

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

February 28, 1978

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Rev. Jerry M. Self
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMRS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Dr. Jack Martin "
Mr. Jim McDermott "
Mr. Franklin Avant "
Mr. Irvin Smith "
Mr. Jolyon Bowman "
Mr. Mark Severns "
Mr. Richard Warner, Attorney
Dr. Ray Lynn Eastman, Psychology, SFASU
Mr. Brian Hemphill, Student, SFASU
Mr. Ken Miller, Student, SFASU
Mr. John Dunn, Student, SFASU
Mr. Randy M. Ferguson, Student, SFASU
Mr. Glen Jordan, Student, SFASU
Mrs. Lois Gee, Jasper

The 53rd 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, February 28, 1978, at 5:00 p.m.

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: Mr. Woods stated that a correction is needed in the Minutes of the January Board Meeting as follows: On page 8, section Consideration of Proposed Board Policies, in the motion the wording should have been

"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." He said the permanent Minutes have been corrected and Board Members will be mailed the corrected page.

On a motion by Mr. Woods, seconded by Mr. Mann, the Board approved the Minutes of the January 24, 1978, Board Meeting as corrected, and the Minutes of the February 11, 1978, Board Workshop.

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

1. We had a visit from TDMHMR and they conducted the site visit relating to the new standards. Mrs. Ecker will provide some more information on this in her report.
2. We held a series of meetings with Dr. Bell about piloting of Aftercare Rule.
3. Because it is time to start planning for next year, we are in the process of looking at all of our lease agreements. I have recently written a letter to Mr. Warner about the possibility of getting into a different type of lease agreement. If we could lease a piece of property for a certain number of years and take out a note on it, possibly at the end of this note the owner could donate the building to us and get a tax write-off. We will keep the Board posted about this.
4. We did receive official notification of approval of the Supplemental Grant-in-Aid.
5. Called on Division Directors to report on activities since the last Board Meeting.

Mr. Avant, Business Division:

1. We have collected \$30,000 in local funds since last month's Board Meeting. We received some money from Polk County late this afternoon. We have received \$44,168 in local funds to date.
2. We had a demonstration on the System VI IBM Word Processing System. Ultimately we will be accountable in retracting information on client services. We just wanted to introduce it to you briefly and to let you know it is in our thinking and planning.
3. Presented the goals of the Business Division for the month of January (see Appendix #1).

We are delinquent in billing client fees. We got about five months behind. We went to work to get these things current. We knew there would be problems with old bills and we asked Mrs. Louise Wooten to help in responding to the calls. We have not had as many negative calls as expected and we are getting current.

Mr. Burbank, Mental Retardation Division:

1. The ICF-MR representatives were at the Halfway House. That facility has been approved for another year.
2. In the very near future our staff will be contacting people in the community for sponsors for Camp Leander. The Camp will be held June 19 through June 23.
3. Presented the goals of the MR Division for the month of January (see Appendix #2).

Mrs. Ecker, Program Evaluation and Planning Division:

1. Presented the goals of the Program Evaluation and Planning Division for the month of January (see Appendix #3).
2. In preparation for the NIMH and TDMHMR visits I conducted ten visits of four hours each. The only one I didn't get to was Shelby County Halfway House because of ice on the roads. Concerning the TDMHMR survey ratings, in the four categories, they rated us higher than we rated ourselves. On service delivery we rated ourselves a little higher than they did.

Mr. McDermott, Program Support Services Division:

1. The Professional Advisory Council met during the month of January. It was one of those icy days and only two members braved the weather. It has been re-set for the first of May. There was one resignation. Presently there are two vacancies which we will try to fill.
2. Career Day was very successful. Angelina County Chamber of Commerce ran this. About 2,000 people passed through. Some of the Sheltered Workshop clients were there demonstrating their skills. Mental Health and Mental Retardation were both represented.

There was a Career Day at Prairie View A&M. It was more of a recruiting trip.
3. We had applied for a Consultation and Education Grant to provide us with a consultation and education person. It was not funded because it was felt that TDMHMR or HEW should be the agencies responsible for funding those types of programs.
4. I would like to report that Employee Orientation and Staff Development were in compliance during the month of January. Our turnover rate was 4% for the month. That leaves us with 17% for the year so far and at that rate would give us a total, for the year, of 38%.
5. We did have four Advisory Council meetings during the month of January. They are really beginning to feel like they are part of the program.

Dr. Martin, Mental Health Division:

1. We had the HEW site team with us recently. They sent two members that were here for a couple of days. We are now free and clear for this year.

2. Presented the goals of the Mental Health Division for the month of January (see Appendix #4).

In relation to Crisis Line service, we served 20 people during the month of January. The night before Valentine's Day we received 5 calls.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

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

Treasurer's Report: On a motion by Mr. Woods, seconded by Mr. Mann, the Board 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 January, 1978, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Mr. Woods called the Board's attention to the Cash Position Statement. This gives us the balances in each account as of the end of January.

Consideration of Voucher for First Month of Grant-in-Aid, Third Quarter: On a motion by Mr. Mann, seconded by Judge Sturrock, the Board approved 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 March, 1978. Be it further RESOLVED that the Chairman be authorized to sign this voucher, and that it be submitted to TDMHMR.

Discussion of Compliance with Fiscal Auditors Recommendations: Judge Sturrock asks that the Board hear a report from Dr. Lawrence and Mr. Avant on the status of compliance with the Fiscal Auditors recommendations.

