

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

November 22, 1977

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Judge Emmett Lack
Mr. Tom D. Mann, Vice Chmn.
Mrs. Agnes Rhoder

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMRS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Mr. Jim McDermott "
Dr. Jack Martin "
Mr. Irvin Smith "
Mrs. Lee Mayberry "
Mrs. Lois Gee, Jasper
Linda Melton, Blue Cross-Blue Shield (present for a portion
of the meeting)

The 50th meeting of the Board of Trustees was held in the Harvest Room of Lufkin Federal Savings & Loan Association, 211 Shepherd, Lufkin, on Tuesday, November 22, 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 5:05 p.m.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no corrections or additions to the Minutes of the October Board Meeting, on a motion by Mr. Woods, seconded by Mr. Hille, the Board approved the Minutes of the October 25, 1977 Board Meeting.

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

1. The Executive Director of the Texoma Regional MHMR Center brought a couple of staff members and visited our Center for two days the first of the month.
2. Attended the meeting of Executive Directors in El Paso on November 10 and 11. This is a series of meetings to try and come up with a legislative package to present to the State Board. Another meeting will be held in Dallas on December 6 and 7. All recommendations of this group will be presented to Boards of Trustees before any final decisions are made. Dr. Lawrence is on the subcommittee on appropriative matters to simplify programmatic funding categories.
3. The Management Audit Team visited our Center the week of November 7. They will send a report directly to the Board, and this will be on the Agenda for the December Board Meeting for discussion, review and action.
4. We have been interviewing applicants for the position of Director, Business Division. There are several very qualified applicants, and I will discuss this further in Executive Session.
5. Invitations for the Christmas Open House on December 4 for the Board and staff have been mailed. Board Members and spouses are invited to attend from 1:00 to 5:00 p.m.
6. Our Center has been selected by the National Institute of Mental Health (NIMH) to participate in a survey on problems encountered in the implementation of P.L. 94-63.
7. The criteria for applying for Supplemental Grant-in-Aid has just been published. TDMHMR has said if we apply for funds for the Liaison Workers, they will help pay for them.
8. Our Center has been asked to pilot the implementation of the Commissioner's Rule on Aftercare. I think it is important that rural Centers have input to the Commissioner's Rule.
9. Dr. Martin and I have an appointment to meet with the Acting Superintendent of Rusk State Hospital, Dr. Inglis, on November 29 to discuss our relationship with Rusk State Hospital.
10. A Board Secretary was employed on November 7, and I had hoped to introduce Mrs. Sherry Carlton, but her father underwent surgery this morning and she is in Houston.

11. Dr. Lawrence commented on the problems associated with the HEW grant. HEW had notified us that the Shelby County Halfway House might not be acceptable as a transitional program for the mentally ill, and they had previously told us verbally that it would be.

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

Dr. Martin, Mental Health Division:

1. We had previously discussed renting billboard space throughout the region to advertise our regional emergency/crisis line. Because of the costs involved, however, it is suggested that we not pursue this at the present time and utilize the news media for publicity.

2. We had to make some changes in the goals of the Mental Health Division concerning follow-up on discharges from State institutions. We had said we would contact every person within 30 days of discharge. However, we have been unable to get this information from Rusk State Hospital and have to wait for this information from Austin. So, this goal has been changed to contact within 30 days after notification of discharge.

3. Dr. Martin presented the Mental Health Division goals for the month of October (see Appendix #1).

Mr. Burbank, Mental Retardation Division:

1. We encountered a problem with our Mobile Evaluation Unit grant this month. We had asked that we utilize the lapsed funds by extending the grant period through January 31, 1978. DDA then recommended that we utilize the funds by purchasing more equipment. However, they now recommend that we revise the grant as we originally requested to extend it through January 31. The new grant period will begin February 1, 1978.

2. We have received notification on the child labor laws and how they relate to us. The Department of Labor in Bulletin 101 has ruled that a client under the age of 16 years cannot be placed in a workshop which manufactures items for sale. If between the ages of 14 and 16, a client can work in a workshop up to three hours per day if it is determined to be the least restrictive alternative. We feel this will have an impact on schools that refer clients to us. We have four clients who will have to be excluded because of this ruling.

3. The Department of Human Resources is interested in licensing our developmental centers either as day care or

pre-school programs, so we will have another set of standards to comply with.

4. Presented the goals of the MR Division for the month of October (see Appendix #2).

Mrs. Ecker, Program Evaluation and Planning Division:

1. Presented goals of the Program Evaluation and Planning Division for the month of October (see Appendix #3).

2. Plans are being made for a Volunteer Recognition Banquet to be held probably in April. Recommendations from the Board for a speaker for this occasion were requested.

Mr. Smith, Business Division:

1. Reported on local match funds for FY 1978 from participating counties. To date, we have received written pledges amounting to \$69,074 which represents 56% of requested funds. We have received \$12,599 in local funds to date.

2. Presented goals for the Business Division for the month of October (see Appendix #4).

Mr. McDermott, Program Support Services Division:

1. The Open House held at the Shelby County Sheltered Workshop on November 16 was well attended with about 200 people touring the facility. Congressman Sam Hall, Jr. and Representative Roy Blake were present for the ceremony. The Shelby County Advisory Council did an exceptional job in the planning for this Open House.

2. The Operations and Procedures Manual (OPM) has been revised, and November Staff Development will be devoted to reviewing the revised Manual with the staff.

3. Checked into the cost of printing 20,000 copies of the general information brochure, and that many copies would cost \$1,181. Because of budgetary limitations at this time, it is recommended that only a limited amount be printed. Mr. Gee and Mr. Woods asked for a supply to be sent out with bank statements from banks in Jasper and Lovelady. It was felt that this would be a good "test" to see what response we get.

4. Reported on goals of the Program Support Services Division for the month of October (see Appendix #5).

Dr. Lawrence reported that the Texas Council of Community MHMR Centers, Inc. requested that we send them copies of our Annual Report, Employee Handbook, and brochures which will be distributed to Executive Directors and Board Chairmen of other Centers. Mr. McDermott did an exceptional job on this material, and his efforts are appreciated.

