

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

January 24, 1978

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Mrs. Agnes Rhoder
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Dr. Jack Martin "
Mr. Jim McDermott "
Mr. Franklin Avant "
Mr. Irvin Smith "
Mrs. Gwen Cunningham "
Mrs. Sherry Carlton "
Mr. Wayne Jones, St. Paul Insurance Company
Mrs. Lois Gee, Jasper

The 52nd meeting of the Board of Trustees was held in the Conference Room of the Day Treatment/Administration Facility, 4101 South Medford Drive, Lufkin, on Tuesday, January 24, 1978, 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.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the December Board Meeting, on a motion by Mr. Woods, seconded by Mr. Gee, the Board approved the Minutes of the December 20, 1977 Board Meeting.

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

1. On January 10 we accomplished the move into this new facility. We are encountering the typical problems. The telephone company was late getting our system put in and we've had some hardships with it, but it is an excellent system and will allow us some growth. We have had a problem with heating. We were without heat last Thursday from 4:00 a.m. until 4:30 p.m. The cleanup will be completed as soon as things dry up. We have sent a list of deficiencies to the contractor. There are some things that are left to be done. The ceiling is not insulated. This is due to a national shortage. The contractors were totally and completely cooperative and did some things that we didn't even ask them to do and made no charge to us. The architect was also exceptional.

2. We received a call from Dr. Jon Hannum and he said the Legislative Budget Board is particularly interested this next session in the concept of continuity of care.

3. We are thinking about utilizing a consultant with some property inventory experience. We do not know if it is feasible. We should separate the property function from the purchasing function. It has been done elsewhere in the State and has been proven successful.

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

Mr. McDermott, Program Support Services Division:

1. We are holding off on printing client service manuals until we get a better idea of our financial situation in that area.

2. The Newton County Advisory Council has suggested that we have some stickers made with the emergency crisis line number, and, also some stickers with other emergency phone numbers to be put on telephones. We think each county should work on this project through their advisory council.

3. We were scheduled to have a Medical Advisory Committee meeting and a Professional Advisory Committee meeting this month, but the Medical Advisory Committee did not have a quorum, and the Professional Advisory Committee Meeting was called off due to ice on the roads and bad weather. The latter has been re-scheduled.

4. February 20 is Washington's Birthday. It is one of the Board approved and State holidays.

5. Reported on goals of the Program Support Services Division for the month of December (see Appendix #1).

Mr. Burbank, Mental Retardation Division:

1. The Mobile Evaluation Unit was involved in an accident. A tree limb caught the air conditioning unit on top of the van and it caused several hundred dollars worth of damage.
2. Presented the goals of the MR Division for the month of December (see Appendix #2).

Mrs. Ecker, Program Evaluation and Planning Division:

1. The revised Peer Review scales have been received. There were some good suggestions. They seemed a little short in the Program Support Services function. The core team members were selected during December and they are Dr. Eastman, Dr. Rhodes, and Dr. Bailey.
2. Growth of the Library already exceeds our goal for the year. This is because we had anticipated a budget shortage, but we have had some grant money and have been able to buy more books and films.
3. The GETHSA Plan was submitted and their hearing is in Woodville tomorrow night. I plan to attend.
4. Reported on results of Needs Assessment questionnaire sent out last September (see Appendix #3). Mrs. Ecker noted that our greatest problem areas as seen by the community and staff are Alcohol and Drug Abuse, Education, and Halfway Houses.

Dr. Martin, Mental Health Division:

1. Last week we were invited to attend a Conference on Minorities held in Shreveport and sponsored by HEW. The ice storm intervened and we did not get to go.
2. In regards to DHR Grants, we have negotiated with them and we have had to make some small changes in the budget submitted due to the change in the Social Security law.
3. We recently responded to a letter from Ms. Nancy McDonald, Director, Community Awareness Program, DETCOG, regarding the need for a female halfway house. We pointed out in some detail how DETRMHMR is willing to work with any group in the community. We commented that we do, however, need Board approval before going into any new program.
4. Dr. Martin presented the Mental Health Division goals for the month of December (see Appendix #4).

Mr. Avant, Business Division:

1. We have received \$13,470 in local funds to date. Dr. Lawrence commented that we now have all the pledges we expect for this fiscal year.

2. Reported that all bank statements and checks were reconciled, that all monies received were deposited in bank accounts, that a report on spot checks of change funds at OU's was received, and that all stubs from clients' numbered receipts were accounted for. There were eleven (11) purchase requisitions filled which were over 30 days old. Only eight (8) of 370 (or 2.2%) of payroll checks were manually written. The following reports were also received: Expenditures to Date under each Lease Agreement, Expenditures to Date under each Contract for Services, Receipts and Expenditures under each Grant Project, and Collections from Client Fees and Insurance, Title XX, and Workshop Production.

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

Mr. Woods noted that this month we have the beginning of a cash flow statement.

Consideration of Proposed Response to Auditors Management Letter: On a motion by Mr. Woods, seconded by Judge Sturrock, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the response to the Auditor's Management Letter pertaining to the audit for FY 1977, be approved as submitted, and that the response be forwarded to the auditor and to TDMHMR.

Dr. Lawrence commented that during FY 1977 expenditures were adjusted to the accrual basis at the end of the year. It is true that the receiving report referred to in our OPM Procedure No. B-4 is not being attached to all invoices, but that is being emphasized with the appropriate staff. In regards to purchasing procedures, we are in the process of investigating the use of

pre-numbered purchase orders, and plan to implement this process within the next 90 days. We did overexpend under the TPERF contract amount during April of 1977. Accounts receivable client fees are increasing and we will initiate monthly billings. Regarding fixed asset records, they were complimentary and stated that if we complied with OPM Procedure No. B-7, we would be in very good shape. We will prepare payments for goods or services only upon examination of sufficient evidential data, which will include a signed receiving report. Paid invoices will be marked by the use of a "Paid" stamp. They wanted one more step in the documentation process of the receipt of money in Sheltered Workshops. We will implement procedures during the current fiscal year which will identify the exact source of receipts (e.g., raking yards, etc.). We will comply with OPM Procedure No. B-2.

It is our goal, at this point, to enter lump sums, by budget categories, into the computer by the end of February for the first two quarters of this year. Beginning March 1, we will begin entering individual transactions into the computer. There will be manual records for the first six months and computer records for the next six months. If things balance out then, hopefully, beginning September 1, we will be able to be computerized.

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

RESOLVED, by the Board of Trustees, that the Texas Commission of Alcoholism (TCA) Continuation Grant Application for FY 79 in the amount of \$75,778 be approved as submitted. Be it further RESOLVED that the Executive Director be authorized to sign and submit all necessary forms and purchase orders in connection with this Grant application.

