

MINUTES

OF

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

October 25, 1977

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Mrs. Linda Foley "
Mr. Jim McDermott "
Dr. Jack Martin "
Mr. Irvin Smith "
Mrs. Lee Mayberry "
Mr. Daryl B. Dorcy, Management Audit Director, TDMHMR
Ms. Greta M. Rymal, Legislative Budget Board Staff
Mrs. Ward Burke, Lufkin
Mrs. Lois Gee, Jasper
Mr. Doug Thompson, Applicant

The 49th meeting of the Board of Trustees was held in the City Commission Meeting Room at Lufkin City Hall, 300 Shepherd, Lufkin, on Tuesday, October 25, 1977, at 5:00 p.m.

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

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Burke called the meeting to order at 5:10 p.m. He recognized guests: Ms. Greta Rymal, staff member of the

Legislative Budget Board, and Mr. Daryl B. Dorcy, Management Audit Director, Community Services, TDMHMR.

At this point, Chairman Burke presented a gift from the Board to Mrs. Linda Foley who resigned her position as Director of the Business Division after over three years of employment. He commented that Mrs. Foley was one of those rare dedicated individuals who put her heart into her work and made the job of the Board much easier. Mr. Burke said the Board appreciates her efforts and wishes her well in her future endeavors. She also received a plaque from the Center.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: Mr. Hille stated that a correction is needed in the Minutes of the September Board Meeting as follows: On page 11, sections Consideration of Acceptance of Donations and Consideration of Proposed Certificates of Appreciation, in the motions the wording should have been "the American Legion Camilla Post 629" rather than the San Jacinto County VFW. He said the permanent Minutes will be corrected and Board Members mailed the corrected pages.

On a motion by Judge Sturrock, seconded by Mr. Mann, the Board approved the Minutes of the September 27, 1977 Board Meeting as corrected.

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

1. Mr. Mann and I met with the Sabine and San Augustine County Commissioners' Courts regarding local match funds for FY 1978. Mr. Mann met again with the Sabine County Court today. Neither county has yet made a decision to participate.
2. Dr. Peebles and I met with the Lufkin Memorial Hospital Administrator and Chief of Staff recently regarding the regional emergency/crisis line and schedule of psychiatric call.
3. Attended the meeting of Executive Directors in Houston on October 13 and 14 sponsored by TDMHMR. This is a series of meetings to come up with recommendations to present to the next session of the Legislature. It is anticipated that recommendations will be made at the next meeting in El Paso on November 9 and 10.
4. I had planned to attend the ceremonies for Don Adams, Governor for a Day, on October 15, but had a conflict. Judge Sturrock attended and was asked to report on the ceremonies.

5. The Regional Professional Advisory Committee met on October 18, and it was an excellent meeting. This was a dinner meeting as requested by the Committee, and all current members were present.

6. The Regional Medical Advisory Committee met on October 20, but only two doctors on the Committee were present--Dr. Cook from Trinity County and Dr. LaBarbera from Nacogdoches County. It was suggested that the next meeting be a dinner meeting to try for better attendance. The next meeting will be in January.

7. The Management Audit process of our Center began today. The Director, Mr. Daryl Dorcy, is doing a pre-survey, and the Management Audit Team will arrive the week of November 7.

Mr. Dorcy outlined the audit process for the Board at this point.

8. We hope to have our response to the recommendations of the Peer Review Team at next month's Board Meeting. The report will be on the Agenda quarterly for discussion.

9. We have encountered a cash flow problem for the first time. The Grant-in-Aid was delayed at the State level because of a revision in forms, and the Federal money for the construction was delayed because of the HEW Labor Bill which was delayed by Congress due to the abortion clause tacked to it. We had to borrow from our reserve fund.

10. Beginning this month, the Division Directors will report on goals for FY 1978. The reports cover the month of September.

11. Dr. Lawrence called on Division Directors to report on activities in their programs:

Mrs. Foley, Business Division:

1. Of the total local funds requested for FY 1978, \$21,597 has been pledged so far (written commitments).

2. The Supply Room has been moved from the third floor of Central Administration to the second floor with Mr. Austin now being officed in the same room. This will allow better control of supplies being requisitioned.

3. The computer program is being uploaded at present. All budget entries have been made and some corrections are now being made. Percentage spread on expenditures is in the process of

being rewritten because of so many changes from last year. Mrs. Walton is going to Kilgore tomorrow to work with Region VII personnel on this. As soon as this is accomplished, individual entries can be made. We hope to be current on the computer by the end of the second quarter.

4. The reports listed in the Business Division goals for the first month of FY 1978 (September) were all received on schedule, and only 18 Purchase Requisitions were not filled in September.

5. Presented a report on costs of travel in personal vehicles compared with the cost for the leased vehicles for FY 1977 as follows:

<u>Position</u>	<u>Personal Vehicle Costs</u>	<u>Leased Vehicle Costs</u>	<u>Lease Costs Over and (Under)</u>
Executive Director (9 months)	\$2,254.85	\$1,750.30	(\$504.55)
Director, Clinical Division (6 months)	2,162.77	1,221.51	(941.26)
Director, Mental Health Division (9 months)	1,269.52	1,673.69	404.17
Director, Mental Retarda- tion Division (8 months)	1,506.99	1,483.57	(23.42)
Totals	<u>\$7,194.13</u>	<u>\$6,129.07</u>	<u>(\$1,065.06)</u>

The cost for the use of personal vehicles was figured at 16¢ per mile. The cost for the leased vehicles included gas, insurance, and lease costs.

6. Members of the firm of Axley and Rode are at the Center now doing the audit for FY 1977. They will have their report ready for Board action at the December Board Meeting.