Dr. Lawrence reported on the Center's goals for the month of October (see Appendix #6).

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 approved the following resolution:

RESOLVED, by the Board of Trustees, that the Operating Statement and Budget Summaries of Receipts and Expenditures for the month of October, 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:

Dr. Lawrence reported that the brickwork is completed, sheetrock is completed, parking lots have been formed up, the inside painting has begun, the sidewalks are completed, and the covered entranceway is about 90% completed. A total of \$220,317 has been expended on this project to date, and we have received reimbursement so far of \$125,370 from HEW. It is estimated that the project is about 85% complete.

Consideration of Voucher for First Month Grant-in-Aid for Second Quarter: 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 approve the Voucher in the amount of \$82,278.08 for State Grant-in-Aid for the month of December, 1977. Be it further RESOLVED that the Board Chairman be authorized to sign this Voucher, and that it be submitted to TDMHMR.

Consideration of Possible Funding Opportunities: After discussion of the possibility of applying for a grant through the State Department of Highways and Public Transportation, on a motion by

Judge Sturrock, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Center not apply for funding of vehicles under Section 16b (2) of the State Department of Highways and Public Transportation during the current funding cycle.

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

Discussion of Public Responsibility Plan: Mr. Hille stated that as noted in the supporting documents, a Public Responsibility Committee must be organized by January 1, 1978. The membership of the Committee must be approved by the Commissioner's Courts; and no staff member, Board member, or relative can serve on this Committee. The staff has submitted a list of suggested names, and the Board is asked to make recommendations. The staff will report on the progress of organizing this Committee at next month's Board Meeting.

Discussion of Peer Review Team Recommendations - On a motion by Mr. Hille, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the staff response to the recommendations made by the Peer Review Team as submitted, and that the Executive Director be authorized to submit a copy of the response to Dr. Bruce Bailey, Project Director of the Peer Review Team.

Consideration of Proposed Contract for Services to Children and Elderly: This item was tabled for consideration until the next Board Meeting.

Consideration of Proposed Regional Plan: Mr. Hille moved, seconded by Rev. Self, that the Board adopt the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the five year Regional Plan representing fiscal years 1978-1982, as submitted.

Judge Sturrock abstained from voting as he had not had the opportunity to review the Plan. The motion carried.

Consideration of Proposed Liaison Worker Program: On a motion by Mr. Hille, seconded by Mr. Gee, the Board adopted the following motion:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign the Department of Human Resources (DHR) Memorandum of Understanding relating to Liaison Workers.

Consideration of Proposed Contract with Pineywoods Association for Retarded Citizens: Mr. Burbank reported that the Pineywoods Association for Retarded Citizens applied for a Developmental Disabilities (DDA) grant to provide a halfway house for mentally retarded females in Nacogdoches. The grant was approved, and the Pineywoods Association for Retarded Citizens wishes to contract with our Center to operate this program. This is a three-year grant, and was written following the design of the Sunrise Manor Halfway House and will also provide a respite care program.

Mr. Burke commented that the Center would be expected to assume the costs of this program when the grant runs out, and we hope that after that time we will receive more Grant-in-Aid to operate such programs.

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

RESOLVED, by the Board of Trustees, that the contract with Pineywoods ARC, not to exceed the amount of \$38,394.00, be approved as submitted enabling the establishment of a halfway house for mentally retarded females. Be it further RESOLVED that the Executive Director be authorized to sign the contract for the Board.

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

Consideration of Bids for Group Health and Life Insurance: After discussion with Ms. Linda Melton, representative of Blue Cross-Blue Shield, on a motion by Mr. Hille, seconded by Rev. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid proposal of Blue Cross-Blue Shield of Texas for the Agency Group Health and Life Insurance Plan with the understanding that the rates are guaranteed for 16 months from the date of the contract. Be it further RESOLVED that the Blue Cross-Blue Shield Policy go into effect at 12:01 a.m. on Thursday, December 1, 1977.

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

RESOLVED, by the Board of Trustees, that the Board Chairman and Executive Director be authorized to sign and present Certificates of Appreciation to the following: Mr. and Mrs. Marvin Bowmer of Silsbee; Silsbee Association for Retarded Citizens; Mr. A. G. Cromwell, Executive Vice President, Lufkin Federal Savings & Loan Association; and to the family of Mrs. Anna Pflieger, deceased.

Mr. Woods suggested that since Mrs. Pflieger had been so active in working with the Trinity County Advisory Council as Chairperson and at the Trinity County Outpatient Clinic as a volunteer, that her family be invited to attend the December Board Meeting and the Certificate presented to them at the beginning of the meeting.

Consideration of Nominees for Advisory Councils and Committees:
Part 1: Addition to Local Advisory Council: On a motion by Rev. Self, seconded by Mr. Hille, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of Mr. John Baskin, Jr., of Livingston, and Mrs. Diana Koch of Goodrich to the Polk County Advisory Council.

Part 2: Addition to Regional Professional Advisory Committee: On a motion by Rev. Self, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approves the addition of Mr. Roger Harvill of Woodville to the Regional Professional Advisory Committee.

Part 3: Deletion from the Regional Volunteer Advisory Committee: On a motion by Rev. Self, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approves the deletion of Ms. Winnie Jones of Silsbee from the Regional Volunteer Services Advisory Committee.

Consideration of Proposed Contract for Consultation and Education Services: 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 negotiate for a contractual arrangement with the Angelina College for consultation and education services.

Consideration of Proposed Affirmative Action Policy and Plan: On a motion by Rev. Self, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board adopt as Board policy the proposed Affirmative Action Policy and Plan as submitted. Be it further RESOLVED that the Affirmative Action Policy and Plan be included in the Board Policies and Procedures Manual.

Consideration of Personnel Matters: Rev. Self requested that the Board 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 6:30 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 7:05 p.m., and stated that no Board action was necessary.

INVITE COMMENTS FROM VISITORS: There were no comments from visitors.