Discussion of Day Treatment/Administration Facility and Dedication Ceremony: After discussion of the possibility of Mr. Arthur Temple not being able to attend the Dedication Ceremony for the Day Treatment/Administration Facility on either of the proposed dates, and how important it is that Mr. Temple attend, on a motion by Mr. Woods, seconded by Dr. Self, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that Mr. Burke be authorized to contact Mr. Arthur Temple to find out when he is available to attend a Dedication Ceremony of the Day Treatment/Administration Facility. Be it further RESOLVED that the Dedication Ceremony be scheduled for that date.

Discussion of Professional Liability Plan: After hearing a report from Mr. Wayne Jones concerning the St. Paul Insurance Company umbrella liability, fire, burglary, theft, and comprehensive automobile liability coverage, Mr. Burke suggested that Mr. Jones meet with Dr. Lawrence at a later date and put together a presentation of specific insurance needs for the next Board Meeting.

Consideration of Proposed Response to Management Audit Recommendations: On a motion by Mr. Hille, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the Board approve the proposed response to the Management Audit Recommendations.

Consideration of Possible Funding Opportunities:

Part 1: TDMHMR Letter of Intent for 1980-81 Capital Construction Budget for Community MHMR Centers: On a motion by Dr. Self, seconded by Mr. Gee, the Board approved the following motion:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to submit a Letter of Intent to TDMHMR for 1980-81 Capital Construction Budget for Community MHMR Centers requesting an addition of 8,000 square feet for the Day Treatment/Administration Facility.

Part 2: CETA Program, Title VI: On a motion by Mr. Hille, seconded by Dr. Self, the Board approved the following motion:

RESOLVED, by the Board of Trustees, that the Board not apply for the funds available from the CETA Program, Title VI Project.

Discussion of Characteristics of Clients Served During First Three Years: Mr. Hille called on Dr. Lawrence to comment on this. Dr. Lawrence noted, in reference to the chart on First Admissions, that in 1975, 56% of our caseload was mental health, 13% was chemical dependency, and 29% was mental retardation. In 1976, the percentage for mental health dropped and chemical dependency jumped. In 1977, mental health jumped to 66%, chemical dependency remained stable, and mental retardation dropped to 12%. In reference to the chart on Referral Sources, Advisory Committees have been particularly interested in this. The percentage of clients from State Hospitals has remained fairly stable. In reference to referrals to other agencies, we are increasingly referring clients to agencies other than state hospitals. Breakdown of clients by sex has remained fairly stable for all three years. The breakdown of clients by age group has also remained stable for the past three years. But with the emphasis being placed on senior citizens, we will see an increase there. There has been very little change in percentages

in the breakdown of clients by ethnic group. Regarding client income levels there is a good sign in that we are treating more clients in the \$200-\$299 weekly income level. We are hopefully starting to see some upper income level clients. In regards to the sources of our clients, there is an increase in referrals from non-psychiatric physicians, which is a good sign.

Consideration of Section 504 Self Study Results: On a motion by Mr. Hille, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the attached Self-Evaluation of designed facilities to be in compliance with Section 504, Rehabilitation Act of 1973, be accepted, and actions be taken to correct the deficiencies noted. Be it further RESOLVED that the Executive Director forward the Self-Evaluation to the appropriate staff at TDMHMR.

Discussion of Status of Volunteer Recognition Banquet: Mr. Hille called on Mrs. Gwen Cunningham to comment on this item. Mrs. Cunningham reported that we have 30 volunteers that have given time to the organization. Two of those volunteers have put in more than 1000 hours of volunteer work each. Mrs. Cunningham mentioned that the organizations the volunteers are associated with should also be recognized at some point.

Mr. Burke mentioned that we are one of the first Centers to have an organized volunteer program.

Mrs. Cunningham suggested that we consider the Hotel Angelina and the Civic Center as possible locations for the Volunteer Recognition Banquet. Their prices range from \$4.50 to \$8.00. She also suggested giving pins to the volunteers and presenting their associations with certificates.

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

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to make all plans for the Volunteer Recognition Banquet. Be it further RESOLVED that the Executive Director be authorized to work within a budget of \$1500 and that he purchase pins for the volunteers and certificates for their organizations. Be it further RESOLVED that the Volunteer Recognition Banquet be held on either April 18 or May 2.

Discussion of Board Workshop Plans: After a discussion on the Proposed Board Workshop Agenda, on a motion by Dr. Self, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board Workshop be held on February 11, 1978, in the Conference Room of the Day Treatment/Administration Facility, and be it further RESOLVED that the Proposed Agenda be changed to allow for lunch to be brought in and to replace the Discussion of Selected Items from Management Audit and Fiscal Audit with Discussion of Funding Sources for Declining Grants.

Consideration of Proposed Nominees and Deletions from Advisory Councils: On a motion by Dr. Self, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the deletion of the following persons from the appropriate County Advisory Council:

ANGELINA

Fr. John F. Caskey
Mrs. Pat Cook Baldwin
Mrs. Easel Williams

TYLER

Mrs. Jack Easler
Mr. Carl Jones
Mr. B. M. Minter
Mr. Elton Tribble

NACOGDOCHES

Mr. Percell Warren
Mrs. Gladys Hampton

TRINITY

Mrs. Joan Ragland
Mrs. Thelma Pegoda
Mr. John Reynolds
Rev. Robbie Bailey
Mrs. Ada West

JASPER

Mrs. Lucy Colvin
Mr. A. B. Chapman
Ms. Valerie Middleton

NEWTON

Mrs. Thelma Dennard
Mrs. L. L. Griggs
Mr. Calvin J. Smith, Sr.

HARDIN

Mr. T. S. Hooks
Mr. Tommy D. Easley
Mr. Buddy Moore
Mr. Houston Thompson
Mr. Howard Barrington

POLK

Ms. Donna Sack

SAN JACINTO

Mrs. Stevie Oldham
James Donahoe
Elizabeth Fraley

HOUSTON

J. T. Hicks
Mr. Oscar Sanders
Mr. J. D. Long
Mr. Neil Sheridan

Consideration of Proposed Board Policies: After a discussion on the changes that were made in the Board Policy Manual, on a motion by Dr. Self, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board Policy Manual be approved as submitted, with additions to Board Policy C-5 and a change in Board Policy D-3, and become effective February 1, 1978.

For a list of all policies now included in the Manual see Appendix 5.

Consideration of Proposed Public Information Calendar: On a motion by Mr. Gee, seconded by Dr. Self, the Board approved the following motion:

RESOLVED, by the Board of Trustees, that the Board adopt the proposed Public Information Articles' Schedule for the remainder of FY 1978.

Consideration of Personnel Matters: Dr. 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 7:20 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 8:05 p.m., and asked for Board consideration of the following items:

Consideration of a Certificate of Appreciation to be Presented to Dr. Peebles: On a motion by Dr. Self, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to draft a Certificate of Appreciation to Dr. Peebles and that it be presented at the next Board Meeting.

