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Addendum to the Title I grant for FY 1978 be approved as submitted. Be it further RESOLVED that the Executive Director be authorized to sign all necessary paperwork, solicit and award bids in keeping with Board policy.

Part 2: Proposed Contract with Beaumont State Center for Human Development - On a motion by Mr. Woods, seconded by Judge Lack, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board Chairman be authorized to sign the proposed contract with Beaumont State Center for Human Development in the amount of \$32,792 for FY 1978 and FY 1979 for this agency to provide a Developmental Center in Hardin County. Be it further RESOLVED that the Executive Director be authorized to sign all necessary paperwork to accomplish the terms of the contract.

Consideration of Renovation and Purchase of Equipment for Shelby County Halfway House:

Part 1: Renovation of Upstairs Bathroom - 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 accept the bid from H & H Plumbing Service and Mr. C. T. Burch of Center for the renovation of the upstairs bathroom and the relocation of one hot water heater at a cost of \$2,350.00. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase orders.

Part 2: Renovation of 14' x 20' Room - 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 accept the bid from Mr. C. T. Burch for the renovation of one 14' x 20' room which includes the replacement of all rotted structures in the floor, walls and ceiling at a total cost of \$2,960.00. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order.

Part 3: Renovation of 11' x 14' Room - On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid from Mr. C. T. Burch of Center for the renovation of one 11' x 14' room which includes paneling, ceiling tile, floor covering at a total cost of \$450.00. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order.

Part 4: Renovation of 14' x 14' Room - On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid from Mr. C. T. Burch in the amount of \$495.00 for the renovation of one 14' x 14' room including the addition of paneling, ceiling tile, floor covering. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order.

Part 5: Purchase of Equipment - On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid from Brown Furniture Company in the amount of \$2,185.30 for the following: 8 beds complete with mattresses and springs, 8 single night stands, 3 sofas, 2 stuffed chairs, 4 lamp tables, 4 table lamps, and 2 coffee tables. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order.

Dr. Lawrence commented that these renovations are in connection with converting the Shelby Co. Halfway House to serve MH clients as well as alcoholics. He recommended that the Board consider holding a Board Meeting at the Halfway House when the renovations are completed.

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

Consideration of Proposed Contracts for FY 1978 for: Service Agencies, S.B. 230 Contracts, Jasper-Newton ARC, Protective Services, and ICF-MR: On a motion by Judge Lack, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the proposed contracts for Service Agencies, S.B. 230 programs, Jasper-Newton ARC, Protective Services, and ICF-MR program be approved as submitted. Be it further RESOLVED that the Board Chairman and/or the Executive Director be authorized to sign said contracts, and that these be submitted to TDMHMR for approval.

Discussion of Status of Newton County Program: Judge Lack asked Mr. Gee to discuss this item. Mr. Gee reported that this matter was discussed in detail at the May 24, 1977 Board Meeting, and it was the Board's decision at that time to delay action for 30 days. Mr. Gee recommended that the Newton County Outpatient Clinic be moved to Jasper County and housed in the same facilities as the Jasper County Community Counseling Center. Newton County would still have the Developmental Center and the weekly services of an Alcoholism Counselor and Caseworker II, and Newton County citizens could still drive the short distance to Jasper to receive the services of the Outpatient Clinic.

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 move of the Newton County Outpatient Clinic to Jasper County, that the Newton County Developmental Center remain in its present quarters, that the Board pay Newton County \$265 per month in rent for facilities occupied by the Developmental Center, and that the Newton County Commissioners' Court be asked for \$5,678.00 in local matching funds for FY 1978.