Mr. Burke made several comments including:

Questioned the status of the Health Systems Agency (HSA) plan for this area. Dr. Lawrence said that we tried to have staff members present at the meetings held in our area, and the Center received a working draft of the plan. We responded to the goals and how they fit into our services. Mr. Burke asked the staff to report on this at the December Board Meeting.

Commented on problems encountered in connection with the HEW grant.

Reported on the State Board Meeting about the new rules on Outreach and implementation of Aftercare and Follow-up.

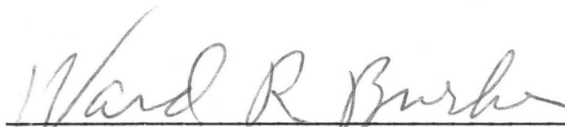
Mr. Burke said there is a meeting of the Texas Council of Community MHMR Centers, Inc. in Houston on December 9 and 10 at the University of Houston, and Board Members are encouraged to attend.

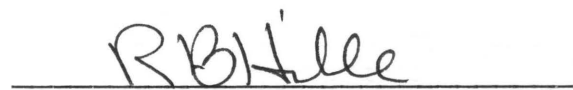
DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING:

The next Board Meeting was set for Tuesday, December 20, 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 7:25 p.m.

APPROVED:


Ward R. Burke, Chairman


R. B. Hille, Secretary

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NAME OF CENTER
SUMMARY
ORGANIZATIONAL UNIT

October 31, 1977

Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
Salaries & Wages	(010)	115,154	111,863.86	1,381,845*	223,268.58	1,158,576.42
Salary & Merit Increases	(011)	625		7,500		7,500.00
Fringe Benefits	(020)	10,990	7,386.70	131,897*	14,984.49	116,912.51
Consultation & Prof. Fees						
1. Direct Patient Services	(030)	192		2,300		2,300.00
2. Other	(040)	333	360.65	4,000	455.65	3,544.35
TRAVEL - STAFF & BOARD	(050)	3,425	8,997.16	41,095*	15,163.03	25,931.97
CONSUMABLE ITEMS						
Drugs	(060)	6,333	18,559.27	76,000	18,559.27	57,440.73
Food	(070)	1,500	2,236.26	18,000	4,268.64	13,731.36
Other	(080)	2,292	8,883.43	27,509*	18,227.17	9,281.83
EQUIPMENT & FURNITURE						
Purchase	(090)	2,659	5,704.40	31,908*	10,596.85	21,311.15
Rental	(100)	1,475	3,797.25	17,700	4,128.65	13,571.35
Repair & Maintenance	(110)	162	1,485.92	1,950	5,517.76	(3,567.76)
BUILDING						
Rent	(120)	6,506	8,325.67	78,071*	15,389.67	62,681.33
Remodeling & Renovation	(130)	596	(218.97)	7,150*	2,514.07	4,635.93
Repair & Maintenance	(140)	28	115.30	350*	115.30	234.70
VEHICLE						
Purchase	(150)	1,167		14,000*	7,004.42	6,995.58
Rental	(160)	235	1,264.00	2,815*	1,264.00	1,551.00
Oper. & Maintenance Cost	(170)	1,062	2,538.05	12,744*	4,845.50	7,898.50
CONTRACTS WITH SERVICE AGENCIES	(180)	39,830	37,811.84	477,955*	67,551.50	410,403.50
OTHER						
Postage, Telephone	(190)	1,302	4,730.85	15,618*	8,558.54	7,059.46
Laboratory Expenses	(191)	404		4,850*	62.05	4,787.95
Client Transportation	(192)	-0-		-0-		
Annual Audit	(193)	309		3,705*		3,705.00
Insurance	(194)	1,026	4,863.72	12,316*	9,675.39	2,640.61
Client Wages	(195)	3,431	4,379.80	41,177*	8,013.21	33,163.79
Utilities	(196)	829	2,238.24	9,942*	3,811.05	6,130.95
Contract Materials	(197)	417	609.32	5,000	1,164.64	3,835.36
Educational Materials	(198)	506	95.00	6,075*	95.00	5,980.00
Miscellaneous	(199)	465	1,116.63	5,578*	4,691.00	887.00
Emolument	(200)	350	350.00	4,200	700.00	3,500.00
Legal Services	(201)	49	37.50	586*	37.50	548.50
Therapeutic Recreation	(202)	17	24.10	200	112.65	87.35
Concessions	(203)	192	621.27	2,300*	1,090.53	1,209.47
Client Fringe	(204)	167	146.73	2,000	263.46	1,736.54
	(205)					
	(206)					
GRAND TOTAL						
		204,028	238,323.95	2,448,336	452,129.57	1,996,206.43

DETRMHMR
NAME OF CENTER

Date

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
Local Funds Appro. to Center						
a. City Government	(010)					
b. County Government	(020)	9,472	870.83	113,662*	1,741.66	111,920.34
c. School District	(030)	798		9,577	9,987.00	(410.00)
d. Hospital District	(040)					
e. Other	(050)					
Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	3,614	4,630.55	43,352*	8,010.04	35,341.96
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	25,000.00	313,572*	48,800.00	264,772.00
e. TRC	(074)	1,000	150.00	12,000	150.00	11,850.00
f. Title XX Protective Services	(075)	2,405		28,864*		28,864.00
g. Lufkin State School	(076)	417		5,000		5,000.00
Other Income & Contributions						
a. Workshop Production	(080)	3,672	2,590.67	44,062	4,811.89	39,250.11
b. Donations	(081)	294		3,526*	1,042.25	2,483.75
c. Concessions	(082)	208	400.03	2,500	689.31	1,810.69
d. Miscellaneous	(083)	375	8.75	4,500	319.75	4,180.25
e. Jasper-Newton ARC	(084)	2,571		30,857		30,857.00
f. Interest Income	(089)	250	650.02	3,000	790.56	2,209.44
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
Grant-in-Aid	(110)	82,278	164,639.50	987,337*	246,834.25	740,502.75
Supplemental Grant-in-Aid	(120)					
Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
Texas Commission on Alcohol	(160)	1,562		18,745		18,745.00
TRC Establishment-Hardin	(161)	2,731	11,000.00	32,770*	11,000.00	21,770.00
TRC Establishment-Houston	(162)	2,712	8,000.00	32,549*	8,000.00	24,549.00
BSCHD	(163)	1,309	3,928.00	15,712	3,928.00	11,784.00
	(164)					
	(165)					
FEDERAL FUNDS						
Grants						
a. Title I	(210)	11,390		136,674		136,674.00
b. Developmental Disabil- ities	(211)	5,836	20,063.00	70,037	20,063.00	49,974.00
c. Public Law 94-63 Grant	(212)	34,605	40,000.00	415,259	70,000.00	345,259.00
d. HEW (DPW) Liaison Wor- kers	(213)	2,917		35,000		35,000.00
	(214)					
	(215)					
g.	(216)					
GRAND TOTAL		204,028	281,931.35	2,448,336	436,167.71	201,2168.29