7. Introduced Mr. Irvin Smith, Acting Director of the Business Division.

Mrs. Ecker, Program Evaluation and Planning Division:

1. Dr. Lawrence and Mrs. Cunningham attended the Volunteer Council meeting in Lubbock on October 6-8. Some time was devoted to volunteers in MHMR Centers.

2. Reported on September goals:

- a. Met with Dr. Bruce Bailey. He will submit the Peer Review schedule for FY 1978 by October 31.
- b. Plans for a Volunteer recognition dinner to be held possibly after the first of the year were discussed.
- c. Contacted Mr. Earlon Williams, Librarian at Angelina College, regarding his providing volunteer consultation for the MHMR Library. He will assist with this in October or November.
- d. During September, the following additions were made to the Library: 46 books, 3 films, 2 videotapes, and 2 slides.
- e. The following number of students are working at MHMR at the present time: 15 Field Placement Students (assigned to the units); and 4 Action Grant Volunteers (these students spend 30-35 hours per week for one year and are located at Central Administration, Shelby Co. Halfway House, Angelina Co. Outpatient Clinic and Nacogdoches Co. Outpatient Clinic).
- f. The Regional Plan will be completed by the target date of November 4. This will be included in the supporting documents for the November Board Meeting for approval.

Mr. Burbank, Mental Retardation Division:

1. Several staff members attended the AAMD conference in San Antonio October 4, 5, and 6, and took the Mobile Evaluation Unit for display. The conference was well attended and worthwhile.
2. The Texas Highway Department determined that the ownership of the vans should be transferred from the Department to the Lufkin Council for Retarded Children. We will save about \$500 per year in insurance costs as a result.
3. I attended the Attorney General's workshop on rights of handicapped persons on October 15 in Houston, and received significant information on what we will be required by law to do. Will report to the Board on this next month.
4. Reported on goals for September: Clients served in MR programs - Goal 472, Total Served 436 (see Appendix 1).

Dr. Martin, Mental Health Division:

1. Open House was held at the new facility for the Nacogdoches County Outpatient Clinic and Community Counseling Center. Representative Roy Blake was the speaker, and about 100 people toured the facility. These programs have been well received by the community, and the clients and staff appreciate the change in environment.

2. The Jasper County Outpatient Clinic and Community Counseling Center held Open House on October 21 with a number of people touring that facility. Judge Sturrock and Mr. Gee were present for this occasion.

3. We have problems with the Liaison Worker program. In the past we contracted with the Department of Human Resources for 3 Caseworkers and a Secretary to provide aftercare services to people coming out of institutions. This year they changed and say we can no longer use the Liaison Workers for that purpose, and this puts us in the position of having 2 Caseworkers and a Secretary we might have to pick up in our budget. We will have to do some reorganizing to come up with staff time to provide these needed services.

Dr. Lawrence commented that DHR sometimes comes up with a plan to provide services to eligible clients. It sounds good, but often Centers are faced with the problem we have now. We gear up and start providing the needed services--then DHR changes their minds and the Center is left with the issue of what to do with staff members contracted for, and what to do with the programs we no longer receive funds for.

4. The emergency/crisis line went into operation on October 10. The toll free number can be used by anyone in our 13-county region. We have received a number of calls, and it is felt this will be one of the most important services we offer.

Judge Sturrock suggested that Sheriff's Departments be furnished with the toll free number.

Mr. Burke asked that the Board be kept informed of this program.

5. Reported on the goals for September: Clients served in MH programs - Goal 472, Clients Served 436 (see Appendix 2).

Mr. McDermott, Program Support Services Division:

1. The task of revising the MHMR Operations and Procedures Manual (OPM) was begun at the workshop for Division Directors and Program Directors in September. The majority of the revisions have been made, and this task should be completed next month. There are some significant changes, and November Staff Development will be devoted to discussing the OPM. The Program Directors will also work with the staff on these changes.

2. The new Employee Handbook will be ready next month, and will also be discussed at November Staff Development.

3. The Annual Report for FY 1977 is ready and copies are available for Board Members to take as they leave the meeting.

4. The last two brochures have been printed: Sunrise Manor and General Information.

5. A new format for DIRECTIONS appears on the October issue.

6. Reviewed the list of insurance payments for FY 1977 (see Appendix 3).

7. We are developing a slide presentation to present to the public telling how we help the client. We are working with a media expert employed by the Deep East Texas Council of Governments, Mr. Dennis Stevens, who may be contacting Board Members to take pictures. We expect to have a rough presentation around the first of January.

8. Reviewed goals of the Personnel section for September (see Appendix 3).

Dr. Lawrence reported on the goals of the Center for the month of September (see Appendix 4).

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

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

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

RESOLVED, by the Board of Trustees, that the Operating Statement and Budget Summaries of Receipts and Expenditures for the month of September, 1977, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting. Be it further RESOLVED that over-expenditures be allowed in the first quarter for budget categories of: Travel - 50%; Furniture/Purchase - 50%; Supplies - 50%; Equipment/Repair & Maintenance - 75%; Postage, Telephone - 50%; Insurance - 50%; Utilities - 50%; Miscellaneous - 50%; Therapeutic Recreation - 40%; and Concessions - 50%.

Discussion of Status of Day Treatment/Administration Facility: Dr. Lawrence reported that all the walls are in, sheetrock up, roof complete, sidewalks installed, area cleared for parking,

brick work is complete, air conditioning units installed, and the duct work is in. We have expended \$186,451.81 to date on this project which amounts to 62% completion. Tentative plans are to hold a dedication ceremony in March, 1978.