Consideration of Proposed Regional Emergency System: Dr. Martin was asked to discuss this item. Dr. Martin outlined the details in implementing a regional emergency system commenting that this services is required by HEW and must be in operation by next summer in order to continue receiving Federal funds. Dr. Martin said the proposed emergency system will include a toll-free number that can be called from any location in our catchment area 24 hours a day, seven days a week. Incoming calls would be received by an answering service. The answering service would be supplied with a list of staff members' names, their phone numbers, and the days they would be on call. Upon receipt of the call, the answering service will have the capability of directly patching into the home or office phone of the staff member on call or if during office hours possibly to the nearest Clinic, thereby allowing the staff member to talk with the caller directly. If the call is considered to be an emergency, the staff member will then call the appropriate Center psychiatrist for guidance and instructions. If the call was deemed a "non-emergency" and the caller requested a counseling service, he would be instructed to go to the Clinic nearest his home the following morning. Dr. Martin said we are considering leasing billboards to advertise this service in the region when available.

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

RESOLVED, by the Board of Trustees, that the proposed Regional Emergency System be adopted as presented, and that the Executive Director be authorized to expend the funds for the operation of this program.

Consideration of Method of Approaching Commissioners' Courts for Local Match for FY 1978: On a motion by Judge Lack, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that each Board Member approach his/her County Commissioners' Court(s) during the months of August and September requesting the appropriate local match for FY 1978. Be it further RESOLVED that the Executive Director be in attendance when requested as a resource person.

Consideration of Status Report on Mental Health Management Information System: Dr. Lawrence reported that at the May 24, 1977 Board Meeting, the Board authorized the Chairman to sign a contract with NEOTERICS to obtain computer services. However, this was

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postponed as we could not get a definite commitment from the Department of Health, Education and Welfare (HEW) to authorize funds for the hardware under the HEW grant. Finally, on June 29, 1977, the Executive Director was notified that HEW would not provide the \$68,000 for the purchase of the hardware. Because of this decision, combined with the fact that it would be difficult to expend the DPW funds for the software by August 31, 1977, the Board's "computer committee" recommended that a contract with NEOTERICS not be signed at this time. All agreed that a computer system is still badly needed, and that the staff should continue to seek ways of financing such a system.

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 computer committee's decision to not sign a contract with NEOTERICS, INC. for computer services at this time.

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

Discussion of Meeting of Texas Council of Community MHMR Centers, Inc.:

Mr. Burke reported on the meeting of the Council on June 17 and 18. He said the Board will receive copies of minutes of the proceedings. There are now about 19 Centers who have joined the Council, and Mr. Burke plans to meet with the Board of the Trinity Valley MHMR Authority in Fort Worth about the possibility of that Center joining. He plans to attend a meeting of the Executive Committee this week-end. Board Members are receiving more information about Centers than ever before. The Executive Directors of member Centers have cooperated by serving on different committees and a lot of work has been done--we can all benefit by joining together.

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

Part 1: Local Advisory Council Nominees - On a motion by Mr. Gee, seconded by Judge Lack, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve Mrs. Francis Simmons and Mrs. Golda Davis of Newton for membership on the Newton County Advisory Council, and Mr. A. B. Chapman of Jasper for membership on the Jasper County Advisory Council.

Part 2: Local Advisory Council Deletions - On a motion by Mr. Gee, seconded by Judge Lack, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the following names be deleted from the Polk County Advisory Council: Mr. Peyton Walters of Livingston, Mrs. Marilyn Elliot of Livingston, Mrs. Patsy Gaylord of Livingston, Mrs. Fred Hagemeir of Livingston, and Mr. Cloyce Reinhardt of Corrigan.

Part 3: Regional Medical Advisory Committee Nominee: On a motion by Mr. Gee, seconded by Judge Lack, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the nomination of Dr. J. T. Dabney, Jr. for membership on the Regional Medical Advisory Committee as a representative of the Polk/San Jacinto County Medical Society.

Part 4: Regional Volunteer Services Advisory Committee Deletions - On a motion by Mr. Gee, seconded by Rev. Self, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the resignations of Mr. John Morrison of Tyler County and Mr. A. B. Chapman of Jasper County from the Regional Volunteer Advisory Committee.

Consideration of Proposed Certificates of Appreciation: No action taken as none proposed.

Discussion of Proposed Administrative Staff Workshop: On a motion by Rev. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to plan and conduct an administrative staff workshop for Division Directors and Program Directors, and to expend up to \$200 on the function for conference facilities for two days and lodging for one night. Be it further RESOLVED that the participating staff be reimbursed for travel and one day of per diem to cover food costs.