Consideration of Creating One New Position and Deletion of Two Half-time Positions: On a motion by Dr. Self, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that positions No. 112 and 113 be deleted from the Personal Services Schedule. Be it further RESOLVED that position No. 133 be created as Houseparent I to be employed at Sunrise Manor Halfway House as of February 1, 1978. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign the necessary paperwork and submit it to TDMHMR for approval.

Consideration of Applicant for Administrative Technician IV (Unit Supervisor) at Trinity County Outpatient Clinic: On a motion by Dr. Self, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Clark Stanton effective February 1, 1978, as an Administrative Technician IV who will serve as Unit Supervisor at the Trinity County Outpatient Clinic.

Consideration of Creating One New Position and Deletion of One Position: On a motion by Dr. Self, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that position No. 0076, Groundskeeper III, be deleted from the Personal Services Schedule. Be it further RESOLVED that position No. 0134 be created as Stock Clerk III. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign the paperwork and submit it to TDMHMR for approval.

Consideration of Proposed Position Description for Stock Clerk III: On a motion by Dr. Self, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the new position description of Stock Clerk III be approved as submitted, and that this be placed in the MHMR Position Description Manual.

Consideration of Applicant for Psychiatrist II: On a motion by Mr. Gee, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director is authorized to employ Dr. Warren O. Sibley, M.D., as Psychiatrist II effective July 3, 1978.

Consideration of Applicant for Psychiatrist II: On a motion by Mr. Gee, seconded by Mr. Hille, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director is authorized to employ Dr. Kenneth Norman Vogtsberger, M.D., as Psychiatrist II effective July 3, 1978.

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

DESIGNATION OF DATE, TIME AND LOCATION OF NEXT BOARD MEETING:
The next Board Meeting was set for Tuesday, February 28, 1978. 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 will be in the Conference Room of the Day Treatment/Administration Facility.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 8:20 p.m.

APPROVED:

Ward R. Burke
Ward R. Burke, Chairman

R. B. Hille
R. B. Hille, Secretary

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Revenue

		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)	9,751	870.83	117,014	3,483.32	113,530.68
c. School District	(030)	798		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)	4,083	3,433.66	49,000	16,216.39	32,783.61
b. Title XX	(071)	8,083		97,000		97,000.00
c. ICF-MR	(072)	683		8,200		8,200.00
d. SB 230	(073)	24,167	40,294.48	290,000	99,708.96	190,291.04
e. TRC	(074)	1,000	5,530.08	12,000	9,229.21	2,770.79
f. Title XX Protective Services	(075)	2,417	1,600.47	29,000	6,497.56	22,502.44
g. Lufkin State School	(076)	417		5,000	580.00	4,420.00
3. Other Income & Contributions						
a. Workshop Production	(080)	3,672	1,771.54	44,062	9,949.06	34,112.94
b. Donations	(081)	458	150.00	5,500	1,379.25	4,120.75
c. Concessions	(082)	208	160.50	2,500	1,126.86	1,373.14
d. Miscellaneous	(083)	292	1,491.72	3,500	3,516.84	< 16.84 >
e. Jasper-Newton ARC	(084)	2572		30,857		30,857.00
f. Interest Income	(089)	250		3,000	790.56	2,209.44
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1. Grant-in-Aid	(110)	82,278	82,278.03	987,337	329,112.33	658,224.67
2. Supplemental Grant-in-Aid	(120)					
3. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
1. Texas Commission on Alcohol	(160)	1,562		18,745	5,717.00	13,028.00
2. TRC Establishment-Hardin	(161)	2,657		31,881	17,500.00	14,381.00
3. TRC Establishment-Houston	(162)	2,623	4,800.00	31,481	24,800.00	6,681.00
4. BSCHD	(163)	1,309	3,928.00	15,712	7,856.00	7,856.00
5.	(164)					
6.	(165)					
FEDERAL FUNDS						
1. Grants						
a. Title I	(210)	11,390	20,381.77	136,674	20,381.77	116,292.23
b. Developmental Disabilities	(211)	5,836		70,037	20,063.00	49,974.00
c. Public Law 94-63 Grant	(212)	34,605	34,363.00	415,259	140,363.00	274,896.00
d. HEW (DPW) Liaison Workers	(213)	2,917	2,073.38	35,000	3,259.55	31,740.45
e.	(214)					
f.	(215)					
g.	(216)					
GRAND TOTAL						
		204,028	203,327.51	2,448,336	731,517.66	1,716,818.34

NAME OF CENTER

SUMMARY

ORGANIZATIONAL UNIT

Date

December 1977

Expenditures

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	112,000	113,682.50	1,344,000	452,905.36	891,094.64
b. Salary & Merit Increases	(011)	625		7,500		7,500.00
c. Fringe Benefits	(020)	10,696	7,600.50	128,352	30,675.05	97,676.95
d. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	192		2,300	112.50	2,187.50
2. Other	(040)	333	14.18	4,000	522.83	3,477.17
TRAVEL - STAFF & BOARD	(050)	6,500	5,208.51	78,000	26,279.35	51,720.65
CONSUMABLE ITEMS						
a. Drugs	(060)	7,000	7,674.97	84,000	34,147.00	49,853.00
b. Food	(070)	2,083	1,163.91	25,000	8,041.51	16,958.49
c. Other	(080)	5,000	3,876.04	60,000	35,792.99	24,207.01
EQUIPMENT & FURNITURE						
a. Purchase	(090)	2,574	2,341.69	30,896	16,363.32	14,532.68
b. Rental	(100)	2,000	1,996.65	24,000	8,023.33	15,976.67
c. Repair & Maintenance	(110)	517	31.65	6,200	5,932.03	267.97
BUILDING						
a. Rent	(120)	8,000	8,963.00	96,000	32,245.67	63,754.33
b. Remodeling & Renovation	(130)	600	<85.17>	7,200	3,423.00	3,777.00
c. Repair & Maintenance	(140)	30	163.75	360	279.05	80.95
VEHICLE						
a. Purchase	(150)	584		7,005	7004.42	.58
b. Rental	(160)	632	833.73	7,584	2,729.73	4,854.27
c. Oper. & Maintenance Cost	(170)	2,250	2,204.39	27,000	8,888.58	18,111.42
CONTRACTS WITH SERVICE AGENCIES	(180)	27,141	36,926.42	325,697	107,654.92	218,042.08
OTHER						
a. Postage, Telephone	(190)	4,300	4,050.23	51,600	16,291.10	35,308.90
b. Laboratory Expenses	(191)	167	454.20	2,000	516.25	1,483.75
c. Client Transportation	(192)	-0-		-0-		
d. Annual Audit	(193)	583		7,000		7,000.00
e. Insurance	(194)	1,997	5,211.35	23,967	19,866.08	4,100.92
f. Client Wages	(195)	4,000	3,071.07	48,000	15,521.97	32,478.03
g. Utilities	(196)	1,648	1,430.39	19,715	6,748.82	12,966.18
h. Contract Materials	(197)	417	273.41	5,000	2,190.31	2,809.69
i. Educational Materials	(198)	83	<59.93>	1,000	37.77	962.23
j. Miscellaneous	(199)	1,000	819.74	12,000	6,376.28	5,623.72
k. Emolument	(200)	350	350.00	4,200	1,400.00	2,800.00
l. Legal Services	(201)	42		500	37.50	462.50
m. Therapeutic Recreation	(202)	17	74.54	200	196.15	3.85
n. Concessions	(203)	500	<223.74>	6,000	1,384.17	4,615.83
Client Fringe	(204)	167	137.24	2,000	594.92	1,405.08
p.	(205)					
q.	(206)					
GRAND TOTAL		204,028	268,185.22	2,448,339	852,441.96	1,595,894.04