DETRMHMRS
NAME OF CENTER

October 31, 1977
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY

1. Administration

2. Screening, Referral and
Emergency

3. Outpatient Services

4. Special Education

5. Sheltered Work Training and
Day/Evening Care

6. Alternate Residential/24-Hour
Care

TOTALS

	MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
1. Administration	17,763	35,609.17	213,155	53,288.75	159,866.25
2. Screening, Referral and Emergency	1,982	3,964.33	23,786	5,946.50	17,839.50
3. Outpatient Services	18,130	36,260.67	217,564	54,391.00	163,173.00
4. Special Education	10,956	21,910.83	131,465	32,866.25	98,598.75
5. Sheltered Work Training and Day/Evening Care	23,469	46,938.00	281,628	70,407.00	211,221.00
6. Alternate Residential/24-Hour Care	9,978	19,956.50	119,739	29,934.75	89,804.25
TOTALS	<u>82,278</u>	<u>164,639.50</u>	<u>987,337</u>	<u>246,834.25</u>	<u>740,502.75</u>

DETRMHMRS
NAME OF CENTER

October 31, 1977

DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
1. Administration	17,763	18,539.75	213,155	35,484.17	177,670.83
2. Screening, Referral and Emergency	1,982	1,770.01	23,786	3,663.07	20,122.93
3. Outpatient Services	18,130	22,539.90	217,564	40,148.27	177,415.73
4. Special Education	10,956	10,067.78	131,465	21,849.75	109,615.25
5. Sheltered Work Training and Day/Evening Care	23,469	8,912.95	281,628	32,811.46	248,816.54
6. Alternate Residential/24-Hour Care	9,978	23,100.58	119,739	33,169.00	86,570.00
TOTALS	<u>82,278</u>	<u>84,930.97</u>	<u>987,337</u>	<u>167,125.72</u>	<u>820,211.28</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

<u>INCOME</u>	<u>TOTAL</u>
Jasper County	\$ 870.83
Patient Fees	4,630.55
Senate Bill 230	25,000.00
Texas Rehabilitation Commission	150.00
Workshop Production	2,590.67
Concessions	400.03
Miscellaneous Income	8.75
Interest Income	650.02
Grant-in-Aid	164,639.50
TRC Establishment Grant-Hardin County	11,000.00
TRC Establishment Grant-Houston County	8,000.00
Beaumont State Center for Human Development	3,928.00
Developmental Disabilities Grant	20,063.00
Public Law 94-63 Grant	40,000.00
TOTAL	<u>\$281,931.35</u>

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$111,863.86		\$111,863.86
FICA	5,679.64		5,679.64
Insurance/Hosp./Life	4,429.81		4,429.81
Retirement	1,707.06		1,707.06
Consultation/Other	360.65		360.65
Travel	8,997.16		8,997.16
Drugs	18,559.27		18,559.27
Food	1,178.26	\$ 1,058.00	2,236.26
Supplies	3,806.39	5,077.04	8,883.43
Equipment/Furniture Purchased	1,776.54	3,927.86	5,704.40
Equipment/Furniture Rented	3,797.25		3,797.25
Equipment/Furniture Repair & Maint.	1,441.47	44.45	1,485.92
Rent/Building	8,325.67		8,325.67
Remodeling & Renovation/Buildings	(348.28)	129.31	(218.97)
Repair & Maintenance/Building	115.30		115.30
Rental/Vehicle	1,264.00		1,264.00
Operating & Maintenance/Vehicle	1,847.31	690.74	2,538.05
Contracts	37,811.84		37,811.84
Postage, Telephone	4,713.85	17.00	4,730.85
Insurance	433.91		433.91
Client Wages	4,379.80		4,379.80
Utilities	2,087.48	150.76	2,238.24
Contract Materials	237.44	371.88	609.32
Educational Materials	-0-	95.00	95.00
Miscellaneous	927.88	188.75	1,116.63
Emolument	350.00		350.00
Legal Services	-0-	37.50	37.50
Therapeutic Recreation	-0-	24.10	24.10
Concession	324.71	296.56	621.27
Client Fringe	146.73		146.73
	<u>\$226,215.00</u>	<u>\$12,108.95</u>	<u>\$238,323.95</u>

BREAKDOWN OF DISBURSEMENTS:
Drugs: TPERF-\$18,559.27 (2 months)
Food: Sunrise Manor-\$472.01
Shelby County Halfway House-\$2,316.43
Supplies: Various Programs-Cleaning Supplies-\$664.64; Forms-\$447.90; Marking Pens-\$350.15; Wastebasket, Desk Trays, Bulletin Boards, Misc. Office Supplies-\$269.48; Name Plates, Copy Paper, File Folders, Accounting Pads, Misc. Office Supplies-\$1355.44; File Folders and Dividers, Pads, Pens, Liquid Paper, Envelopes, Typewriter Ribbons-\$3,884.84.
Equipment/Furniture Purchased: Central Administration-Storage File-\$282.24
Nacogdoches County Outpatient Clinic-Desk, Chair, Bookcase-\$366.33.
Equipment/Furniture Rented: Central Administration-Xerox Machine-\$2,515.25 (2 months); Computer Equipment-\$885.00
Equipment/Furniture Repair & Maintenance: All Programs-Maintenance contract on typewriters and calculators-\$1,040.00; Maintenance Contract IBM Typewriters-\$1,333.11