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

RESOLVED, by the Board of Trustees, that the new Position Descriptions as follow be approved as submitted and that these be placed in the DETRMHMRS'

Position Description Manual:

Director, Follow-Along Services

Director, Prescreening and Aftercare

Liaison Worker

Third Party Reimbursement Coordinator

Be it further RESOLVED that the proposed revised Position Descriptions for Director, Personnel Services and Director, Sheltered Workshops be approved as submitted, and that these replace the existing ones in the DETRMHMRS' Position Description Manual.

Consideration of Acceptance of Donations: No action taken as none received.

Consideration of Proposed Survey on Community Mental Health Ideology Scale: Mr. Gee stated that as noted in the supporting documents, the Project Review Committee examined Mr. Scrogin's research proposal and recommends its approval. On a motion by Mr. Gee, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to approve the proposed research project submitted by Mr. Bernard Scrogin concerning the Community Mental Health Ideology Scale.

Chairman Burke asked that the Executive Director's Report be given at this time.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence reported that:

1. Since the last Board Meeting, there have been several meetings of the Texas Council of Community MHMR Centers, Inc., and the Council is growing and it is felt this organization is going to be beneficial.

2. There will be a meeting of the Regional Professional Advisory Committee on August 2, and Regional Medical Advisory Committee on August 4. We have had good attendance of both Committees, and think the groups will contribute significantly.

3. As previously approved by the Board, I will attend a JCAH workshop in Chicago August 15-18 and, hopefully, we will know more about compliance after that meeting.

4. We have received the Resource Manuals for Board of Trustees, and the Board will be given copies after the meeting. Dr. Lawrence drew the Board's particular attention to Chapter 8.

5. Dr. Geoffrey Grubb, who has contracted with our agency for inpatient services in Nacogdoches, and who has worked with us almost from the opening of the Center, has asked to be released from his contract as he is going to Austin for two years for his residency. Dr. Grubb has indicated that he would like to contract with us again if and when he returns.

6. Mrs. Rhoder is working on her Doctor's degree in Austin this summer, and has contacted me saying that she plans to attend the August Board Meeting.

7. The terms of office of three Board Members will expire at the end of August. These are Mr. R. B. Hille, Rev. Jerry Self, and Mr. V. B. Woods, and it is hoped these members will agree to accept another term. A letter from their Commissioners' Courts reappointing them to the Board will be needed, and these members will be contacted soon regarding this matter.

8. Called on Division Directors for reports:

Mrs. Foley, Director, Business Division:

1. We have received \$106,029 in local match from participating counties for FY 1977 which represents 92% of the amount pledged.

2. To date, we have received the following percentages of the anticipated revenue budgeted for FY 1977:

Local Funds - 80%
Grant-in-Aid - 76%
Other State - 60%
Federal - 49%

3. A physical inventory of capital equipment has now been taken in every organization unit. The Property Clerk is now in the process of balancing this inventory against the general ledger. A report of the status of this will be given at next month's Board Meeting.

4. I attended a meeting of fiscal officers of Community MHMR Centers on July 14-15 in Houston. This was the second of such meetings which are held quarterly and 19 Centers were represented. Reports were heard from representatives of Alexander &

Alexander of Texas Insurance Company on professional liability and malpractice insurance. They presented a plan comparable to that which several Centers now carry with Glacier, but the cost is lower. Representatives of Medicaid and Medicare spoke to the group about procedures for filing claims. IBM made a computer utilization presentation. Group sessions were held on several subjects such as cost accounting, drug control, and funding sources. Useful information was gained from attending this meeting and I would like to plan on attending the one in October.

Dr. Lawrence commented that speaking of computers, it is a shame that so much money is spent at the State level on computer services and then we receive information too late to do any good. We have just recently received the cost estimates for the first quarter, and we are ending the fourth quarter.