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

<u>INCOME</u>	<u>RECEIPTS</u>	<u>RECEIVABLES</u>	<u>TOTAL</u>
Jasper County	\$ 870.83		\$ 870.83
Patient Fees	3,633.66		3,633.66
Senate Bill 230	26,380.00	\$13,914.48	40,294.48
Texas Rehabilitation Commission	5,530.08		5,530.08
Title XX Protective Services	(1,592.17)	3,192.64	1,600.47
Workshop Production	1,771.54		1,771.54
Donations	150.00		150.00
Concessions	160.50		160.50
Miscellaneous Income	1,491.72		1,491.72
State Grant-in-Aid	82,278.08		82,278.08
TRC Establishment Grant-Houston County	4,800.00		4,800.00
Beaumont State Center for Human Devel.	- 0 -	3,928.00	3,928.00
Title I	20,381.77		20,381.77
Public Law 94-63 Grant	34,363.00		34,363.00
HEW(DPW) Liaision Workers Grant	.78	2,072.60	2,073.38
TOTAL	\$180,219.79	\$23,107.72	\$203,327.51

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$113,682.50		\$113,682.50
FICA	5,388.09		5,388.09
Insurance/Hosp./Life	4,837.01		4,837.01
Retirement	2,212.41		2,212.41
Consultation/Other	14.18		14.18
Travel	5,000.69	\$ 207.82	5,208.51
Drugs	- 0 -	7,674.97	7,674.97
Food	1,163.91	- 0 -	1,163.91
Supplies	1,855.24	2,020.80	3,876.04
Equipment/Furniture Purchased	1,393.17	948.52	2,341.69
Equipment/Furniture Rented	- 0 -	1,996.65	1,996.65
Equipment/Furniture Repair & Maintenance	- 0 -	31.65	31.65
Rent/Building	8,963.00		8,963.00
Remodeling & Renovation/Building	(85.17)		(85.17)*
Repair & Maintenance/Building	135.00	28.75	163.75
Rental/Vehicle	833.73		833.73
Operation & Maintenance/Vehicle	1,084.77	1,119.62	2,204.39
Contracts	24,673.75	12,252.67	36,926.42
Postage, Telephone	3,874.59	175.64	4,050.23
Lab Expense	206.25	247.95	454.20
Insurance	374.34		374.34
Client Wages	3,071.07		3,071.07
Utilities	676.85	753.54	1,430.39
Contract Materials	68.22	205.19	273.41
Educational Materials	(81.05)	21.12	(59.93)*
Miscellaneous	240.39	579.35	819.74
Emolument	350.00		350.00
Therapeutic Recreation	74.54		74.54
Concessions	(223.74)		(223.74)*
Client Fringe	137.24		137.24
TOTAL	\$179,920.98	\$28,264.24	\$208,185.22

* Negative totals in these categories resulted from expenditures being encumbered in November under one category, then allocated to a different category when the disbursement was made in December.

BREAKDOWN OF DISBURSEMENTS:

Supplies: All Programs-Annual Report, Directions, Brochures, Business Cards-\$2,066.00
 HEW Programs-File Folders, Cassette Tapes, Carbon Paper, Typewriter Ribbons, Letterhead Paper-\$1,512.31
 Sheltered Workshops-File Folders-\$1,343.49
 CA-Forms-\$548.15
 Equipment/Furniture Purchased: CA-Desk, Chair, 2 File Cabinets-\$525.89
 Typewriter-\$747.00
 Equipment/Furniture Rental: Trinity, Angelina, Jasper, & Tyler OPC's & Polk County CCC-Copiers-\$726.04
 Rent/Building: Central Administration-\$1,670.00
 Newton County Dev. Center-\$265.00

BREAKDOWN OF DISBURSEMENTS - CONTINUED

Tyler County Dev. Center-\$285.00
Houston County SWS-\$485.00
Shelby County SWS-\$560.00
Sunrise Manor-\$450.00
Angelina County OPC-\$1,375.00
Nacogdoches County OPC-CCC-\$791.00
Trinity County OPC-\$300.00
Tyler County OPC-\$267.00
Polk County CCC-\$300.00
CA-Day Treatment Land-\$450.00
Rental/Vehicle: 4 Lease Cars-\$632.00
Operation & Maintenance/Vehicles: Shelby County SWS-Repair to Van-\$3,149.38
Mobile Evaluation Unit-Air Conditioning/Heating Unit-\$650.90
Contracts: Lynn Dunlap-\$500.00
Peer Review-\$1,801.50
Lufkin Memorial Hospital-\$271.75
Nacogdoches Memorial Hospital-\$748.75
Postage/Telephone: CA-Postage-\$500.00; Telephone-\$702.56
MR Offices-Telephone-\$285.52
Insurance: Worker's Compensation-\$374.34

BREAKDOWN OF ENCUMBRANCES

Drugs: TPERF-\$7,674.97
Supplies: All Programs-Forms-\$664.45
Title I Developmental Centers-Hand Tools, Bathroom Scales, Popcorn Poppers-\$457.52
Equipment/Furniture Purchased: Day Treatment Program-Dishwasher-\$265.00
CA-Slide Projector W/Zoom Lens & Dissolve Control-\$450.18
Equipment/Furniture Rental: CA-Computer Equipment-\$700.00
Remodeling & Renovation/Building: Jasper County OPC-Installation of Hall Door-\$256.14
Polk County SWS-Greenhouse Wiring-\$850.00
Contracts: Lynn Dunlap-\$500.00
Genetic's Screening & Counseling-\$1,135.00
Woodland Heights General Hospital-\$747.95
B.T. Hartman, Ph.D. (Speech & Hearing)-\$2,100.00