Dr. Lawrence commented that this report is looked at quarterly. We are making every effort to convert accounting transactions from manual to computer. We are working with the City of Lufkin on this. I don't think we are going to be able to accomplish our goals by going on with Kilgore. We now have a double control

to counteract expenditure. As of the end of April we should be current on billing of client fees. We had a series of meetings with the auditors about cash receipts. They found the records that they didn't think we had. In next year's audit, hopefully that will not be mentioned.

Consideration of Liability Insurance Plan: On a motion by Mr. Woods, seconded by Mr. Mann, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the insurance policies listed below be renewed with the St. Paul Insurance Company:

Policy 542TE4684 - Auto, Premises Liability,
Professional Liability.

Policy 400EM2455 - Bond

Policy 542TK7652 - Burglary

Policy 142ZC3295 - Contents of Facilities

Policy 542TX5107 - Umbrella Liability

Be it further RESOLVED that these policies begin effective March 1, 1978.

Consideration of Proposed Management Information System Plan: Mr. Mann asks the Board to hear a report from Dr. Lawrence concerning the planning of a proposed Management Information System.

Dr. Lawrence commented that Mr. Dunlap, City Manager, Lufkin, will give us a proposal cost this Friday. It looks real good, but will cost us a little more than we are paying right now. We are also going to bring in a consultant. He will be interviewed Friday. If it looks like he can help us with some of our programs, we will utilize him, within budgetary limits. The problems with Kilgore seem to be mounting up and this alternative needs to be considered. We might possibly place a person at the computer in their office who would be on our payroll, place a terminal here, and from there completely computerize the payroll.

Discussion of Compliance with Peer Review Recommendations: Mr. Burke asks that the Board hear a report from Dr. Ray Eastman, Project Coordinator, Peer Review, on staff compliance with the FY 1977 Peer Review recommendations.

Dr. Eastman commented that all recommendations are being complied with. He noted those especially noteworthy are: 1. To continue to contract with an outside agency for Peer Review; 2. For the Peer Review Committee to increase the number of feedback sessions held with MHMR, which they have done by telephone; 3. To increase the number of site visits - this is necessary not only to improve the Peer Review process, but because there are no longer complete files kept in the Central Office; 4. Increase the number of case records reviewed - It will be increased from 2% of the records to 5%. That is about average; 5. Scales and data collection procedures be modified; 6. Findings of their report be made available to all staff -

copies are available and have been checked out; and 7. Results of Peer Review process should be utilized - we feel they are.

Dr. Eastman also commented that MHMR is conforming to professional standards. The quality and range of supervision has improved. The Mental Health Treatment Plan has been redesigned. Improvement is needed in the documentation process of Treatment Plans. We might want to specify it more. There is a need for improvement in aftercare. We are working with Rusk now to improve the cooperative efforts to make aftercare a reality.

Mr. Burke commented that he appreciates the work the Peer Review does for us. It is necessary to have an objective criticism of our work. It will help us to appreciate the work our staff is doing and will help us to justify what we are doing.

Dr. Eastman commented that professionalism is infectious and whenever we run into an agency that wants to be professional, we get caught up in it. We are objective, but on your side. In the long run, if we can be responsible and specific in our recommendations, then it will help you. We bring things up when we know an improvement will result. Much of the revision has been to tailor the Peer Review scales to more specifically treat this organization. We will be working much more closely on a scale to assess the Program Support Services Division.

Dr. Lawrence noted that we have had our first instance of a client attempting suicide and this has been referred to the Peer Review Team.

Dr. Eastman commented that they are trying to develop a way to introduce this information to the Board at a meeting without causing any problems on confidentiality.

Consideration of Possible Funding Opportunities: No action taken as none presented.

Discussion of Status of Day Treatment/Administration Facility Dedication Ceremony: Dr. Lawrence asked who would be attending the Dedication Ceremony, Thursday, March 2. Judge Sturrock and Mr. Woods said they both would be attending.

Consideration of Proposed Drug Awareness Program: On a motion by Mr. Burke, seconded by Mr. Mann, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to assign appropriate staff to conduct a Drug Awareness Program at the Brookeland High School located in Brookeland (Sabine County) Texas.

Mr. Burke commented that this could present some small problem in that we have a policy not to establish a program in a county that does not contribute funds. This program would help a lot of students from Jasper County. It would be some of our staff going over there to conduct drug programs and he, personally would recommend it.

Consideration of Application for Certification as Diagnostic and Evaluation Center: On a motion by Mr. Burke, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit application for Certification as a Diagnostic and Evaluation Center provisionally until December 31, 1978. Be it further RESOLVED that the Executive Director be authorized to sign and submit an application for permanent certification when the provisions of the Mentally Retarded Persons Act are fully implemented by TDMHMR.

Mr. Burke commented that we could really be flooded with requests to provide these services. It is expensive, but the Department is encouraging, and more or less expecting the Agency to do it.

Consideration of Proposed Response to GETHSA: On a motion by Mr. Burke, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the staff response to the Greater East Texas Health Systems Agency's (GETHSA) response to our earlier comments regarding their proposed Five Year Plan.