Dr. Martin, Director, Mental Health Division:

1. Introduced new staff members, Mr. Don Wilcox, Director of Prescreening and Aftercare, and Laura Murphy, MH Secretary. Also, Mr. Duane Alcorn, applicant for position of Unit Supervisor of Polk County Community Counseling Center.

2. MH staff recently attended the TCA budget hearings in Austin--our request was for \$40,643 and we received approval for \$18,745 which is about a \$22,000 cut. The hearings went poorly for all Community MHMR Centers. The staff were not given a chance to make a report before they voted on it. The decisions had already been made before the meeting. They said Community MHMR Centers were already receiving funds from TDMHMR, but they are really not. Perhaps there is some misunderstanding at the State level as to who is responsible for what.

3. Dr. Larry Pollok of SFASU has been working with the staff at Staff Development on group therapy and consultation. We hope to utilize more outside consultants in the future.

4. The new facility in Nacogdoches is going up rapidly for the Outpatient Clinic and Community Counseling Center. The builder has worked with the staff to meet our needs, and it will be a nice facility. When completed, perhaps the Board would like to hold a meeting there.

5. We have received five vans--four for the Outpatient Clinics and one for the Shelby Co. Halfway House to transport clients. Four were paid for from grant funds.

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

1. Been working with Program Directors and Division Directors regarding compliance with Texas Rehabilitation Commission regulations and standards. There are a few deficiencies to correct, and I will make on-site visits to make certain we are in compliance.

2. I plan to have the regional plan updated by the end of August.

3. The Peer Review team has been working and completed the records check at Central Administration and are now visiting the units. They flagged the folders of clients who received medical treatment, and a doctor and nurse on the team will review these. We mailed out 957 questionnaires regarding the client satisfaction survey, and have received 127 replies so far. We hope to have a 30% return rate.

4. On August 22, we will have orientation for all MH and MR staff on volunteer services. Nancy Barker and two assistants from Austin will be here to conduct this training. We do plan to train our staff well to utilize volunteers.

Mr. McDermott, Director, Program Support Services Division:

1. Now that all the Program Directors have been employed, we plan to have the Supervisory Management Training course on August 5 and August 12. Angelina College will furnish the instructors who are well qualified in management training. Program Directors, Division Directors, and Unit Supervisors will participate.

2. The Genetics team will speak at August Staff Development.

3. We are now in the process of self assessment of our Center according to Section 504 of the Rehabilitation Act. A report will be made to the Board at the next meeting. The Board will receive a plan of compliance of the first stage on about August 2.

4. Since our last report, the staff has given a total of 26 speeches heard by about 700 individuals. We will be doing a lot more and varied types of public education.

5. We will receive about a 20% reduction in our client insurance which covers clients involved in activities at or away from our facilities.

Mr. Burbank, Director, Mental Retardation Division:

1. We sent 57 clients and staff to Camp Leander for summer camp. More clients wanted to go, but there were not enough facilities for more. So, we worked with the Lufkin Council for Retarded Children and were able to send 33 more clients and staff to camp at Lakeview. Everyone who wanted to attend summer camp were able to do so with these arrangements.

2. On June 27, 7 MR staff members attended the TAMC conference in Austin. Significant legislation pertaining to mental retardation was discussed.

3. Sunrise Manor Halfway House has a new House Manager, Mr. Tom Calkin. Also, a new cook/housekeeper will start next week.

4. Two clients from Sunrise Manor are now in independent living for about two months. Staff checks with them regularly to be of any help. Most of their problems are related to leisure time and money.

Consideration of Personnel Matters: Chairman Burke said that the Board would now go into 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. He excused visitors from the meeting room at 6:20 p.m. stating that no action would be taken until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 6:45 p.m., and asked for Board action on the following items:

Part 1: Consideration of Applicant for Administrative Technician IV Position (Unit Supervisor at Polk Co. Community Counseling Ctr.)- On a motion by Rev. 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 Mr. Duane Alcorn effective August 15, 1977, as an Administrative Technician IV who will serve as Unit Supervisor at the Polk Co. Community Counseling Center.