DETRMHMRS
NAME OF CENTER

December 31, 1977
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
1. Administration	17,763	17,762.91	213,155	71,051.66	142,103.34
2. Screening, Referral and Emergency	1,982	1,982.17	23,786	7,928.67	15,857.33
3. Outpatient Services	18,130	18,130.33	217,564	72,521.33	145,042.67
4. Special Education	10,956	10,955.42	131,465	43,821.67	87,643.33
5. Sheltered Work Training and Day/Evening Care	23,469	9,978.25	281,628	80,385.25	201,242.75
6. Alternate Residential/ 24-Hour Care	9,978	23,469.00	119,739	53,403.75	66,335.25
TOTALS	<u>82,278</u>	<u>82,278.08</u>	<u>987,337</u>	<u>329,112.33</u>	<u>658,224.67</u>

DETRMIMRS
NAME OF CENTER

December 31, 1977
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY EXPENSE	ANNUAL BUDGET	CUMULATIVE EXPENSE	BALANCE YTD
Administration	17,763	6,901.14	213,155	60,189.89	152,965.11
Screening, Referral and Emergency	1,982	1,982.17	23,786	7,928.67	15,857.33
Outpatient Services	18,130	26,459.75	217,564	83,383.10	134,180.90
Special Education	10,956	13,487.77	131,465	43,821.67	87,643.33
Sheltered Work Training and Day/Evening Care	23,469	9,978.25	281,628	80,385.25	201,242.75
Alternate Residential/ 24-Hour Care	9,978	23,469.00	119,739	53,403.75	66,335.25
TOTALS	<u>82,278</u>	<u>82,278.08</u>	<u>987,337</u>	<u>329,112.33</u>	<u>658,224.67</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICESBALANCE SHEET

December 31, 1977

ASSETS

Current Assets

Cash in Bank		\$ 92,554.90
Petty Cash		150.00
Accounts Receivable-Fees	43,861.78	
Less: Allowance for Uncollectables	<u>2,096.00</u>	41,765.78
Accounts Receivable-Other		32,607.72
Accounts Receivable-Construction Acct.		<u>22,000.00</u>
<u>TOTAL CURRENT ASSETS</u>		189,078.40

Fixed Assets-At Cost

Furniture & Equipment		218,018.70
Vehicles		<u>114,698.59</u>
<u>TOTAL FIXED ASSETS</u>		332,717.29
<u>TOTAL ASSETS</u>		

\$521,795.69LIABILITIES, RESERVES & FUND BALANCE

Current Liabilities

Accounts Payable	\$ 79,197.10
F.I.C.A. Tax Payable	34,600.76
Sales Tax Payable	<u>8.54</u>
<u>TOTAL CURRENT LIABILITIES</u>	113,806.40

Reserve for Investment in Fixed Assets

167,374.51

Fund Balance

240,614.78TOTAL LIABILITIES, RESERVES & FUND BALANCE\$521,795.69CASH POSITION STATEMENT

December 31, 1977

Cash in Bank:

Operating Account	\$ 2,335.14
F.I.C.A. Account	37,623.69
Senate Bill 230 Account	2,047.25
Title I Account	5,007.71
HEW Operating Account	5,172.84
Houston County T.R.C. Account	4,483.83
Hardin County T.R. C. Account	2,046.00
Land Account	6,092.32
Certificate of Deposit	<u>27,746.12</u>
<u>TOTAL CASH IN BANK</u>	\$ 92,554.90

Petty Cash

150.00TOTAL CASH ON HAND\$ 92,704.90

APPENDIX 1

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Division PROGRAM SUPPORT SERVICES

Monthly Report

Report Month DECEMBER, 1977

	1.	2.	3.	4.	5.	6.	7.	8.
		Actual Performance for Month		Numerical Deviation $\pm$	Year to Date Cumulative			# Served This Month
Quantified Objectives for Year	Monthly Goal	Numerical	% of Goal	Columns 1 & 2	Actual No.	Goal No.	%	(if appropriat
RECRUITMENT ACTIVITIES								
A. POSITIONS IN ACTIVE RECRUITMENT		5						
B. UNITS NOTIFIED OF POSITION OPENING		29 (4)						
C. NEWSPAPER ADS		2						
D. NUMBER OF ORGANIZATIONS NOTIFIED FOR EACH PROFESSIONAL POSITION		70						
E. NUMBER OF RECRUITMENT VISITS TO COLLEGES, UNIVERSITIES		0						

DEEP EAST TEXAS MHR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division PROGRAM SUPPORT SERVICES

Report Month DECEMBER, 1977

	1.	2.	3.	4.	5.	6.	7.	8.
		Actual Performance for Month		Numerical Deviation $\pm$	Year to Date Cumulative			# Served This Month (if appropriate)
Quantified Objectives for Year	Monthly Goal	Numerical	% of Goal	Columns 1 & 2	Actual No.	Goal No.	%	
INTERVIEWS								
A. NUMBER OF APPLICATIONS DISTRIBUTED		31			179			
B. NUMBER OF APPLICANTS INTERVIEWED		13			93			
C. NUMBER OF POSITIONS FILLED		5			21			
TERMINATIONS								
A. NUMBER OF EMPLOYEES TERMINATED - DECEMBER		4			15			
B. TURNOVER RATE		3%			12%			

DEEP EAST TEXAS MHR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division PROGRAM SUPPORT SERVICESReport Month DECEMBER, 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	0	0	0		0	3	11	27%		
B. ATTENDANCE	0	0	0		0	295	1,110	27%		
C. HOURS OF TRAINING	0	0	0		0	1,164	3,330	35%		
STAFF WORKSHOPS/CONFERENCE										
A. MEETINGS	---	5	---		---	7	---	---		
B. STAFF IN ATTENDANCE	---	47	---		---	133	---	---		
C. HOURS OF TRAINING	---	403	---		---	845	---	---		
NEW EMPLOYEE ORIENTATION										
A. MEETINGS	0	0	0		0	2	11	18%		
B. ATTENDANCE	0	0	0		0	16				
C. HOURS OF TRAINING	0	0	0		0	138				
NEWS RELEASES	60	106	176%		+46	467	720	64%		
PUBLIC SERVICE ADS	20	100	500%		+80	324	240	110%		

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division PROGRAM SUPPORT SERVICESReport Month DECEMBER, 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.	%	
T. V. PROGRAMS	1	1	100%	0	5	12	42%	
ADVISORY COUNCIL MEETINGS								
A. MEETINGS	0	0	0	0	15	44	34%	
B. ATTENDANCE	0	0	0	0	128	308	41%	
BROCHURES DISTRIBUTED	2,000	3,469	174%	+1,469	16,238	24,000	68%	
DIRECTIONS								
A. ISSUES	1	1	100%	0	4	12	33%	
B. NUMBER PERSONS RECEIVING ISSUES	1,200	1,200	100%	0	4,800	14,400	33%	