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

RESOLVED, by the Board of Trustees, that the dedication ceremony for the Day Treatment/Administration Facility be held during the month of March, 1978. Be it further RESOLVED that Congressman Charles Wilson be invited to make the keynote presentation with Mr. Arthur Temple being invited to introduce Congressman Wilson and make some opening remarks.

Discussion of FY 1978 Operating Budget: On a motion by Mr. Mann, seconded by Mrs. Rhoder, the Board voted to hold a special meeting for the purpose of reviewing the FY 1978 Operating Budget with the time of the special meeting being set at a later date.

Consideration of Possible Funding Opportunities: Dr. Martin reported that the Department of Human Resources have funds available to contract for services to the elderly; however, the grant would require a 30% matching funds from the Center. We will look into this very closely.

A discussion ensued about the difficulties encountered in contracting to provide services with the possibility of funding being cut off. Mr. Burke commented that the Texas Council of Community MHMR Centers, Inc. is working on this problem and what might could be done about it.

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

Consideration of Second and Third Quarter Cost Estimates:

Dr. Lawrence reviewed the cost estimates for the second and third quarters of FY 1977 as summarized in the supporting documents furnished the Board. He said that the majority of the deviations from the State median was due to errors in the reporting of service hours by the staff at the unit level. This is being corrected and should show up on the computer printouts for the fourth quarter of FY 1977. Dr. Lawrence said that one of the goals for the Center for FY 1978 is to have no more than 15% of the organizational units significantly above the State median.

Consideration of Proposed Public Responsibility Plan: On a motion by Mr. Hille, seconded by Mr. Woods, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to establish a Public Responsibility Committee in keeping with the provisions of Senate Bill 700, Mentally Retarded Persons Act, and regulations to be published by TDMHMR.

Consideration of Membership in Angelina County Chamber of Commerce: Mr. Hille said that it is felt that since Lufkin is the administrative headquarters of the Center, and since our Center has become an important part of the civic and business community of Angelina County, this membership is justified. He also stated a donation is earmarked for the dues for the remainder of this calendar year, and no tax dollars will be expended. On a motion by Mr. Hille, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the donation of \$25.00 earmarked for membership in the Angelina County Chamber of Commerce for the remainder of this calendar year. Be it further RESOLVED that the Executive Director be authorized to submit the appropriate membership forms to the Chamber.

Consideration of Proposed Protective Services Contract for Services to Children: Dr. Lawrence said that it is the staff's recommendation that we proceed with this contract with the Department of Human Resources as child abuse is critical. However, it is the Board's decision on how important this program is and how we can absorb the program if funds are not available next year. After a lengthy discussion, on a motion by Mr. Hille, seconded by Mrs. Rhoder, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to submit the Protective Services Grant for Children in the amount of \$56,225.73 to the Department of Human Resources. Be it further RESOLVED that the Executive Director be authorized to employ the staff designated in the grant and to issue the purchase orders for supplies and equipment contained in the grant application.

PERSONNEL AND PUBLIC EDUCATION COMMITTEE - J. M. Self, Ph.D., Chmn.

Consideration of Proposed Board Policy Regarding Regional Emergency/Crisis Line and Guardianship of Clients: On a motion by Mr. Gee, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board adopt the proposed Board Policies as submitted concerning Regional Emergency/Crisis Line and Guardianship of Clients. Be it further RESOLVED that these be included in the Board Policies and Procedures Manual.

Discussion of Winter Social Function: On a motion by Mrs. Rhoder, seconded by Dr. Self, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the winter social function be held on December 4, 1977, at the home of the Executive Director with the Board, Executive Director, and spouses serving as hosts and hostesses. Be it further RESOLVED that the Executive Director be authorized to expend up to \$350 for this function.

Consideration of Nominees for Advisory Councils and Committees:
Part 1: Addition to Local Advisory Council: 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 the addition of Charlotte Miles of Coldspring to the San Jacinto Co. Advisory Council.

Part 2: Deletion from Local Advisory Councils: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the deletion of Dr. George Atkinson and Mr. Kenneth Wright from the San Jacinto Co. Advisory Council. Be it further RESOLVED that Mr. Ike Cox be deleted from the Polk Co. Advisory Council.

Consideration of Proposed Position Descriptions: On a motion by Mrs. Rhoder, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the following new Position Descriptions be approved as submitted, and that they be placed in the MHMR Position Description Manual:

Caseworker, Outpatient Clinics - Community Service Aide III
Field Placement Student
Groundskeeper III
Nurse II
Relief Houseparent - Community Service Aide II
Secretary II - Board Secretary

Be it further RESOLVED that the proposed revised Position Descriptions as follow be approved as submitted, and that these replace the existing ones in the MHMR Position Description Manual:

Administrative Secretary
Caseworker I
Caseworker II
Caseworker III
Clerk I
Community Service Aide III - Day Treatment Program
Director, Alcoholism and Drug Abuse Programs - Administrative Technician IV
Alcoholism Counselor I
Director, Business Division - Business Manager II
Director, Outpatient Clinics - Administrator Technical Programs II
Halfway House Housekeeper/Cook - Community Service Aide II
House Manager, Alcohol/Mental Health - Therapist Technician I
Houseparent, MR Division - Therapist Technician I
Nurse I
Personnel Clerk I
Psychiatrist I
Psychiatrist II
Psychologist
Psychological Assistant
Relief House Manager, Alcohol/Mental Health - Community Service Aide II
Secretary I
Secretary II
Unit Supervisor, Day Treatment Program - Caseworker II
Unit Supervisor, Halfway House, Alcohol/Mental Health - Alcoholism Counselor I
Unit Supervisor, Outpatient Clinic - Administrative Technician IV
Unit Supervisor, Sheltered Workshop - Administrative Technician II

Consideration of Proposed Employee Handbook: 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 proposed Employee Handbook as submitted. Be it further RESOLVED that the Employee Handbook supplant the Personnel Policies and Procedures Manual effective November 1, 1977.