Part 2: Consideration of Addition of Administrative Technician I Position (L.V.N. for Outpatient Clinics) - On a motion by Mr. Gee, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of an Administrative Technician I

position effective August 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.

Part 3: Change in Secretary II position in Business Division - On a motion by Mr. Gee, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the deletion of a Secretary II position effective August 1, 1977, and the addition of a Medical Records Technician position effective August 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.

Part 4: Change in Clerk I position in Business Division - On a motion by Mr. Gee, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the deletion of a Clerk I position effective August 1, 1977, and the addition of a Secretary I position effective August 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.

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

The next Board meeting was set for Tuesday, August 23, 1977. Board Committees will convene at 4:30 p.m., with the Board Meeting starting at 5:00 p.m. The Board will be advised of the location of the meeting at a later date.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 6:50 p.m.

APPROVED:



Ward R. Burke, Chairman



R. B. Hille, Secretary

DETHMRS

NAME OF CENTER

SUMMARY

June 30, 1977

ORGANIZATIONAL UNIT

Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	100,000	102,206.74	1,200,000*	871,688.77	328,311.23
b. Fringe Benefits	(020)	6,667	7,425.51	80,000*	61,704.73	18,295.27
c. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	179		2,148*		2,148.00
2. Other	(040)	41	97.36	500*	385.36	114.64
TRAVEL - STAFF & BOARD	(050)	5,000	4,915.35	60,000*	49,413.04	10,586.96
CONSUMABLE ITEMS						
a. Drugs	(060)	6,916	7,549.70	83,000*	62,385.45	20,614.55
b. Food	(070)	1,250	2,423.89	15,000*	10,700.51	4,299.49
c. Other	(080)	3,766	6,869.12	45,192*	40,543.49	4,648.51
EQUIPMENT & FURNITURE						
a. Purchase	(090)	5,880	15,970.77	70,558*	71,171.05	(613.05)
b. Rental	(100)	2,030	1,432.34	24,360	15,485.59	8,874.41
c. Repair & Maintenance	(110)	500	91.47	6,000	4,667.06	1,332.94
BUILDING						
a. Rent	(120)	4,941	6,142.00	59,295	52,811.00	6,484.00
b. Remodeling & Renovation	(130)	1,074	1,360.00	12,896*	4,093.01	8,802.99
c. Repair & Maintenance	(140)	417	637.05	5,000*	2,951.83	2,048.17
VEHICLE						
a. Purchase	(150)	3,766		45,200*	19,446.00	25,754.00
b. Rental	(160)	368	632.00	4,424	3,634.00	790.00
c. Oper. & Maintenance Cost	(170)	1,250	2,504.00	15,000*	10,552.25	4,447.75
CONTRACTS WITH SERVICE AGENCIES	(180)	21,663	42,363.50	259,958	260,089.53	(131.53)
OTHER						
a. Utilities, Postage & Tele.	(190)	4,416	5,639.63	53,000*	42,013.85	10,986.15
b. Laboratory Expense	(191)	417	467.75	5,000*	3,856.25	1,143.75
c. Client Transportation	(192)					
d. Annual Audit	(193)	583		7,000		7,000.00
e. Insurance	(194)	6,334	5,609.39	76,000*	70,548.51	5,451.49
f. Client Wages	(195)	2,667	3,242.69	32,000	25,037.56	6,962.44
g. Client Fringe	(196)	167	124.30	2,000*	1,031.28	968.72
h. Contract Materials	(197)	500	558.66	6,000*	3,981.51	2,018.49
i. Educational Materials	(198)	250	108.43	3,000	1,338.74	1,661.26
j. Miscellaneous	(199)	1,834	1,683.99	22,000*	14,717.94	7,282.06
k. Emolument	(200)	350	350.00	4,200	3,500.00	700.00
l. Legal Services	(201)	84	362.50	1,000*	1,007.88	(7.88)
m. Therapeutic Recreation	(202)	25		300	69.20	230.80
n. Concessions	(203)	250	311.86	3,000*	2,164.47	835.53
o.	(204)					
p.	(205)					
GRAND TOTAL						
		183,585	221,080.00	2,203,031	1,710,989.86	492,041.14