Consideration of Proposed Plans for Volunteer Recognition Banquet: On a motion by Mrs. Rhoder, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the First Annual Volunteer Recognition Banquet be held on Thursday, May 4, 1978, at 7:00 p.m. in the Lufkin Civic Center. Be it further RESOLVED that the dinner be a buffet at \$6.00 per person and that the Board pay for the dinner of the volunteers who attend this event.

Dr. Lawrence commented that Mrs. Nancy Barker has been extended a tentative invitation to be speaker.

Consideration of Proposed Board Policies: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the following Board policies be revised as submitted: Transaction of Business, Delinquent Accounts for Client Fees, Nepotism, and Quarterly Review of Management Audit, Site Team, Peer Review Reports, and Similar Audits or Surveys. Be it further RESOLVED that the Board approve the following Board policies: Transportation of Clients and Survey of Surplus Property.

Consideration of Proposed Revisions in Public Responsibility Committee By-Laws: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the By-Laws for the Public Responsibility Committee be approved as submitted.

Consideration of Nominees for Advisory Councils and Committees:
Part 1: Addition to Local Advisory Council: On a motion by Mr. Gee, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of the following interested citizens to the County Advisory Council indicated by their name:

- a. Mr. Royce Garrett - Angelina County Advisory Council
- b. Mr. Gary Hodge - Angelina County Advisory Council
- c. Mr. John Nunn - San Jacinto Advisory Council
- d. Mr. Ted Shannon - San Jacinto Advisory Council
- e. Mr. Chester Jaworski - Polk County Advisory Council
- f. Ms. Jackie Timms - Polk County Advisory Council
- g. Ms. Ann Evans - Trinity County Advisory Council
- h. Mr. Lynn Reynolds - Trinity County Advisory Council
- i. Mr. Don Baskins - Trinity County Advisory Council
- j. Ms. Caroline Wright - Jasper County Advisory Council

Part 2: Deletion from Local Advisory Council and Professional Advisory Committee: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the deletion of Diana Koch from the Polk County Advisory Council and the deletion of Mr. Joe Scott Evans from the Regional Professional Advisory Committee.

Consideration of Proposed Certificates of Appreciation: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board Chairman and Executive Director be authorized to sign and present a Certificate of Appreciation to Mr. James Titus.

Consideration of Personnel Matters: Mr. Gee 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 6:25 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 6:43 p.m., and asked for Board consideration of the following items:

Consideration of Proposed Position Description for Switch-Board Operator: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board approved the following resolution:

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

Consideration of Proposed Merit Raises: On a motion by Mr. Gee, seconded by Mrs. Rhoder, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to make the following personnel changes in order to reward employees for meritorious service effective March 1, 1978:

<u>Personnel</u>	<u>Present Salary</u>	<u>Proposed Salary</u>	<u>Monthly Salary Increase</u>	<u>Net Cost FY 1978</u>
Jack Martin	A 23,196 M 1,933	A 24,768 M 2,064	131	786
Russ Burbank	A 24,768 M 2,064	A 25,608 M 2,134	70	420
Jim McDermott	A 21,720 M 1,810	A 23,196 M 1,933	123	738

<u>Personnel</u>	<u>Present Salary</u>	<u>Proposed Salary</u>	<u>Monthly Salary Increase</u>	<u>Net Cost FY 1978</u>
Bruce Duncan	A 16,140 M 1,345	A 16,692 M 1,391	46	276
Beverly Thaggard	A 17,244 M 1,437	A 17,832 M 1,486	49	294
Larry Heaton	A 16,140 M 1,345	A 16,692 M 1,391	46	276
Jolyon Bowman	A 16,140 M 1,345	A 16,692 M 1,391	46	276
Don Wilcox	A 15,108 M 1,259	A 16,140 M 1,345	86	516
Paul Jackson	A 13,248 M 1,104	A 13,692 M 1,141	37	222
David Smith	A 13,248 M 1,104	A 13,692 M 1,141	37	222
Billie Walton	A 9,528 M 794	A 9,840 M 820	26	156
Suzie Walker	A 7,812 M 651	A 8,076 M 673	22	132
Marcia Northcutt	A 13,248 M 1,104	A 13,692 M 1,141	37	222
Louise Wooten	A 8,352 M 696	A 8,628 M 719	23	138
James Adams	A 7,320 M 610	A 7,560 M 630	20	120
Johnny Stokman	A 8,352 M 696	A 8,268 M 719	23	138
Laura Murphy	A 7,812 M 651	A 8,076 M 673	22	132
Fred Portele	A 17,244 M 1,437	A 17,832 M 1,486	49	294
			TOTAL 893	5,358

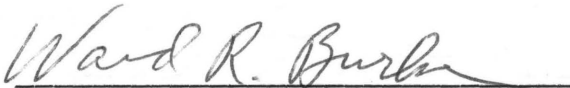
(Note: A = Annually, M = Monthly)

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, March 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 Day Treatment/Administration Facility at 4101 S. Medford Drive.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 6:45 p.m.