Consideration of Personnel Matters: Dr. Self requested that the Chairman 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 excused guests from the meeting room at 7:30 p.m. stating that no Board action would be taken until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 7:50 p.m., and asked the Board to take action on the following:

Consideration of Applicant for MR Psychologist 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 Mr. Doug H. Thompson effective November 1, 1977, as a Psychologist in the MR Division.

INVITE COMMENTS FROM VISITORS:

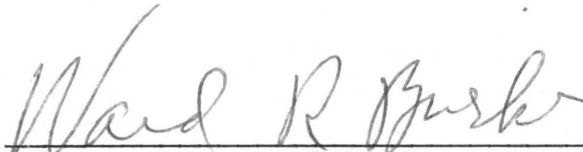
Judge Sturrock commented that he has had the opportunity to visit some of the programs and with the staff, and that it is gratifying to him to be part of an organization that is so enthusiastic and optimistic.

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

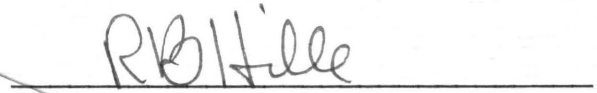
The next Board Meeting was set for Tuesday, November 22, 1977, Board Committees will convene at 4:30 p.m. with the Board Meeting beginning at 5:00 p.m. The Meeting will be held in Lufkin, and the Board will be advised of the exact location at a later date.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 7:55 p.m.

APPROVED:



Ward R. Burke, Chairman



R. B. Hille, Secretary

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		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
LOCAL						
1.	Tax Funds Appro. to Center					
a.	City Government (010)					
b.	County Government (020)	9,472	870.83	113,662*	870.83	112,791.17
c.	School District (030)	798	9,987.00	9,577	9,987.00	(410.00)
d.	Hospital District (040)					
e.	Other (050)					
2.	Patient Fees-Ins.-Reimb.					
a.	Direct Patient Fees & Insurance (070)	3,614	3,379.49	43,352*	3,379.49	39,972.51
b.	Title XX (071)	6,798		81,581*		81,581.00
c.	ICF-MR (072)	683		8,200		8,200.00
d.	SB 230 (073)	26,131	23,800.00	313,572*	23,800.00	289,772.00
e.	TRC (074)	1,000		12,000		12,000.00
f.	Title XX Protective Services (075)	2,405		28,864*		28,864.00
g.	Lufkin State School (076)	417		5,000		5,000.00
3.	Other Income & Contributions					
a.	Workshop Production (080)	3,672	2,221.22	44,062	2,221.22	41,840.78
b.	Donations (081)	294	1,042.25	3,526*	1,042.25	2,483.75
c.	Concessions (082)	208	289.28	2,500	289.28	2,210.72
d.	Miscellaneous (083)	375	311.00	4,500	311.00	4,189.00
e.	Jasper-Newton ARC (084)	2,571		30,857		30,857.00
f.	Interest Income (089)	250	140.54	3,000	140.54	2,859.46
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1.	Grant-in-Aid (110)	82,278	82,194.75	987,337*	82,194.75	905,142.25
2.	Supplemental Grant-in-Aid (120)					
3.	Special Grants-TDMHMR (130)					
OTHER STATE FUNDS						
1.	Texas Commission on Alcohol (160)	1,562		18,745		18,745.00
2.	TRC Establishment-Hardin (161)	2,731		32,770*		32,770.00
3.	TRC Establishment-Houston (162)	2,712		32,549*		32,549.00
4.	BSCHD (163)	1,309		15,712		15,712.00
5.	(164)					
6.	(165)					
FEDERAL FUNDS						
1.	Grants					
a.	Title I (210)	11,390		136,674		136,674.00
b.	Developmental Disabilities (211)	5,836		70,037		70,037.00
c.	Public Law 94-63 Grant (212)	34,605	30,000.00	415,259	30,000.00	385,259.00
d.	HEW (DPW) Liaison Workers (213)	2,917		35,000		35,000.00
e.	(214)					
f.	(215)					
g.	(216)					
GRAND TOTAL		204,028	154,236.36	2,448,336	154,236.36	2,294,099.64