DEEP EAST TEXAS REGIONAL MHMR
OPERATING STATEMENT
October, 1977

BREAKDOWN OF DISBURSEMENTS - CONTINUED

Rent/Building: Central Administration-\$1,716.67
 Newton County Developmental Center-\$265.00
 Houston County Sheltered Workshop-\$485.00
 Tyler County Developmental Center-\$285.00
 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
 Nacogdoches County OPC-CCC-\$386.00 (1/2 month)
 Central Administration-Day Treatment Land-\$450.00
Vehicle/Rental: 4 Lease cards-\$1,264.00 (2 months)
Operating & Maintenance/Vehicle: Various Programs-gasoline-\$299.76
Contracts: Genetics Screening & Counseling-\$565.00
 Lufkin Workshop & Opportunity Center-\$13,203.80 (2 months)
 Lynn Dunlap-\$500.00
Postage/Telephone: Central Administration-Postage-\$500.00; Telephone-\$675.06
 MR Offices-Telephone-\$298.93
 Angelina County Outpatient Clinic-Telephone-\$366.92
 Nacogdoches County Outpatient Clinic/CCC-Telephone-\$485.02
 Shelby County Halfway House-Telephone-\$688.53 (2 months)
 Jasper County Outpatient Clinic-Telephone-\$308.07
 Trinity County Outpatient Clinic-Telephone \$344.66
Insurance: Worker's Compensation-\$433.91
Utilities: Sunrise Manor-Electricity-\$279.34
 Jasper-Newton SWS-Jasper County Dev. Center-\$267.96
 Shelby County Halfway House-Electricity-\$330.48

BREAKDOWN OF ENCUMBRANCES

Food: Shelby County Halfway House-\$405.54
 Sunrise Manor-\$642.46
Supplies: Central Administration-Checks-\$251.95
 Various Programs-Brochures, Directions, Letterhead Paper, Envelopes, Business
 Cards-\$1,550.82; Forms, Employee Handbooks-\$697.34; Cleaning Supplies-\$437.40
Equipment/Furniture Purchased: Shelby County SWS-15 stack chairs, 1 folding table-\$485.16
 Tyler County Dev. Center-Playground Climber, 2 tabs-\$454.00
 Newton County Dev. Center-Playground Climber-\$337.00
 Kirbyville Dev. Center-Playground Climber-\$337.00; Swing Set-\$258.00
 Jasper County Dev. Center-Playground Climber-\$337.00

APPENDIX #1

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter OCTOBER

PAGE 1

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT THE REGION.	A. NUMBER MENTAL HEALTH CLIENTS DISCHARGED: 30 (SEPTEMBER 1 - OCTOBER 15, 1977) B. NUMBER MENTAL HEALTH CLIENTS DISCHARGED AND CONTACTED WITHIN 30 DAYS AFTER NOTIFICATION: 24 (SEPTEMBER 1 - OCTOBER 15, 1977) C. NUMBER AND PERCENT OF MENTAL HEALTH CLIENTS DISCHARGED WITH A PREDISCHARGE PLAN DEVELOPED WITH PARTICIPATION OF MHMR STAFF: NONE - COMMISSIONER'S RULE ON AFTERCARE NOT YET IMPLEMENTED.	
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT REGION.	A. NUMBER OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL: 41 (SEPTEMBER, 1977) B. NUMBER AND PERCENT OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL RECEIVING PRESCREENING SERVICES: 5; 12% (SEPTEMBER, 1977) C. NUMBER OF MENTAL HEALTH CLIENTS SCREENED BY MH PROGRAMS: 247 (SEPTEMBER, 1977)	

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTHReport Month/Quarter OCTOBER

PAGE 2

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
2. (CONTINUED)	D. NUMBER OF COURT REFERRALS TO CENTER: 22 (SEPTEMBER, 1977) E. NUMBER AND PERCENT OF COURT REFERRALS TREATED AND MAINTAINED IN A CENTER PRO- GRAM: 18; 82% (SEPTEMBER, 1977)	
3. EXPAND EFFORT TO IMPACT THE SS AND SH ADMISSION, READMISSION AND DIS- CHARGE RATE.	A. NUMBER OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL: 41 (SEPTEMBER, 1977) B. NUMBER OF PERSONS ADMITTED TO CENTER INPATIENT PROGRAMS WHO MIGHT OTHERWISE HAVE BEEN INSTITUTIONALIZED: 3 (SEP- TEMBER, 1977); 4 (OCTOBER, 1977)	
4. DEVELOP CAPABILITY OF RESPONDING TO CRISES 24 HOURS PER DAY.	IMPLEMENTATION OF TOLL-FREE, 24 HOUR PER DAY CRISIS LINE: EFFECTIVE OCTOBER 10, 1977 EMERGENCY CALLS 2 NON-EMERGENCY CALLS: 9 TOTAL CALLS: 11	OCTOBER 10, 1977

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter OCTOBER

PAGE 3

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
4. (CONTINUED)	NUMBER OF CALLS BY COUNTY: ANGELINA ----- 10 HARDIN ----- 1 HOUSTON ----- 0 JASPER ----- 0 NACOGDOCHES -- 0 NEWTON ----- 0 SABINE ----- 0 SAN AUGUSTINE 0 SAN JACINTO -- 0 SHELBY ----- 0 TYLER ----- 0	

DIVISION GOALS AND OBJECTIVES (Numerical Objectives)