APPROVED:


Ward R. Burke, Chairman


R. B. Hille, Secretary

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DETRMMERS
NAME OF CENTER

January 31, 1978
Date

		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	22,302.83	117,014	25,786.15	91,227.8
c. School District	(030)	798		9,577	9,987.00	(410.0)
d. Hospital District	(040)					
e. Other	(050)					
2. Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	4,083	5,153.07	49,000	21,369.46	27,630.0
b. Title XX	(071)	8,083	19,436.00	97,000	19,436.00	77,564.0
c. ICF-MR	(072)	683		8,200		8,200.0
d. SB 230	(073)	24,167	52,963.90	290,000	152,672.86	137,327.0
e. TRC	(074)	1,000	5,623.82	12,000	14,853.03	(2,853.0)
f. Title XX Protective Services	(075)	2,417	1,706.12	29,000	8,203.68	20,796.0
g. Lufkin State School	(076)	417		5,000	580.00	4,420.0
3. Other Income & Contributions						
a. Workshop Production	(080)	3,672	3,891.64	44,062	13,840.70	30,221.0
b. Donations	(081)	458	136.00	5,500	1,515.25	3,984.0
c. Concessions	(082)	208	148.00	2,500	1,274.86	1,225.0
d. Miscellaneous	(083)	292	2,319.25	3,500	5,836.09	(2,336.0)
e. Jasper-Newton ARC	(084)	2,572	15,139.00	30,857	15,139.00	15,718.0
f. Interest Income	(089)	250	201.09	3,000	991.65	2,008.0
g. Piney Woods ARC	(086)		9,598.50		9,598.50	(9,598.0)
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1. Grant-in-Aid	(110)	82,278	164,556.16	987,337	493,668.49	493,668.0
2. Supplemental Grant-in-Aid	(120)					
3. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
1. Texas Commission on Alcohol	(160)	1,562	4,357.00	18,745	10,074.00	8,671.0
2. TRC Establishment-Hardin	(161)	2,657	(1,200.00)	31,881	16,300.00	15,581.0
3. TRC Establishment-Houston	(162)	2,623	1,600.00	31,481	26,400.00	5,081.0
4. BSCHD	(163)	1,309		15,712	7,856.00	7,856.0
5. _____	(164)					
6. _____	(165)					
FEDERAL FUNDS						
1. Grants						
a. Title I	(210)	11,390	28,907.68	136,674	49,289.45	87,384.0
b. Developmental Disabilities	(211)	5,836		70,037	20,063.00	49,974.0
c. Public Law 94-63 Grant	(212)	34,605	49,828.00	415,259	190,191.00	225,068.0
d. HEW (DPW) Liaison Workers	(213)	2,917	2,093.28	35,000	5,352.83	29,647.0
e. _____	(214)					
f. _____	(215)					
g. _____	(216)					
GRAND TOTAL						
		204,028	388,761.34	2,448,336	1,120,279.00	1,328,057.0

NAME OF CENTER

SUMMARY
ORGANIZATIONAL UNIT

January 31, 1978

Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	112,000	114,466.80	1,344,000	567,372.16	776,627.84
b. Salary & Merit Increases	(011)	625	755.77	7,500	755.77	6,744.23
c. Fringe Benefits	(020)	10,696	9,015.74	128,352	39,690.79	88,661.21
d. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	192		2,300	112.50	2,187.50
2. Other	(040)	333	220.00	4,000	742.83	3,257.17
TRAVEL - STAFF & BOARD	(050)	6,500	4,636.90	78,000	30,916.25	47,083.75
CONSUMABLE ITEMS						
a. Drugs	(060)	7,000	6,412.84	84,000	40,559.84	43,440.16
b. Food	(070)	2,083	2,553.34	25,000	10,594.85	14,405.15
c. Other	(080)	5,000	4,401.95	60,000	40,194.94	19,805.06
EQUIPMENT & FURNITURE						
a. Purchase	(090)	2,574	(2,234.26)	30,896	14,129.06	16,766.94
b. Rental	(100)	2,000	1,891.77	24,000	9,915.10	14,084.90
c. Repair & Maintenance	(110)	517	48.77	6,200	5,980.80	219.20
BUILDING						
a. Rent	(120)	8,000	7,855.55	96,000	40,101.22	55,898.78
b. Remodeling & Renovation	(130)	600	-0-	7,200	3,423.00	3,777.00
c. Repair & Maintenance	(140)	30	108.60	360	387.65	(27.65)
VEHICLE						
a. Purchase	(150)	584		7,005	7,004.42	.58
b. Rental	(160)	632	790.00	7,584	3,519.73	4,064.27
c. Oper. & Maintenance Cost	(170)	2,250	2,536.27	27,000	11,424.85	15,575.15
CONTRACTS WITH SERVICE AGENCIES	(180)	27,141	46,687.83	325,697	154,342.75	171,354.25
OTHER						
a. Postage, Telephone	(190)	4,300	4,013.55	51,600	20,304.65	31,295.35
b. Laboratory Expenses	(191)	167	92.10	2,000	608.35	1,391.65
c. Client Transportation	(192)					
d. Annual Audit	(193)	583	800.00	7,000	800.00	6,200.00
e. Insurance	(194)	1,997	5,459.74	23,967	25,325.82	(1,358.82)
f. Client Wages	(195)	4,000	4,043.09	48,000	19,625.06	28,374.94
g. Utilities	(196)	1,648	3,127.08	19,775	10,075.90	9,699.10
Contract Materials	(197)	417	896.98	5,000	3,087.29	1,912.71
i. Educational Materials	(198)	83	1,502.81	1,000	1,540.58	(540.58)
j. Miscellaneous	(199)	1,000	3,299.51	12,000	9,675.79	2,324.21
k. Emolument	(200)	350	350.00	4,200	1,750.00	2,450.00
l. Legal Services	(201)	42	-0-	500	37.50	462.50
m. Therapeutic Recreation	(202)	17	20.96	200	217.11	(17.11)
n. Concessions	(203)	500	284.18	6,000	1,668.35	4,331.65
o. Client Fringe	(204)	167	185.24	2,000	780.16	1,219.84
p. _____	(205)					
q. _____	(206)					
GRAND TOTAL						
		204,028	224,223.11	2,448,336	1,076,665.07	1,371,670.93