APPENDIX 2

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

Monthly Report

Division MENTAL RETARDATION

Report Month DECEMBER, 1977

Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	% Annual Goal
DEVELOPMENTAL CENTERS				
EXCELSIOR	43	46	47	98
HARDIN	8	8	18	44
JASPER	12	12	27	44
KIRBYVILLE	15	15	19	79
NEWTON	15	15	15	100
SHELBYVILLE	18	18	18	100
TENAHA	16	17	22	77
TIMPSON	31	34	35	97
SAN JACINTO	9	9	13	69
TYLER	15	15	20	75
TOTALS	<u>182</u>	<u>189</u>	<u>234</u>	<u>80</u>
SHELTERED WORKSHOPS				
HARDIN	15	17	33	52
HOUSTON	20	21	45	7

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

Monthly Report

Division MENTAL RETARDATION

Report Month DECEMBER, 1977

Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	% Annual Goal
SHELTERED WORKSHOPS CONT'D				
JASPER-NEWTON	24	24	45	53
NACOGDOCHES	20	20	40	50
POLK	24	24	45	53
SHELBY	26	26	40	65
LUFKIN	61	71	90	79
TOTALS	<u>190</u>	<u>203</u>	<u>338</u>	<u>60</u>
MOBILE UNIT	<u>76</u>	<u>155</u>	<u>600</u>	<u>26</u>
SUNRISE MANOR	<u>9</u>	<u>9</u>	<u>16</u>	<u>56</u>
RECREATION	<u>9</u>	<u>9</u>	<u>25</u>	<u>36</u>
GRAND TOTAL	<u>466</u>	<u>565</u>	<u>1,213</u>	<u>47</u>

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL RETARDATIONReport Month/Quarter DECEMBER, 1977

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGH THE REGION.	1. 100% OF GOAL. ONE CLIENT WAS DISCHARGED INTO THE REGION AND WE PARTICIPATED IN PLANNING.	
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGH THE REGION.	2. A TOTAL OF 5 APPLICATIONS WERE SCREENED FOR STATE SCHOOL PLACEMENT. TWO WERE SCREENED AND REFERRED ON TO STATE SCHOOL. TWO WERE SCREENED AND PLACED IN CENTER PROGRAMS. ONE WAS SCREENED AND REFERRED TO ANOTHER COMMUNITY AGENCY.	
3. EXPAND EFFORT TO IMPACT THE STATE SCHOOL ADMISSION, READMISSION, AND DISCHARGE RATE.	3. SAME AS 2	

APPENDIX 3

INDIVIDUALS AND GROUPS PARTICIPATING IN THE NEEDS ASSESSMENT SURVEY

A. COMMUNITY PARTICIPANTS

N = 265

RESPONSES = N = 84
% = 32%

1. BOARD OF TRUSTEES
2. LOCAL ADVISORY COUNCILS
3. REGIONAL ADVISORY COMMITTEES
 - A. MEDICAL
 - B. PROFESSIONAL
 - C. VOLUNTEER
4. COUNTY JUDGES
5. MEDICAL SOCIETY PRESIDENTS
6. SPECIAL EDUCATION DIRECTORS
7. MENTAL HEALTH ASSOCIATIONS
8. ASSOCIATIONS FOR THE RETARDED CITIZENS
9. DEEP EAST TEXAS COUNCIL OF GOVERNMENTS
10. GREATER EAST TEXAS HEALTH SYSTEMS AGENCY
11. SUPERINTENDENT, RUSK STATE HOSPITAL
12. SUPERINTENDENT, LUFKIN STATE SCHOOL
13. SUPERINTENDENT, BRENHAM STATE SCHOOL
14. PROBATION DEPARTMENTS
15. COUNTY SHERIFFS
16. POLICE CHIEFS
17. DEPARTMENT OF HUMAN RESOURCES
18. TEXAS REHABILITATION COMMISSION
19. WILSON/MCKEWEN TREATMENT CENTER
20. NACOGDOCHES TREATMENT CENTER
21. MINISTERIAL ASSOCIATIONS
22. SOUTHEAST TEXAS REGIONAL PLANNING COMMISSION
23. LOCAL MAYORS

B. STAFF PARTICIPANTS

N = 45

RESPONSES = N = 36
% = 80%

1. DIVISION DIRECTORS
2. PROGRAM DIRECTORS
3. UNIT SUPERVISORS
4. TREATMENT & OTHER SUPERVISORY STAFF

OVERALL RESPONSE = 39%

NEEDS ASSESSMENT 1977

QUESTION NO. 1:

THE FOLLOWING IS A LIST OF OUR SERVICES WHICH ARE AVAILABLE TO RESIDENTS IN YOUR AREA. PLEASE RATE THEIR ADEQUACY, IN YOUR OPINION, IN TERMS OF THE SERVICES THESE PROGRAMS PRESENTLY PROVIDE TO YOUR COUNTY.

S E R V I C E	COMMUNITY RESPONSE			STAFF RESPONSE		
	IN-ADEQUATE	DON'T KNOW	ADEQUATE	IN-ADEQUATE	DON'T KNOW	ADEQUATE
OUTPATIENT CLINIC (MENTAL HEALTH)	26	9	44	5	3	32
COUNSELING CENTER (ALCOHOL/DRUG)	20	16	43	6	3	31
DAY TREATMENT (MENTAL HEALTH)	24	27	27	15	12	13
DEVELOPMENTAL (RETARDATION CENTER)	12	27	36	4	11	26
SHELTERED WORKSHOP (MENTAL RETARDATION)	13	12	55	3	8	29
INPATIENT SERVICES (MENTAL HEALTH/ ALCOHOL)	26	26	23	12	11	16
PROTECTIVE SERVICES (CHILD ABUSE/ NEGLECT)	19	16	33	9	16	15
MOBILE EVALUATION UNIT (MENTAL RETARDATION)	7	34	31	1	7	32

N = 84

N = 36

NEEDS ASSESSMENT 1977

QUESTION NO. 2:

PLEASE STATE THE MOST IMPORTANT PROBLEM IN YOUR COUNTY, AS YOU SEE IT, IN THE AREAS OF MENTAL ILLNESS, MENTAL RETARDATION, ALCOHOL OR DRUG ABUSE.