Monthly Report

Division MENTAL HEALTH

Report Month OCTOBER

PAGE 1

Quantified Objectives for Year	1.	2.	3.	4.	5.	6.	7.
	Monthly Goal	Actual Performance for Month		Numerical Deviation ± Columns 1 & 2	Year to Date Cumulative		
		Numerical	% of Goal		Actual No.	Goal No.	% Annual Goal
<u>OUTPATIENT PROGRAMS:</u>							
ANGELINA COUNTY OPC 900	75	306	408%	+231	348	900	39%
JASPER COUNTY OPC 300	25	84	336%	+ 59	119	300	40%
NACOGDOCHES COUNTY OPC 525	44	179	407%	+135	175	525	33%
TRINITY COUNTY OPC 260	22	102	464%	+ 80	125	260	48%
TYLER COUNTY OPC 337	28	93	332%	+ 65	96	337	28%
PROTECTIVE SERVICES 100	8	20	250%	+ 12	26	100	26%
2,422	202	784	388%	+582	889	2,422	37%
<u>INPATIENT PROGRAMS:</u>							
MEMORIAL HOSPITAL 60	5	4	80%	- 1	7	60	12%
WOODLAND HEIGHTS HOSPITAL 60	5	9	180%	+ 4	14	60	23%
NACOGDOCHES MEM. HOSPITAL 60	5	0	0%	- 5	1	60	2%
180	15	13	87%	- 2	22	180	12%
<u>ALCOHOL/DRUG PROGRAMS:</u>							
JASPER COUNTY CCC 125	10	42	420%	+ 32	70	125	56%
POLK COUNTY CCC 195	16	112	700%	+ 96	99	195	51%
NACOGDOCHES COUNTY CCC 125	10	60	600%	+ 50	73	125	58%
SHELBY Co. HALFWAY Hs/MH 20	2	8	400%	+ 6	9	20	45%
SHELBY Co. HALFWAY Hs/ALC. 50	4	24	600%	+ 20	31	50	62%
515	42	246	586%	+204	282	515	55%

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division MENTAL HEALTH

Report Month OCTOBER

PAGE 2

Quantified Objectives for Year	1.	2.		3.	4.	5.	6.	7.
	Monthly Goal	Actual Performance for Month			Numerical Deviation $\pm$ Columns 1 & 2	Year to Date Cumulative		
		Numerical	% of Goal			Actual No.	Goal No.	% Annual Goal
<u>PRESCREENING & AFTERCARE PROG.:</u>								
ANGELINA CO. DAY TREATMENT PROGRAM	60	5	13	260%	+ 8	17	60	28%
	60	5	13	260%	+ 8	17	60	28%
GRAND TOTAL	3,177	264	1,056	400%	+792	1,210	3,177	38%

APPENDIX #2

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)Division MENTAL RETARDATION

Monthly/Quarterly Report

Report Month/Quarter OCTOBER, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT REGION.	1. THREE CLIENTS WERE DISCHARGED INTO THE REGION. TWO FROM LUFKIN STATE SCHOOL, ONE FROM ABILENE STATE SCHOOL. WE PARTICIPATED IN ALL 3 PRE-DISCHARGE PLANS, TWO PERSONALLY, ONE BY MAIL.	
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGH THE REGION.	2. WE PROVIDED STATE SCHOOL SCREENING FOR THREE CLIENTS DURING MONTH OF OCTOBER.	
3. EXPAND EFFORT TO IMPACT THE STATE SCHOOL AND STATE HOSPITAL ADMISSION, READMISSION, AND DISCHARGE RATE.	3. FIVE CLIENTS ON THE STATE SCHOOL WAITING LIST HAVE BEEN ADMITTED TO THE SAN AUGUSTINE NURSING CENTER. OTHERS ARE BEING PROCESSED FOR ADMISSION.	

DIVISION GOALS AND OBJECTIVES (Numerical Objectives)

Monthly Report

Division: Mental Retardation

Report Month: October, 1977

	1.	2.	3.	4.	5.	6.	7.
Quantified Objectives for Year	Monthly Goal	Actual Performance for Month		Numerical Deviation + Columns 1 & 2	Year to Date Cumulative		
		Numerical	% of Goal		Actual No.	Goal No.	%
Developmental Centers							
Excelsior	35	43	122	+8	45	47	96
Hardin	12	8	66	-4	8	18	44
Jasper	12	9	75	-3	10	27	37
Kirbyville	11	11	100	0	11	19	57
Newton	9	15	166	+6	15	15	100
Shelbyville	15	13	120	+3	18	18	100
Tenaha	18	15	83	-3	16	22	73
Timpson	30	32	106	+2	34	35	97
San Jacinto	9	9	100	0	9	13	69
Tyler	13	12	92	-1	12	20	60
TOTALS	<u>164</u>	<u>172</u>	<u>104</u>	<u>+8</u>	<u>178</u>	<u>234</u>	<u>76</u>
Sheltered Workshops							
Hardin	24	16	66	-8	17	33	51
Houston	24	21	86	-3	21	45	47

DIVISION GOALS AND OBJECTIVES (Numerical Objectives)

Monthly Report

Division: Mental Retardation

Report Month: October, 1977

	1.	2.	3.	4.	5.	6.	7.
	Monthly Goal	Actual Performance for Month		Numerical Deviation + Columns 1 & 2	Year to Date Cumulative		
Quantified Objectives for Year		Numerical	% of Goal		Actual No.	Goal No.	%
Sheltered Workshops Cont'd							
Jasper-Newton	28	22	79	-6	24	45	53
Nacogdoches	34	19	56	-15	19	40	47
Polk	30	24	80	-6	24	45	53
Shelby	28	25	89	-3	25	40	62
Lufkin	<u>70</u>	<u>63</u>	<u>90</u>	<u>-7</u>	<u>70</u>	<u>90</u>	<u>77</u>
TOTALS	<u>238</u>	<u>190</u>	<u>78</u>	<u>-48</u>	<u>200</u>	<u>338</u>	<u>59</u>
Mobile Unit	<u>50</u>	<u>15</u>	<u>30</u>	<u>-35</u>	<u>74</u>	<u>600</u>	<u>12</u>
Sunrise Manor	<u>8</u>	<u>9</u>	<u>112</u>	<u>+1</u>	<u>9</u>	<u>16</u>	<u>56</u>
Recreation	<u>12</u>	<u>9</u>	<u>75</u>	<u>-3</u>	<u>9</u>	<u>25</u>	<u>36</u>
GRAND TOTAL	<u>472</u>	<u>395</u>	<u>84</u>	<u>-77</u>	<u>470</u>	<u>1,213</u>	<u>39</u>