*Denotes Budget Changes

September 30, 1977
Date

			MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL							
a.	Salaries & Wages	(010)	115,154	111,404.72	1,381,845*	111,404.72	1,270,440.28
b.	Salary & Merit Increases	(011)	625		7,500		7,500.00
c.	Fringe Benefits	(020)	10,990	7,597.79	131,897*	7,597.79	124,299.21
d.	Consultation & Prof. Fees						
1.	Direct Patient Services	(030)	192		2,300		2,300.00
2.	Other	(040)	333	95.00	4,000	95.00	3,905.00
TRAVEL - STAFF & BOARD			(050)	3,425	6,165.87	41,095*	6,165.87
CONSUMABLE ITEMS							
a.	Drugs	(060)	6,333		76,000		76,000.00
b.	Food	(070)	1,500	2,032.38	18,000	2,032.38	15,967.62
c.	Other	(080)	2,292	9,343.74	27,509*	9,343.74	18,165.26
EQUIPMENT & FURNITURE							
a.	Purchase	(090)	2,659	4,892.45	31,908*	4,892.45	27,015.55
b.	Rental	(100)	1,475	331.40	17,700	331.40	17,368.60
c.	Repair & Maintenance	(110)	162	4,031.84	1,950	4,031.84	(2,081.84)
BUILDING							
a.	Rent	(120)	6,506	7,064.00	78,071*	7,064.00	71,007.00
b.	Remodeling & Renovation	(130)	596	2,733.04	7,150*	2,733.04	4,416.96
c.	Repair & Maintenance	(140)	28		350*		350.00
VEHICLE							
a.	Purchase	(150)	1,167	7,004.42	14,000*	7,004.42	6,995.58
b.	Rental	(160)	235		2,815*		2,815.00
c.	Oper. & Maintenance Cost	(170)	1,062	2,307.45	12,744*	2,307.45	10,436.55
CONTRACTS WITH SERVICE AGENCIES			(180)	39,830	29,739.66	477,955*	29,739.66
OTHER							
a.	Postage, Telephone	(190)	1,302	3,827.69	15,618*	3,827.69	11,790.31
b.	Laboratory Expenses	(191)	404	62.05	4,850*	62.05	4,787.95
c.	Client Transportation	(192)	-0-		-0-		
d.	Annual Audit	(193)	309		3,705*		3,705.00
e.	Insurance	(194)	1,026	4,811.67	12,316*	4,811.67	7,504.33
f.	Client Wages	(195)	3,431	3,633.41	41,177*	3,633.41	37,543.59
g.	Utilities	(196)	829	1,572.81	9,942*	1,572.81	8,369.19
h.	Contract Materials	(197)	417	555.32	5,000	555.32	4,444.68
i.	Educational Materials	(198)	506		6,075*		6,075.00
j.	Miscellaneous	(199)	465	3,574.37	5,578*	3,574.37	2,003.63
k.	Emolument	(200)	350	350.00	4,200	350.00	3,850.00
l.	Legal Services	(201)	49		586*		586.00
m.	Therapeutic Recreation	(202)	17	88.55	200	88.55	111.45
n.	Concessions	(203)	192	469.26	2,300*	469.26	1,830.74
o.	Client Fringe	(204)	167	116.73	2,000	116.73	1,883.27
p.		(205)					
q.		(206)					
GRAND TOTAL			204,028	213,805.62	2,448,336	213,805.62	2,234,530.38
*denotes Budget Changes							

DETRMHMRS
NAME OF CENTER

September 30, 1977
Date

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
1. Administration	17,763	17,679.58	213,155	17,679.58	195,475.42
2. Screening, Referral and Emergency	1,982	1,982.17	23,786	1,982.17	21,803.83
3. Outpatient Services	18,130	18,130.33	217,564	18,130.33	199,433.67
4. Special Education	10,956	10,955.42	131,465	10,955.42	120,509.58
5. Sheltered Work Training and Day/Evening Care	23,469	23,469.00	281,628	23,469.00	258,159.00
6. Alternate Residential/24-Hour Care	9,978	9,978.25	119,739	9,978.25	109,760.75
TOTALS	82,278	82,194.75	987,337	82,194.75	905,142.25

DETRMHMRS
NAME OF CENTER

September 30, 1977
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
1. Administration	17,763	16,944.42	213,155	16,944.42	196,210.58
2. Screening, Referral and Emergency	1,982	1,893.06	23,786	1,893.06	21,892.94
3. Outpatient Services	18,130	17,608.37	217,564	17,608.37	199,955.63
4. Special Education	10,956	11,781.97	131,465	11,781.97	119,683.03
5. Sheltered Work Training and Day/Evening Care	23,469	23,898.51	281,628	23,898.51	257,729.49
6. Alternate Residential/24-Hour Care	<u>9,978</u>	<u>10,068.42</u>	<u>119,739</u>	<u>10,068.42</u>	<u>109,670.58</u>
TOTALS	<u>82,278</u>	<u>82,194.75</u>	<u>987,337</u>	<u>82,194.75</u>	<u>905,142.25</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

September 1977

<u>INCOME</u>	<u>TOTAL</u>
Jasper County	\$ 870.83
Shelby County School District	9,987.00
Senate Bill 230	23,800.00
Workshop Production	2,221.22
Patient Fees	3,379.49
Donations	1,042.25
Concessions	289.28
Miscellaneous Income	311.00
Interest Income	140.54
Grant-in-Aid	82,194.75
Public Law 94-63 Grant	30,000.00
TOTAL	<u>\$154,236.36</u>

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$111,404.72		\$111,404.72
FICA	5,840.07		5,840.07
Insurance/Hosp./Life	4,377.76		4,377.76
irement	1,757.72		1,757.72
Consultation/Other	95.00		95.00
Travel	6,165.87		6,165.87
Food	-0-	\$ 2,032.38	2,032.38
Supplies	2,338.34	7,005.40	9,343.74
Equipment/Furniture Purchased	-0-	4,892.45	4,892.45
Equipment/Furniture Rented	331.40		331.40
Equipment/Furniture Repair & Maint.	2,978.49	1,053.35	4,031.84
Rent/Building	7,064.00		7,064.00
Remodeling & Renovation/Buildings	2,078.44	654.60	2,733.04
Purchase/Vehicle	-0-	7,004.42	7,004.42
Operation & Maintenance/Vehicle	1,119.20	1,188.25	2,307.45
Contracts	29,412.66	327.00	29,739.66
Postage/Telephone	3,087.80	739.89	3,827.69
Lab Expense	-0-	62.05	62.05
Insurance	433.91		433.91
Client Wages	3,633.41		3,633.41
Utilities	1,058.54	514.27	1,572.81
Contract Materials	128.97	426.35	555.32
Miscellaneous Expense	3,297.91	276.46	3,574.37
Emolument	350.00		350.00
Therapeutic Recreation	34.95	53.60	88.55
Concession Expense	386.16	83.10	469.26
Client Fringe Benefits	116.73		116.73
	<u>\$187,492.05</u>	<u>\$26,313.57</u>	<u>\$213,805.62</u>