PROBLEM/NEED	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
ALCOHOL/DRUG	37	18	55
EDUCATION	7	12	19
HALFWAY HOUSES	3	5	8
MENTAL RETARDATION	6		6
SHELTERED WORKSHOPS	4	1	5
MENTAL ILLNESS	3	2	5
ACCESSIBILITY (TRANSPORTATION)	4	1	5
COUNSELING	4		4
INPATIENT		3	3
SUPPORT FOR PROGRAMS	3		3
FOLLOW-UP	1	1	2
DEVELOPMENTAL CENTERS		2	2
PUBLIC RELATIONS	2		2
PROTECTIVE SERVICES	1		1
DR. LEVEL THERAPISTS	1		1
MH/MR DAY CARE FOR CHILDREN	1		1
CASE FINDING & REFERRAL	1		1
MORE FAMILY THERAPY	1		1
DAY TREATMENT	1		1
STATUS OFFENDER SERVICES	1		1
SEVERE & PROFOUND MR's & MULTIPLE HANDICAPPED	1		1

NEEDS ASSESSMENT

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PAGE 2

QUESTION 2 CONTINUED

PROBLEM/NEED	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
INTER-AGENCY COORDINATION	1		1
QUICKER APPOINTMENTS	1		1
CRISIS HOT LINE		1	1
GENETICS COUNSELING		1	1
INFANT STIMULATION		1	1

NEEDS ASSESSMENT 1977

QUESTION NO. 3:

THE FOLLOWING DATA REFLECTS THE NUMBER WHO RANKED THESE SERVICES 1-3 IN PRIORITY.

BELOW IS A LIST OF SERVICES WHICH MAY OR MAY NOT BE AVAILABLE IN YOUR COUNTY. MARK THEM 1-13 IN THE ORDER YOU FEEL THE NEED IS GREATEST IN YOUR COUNTY.

PROBLEM/NEED	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
1. TOTAL ALL HALFWAY HOUSES	34	25	59
2. HALFWAY HOUSE (FEMALE MENTALLY RETARDED)	8	8	16
3. HALFWAY HOUSE (FEMALE ALCOHOLICS)	5	7	12
4. HALFWAY HOUSE (MENTALLY RETARDED MALES)	13	5	18
5. HALFWAY HOUSE (ALCOHOLICS/MENTALLY ILL MALES)	8	5	13
6. OUTPATIENT CLINICS (MENTAL HEALTH)	26	24	50
7. COUNSELING CENTERS (ALCOHOL/DRUG)	25	16	41
8. SHELTERED WORKSHOPS (MENTAL RETARDATION)	16	12	28
9. PROTECTIVE SERVICES (CHILD NEGLECT/ABUSE COUNSELING)	17	4	21
10. SERVICES TO CHILDREN (MENTAL HEALTH)	14	5	19
11. DEVELOPMENTAL CENTERS (MENTAL RETARDATION)	9	7	16
12. SERVICES TO THE ELDERLY (MENTAL HEALTH)	12	3	15

PROBLEM/NEED	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
13. DAY TREATMENT (MENTAL HEALTH)	10	3	13
14. INPATIENT SERVICE (MENTAL HEALTH/ALCOHOL)	4	8	12
15. CRISIS HOT LINE (MENTAL HEALTH)	6	5	11
16. MOBILE EVALUATION UNIT (MENTAL RETARDATION)	4	3	7

ON A RATING OF 1-5, THE FIVE RECEIVING PRIORITY WERE:

PROBLEM/NEED	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
1. HALFWAY HOUSES	54	37	91
2. COUNSELING CENTERS	32	27	59
3. OUTPATIENT CLINICS	30	25	55
4. SHELTERED WORKSHOPS	31	15	46
5. SERVICES TO CHILDREN	27	11	38
PROTECTIVE SERVICES	26	12	38

NEEDS ASSESSMENT 1977

QUESTION NO. 4:

OF THE SERVICES LISTED IN QUESTION NO. 3, WHAT ONE SERVICE DO YOU FEEL IS MOST NEEDED IN YOUR COUNTY, WHICH WE DO NOT PROVIDE WITHIN THE BOUNDARIES OF YOUR COUNTY AT THE PRESENT TIME?

MOST NEEDED SERVICE	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
1. HALFWAY HOUSES:	10	20	30
MR MALES	0	1	1
MR FEMALES	2	1	3
MH MALES	0	2	2
MH FEMALES	0	3	3
ALCOHOLIC FEMALES	2	6	8
ALCOHOLIC MALES	0	0	0
MR (NON-SPECIFIC)	1	2	3
MH (NON-SPECIFIC)	2	5	7
HWH (NON-SPECIFIC)	3	0	3
2. ALCOHOL & DRUG ABUSE	26	4	30
ALCOHOL/DRUG	9	0	9
ALCOHOL	9	2	11
DRUG	8	2	10
3. OUTPATIENT SERVICES	12	1	13
4. SHELTERED WORKSHOPS	7	2	9
5. PROTECTIVE SERVICES	9	0	9
6. INPATIENT SERVICES	1	5	6
7. CRISIS HOT LINE	3	3	6
8. DEVELOPMENTAL CENTERS	2	3	5
9. DAY TREATMENT	3	1	4
10. PARENTING HELP	2	2	4
11. MR (NON-SPECIFIC)	2	2	4
12. SERVICES TO ELDERLY	1	3	4
13. EMERGENCY TREATMENT CENTER	2	1	2
14. INFANT STIMULATION	0	2	2
15. FULL TIME PSYCHIATRISTS AT OPC (NACOGDOCHES)	2	0	2

QUESTION NO. 4 CONTINUED

MOST NEEDED SERVICE	COMMUNITY RESPONSE	STAFF RESPONSE	TOTAL RESPONSE
16. EDUCATION	2	0	2
17. ACCESSIBILITY	1	0	1
18. MOBILE UNIT	1	0	1
19. TRAINING POSITION	1	0	1
20. INTER-AGENCY COOPERATION	1	0	1
21. DEVELOPMENTAL CENTER FOR SPEECH & HEARING	1	0	1

APPENDIX 4

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter DECEMBER, 1977

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: 25 (NOVEMBER 16 - DECEMBER 15, 1977). B. NUMBER MENTAL HEALTH CLIENTS DISCHARGED AND CONTACTED WITHIN 30 DAYS AFTER NOTIFICATION: 25; 100% (NOVEMBER 16 - DECEMBER 15, 1977). C. NUMBER AND PERCENT OF MENTAL HEALTH CLIENTS DISCHARGED WITH PREDISCHARGE PLAN DEVELOPED WITH PARTICIPATION OF MHMR STAFF: 1.	
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT REGION.	A. NUMBER OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL: 22 (NOVEMBER, 1977). B. NUMBER AND PERCENT OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL RECEIVING PRESCREENING SERVICES: 3; 14% (NOVEMBER, 1977). C. NUMBER OF MENTAL HEALTH CLIENTS SCREENED BY MENTAL HEALTH PROGRAMS: 226 (NOVEMBER, 1977).	