APPENDIX #3

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division Program Evaluation &
Planning
Report Month/Quarter October, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. To conduct evaluations which will reflect the quality and efficiency of treatment, habilitation and rehabilitation modalities of this agency.	The Peer Review timetable for FY '78 was submitted by Dr. Bailey on schedule.	11/1/77
2. To measure the goals of each program area and organizational unit against actual accomplishment.	Obtained a copy of the monthly goal attainment report from the MH and MR Division Directors.	11/17/77
3. To conduct evaluations which reflect the cost per client per organizational unit and compare these with similar organizational units of this agency.	Will review computer print-outs received for the first quarter ending November 30, when they are received.	
4. To evaluate the Aftercare Program for effectiveness in terms of compliance with the stated goals.	Obtained a copy of the monthly goal attainment report from the MH and MR Division Directors.	11/17/77
5. To evaluate the Pre-Screening Program for effectiveness in terms of accomplishment of the stated goals.	Obtained a copy of the monthly goal attainment report from the MH and MR Division Directors.	11/17/77

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division Program Evaluation &
Planning
Report Month/Quarter October, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
6. To work toward or maintain compliance with appropriate standards in the mental health, mental retardation, developmental disabilities, and alcoholism fields.	Section 504 Standards of Rehabilitation Act of 1973: The following program was in compliance prior to the end of October: Nacogdoches County Outpatient Clinic The following programs were not in compliance by their deadlines, for the reasons herein stated: 1) Jasper Developmental Center - Fire alarm system is on order, but has not been installed. Parking and access to building for handicapped to be improved. 2) Sunrise Manor Halfway House - Needs to have special hearing device installed on pay telephone. 3) Shelby County Shelterd Workshop - Needs to have special hearing device installed on pay telephone. Needs sign designating parking space for the handicapped. This is being made. These programs should be in compliance by December 1, 1977.	10/17/77

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Division Program Evaluation & Planning
Report Month/Quarter October, 1977

Monthly/Quarterly Report

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
7. To develop a comprehensive Volunteer Services Program in this region involving the training of staff, provision of means whereby volunteers can receive annual formal recognition and provision of opportunities for growth in their jobs, and enhance their service to clients. 8. To provide opportunities for professional growth to the Board and staff through development of MHMR library.	a. Monthly reports of Volunteer hours given, and number of volunteers donating services, were submitted to the Volunteer Coordinator by the Organizational Units. b. A list of names of possible speakers for the Volunteer Recognition Dinner is being compiled. a. Due to the pending resignation of the Secretary responsible for maintaining the library files, Mr. Earlon Williams, Librarian, Angelina College will not assist us with the library until the new secretary begins work in December. b. During October the following number of additions were made to the library: Books - 3 Films - 3 Videotapes - 2 Cassette tapes - 1	10/31/77

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division Program Evaluation & Planning
Report Month/Quarter October, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
9. To present MHMR Program information to college and university students.	The Volunteer Coordinator is responsible for this. This is being monitored.	
10. To provide interviewing and placement for field placement students from area colleges and universities.	The following number of students are affiliated with MHMR at the present time: Field Placement Students - 14 Action Grant Volunteers - 4	
11. To revise the Regional MHMR Plan for this 13 county region.	The Regional Plan was near completion by the end of October, and was to be included in the November supporting documents to the Board of Trustees.	
12. To comply with the law as it relates to the filing of planned or expanded programs with Health Facilities Commission.	Declaratory Ruling to be applied for prior to the end of December.	
13. To cooperate with the Greater East Texas Health Systems Agency (GETHSA) in planning for comprehensive MH and MR services in this Deep East Texas area.	This is being monitored, and compliance will be maintained.	

APPENDIX #4

DEEP EAST TEXAS MHR SERVICES

DIVISION GOALS AND OBJECTIVES (Numerical Objectives)

Monthly Report

Division BUSINESS

Report Month October, 1977

Quantified Objectives for Year	1.	2.		3.	4.	5	6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation ± Columns 1 & 2		Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal			Actual No.	Goal No.	%	
1. Have no more than 5% manually issued payroll checks.	18/353 (5%)	7/353 (2%)	39%	11		28/688 (4%)	34/688 (5%)	82%	

DEEP EAST TEXAS MNR SERVICES

DIVISION GOALS AND OBJECTIVES (Non-Numerical Objectives)

Monthly/Quarterly Report

Division BUSINESS

Report Month/Quarter October, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. To continue to improve all aspects of the internal control program. 2. Total funds received should be at least equal to \$2,448,336 to collect at least 80% of each source of funds.	1. Received report from Accounting Clerk III. on reconciliation of bank statements and checks received. 2. Verified that all cash recorded on Transfer of Cash from OU's had been deposited in bank account. 3. Received report from Accounting Clerk II that all stubs and receipts from OU's are accounted for. Vouchers were submitted for all available sources of revenue. Report of revenue receipts submitted in November supporting documents for the Board Meeting.	1. November 16, 1977 2. November 17, 1977 3. November 21, 1977

DEEP EAST TEXAS MMR SERVICES

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

Monthly/Quarterly Report

Report Month/Quarter October, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
3. Implement client data system and make usable for our staff. 4. Implement data processing system for fiscal records.	Working with Client Data Coordinator on method to make data on clients served conform to records kept in MH and MR Divisions. Current year's budget information has been entered in computer. Due to delay in revising program on expenditure spreads, first quarter data will be entered as totals rather than as individual transactions. The expected date for beginning this phase is now mid-December.	
5. To monitor all contracts and leases on a monthly basis.	1. Received report on funds expended under each lease agreement. 2. Received report on funds expended under each contract. 3. Received services rendered under each contract billed.	1. November 16, 1977 2. November 16, 1977