OPERATING STATEMENT
January 1978

<u>INCOME</u>	<u>RECEIPTS</u>	<u>RECEIVABLES</u>	<u>TOTAL</u>
Angelina County	\$ 3,883.14	\$	\$ 3,883.14
Hardin County	12,970.00		12,970.00
Jasper County	870.83		870.83
Nacogdoches County	4,122.50		4,122.50
San Jacinto County	456.36		456.36
Patient Fees	5,153.07		5,153.07
Senate Bill 230	47,266.66	5,697.24	52,963.90
Texas Rehabilitation Commission	5,623.82		5,623.82
Title XX Protective Services		1,706.12	1,706.12
Workshop Production	3,891.64		3,891.64
Donations	136.00		136.00
Concessions	148.00		148.00
Miscellaneous Income	2,319.25		2,319.25
Jasper-Newton ARC		15,139.00	15,139.00
Interest Income	201.09		201.09
Pineywoods ARC		9,598.50	9,598.50
State Grant-in-Aid	164,556.16		164,556.16
Texas Commission on Alcohol		4,357.00	4,357.00
TRC Establishment Grant-Hardin County	(4,400.00)	3,200.00	(1,200.00)
TRC Establishment Grant-Houston Co.	(3,200.00)	4,800.00	1,600.00
Public Law 94-63 Grant	49,828.00		49,828.00
HEW (DPW) Liaison Workers Grant	1,186.17	907.11	2,093.28
Title I		28,907.68	28,907.68
Title XX		19,436.00	19,436.00
TOTAL	\$295,012.69	\$93,748.65	\$388,761.34
<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$114,466.80	\$	\$114,466.80
Salary & Merit Increases	755.77		755.77
F.I.C.A.	6,971.17		6,971.17
Insurance/Hosp/Life	5,085.40		5,085.40
Retirement	2,044.57		2,044.57
Consultation/Other	220.00		220.00
Travel	4,636.90		4,636.90
Drugs	6,412.84		6,412.84
Food	336.01	2,217.33	2,553.34
Supplies	1,143.79	3,258.16	4,401.95
Equipment/Furniture Purchased	(4,630.68)	2,396.42	(2,234.26)
Equipment/Furniture Rented	1,109.60	782.17	1,891.77
Equipment/Furniture Repairs & Maint.		48.77	48.77
Rent/Building	7,855.55		7,855.55
Repairs & Maintenance/Building		108.60	108.60
Rental/Vehicle	790.00		790.00
Operation & Maintenance/Vehicle	1,038.01	1,498.26	2,536.27
Contracts with Service Agencies	46,617.83	70.00	46,687.83
Postage, Telephone	3,854.64	158.91	4,013.55
Laboratory Expense	92.10		92.10
Annual Audit	800.00		800.00
Insurance	374.34		374.34
Client Wages	4,043.09		4,043.09
Utilities	2,476.35	650.73	3,127.08
Contract Materials	534.96	362.02	896.98
Educational Materials		1,502.81	1,502.81
Miscellaneous	2,391.22	908.29	3,299.51
Emolument	350.00		350.00
Therapeutic Recreation	8.96	12.00	20.96
Concessions	163.46	120.72	284.18
Client Fringe	185.24		185.24
TOTAL	\$210,127.92	\$14,095.19	\$224,223.11

DEEP EAST TEXAS REGIONAL MHMR SERVICES

OPERATING STATEMENT

January, 1978

BREAKDOWN OF DISBURSEMENTS:

ugs: TPERF - \$21,995.47 (3 Months)

Food: Sunrise Manor - \$1,106.95
Shelby County Halfway House - \$2,036.61 (2 Months)
Day Treatment Program-CA- \$324.33

Supplies: CA - Typewriter ribbons, Desk trays, Labels, Envelopes, Calendars, File Cards,
Misc. Office Supplies - \$1,358.15
All Programs - Forms - \$313.45; Bond paper, carbon paper, cassette tapes, file folders
\$252.70
Various Programs - Kitchen & Cleaning supplies - \$709.17

Equipment/Furniture Purchased: Jasper County Developmental Center - Four Way Climber - \$415.58
Kirbyville Developmental Center - Swing Set - \$329.76
Angelina County Day Treatment Program - Dishwasher - \$265.00
Sheltered Workshops -5 1000 pound scales - \$1,786.40
CA - Slide Projector W/Zoom Lens & Dissolve Control - \$457.75

Equipment/Furniture Rental: CA - Copier - \$1,845.70 (2 Months); Computer Equipment - \$1,550.95
(2 Months)
Trinity, Angelina, Jasper & Tyler OPC's & Polk County CCC - Copiers - \$725.00