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
LOCAL						
Funds Appro. to Center						
a.	City Government (010)					
b.	County Government (020)	9,057	6,747.25	108,679	85,582.69	23,096.31
c.	School District (030)	798		9,577	9,577.00	-0-
d.	Hospital District (040)					
e.	Other (050)					
Patient Fees-Ins.-Reimb.						
a.	Direct Patient Fees & Insurance (070)	2,250	2,778.98	27,000*	23,522.69	3,477.31
b.	Title XX (071)	7,083	8,840.00	85,000	66,205.84	18,794.16
c.	ICF-MR (072)					
d.	SB 230 (073)	24,119	33,974.00	289,428	243,949.20	45,478.80
e.	TRC (074)	667	1,442.00	8,000	11,800.36	(3,800.36)
f.	DPW-Protective Services (075)	1,692	1,724.91	20,303	13,709.10	6,593.90
g.	DETCOG-Status Offender (076)	83		1,000*	540.00	460.00
h.	Lufkin State School (077)	417		5,000*	3,648.30	1,351.70
Other Income & Contributions						
a.	Workshop Production (080)	2,500	2,660.57	30,000	21,687.30	8,312.70
b.	Piney Woods ARC (081)				225.00	(225.00)
c.	Donations (082)	167	203.00	2,000	2,678.15	(678.15)
d.	Concessions (083)	83	296.69	1,000	2,058.94	(1,058.94)
e.	Miscellaneous Income (084)	125	201.75	1,500	5,259.33	(3,759.33)
f.	Jasper-Newton ARC (085)	2,704	9,553.00	32,456	38,212.00	(5,756.00)
g.	Title XX Extraordinary (086)	83		1,000	1,431.21	(431.21)
	Interest Income (089)	334	192.71	4,000	4,391.48	(391.48)
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
a.	Grant-in-Aid (110)	79,958	239,872.50	959,490	959,490.00	-0-
b.	Supplemental Grant-in-Aid (120)	3,916		47,000*	47,000.00	-0-
c.	Special Grants-TDMHMR (130)					
OTHER STATE FUNDS						
a.	Rusk State Hospital (160)	3,921	3,921.17	47,054	35,290.53	11,763.47
b.	Texas Commission on Alcohol. (161)	2,215		26,575	19,932.00	6,643.00
c.	BSCHD (162)	712	4,270.00	8,540	8,540.00	-0-
d.	TRC Est.-Houston (163)	1,666	5,771.00	20,000*	19,032.48	967.52
e.	TRC Est.-Hardin (164)	1,955	9,016.74	23,460*	18,888.48	4,571.52
f.	TRC (165)	45	540.00	540	540.00	-0-
FEDERAL FUNDS						
Grants						
a.	Title I (210)	3,990	20,804.09	47,889*	47,899.00	(10.00)
b.	DDA (211)	3,985	19,092.00	47,821*	32,145.00	15,676.00
c.	MH Oper. Grant (PL94.63) (216)	26,930	75,000.00	323,159	250,000.00	73,159.00
d.	HEW(DPW) Liaison Workers (217)	2,130		25,560	18,009.48	7,550.52
e.	(218)					
f.	(219)					
g.	(220)					
GRAND TOTAL						
		183,585	446,902.36	2,203,031	1,991,245.56	211,785.44

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

June 1977

<u>INCOME</u>	<u>TOTAL</u>
Jasper County	\$ 870.83
Angelina County	3,883.14
Polk County	1,406.57
San Jacinto County	586.71
DPW - Protective Services	1,724.91
DPW - Title XX	8,840.00
Donations	203.00
Senate Bill 230	33,974.00
Texas Rehabilitation Commission	1,442.00
Workshop Production	2,660.57
Concessions	296.69
Miscellaneous Income	201.75
Rusk State Hospital	3,921.17
DDA - Mobile Evaluation Unit	19,092.00
State Grant-in-Aid	239,872.50
TRC - Hardin County Sheltered Workshop	9,016.74
TRC - Houston County Sheltered Workshop	5,771.00
Beaumont State Center for Human Development	4,270.00
Patient Fees	2,778.98
Jasper - Newton ARC	9,553.00
HEW Operations Grant	75,000.00
Title I	20,804.09
TRC - Washer/Dryer Grant	540.00
Interest Income	192.71
TOTAL	\$446,902.36