BREAKDOWN OF DISBURSEMENTS:

Supplies: All Programs: Forms-\$627.45; Cleaning Supplies-\$320.65

Equipment/Furniture Rented: Central Administration-Computer Equipment-\$283.40

Equipment/Furniture Repair & Maintenance: All Programs-Maintenance Contract on Dictating Equipment-\$2,853.84

Rent/Building: Central Administration-\$1,530.00

Newton County Developmental Center-\$265.00

Houston County Sheltered Workshop-\$485.00

Shelby County Sheltered Workshop-\$560.00

Sunrise Manor-\$450.00

Angelina County Outpatient Clinic-\$1,175.00

Trinity County Outpatient Clinic-\$300.00

Tyler County Outpatient Clinic-\$267.00

Polk County Community Counseling Center-\$300.00

Tyler County Developmental Center-\$285.00

Central Administration-Day Treatment Land-\$450.00

Operation & Maintenance/Vehicles: Angelina County Day Treatment-Repairs-\$298.51

Contracts: Shelby County School Board-\$21,896.00

Lufkin Workshop & Opportunity Center-\$7,016.66

Lynn Dunlap-\$500.00

DEEP EAST TEXAS REGIONAL MHMR

OPERATING STATEMENT

September, 1977

BREAKDOWN OF DISBURSEMENTS - CONTINUED

Postage/Telephone: Central Administration-Telephone-\$804.98; Postage-\$500.00
Jasper County Outpatient Clinic-Telephone-\$328.08

Insurance: Worker's Compensation-\$433.91

Utilities: Shelby County Halfway House-Electricity-\$380.32

Miscellaneous: Membership in Texas Council of Community MHMR Centers-\$1,771.50;
Classified Advertising-\$291.76

Concession Expense: Polk County Sheltered Workshop-\$309.60

BREAKDOWN OF ENCUMBRANCES

Food: Shelby County Halfway House-\$1,496.77
Sunrise Manor-\$472.01

Supplies: Various Programs-Instamatic Cameras and Supplies-\$427.04
All Programs-Employee Handbooks-\$312.59

Equipment/Furniture Purchased: Central Administration-Typewriter-\$747.00; Desk, Chair,
2 file cabinets-\$880.37
Shelby County Halfway House-3 All Steel Lockers-\$435.00
Jasper County Outpatient Clinic-2 All Steel Lockers-\$290.00

Equipment/Furniture Repair & Maintenance: All Programs-Maintenance Contract on Typewriters
and Calculators-\$1,040.00

Vehicles/Purchased: Nacogdoches County Sheltered Workshop-Van-7,004.42

Remodeling and Renovation/Building: Sunrise Manor-Installation of Fire Alarms-\$375.00

Postage/Telephone: Shelby County Halfway House-Telephone-\$420.79

Utilities: Newton County Sheltered Workshop and Jasper County Developmental Center-
Electricity-\$267.96

APPENDIX I

DEEP EAST TEXAS MHR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division MRReport Month September, 1977

Quantified Objectives for Year	1.	2.		3.	4.	5.			6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if appropriate)			
		Numerical	% of Goal		Actual No.	Goal No.	%				
1. a. Serve a total of 1,213 clients in MR Division during FY 78											
DEVELOPMENTAL CENTERS											
Excelsior	35	43	122	+8	43	47	91	43			
Hardin	12	7	58	-5	7	18	38	7			
Jasper	12	10	83	-2	10	27	37	10			
Kirbyville	11	11	100	0	11	19	57	11			
Newton	9	10	111	+1	10	15	66	10			
Shelbyville	15	18	120	+3	18	18	100	18			
Tenaha	18	16	88	-2	16	22	73	16			
Timpson	30	33	110	+3	33	35	94	33			
San Jacinto	9	9	100	0	9	13	69	9			
Tyler	13	11	84	-2	11	20	55	11			
TOTALS	164	168	98	+4	168	234	71	168			
SHELTERED WORKSHOPS											
Hardin	24	17	71	-7	17	33	51	17			
Houston	24	17	71	-7	17	45	26	17			
Jasper-Newton	28	23	82	-5	23	45	51	23			
Nacogdoches	34	19	56	-15	19	40	47	19			
Polk	30	23	76	-7	23	45	51	23			
Shelby	28	24	86	-4	24	40	60	24			
Lufkin	70	78	111	+8	78	90	86	78			
TOTALS	238	201	79	-37	201	338	53	201			

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division MRReport Month September, 1977

Quantified Objectives for Year	1.	2.	3.	4.	5	6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal		Actual No.	Goal No.	%	
MOBILE UNIT	50	51	102	+1	51	600	12	51
SUNRISE MANOR	8	8	100	0	8	16	50	8
RECREATION	12	8	66	-4	8	25	32	8
GRAND TOTALS	472	436	89	-36	436	1,213	44	436

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)Division MR

Monthly/Quarterly Report

Report Month/Quarter September, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
Expand and improve aftercare services throughout region.	1 client was discharged from Mexia State School into our region. We attended pre-discharge, so 100% participation.	September 16
Expand and improve prescreening services throughout region.	No state school admissions from our region during September.	
Expand effort to impact the state school and state hospital admission, readmission, and discharge rate.	See above explanation of 1 discharge during September.	