Rent/Building: CA - Angelina Building - \$1,461.58
Newton County Developmental Center - \$265.00
Tyler County Developmental Center - \$285.00
Houston County SWS - \$485.00
Shelby County SWS - \$560.00
Sunrise Manor - \$450.00
Angelina County OPC - \$1,175.00
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
Kirbyville Developmental Center - \$300.00

Remodeling & Renovation/Building: Jasper County OPC - Installation of Door - \$256.14
Polk County SWS - Greenhouse Electrical Work - \$850.00

Vehicle/Purchase: Nacogdoches County SWS - Van - \$7,025.95

Vehicle/Rental: 5 Lease Cars - \$790.00

Operation & Maintenance/Vehicles: Jasper-Newton County SWS - Repairs - \$251.44

Contract with Service Agencies: Genetics Screening & Counseling - \$1,135.00
Woodland Heights General Hospital - \$1,587.95
Lufkin Workshop & Opportunity Center - \$7,016.67
B. T. Hartman Ph.D. - \$ 2,100.00
Lynn Dunlap - \$500.00
Wilson-McKewen Treatment Center - \$855.50
Nacogdoches Treatment Center - \$590.00

Postage, Telephone: CA - Telephone - \$1,809.61 (2 Months)

Annual Audit: \$7,800

Insurance: Worker's Compensation - \$374.34

Utilities: Shelby County Halfway House - Electricity - \$252.82

Contract Materials: Hardin County SWS - Sandpaper, paint, tools, nails, screws - \$252.98

Miscellaneous - Moving Costs - \$925.00

BREAKDOWN OF ENCUMBRANCES

Food: Shelby County Halfway House - \$1,268.39

Equipment/Furniture Purchased: Jasper County Developmental Center - Children's Slide - \$257.00
Polk County Community Counseling Center - 2 Movies - \$1,032.25
Kirbyville Developmental Center - Desk and Chair - \$254.30
CA - Portable PA System - \$250.00

Equipment/Furniture Rental: CA - Xerox copier- \$782.17

Operation & Maintenance/Vehicle - Jasper-Newton County Sheltered Workshop - Gasoline- \$271.96

Educational Supplies - Title I Developmental Centers - Books & Supplies - \$571.39

DETRMIMRS
NAME OF CENTER

January 31, 1978
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
1. Administration	17,763	35,525.82	213,155	106,577.48	106,577.52
2. Screening, Referral and Emergency	1,982	3,964.34	23,786	11,893.01	11,892.99
3. Outpatient Services	18,130	36,260.66	217,564	108,781.99	108,782.01
4. Special Education	10,956	21,910.84	131,465	65,732.51	65,732.49
5. Sheltered Work Training and Day/Evening Care	23,469	46,938.00	281,628	140,814.00	140,814.00
6. Alternate Residential/ 24-Hour Care	9,978	19,956.50	119,739	59,869.50	59,869.50
TOTALS	<u>82,278</u>	<u>164,556.16</u>	<u>987,337</u>	<u>493,668.49</u>	<u>493,668.51</u>

DETRMMRS
NAME OF CENTER

January 31, 1978
DATE

STATE GRANT-IN-AID

PROGRAM CATEGORY	MONTHLY BUDGET	MONTHLY EXPENSE	ANNUAL BUDGET	CUMULATIVE EXPENSE	BALANCE YTD
1. Administration	17,763	21,092.30	213,155	81,282.19	131,872.81
2. Screening, Referral and Emergency	1,982	1,982.17	23,786	9,910.84	13,875.16
3. Outpatient Services	18,130	19,923.87	217,564	103,306.97	114,257.03
4. Special Education	10,956	5,832.49	131,465	49,654.16	81,810.84
5. Sheltered Work Training and Day/Evening Care	23,469	23,469.00	281,628	117,345.00	164,283.00
6. Alternate Residential/ 24-Hour Care	9,978	9,978.25	119,739	49,891.25	69,847.75
TOTALS	<u>82,278</u>	<u>82,278.08</u>	<u>987,337</u>	<u>411,390.41</u>	<u>575,946.59</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICESBALANCE SHEET

January 31, 1978

ASSETS

Current Assets

Cash in Bank		\$141,184.35
Petty Cash		150.00
Accounts Receivable-Fees	38,708.71	
Less: Allowance for Uncollectible	<u>16,049.00</u>	
Accounts		22,659.71
Accounts Receivable-Other		100,036.03
Accounts Receivable-Internal		<u>22,000.00</u>
<u>TOTAL CURRENT ASSETS</u>		286,030.09

Fixed Assets-At Cost

Furniture & Equipment	217,697.60
Vehicles	<u>114,698.59</u>
<u>TOTAL FIXED ASSETS</u>	332,396.19

TOTAL FIXED ASSETSTOTAL ASSETS\$618,426.28LIABILITIES, RESERVES & FUND BALANCE

Current Liabilities

Accounts Payable	\$ 18,939.34
F.I.C.A. Tax Payable	13,879.71
Sales Tax Payable	<u>4.83</u>
<u>TOTAL CURRENT LIABILITIES</u>	32,823.88

Reserve for Investment in Fixed Assets

332,396.19

Fund Balance

253,206.21

TOTAL LIABILITIES, RESERVES & FUND BALANCE\$618,426.28CASH POSITION STATEMENT

January 31, 1978

Cash in Bank

Operating Account	\$ 30,397.98
F.I.C.A. Account	17,103.73
Senate Bill 230 Account	9,828.58
Title I Account	11,565.41
HEW Operating Account	22,406.88
Houston County TRC Account	6,156.91
Hardin County TRC Account	9,386.42
Land Account	6,592.32
Certificate of Deposit	<u>27,746.12</u>
<u>TOTAL CASH IN BANK</u>	141,184.35