DEEP EAST TEXAS MIMR SERVICES

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

Monthly/Quarterly Report

Report Month/Quarter October, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
6. Monitor funds received and expended under each grant project. 7. Convert from cash basis to accrual basis in accounting system. 8. Continue efforts to improve and expand purchasing procedures.	Received report reflecting funds received and expended for each grant. 1. Encumbrances of all outstanding orders recorded in accounting records by journal voucher as of October 31, 1977. This information is reflected on Summary of Disbursements. 2. Journal voucher prepared reversing encumbrances. Received report from Accounting Clerk I on number of purchase requisitions filled which were over 30 days old. There were 20.	November 16, 1977 1. October 31, 1977 November 17, 1977

APPENDIX #5

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division Program Support ServicesReport Month October, 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.	%	
Staff Development								
A. Meetings	1	1	100%	0	2	11	18%	
B. Attendance	100	99	99%	-1	199	1,100	18%	
C. Hours of Training	300	396	132%	+96	684	3,300	20%	
New Employee Orientation								
A. Meetings					1	11	9%	
B. Attendance					9			
C. Hours of Training					54			
News Releases	60	188	313%	+128	248	720	34%	
Public Service Ads	20	24	120%	+4	24	240	10%	
Advisory Council Meetings								
A. Meetings	4	5	125%	+1	9	44		
B. Attendance	28	41	146%	+13	73	308		
C. Visitors								
TV Programs	1	1	100%	0	2	12	17%	
Brochures Distributed	2,000	6,071	304%	+4,071	8,119	24,000	34%	
Directions								
A. Issu	1	1	100%	0	2	12	17%	
B. No. Persons Receiving Issues	1,200	1,200	100%	0	2,400	14,400		

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division Program Support DivisionReport Month October, 1977

	1.	2.	3.	4.	5.	6.	7.	8.
Quantified Objectives for Year	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.	%	
Recruitment Activities								
A. Positions in Active Recruitment		9						
B. Units notified of Position Opening		29						
C. Newspaper Ads		8						
D. Number of Organizations Notified for each Professional Position		46						
E. Number of Recruitment Visits to Colleges, Universities		2						
Interviews								
A. Number of Applications Distributed		40			88			
B. Number of Applicants Interviewed		36			68			
C. Number of Positions Filled		2			3			
Terminations								
A. Number of Employees Terminated - October		3			6			
B. Turnover Rate		2.5%			5%			

Reporting Period:

Monthly Vacancy-Recruitment Report

October 1, 1977

POSITION NUMBER	POSITION TITLE	DEPT	TITLE	LOCATION	FUNDING SOURCE	DATE AVAILABLE	RECRUITING STATUS
0007	Teacher	MR		Lufkin	TRC	9/1/77	Recruiting
0020	Psychologist	MR		Lufkin	DDA	9/1/77	Interviewing
0032	Attorney II	CA		Lufkin	HEW	9/1/77	No Action At This Time
0033	Caseworker III	MH		Lufkin	HEW	9/1/77	Recruiting
0036	Nurse II	MH		Lufkin	Fy 78 OB	9/1/77	Interviewing
0061	Houseparent	MH		Center	TCA	9/1/77	Frozen
0062	Community Service Aide	MH	Com Serv Aide	Groveton	Fy 78 OB	9/1/77	Frozen
0076	Groundskeeper III	CA		Lufkin	Fy 78 OB	1/1/78	No Action At This Time
0096	Secretary I (½)	MR		Nacogdoches	Fy 78 OB	9/1/77	Recruiting
0098	Secretary I (½)	MR		Silsbee	TRC	9/1/77	Recruiting
0111	Community Service Aide II	MR	Trainer	Silsbee	TRC	9/1/77	Recruiting
NOTE:	11 VACANCIES		2 FROZEN				

DEEP EAST TEXAS REGIONAL MHMR SERVICES

Reporting Period:

Monthly Vacancy-Recruitment Report

October 15, 1977

POSITION NUMBER	POSITION TITLE	DEPT	TITLE	LOCATION	FUNDING SOURCE	DATE AVAILABLE	RECRUITING STATUS
0007	Teacher	MR		Lufkin	TRC	9/1/77	Recruiting
0020	Psychologist	MR		Lufkin	DDA	9/1/77	Recruiting
0032	Attorney II	CA		Lufkin	HEW	9/1/77	No action at this time
0033	Caseworker III	MH		Lufkin	HEW	9/1/77	Recruiting
0036	Nurse II	MH		Lufkin	FY77OB	9/1/77	Frozen
0041	Caseworker II	MH	Unit Sup'visor Day Treatment	Lufkin	FY77OB	10/14/77	Filled 10/19/77
0061	Houseparent I	MH		Center	TCA	9/1/77	Frozen
0062	Community Serv. Aide III	MH		Groveton	FY77OB	9/1/77	Frozen
0069	Secretary II	CA		Lufkin	FY77OB	10/13/77	Recruiting
0076	Groundskeeper III	CA		Lufkin	FY77OB	1/1/78	No action at this time
0095	Secretary I	CA		Lufkin	Title I	10/1/77	Filled 10/25/77
0098	Secretary I (½)	MR		Silsbee	TRC	9/1/77	Interviewing
0111	Community Serv. Aide II	MR	Trainer	Silsbee	TRC	9/1/77	Interviewing
0130	Secretary II	CA	Board Secretary	Lufkin	FY77OB	10/10/77	Interviewing
0131	Nurse I	MH		Lufkin	FY77OB	10/1/77	Interviewing
NOTE:	VACANCIES - 15		FROZEN - 3			FILLED - 2	

APPENDIX #6

PROGRAMMATIC GOALS FOR FY 1978

for month of October

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 264; served 1,056. MR Goal 472; served 395.
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 80%. 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 Goal - prescreening of 30% of admissions; accomplished 12%. MR Goal - No admissions from region in October.
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 program being developed. MR - No admissions, served all discharges.
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.

Goals	Implementation	Evaluation
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.	Plan prepared and is on the Agenda for the November Board Meeting - Goal achieved.
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 Program Support Services, Program Evaluation & Planning, and Business.
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 October. b. Attendance percentage at October Board Meeting 89%. c. Cumulative percentage of .84.
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 Congressman.	Personal contacts made with Representative Roy Blake, two County Judges, and Congressman Sam Hall.