APPENDIX II

DEEP EAST TEXAS REGIONAL

MENTAL HEALTH MENTAL RETARDATION
SERVICES



303 ANGELINA BUILDING 106 N. FIRST STREET LUFKIN, TEXAS 75901
PHONE: AREA CODE 713-634-2241

Wayne Lawrence, Ph.D., Executive Director

MEMORANDUM

TO: Wayne Lawrence, Ph.D.
Executive Director

FROM: Jack G. Martin, Ph.D., Director
Mental Health Division

DATE: October 19, 1977

SUBJECT: September Client Data Report

Attached you will find a breakdown of the statistics for each OU compared with their goals for the month of September. You will note that there were three units that fell below their monthly goal: Memorial Hospital, Nacogdoches Memorial Hospital and Angelina Day Treatment Program. The fact that the hospitals statistics were lower than projected is not of great concern to me since this may very well indicate the effectiveness of our outpatient services. However, the performance of the Day Treatment Program is of concern. I have talked with Mr. Don Wilcox, Director of Prescreening and Aftercare, about these statistics and have asked him to take the necessary steps to increase our client admissions to this program.

You will also find attached a report on other goals relating to the Mental Health Division. There are two reports which are not being submitted for the month of September. One report relates to the number of hospital commitments in which prescreening was done. At this time we do not have a method for gathering this information. I have met with Mr. Don Wilcox and asked him to develop a system for collecting reports on these statistics. Hopefully, we will be able to provide this information for the month of October.

The second report relates to the number of clients discharged from an institution who have had predischage plans developed. Because of the fact that the Commissioner's Rules on Aftercare have not been implemented, predischage conferences have not begun at the State Hospital.

If you should have any questions about these reports, please feel free to contact me.

Jack G. Martin, Ph.D.

JGM:llm

Attachments

An Equal Opportunity/Affirmative Action Employer

Counties Served: Angelina • Hardin • Houston • Jasper • Nacogdoches • Newton • Polk • Sabine • San Augustine •

San Jacinto • Shelby • Trinity • Tyler

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division Mental HealthReport Month September

Quantified Objectives for Year	1.	2.	3.	4.	5	6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if approp. te)
		Numerical	% of Goal		Actual No.	Goal No.	% Annual Goal	
<u>Client Admissions:</u>								
Angelina Co. OPC - 511	43	43	+100%	---	43	43	8%	251
Jasper Co. OPC - 152	13	27	+208%	+14	27	13	18%	94
Nacogdoches Co. OPC - 265	22	42	+183%	+20	42	22	16%	144
Trinity Co. OPC - 104	9	19	+211%	+10	19	9	18%	113
Tyler Co. OPC - 178	15	21	+140%	+ 6	21	15	12%	80
Memorial Hospital - 60	5	3	- 40%	- 2	3	5	5%	3
Woodland Heights - 60	5	5	+100%	---	5	5	8%	5
Nacogdoches Memorial - 60	5	1	- 80%	- 4	1	5	2%	1
Protective Services - 58	5	11	+220%	+ 6	11	5	19%	20
Jasper Co. CCC - 77	7	24	+343%	+17	24	7	31%	35
Polk Co. CCC - 122	10	33	+300%	+23	33	10	27%	73
Nacogdoches Co. CCC - 125	11	16	+145%	+ 5	16	11	13%	51
Shelby Co. Halfway House (MH) 16	2	2	+100%	---	2	2	13%	5
Shelby Co. Halfway House (Alc) 28	3	11	+367%	+ 8	11	3	39%	22
Angelina Co. Day Trt. Prog. - 48	4	1	- 75%	- 3	1	4	2%	11
TOTAL 1,864	159	259	+163%	+100	259	159	14%	908

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division Mental HealthReport Month/Quarter September

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. Expand and improve aftercare services throughout the region. 2. Expand and improve prescreening services throughout region. 3. Expand effort to impact the SS and SH admission, readmission and discharge rate.	Number admitted: 49; number discharged: 30; number of discharges contacted within 30 days: 9; hours of service reported: 7 hours, 5 minutes; percent of discharges contacted within 30 days: 30%. I would like to point out that we did not fully implement the tracking system until September 15. These statistics should show a marked improvement for October. Information not available at this time. See cover memo. Data not available at this time. Commissioner's Rules on Aftercare have not been implemented.	

APPENDIX III

DEEP EAST 1 MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)Division Program Support Services -Personnel Monthly ReportReport Month September, 1977

Quantified Objectives for Year	1.	2.	3.	4.	5	6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal		Actual No.	Goal No.	%	
A. Recruitment Activities								
1. Positions in active recruitment	---	8	---					
2. Number of units notified	---	29 per position opening	---					
3. Number of newspaper ads	---	6	---					
4. Number of agencies & organizations notified	---	42 per position	---					
5. Number of recruiting visits to colleges, universities	---	3	---					
B. Interviews								
1. No. of positions interviewed	---	8	---					
2. No. of applicants interviewed	40	32	80%	-8				
3. No. of positions filled	8	1	12%	-7				
C. Turnover								
1. No. of employees terminated	---	3	---					
2. Monthly turnover rate	25% or less	3%		122%				

DEEP EAST MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division Program Support Services

Report Month September, 1977

Quantified Objectives for Year	1.	2.	3.	4.	5	6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal		Actual No.	Goal No.	%	
1. Staff Development Sessions	1	1	100%	0	1	11	97%	
2. No. of Employees Attending Staff Development	100	96	96%	-4	96	1,100	8%	
3. No. of Classroom HOURS	300	288	96%	-12	288	3,300	3%	
<u>New Employee Orientation</u>								
1. New Employee Orientation Sessions	1	1	100%	0	1	12	8%	