Petty Cash

150.00TOTAL CASH ON HAND\$141,334.35

DEEP EAST TEXAS REGIONAL MHMR SERVICES

Page 1 of 2

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY COST CATEGORY

Cost Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Salaries and wages (010)	\$1,344,000	\$ 567,372.16	\$ 776,627.84	\$ 110,947
Salary and merit (011)	7,500	755.77	6,744.23	963
Fringe benefits (020)	128,352	39,690.79	88,661.21	12,666
Consultation & Prof. fees				
Direct Patient Serv. (30)	2,300	112.50	2,187.50	312
Other (040)	4,000	742.83	3,257.17	465
Travel-Staff & Board (050)	78,000	30,916.25	47,083.75	6,726
Consumable Items				
Drugs (060)	84,000	40,559.84	43,440.16	6,206
Food (070)	25,000	10,594.85	14,405.15	2,058
Other (Office, etc.) (080)	60,000	40,194.94	19,805.06	2,829
Equipment & Furniture				
Purchase (090)	30,896	14,129.06	16,766.94	2,395
Rental (100)	24,000	9,915.10	14,084.90	2,012
Repairs & Mainten. (110)	6,200	5,980.80	219.20	31
Building				
Rent (120)	96,000	40,101.22	55,898.78	7,985
Remodeling & Renov. (130)	7,200	3,423.00	3,777.00	540
Repairs & Mainten. (140)	360	387.65	(27.65)	(4)
Vehicle				
Purchase (150)	7,005	7,004.42	.58	- 0 -
Rental (160)	7,584	3,519.73	4,064.27	581
Operating & Mainten. (170)	27,000	11,424.85	15,575.15	2,225
Contracts with Service Agencies (180)	325,697	154,342.75	171,354.25	24,479
Other				
Postage & Phone (190)	51.6	20,304.65	31,295.35	4,471
Laboratory Exp. (191)	2,000	608.35	1,391.65	199
Client Transport. (192)				

DEEP EAST TEXAS REGIONAL MIMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY COST CATEGORY

Cost Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Other continued:				
Insurance (194)	\$ 23,967	\$ 25,325.82	\$ (1,358.82)	\$ (194)
Client wages (195)	48,000	19,625.06	28,374.94	4,054
Utilities (196)	19,775	10,075.90	9,699.10	1,386
Contract material (197)	5,000	3,087.29	1,912.71	273
Educational mater. (198)	1,000	1,540.58	(540.58)	(77)
Miscellaneous (199)	12,000	9,675.79	2,324.21	332
Emolument (200)	4,200	1,750.00	2,450.00	350
Legal services (201)	500	37.50	462.50	66
Ther. Recreation (202)	200	217.11	(17.11)	(2)
Concessions (203)	6,000	1,668.35	4,331.65	619
Client fringe (204)	2,000	780.16	1,219.84	174
Grand Total (300)	\$2,448,336	\$1,076,665.07	\$1,371,670.93	\$195,953

Note: The amounts shown for the monthly budget are derived by applying 1/7th of the balance for each cost category.

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78 AND
THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY PROGRAM CATEGORY

Program Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Administration	\$ 447,510	\$ 168,808.68	\$ 308,701.32	\$ 44,100
Screening & Referral/Emergency	68,000	32,042.10	35,957.90	5,137
Outpatient/Clinic Services	828,821	371,914.15	456,906.85	65,273
Special Education Classes	297,854	169,900.33	127,953.67	18,279
Day/Evening Care	124,151	51,952.76	72,198.24	10,315
Sheltered Work Training	459,668	199,521.64	260,146.36	37,163
Alternate Residential Care	162,332	68,219.51	94,112.49	13,444
24-hour Residential Care	30,000	14,305.90	15,694.10	2,242
Totals	\$2,448,336	\$1,076,665.07	\$1,371,670.93	\$195,953

Note: The amounts shown for the monthly budget are derived by applying 1/7th of the balance for each program category.

DEEP EAST TEXAS REGIONAL MIMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
001	Central Administration	\$ 358,707	\$ 112,710.08	\$ 245,996.92	\$ 35,142
040	Personnel, Staff Dev. & Training	43,722	18,144.02	25,577.98	3,654
039	Public Education & Consultation	32,681	17,646.83	15,034.17	2,148
044	Research and Evaluation	11,200	7,631.05	3,568.95	510
052	Volunteer Services	31,200	12,676.70	18,523.30	2,646
042	Mobile Evaluation Unit	68,000	32,042.10	35,957.90	5,137
015	Angelina Co. OPC	252,918	111,961.40	140,956.60	20,137
047	Nacogdoches Co. OPC	113,583	55,650.86	57,932.14	8,276
016	Jasper-Newton Co. OPC	91,759	45,698.01	46,060.99	6,580
014	Trinity Co. OPC	96,160	40,076.94	56,083.06	8,012
017	Tyler Co. OPC	97,207	41,206.59	56,000.41	8,000
019	Jasper Co. CCC	46,828	20,164.50	26,663.50	3,809
021	Nacogdoches Co. CCC	28,508	12,617.92	15,890.08	2,270
020	Polk Co. CCC	69,304	32,606.20	36 7.80	5,243