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	102,206.74		102,206.74
F.I.C.A.	5,576.60		5,576.60
Insurance/Hospitalization/Life	3,688.25		3,688.25
Retirement	1,848.91		1,848.91
Consultation/Other	97.36		97.36
Travel	4,915.35		4,915.35
Drugs	7,549.70	8,718.60	16,268.30
Food	2,423.89	337.74	2,761.63
Supplies	6,869.12	8,395.18	15,264.30
Equipment/Furniture Purchased	15,970.77	2,063.31	18,034.08
Equipment/Furniture Rented	1,432.34	150.00	1,582.34
Equipment/Furniture Rep. & Maint.	91.47		91.47
Rent/Building	6,142.00		6,142.00
Remodeling & Renovation/Building	1,360.00		1,360.00
Repairs & Maintenance/Building	637.05	24.50	661.55
Rental/Vehicles	632.00		632.00
Operation & Maintenance/Vehicles	2,504.00	947.73	3,451.73
Contracts	42,363.50		42,363.50
Utilities/Postage/Telephone	5,639.63	34.45	5,674.08
Laboratory Expense	467.75		467.75
Insurance	1,921.14		1,921.14
Client Training Wages	3,242.69		3,242.69
Client Training Fringe	124.30		124.30
Contract Materials	558.66	317.91	876.57
Educational Supplies	108.43		108.43
Miscellaneous	1,683.99	131.00	1,814.99
Emolument	350.00		350.00
Legal Services	362.50		362.50
Concession Expense	311.86	300.26	612.12
TOTAL	\$221,080.00	\$ 21,420.68	\$242,500.68

BREAKDOWN OF DISBURSEMENTS:

Drugs: TPERF - \$7,434.90
Angelina Co. OPC - \$114.80
Food: Shelby Co. Halfway House - \$1,627.76
Sunrise Manor - \$412.21
Supplies: All Programs - Office Supplies - \$4,037.24
CA - Letterhead Paper - \$170.40
Mobile Evaluation Unit - Brochures - \$126.00

Operating Statement
June, 1977
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BREAKDOWN OF DISBURSEMENTS - CONTINUED:

Equipment/Furniture Purchased: CA - 3 Calculators, \$1,240.40; 6 File Cabinets, \$717.58; 2 Desks, \$1,057.50; 1 Bookcase, \$154.50.

Nacogdoches Co. SWS - Steam Cleaner - \$1,495.

Polk Co. SWS - High Pressure Washer - \$1,495.

Project Continuity - Van - \$6,979.

Shelby County Halfway House - Transcriber/Dictating Machine, \$443, Cassette Recorder, \$179, 2 Desks, 5 Chairs, Filing Cabinet, Bookcase, \$954.14, 5 Air Conditioners, \$1,311.75.

Jasper-Newton Co. SWS & Jasper Co. Dev. Center - 6 Air Conditioners - \$3,627.

Angelina County OPC - File Cabinet - \$117.08.

Trinity County OPC - Storage Cabinet - \$114.

Houston Co. SWS - Slip Pourer - \$394; 2 Chairs - \$136.40.

Jasper Co. Dev. Center - Filmstrip Projector - \$160.

MR Programs - 6 Cassette Recorders - \$294.

Tyler Co. Dev. Center - Filmstrip Projector - \$160; Refrigerator - \$364.49.

San Jacinto Co. Dev. Center - Filmstrip Projector - \$160.

Kirbyville Dev. Center - Filmstrip Projector - \$160.

Newton Co. Dev. Center - Filmstrip Projector - \$160; Refrigerator - \$365.91.

Equipment/Furniture Rented: CA - Copier - \$672.14

Angelina Co. OPC - Copier - \$125.