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)Division Program Support Services

Monthly/Quarterly Report

Report Month/Quarter September, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
<u>Personnel</u>		
1. Develop objective staff evaluation system.	1. In process of reviewing four systems from other organizations.	Report to Executive Director on review of other organizations' evaluation systems due December 19, 1977.
<u>Staff Development</u>		
1. Present meaningful staff development materials during monthly sessions. 2. To receive input from staff about improvement of some aspects of MHMR through suggestions. 3. Encourage staff input into types of training through the Staff Development Advisory Committee.	1. Attachment #1 is a copy of Staff Development Agenda for September which was implemented. 2. Receive two suggestions from staff members which were both acted upon. (see attachment #2) 3. Staff Development Committee made the following recommendations for training: Training in Montessori techniques, paraprofessional training on physical therapy, personal/social adjustment training, play therapy training, training in MR sexuality.	September 30, 1977 Suggestions given to Executive Director on September 30, 1977. Committee met on September 30, 1977.

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)Division Program Support Services

Monthly/Quarterly Report

Report Month/Quarter September, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate										
<u>Employee Orientation</u>	1. Nine new employees received a two-day employee orientation. Content included: Overview of agency, Equal Employment Opportunity Training, Overview of all forms utilized by MHMR. Employees in attendance: <table><tr><td>Eddie Lane</td><td>Donna Davis</td></tr><tr><td>Marsha Kimble</td><td>Pat Cootware</td></tr><tr><td>Pam Smith</td><td>Howard Williams</td></tr><tr><td>Mary Wilson</td><td>Duane Alcorn</td></tr><tr><td>Cynthia Milstead</td><td></td></tr></table> Employee Evaluations of orientation were very positive.	Eddie Lane	Donna Davis	Marsha Kimble	Pat Cootware	Pam Smith	Howard Williams	Mary Wilson	Duane Alcorn	Cynthia Milstead		New Employee Orientation - 9/21/77 Forms Orientation - 9/22/77 Copies of Employee Evaluations given to Executive Director on 9/22/77.
Eddie Lane	Donna Davis											
Marsha Kimble	Pat Cootware											
Pam Smith	Howard Williams											
Mary Wilson	Duane Alcorn											
Cynthia Milstead												

INSURANCE PAYMENTS

FY 1977

Workmen's Compensation	\$ 3,891.93
Employee Group Health and Life	40,484.10
Professional Liability	10,324.79
Comprehensive	1,552.00
Vehicle	23,474.88
Client Liability Insurance	2,835.00
Physician Malpractice Insurance	<u>2,572.00</u>
TOTAL	<u><u>\$85,134.70</u></u>

APPENDIX IV

PROGRAMMATIC GOALS FOR FY 1978

Goals	Implementation	Evaluation
1) Serve the total number of clients by OU specified in FY 1978 Operating Budget.	Divide goals by divisions, program areas, and OU and send out memo.	MH Goal 159; served 259. MR Goal 472; served 436.
2) Continue efforts to improve quality of all direct client services.	Develop policies and/or procedures which will work toward compliance with appropriate JCAH, NIMH, ICF-MR, TEA, DHR, TRC, and related standards.	Will be reported quarterly--next report December, 1977.
3) Expand and improve aftercare services throughout region.	Develop policies and/or procedures which will insure the delivery of aftercare services to at least 50% of all clients discharged into our region.	MH Goal - provide aftercare for 90% of discharges; accomplished 30%. MR Goal - provide aftercare for 100% discharges; accomplished 100%.
4) Expand and improve pre-screening services throughout region.	Develop policies and/or procedures which will insure that prescreening services are provided for at least 30% of all clients admitted to institutions from our region.	MH - Prescreening tracking system being developed. MR - no admissions from region during September.
5) Expand effort to impact the SS and SH admission, re-admission and discharge rate.	Develop policies and procedures insuring adequate prescreening/aftercare services.	MH - Prescreening tracking system being developed. MR - No admissions; served 100% of discharges.

PROGRAMMATIC GOALS FOR FY 1978 - Continued

2.

Goals	Implementation	Evaluation
6) Continue efforts to provide all services in cost efficient manner.	Develop guidelines for each program concerning # of clients to be served and hours of service to be rendered.	To be reported quarterly.
7) Develop five-year plan for all MHMR services for entire region with adequate citizen participation.	Work with Advisory Councils and Committees, County Judges, COG, HSA, etc. on obtaining citizen input for needs assessment.	First draft of plan will be submitted to the Board at the November Board Meeting.
8) Move administrative offices and Day Treatment program to more adequate facilities.	Make the physical move of the administrative offices to the new facility when completed.	Construction is on schedule.
9) Continue efforts to improve all support services.	Develop plans of operation in PSS, PEP, and Business Divisions. Develop policies and/or procedures which will work toward compliance with appropriate HEW, EEOC, and related standards.	Contained in reports of Divisions of Business, Program Support, and Program Evaluation & Planning Divisions.
10) Improve involvement of individual Board Members in policy decisions.	Expand utilization of Board Committees and increase attendance at Board Meetings.	a. Quorum obtained in September. b. Percentage at September Board Meeting 78%.
11) Expand efforts to inform elected officials about services rendered to their constituents.	Make some form of personal contact for educational purposes at least quarterly with each State Representative, Senator, and Congressmen.	a. Membership in Texas Council continued. b. Personal contacts during September made with Rep. Blake, Rep. Whitehead, Rep. Temple, Senator Adams, and three County Judges. c. All elected officials received needs assessment questionnaire