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter DECEMBER, 1977

PAGE 2

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT REGION. (CONT.) 3. EXPAND EFFORT TO IMPACT THE SS AND SH ADMISSION, READMISSION AND DISCHARGE RATE.	D. NUMBER OF COURT REFERRALS TO CENTER: 21 (NOVEMBER, 1977). E. NUMBER AND PERCENT OF COURT REFERRALS TREATED AND MAINTAINED IN A CENTER PROGRAM: 17; 81% (NOVEMBER, 1977). A. NUMBER OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL: 22 (NOVEMBER, 1977). B. NUMBER OF PERSONS ADMITTED TO CENTER INPATIENT PROGRAMS: 20 (NOVEMBER)	
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: 1 NON-EMERGENCY CALLS: 12 TOTAL CALLS 13	

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTHReport Month/Quarter DECEMBER, 1977

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Goals	Documentation of Effort To Meet Goal	Date Accomplished if Appropriate
4. DEVELOP CAPABILITY OF RESPONDING TO CRISES 24 HOURS PER DAY. (CONT.)	NUMBER OF CALLS BY COUNTY: ANGELINA 6 HARDIN 0 HOUSTON 0 JASPER 0 NACOGDOCHES ... 0 NEWTON 0 SABINE 1 SAN AUGUSTINE . 0 SAN JACINTO ... 0 SHELBY 1 TYLER 3 TRINITY 0 POLK 1 MONTGOMERY Co. (CONROE, TX.) <u>1</u> TOTAL 13	

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

Monthly Report

Division MENTAL HEALTH

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Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	% Annual Goal
<u>OUTPATIENT PROGRAMS:</u>				
ANGELINA COUNTY OPC	325	462	900	51%
JASPER COUNTY OPC	98	172	300	57%
NACOGDOCHES COUNTY OPC	196	352	525	67%
TRINITY COUNTY OPC	129	165	260	63%
TYLER COUNTY OPC	85	197	337	58%
PROTECTIVE SERVICES	<u>28</u>	<u>47</u>	<u>100</u>	<u>47%</u>
	861	1,395	2,422	58%
<u>INPATIENT PROGRAMS:</u>				
MEMORIAL HOSPITAL	5	18	60	30%
WOODLAND HEIGHTS HOSPITAL	16	32	60	53%
NACOGDOCHES MEMORIAL HOSPITAL	<u>0</u>	<u>1</u>	<u>60</u>	<u>2%</u>
	21	51	180	28%
<u>ALCOHOL/DRUG ABUSE PROGRAMS:</u>				
JASPER COUNTY CCC	52	134	125	107%
NACOGDOCHES COUNTY CCC	56	102	125	82%
POLK COUNTY CCC	73	146	195	75%
SHELBY COUNTY HALFWAY HOUSE - MH	9	18	20	90%
SHELBY COUNTY HALFWAY HOUSE - ALC	<u>21</u>	<u>43</u>	<u>50</u>	<u>86%</u>
	211	443	515	86%

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

Monthly Report

Division MENTAL HEALTH

Report Month DECEMBER, 1977

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Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	% Annual Goal
PRESCREENING/AFTERCARE PROGRAM:				
ANGELINA COUNTY DAY TREATMENT				
PROGRAM	<u>15</u>	<u>27</u>	<u>60</u>	<u>45%</u>
	15	27	60	45%
GRAND TOTAL	1,108	1,916	3,177	60%

APPENDIX 5

C. ORGANIZATION OF BOARD AND RULES GOVERNING OPERATING PROCEDURES OF THE BOARD

1. Constitution and By-Laws of MHMR
2. Members of Board of Trustees
3. Terms of Office
4. Writing and Filing of Board Action
5. Preparation of Agenda
6. Distribution of the Board Policy Manual
7. Chairman of the Board of Trustees
8. Vice Chairman of the Board of Trustees
9. Secretary of the Board of Trustees
10. Treasurer of the Board of Trustees
11. Meetings of Board of Trustees
12. Compensation of Members
13. Committees of the Board of Trustees
14. Transaction of Business
15. Method of Communication with MHMR Staff
16. Primary Responsibilities
17. Attendance Requirements
18. Resignation Notification
19. Policy Reviews
20. Orientation of New Board Members
21. Semi-annual Board Workshops
22. Authorized Designee for Board Chairman
23. Assistant Board Secretary
24. Conflict Between Board Policy and Prior Board Minutes

D. BASIC AND GENERAL POLICIES OF THE BOARD OF TRUSTEES

1. "Declaration of General and Special Rights of the Mentally Retarded"
2. Gifts and Donations
3. Delinquent Accounts for Client Fees
4. Grant and/or Additional Funding Responsibilities
5. Utilization of Agency Leased or Owned Vehicles by Volunteers for the Purpose of Transporting Clients of the Agency
6. Staff or Board Travel Out of the Continental United States
7. Action on Application for Approval of Leave Forms for the Executive Director
8. Executive Director's Travel
9. Nepotism
10. Pledging of Securities for Center Funds
11. Private Care Providers
12. Conflict of Interest
13. Compensatory Time for Crisis Line Workers
14. Guardianship, Managing Conservatorship, and Adoption of Clients
15. Affirmative Action Policy and Plan
16. Non-participating Counties
17. Client Acceptance of Treatment Plan Recommendation
18. Employment of Consultants

D. BASIC AND GENERAL POLICIES OF THE BOARD OF TRUSTEES

19. Revision in Organizational Chart
20. Revision of Fee Schedule
21. Regional Advisory Committees
22. County Advisory Councils
23. Fiscal Year
24. Official Name of Center
25. Location of Central Administrative Offices
26. Check Signing Policy
27. Purchasing Policies
28. Service Areas
29. Personnel Policies and Employee Handbook
30. Telephone Credit Cards
31. Selection of Bank Depository
32. Reimbursement for Travel Expenses
33. Recruiting of Professional Staff
34. Monthly Newsletter
35. Signing of Maintenance Agreements
36. Signing of Rental and Lease Agreements
37. Agreements for Office Supplies, Office Equipment, and Printing Supplies
38. Subscription to Professional Journals and Publications
39. Participation in Texas Surplus Property Agency
40. Involvement of Ministerial Alliances and other Religious Groups
41. Reallocation of Budgeted Funds
42. Research Utilizing Clients
43. Duplicating Charges
44. Requesting Funds from the Sponsoring Agencies
45. Developmental Center Calendar
46. Organizational Dues
47. Air Travel
48. Public Education Schedule
49. Annual Texas Association of Mental Health Charity Drive
50. Provision of Services to Minors
51. Use of MHMR Facilities by Outside Groups
52. Annual Social Functions
53. Meals for Visitors at Residential Units
54. Rotation of Audit Firms
55. Renewal of Insurance Policies
56. Worker's Compensation
57. Social Security Participation
58. Fidelity Bonds for Appropriate Staff
59. Exemptions from Charges for Services
60. Certificates of Appreciation
61. Threatened or Actual Suicide/Homicide
62. Participation in Comprehensive Employment and Training Act (CETA Program)
63. Quality Review of Management Audit, Site Team, Peer Review Report
64. Position Descriptions
65. Development of Annual Fiscal Budget
66. Systematic Program Evaluation