Tyler Co. OPC - Copier - \$150.

Rent/Buildings: Newton Co. OPC - \$265.

Jasper Co. CCC - \$225.

Angelina Co. Day Treatment - \$200.

Trinity Co. OPC - \$200.

Tyler Co. OPC - \$267.

Houston Co. SWS - \$485.

Nacogdoches Co. OPC & CCC - \$200.

Shelby County Halfway House - \$100.

Jasper-Newton Co. SWS & Jasper Co. Dev. Center - \$100.

San Jacinto Co. Dev. Center - \$100.

Tyler Co. Dev. Center - \$125.

Sunrise Manor - \$400.

Nacogdoches Co. SWS - \$160.

CA - \$1,565.

CA-Day Treatment Land - \$450.

Polk Co. CCC - \$300.

Remodeling & Renovation/Buildings: Shelby Co. Halfway House - Dining Room - \$845;

Carpeting - \$396.50; Paneling & Ceiling Tile - \$350.

Angelina Co. Day Treatment: Electrical Wiring - \$165.

Jasper - Newton Co. SWS & Jasper Co. Dev. Center - Plumbing - \$151.45.

Rental/Vehicle: 4 Lease Cars - \$632.

Operation & Maintenance/Vehicle: Jasper - Newton Co. SWS - Gasoline - \$384.55.

Polk Co. SWS - Gasoline - \$158.47.

Kirbyville Dev. Center - Gasoline - \$143.37.

Shelby Co. SWS - Gasoline - \$107.55.

Nacogdoches Co. SWS - Tires - \$222.88.

San Jacinto Co. Dev. Center - Gasoline - \$112.50.

Angelina Co. Day Treatment - Gasoline - \$123.

Mobile Evaluation Unit - Maintenance - \$111.07.

Various Programs - Credit Card Gasoline - \$104.05.

Contracts: Shelby Co. School Board - \$19,000.

Lufkin Workshop & Opportunity Center - \$20,750.

Nacogdoches Memorial Hospital - \$182.75.

Genetics Screening - \$1,426 (2 Months).

Woodland Heights General Hospital - \$805.50.

Shelby General Hospital - \$459.50.

Utilities/Postage/Telephone: Angelina Co. Day Treatment - Electricity - \$161.75;

Telephone - \$159.43.

CA - Postage Meter - \$500.

CA - Telephone - \$966.23.

MR Offices - Telephone - \$280.70.

Polk Co. CCC - Telephone - \$115.96.

Jasper Co. CCC - Telephone - \$280.99.

Nacogdoches Co. SWS - Electricity - \$116.59.

Nacogdoches Co. CCC - Telephone - \$205.11.

Shelby Co. Halfway House - Electricity - \$382.21; Telephone - \$264.34.

Tyler Co. OPC - Telephone - \$374.07.

Trinity Co. OPC - Telephone - \$171.49.

June, 1977

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BREAKDOWN OF DISBURSEMENTS-- CONTINUED:

Insurance: Liability and Auto Policy - \$901.53.

Miscellaneous: Registration for 7 Staff for T.A.M.D. Convention - \$210.

CA - Books from JCAH - \$108.75.

Legal Services: \$200.

BREAKDOWN OF ENCUMBRANCES:

Drugs: TPERF - \$8,718.60.

Supplies: All Programs - Office Supplies - \$5,972.60.

All Programs - Forms - \$175.

All Programs - First Aid Kits - \$1,107.

All Programs - Pamphlets - \$102.

Public Education/Consultation - Film - \$325.

Food: Shelby County Halfway House - \$161.46.

Equipment/Furniture Purchased: CA - Typewriter - \$747; Bookcase - \$154.23;

Dictating/Transcribing Machine - \$415.84.

PEP Program - Dictating/Transcribing Machine - \$415.84.

Equipment/Rental: Newton Co. OPC - Copier - \$150.

Vehicle/Maintenance & Operation: CA - Gasoline - \$106.01.

Various Programs - Credit Card Gasoline - \$593.50.