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
049	Protective Services	\$ 32,554	\$ 11,931.73	\$ 20,622.27	\$ 2,946
028	Excelsior (Shelby Co.) Dev. Ctr.	82,829	51,846.73	30,982.27	4,426
005	Jasper Co. Dev. Ctr.	25,807	14,207.86	11,599.14	1,657
029	Kirbyville Dev. Ctr.	25,422	13,657.71	11,764.29	1,681
030	Newton Co. Dev. Ctr.	21,189	11,609.00	9,580.00	1,368
031	Shelbyville Dev. Ctr.	38,731	19,072.59	19,658.41	2,808
032	Teneha Dev. Ctr.	47,826	18,988.60	28,837.40	4,120
033	Timpson Dev. Ctr.	32,624	29,930.40	2,693.60	385
056	Hardin Co. Dev. Ctr.	23,426	10,587.44	12,838.56	1,834
041	Angelina Co. Day Treat. Prog.	57,292	23,749.58	33,542.42	4,792
002	San Jacinto Co. Dev. Ctr.	27,879	12,402.88	15,476.12	2,211
007	Tyler Co. Dev. Ctr.	31,291	13,618.52	17,672.48	2,525
051	Recreation	7,689	2,181.78	5,507.22	787

DEEP EAST TEXAS REGIONAL MMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD 2/178-8/31/78 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
053	Hardin Co. SWS	\$ 58,008	\$ 26,720.45	\$ 31,287.55	\$ 4,470
054	Houston Co. SWS	64,534	31,308.78	33,225.22	4,747
050	Jasper-Newton Co. SWS	52,551	24,715.94	27,835.06	3,976
011	Lufkin Workshop & Oppor. Ctr.	84,200	28,066.67	56,133.33	8,019
010	Nacogdoches Co. SWS	80,195	33,627.67	46,567.33	6,652
009	Polk Co. SWS	56,805	25,142.49	31,662.51	4,523
008	Shelby Co. SWS	63,375	29,939.64	33,435.36	4,776
038	Shelby Co. HWH-Alcohol	66,480	25,425.03	41,054.97	5,865
055	Shelby Co. HWH-MH	30,068	16,493.24	13,574.76	1,939
026	Sunrise Manor	65,784	26,289.81	39,494.19	5,642
057	Nacogdoches Co. HWH	- 0 -	11.43	(11.43)	(2)
035	Lufkin Memorial Inpatient Ctr.	11,400	6,079.62	5,320.38	760
036	Nacogdoches Memorial Inpa. Ctr.	6,900	1,529.08	5,370.92	767
037	Woodland Heights Inpatient Ctr.	11,700	6,697.20	5,002.80	715

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
 - AND THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY ORGANIZATIONAL UNIT

O.U.#	Organizational Unit Name	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
	TOTAL	\$2,448,336	\$1,076,665.07	\$1,371,670.93	\$195,953

Note: The amounts shown for the monthly budget are derived by applying 1/7th of the balance for each organizational unit.

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78 AND THE
MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY DISABILITY CATEGORY

Disability Category	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
<u>Mental Health</u> (amount of budget allocated and expended to serve people with mental health problems)	\$1,080,580	\$ 470,759.71	\$ 609,820.29	\$ 87,117
<u>Mental Retardation</u> (amount of budget allocated and expended to serve people with mental retardation problems)	1,158,809	531,940.11	626,868.89	89,553
<u>Alcoholism</u> (amount of budget allocated and expended to serve people with alcoholism problems)	166,701	60,395.99	106,305.01	15,186
<u>Drug</u> (amount of budget allocated and expended to serve people with drug problems)	42,246	13,569.26	28,676.74	4,097
Grand Total	\$2,448,336	\$1,076,665.07	\$1,371,670.93	\$195,953

Note: The amounts shown for the monthly budget are derived by applying 1/7th of the balance for each disability category. Costs pertaining to administration are prorated to the disability categories.

DEEP EAST TEXAS REGIONAL MHMR SERVICES

BUDGETED FUNDS EXPENDED AND/OR ENCUMBERED FOR THE PERIOD 9/1/77-1/31/78
AND THE MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY SOURCE OF FUNDS

Source of Funds	Budgeted Amount	Expended and/or Encumbered	Balance	Monthly Budget
Local	\$ 706,210	\$ 386,427.69	\$ 319,782.31	\$ 45,683
State Grant-in-Aid	987,337	411,390.41	575,946.59	82,278
Other State				
1. TCA	18,745	7,861.20	10,883.80	1,555
2. TRC Hardin	31,881	11,796.67	20,084.33	2,869
3. TRC Houston	31,481	17,984.34	13,496.66	1,928
4. BSCHD	15,712	6,547.33	9,164.67	1,310
Federal				
1. Title I (89-313)	136,674	42,781.42	93,892.58	13,413
2. DDA	70,037	17,712.87	52,324.13	7,475
3. HEW (94-63)	415,259	168,810.31	246,448.69	35,207
4. Title XIX (Liaison)	35,000	5,352.83	29,647.17	4,235
TOTALS	\$2,448,336	\$1,076,665.07	\$1,371,670.93	\$195,953

NOTE: The amounts shown for the monthly budget are derived by applying 1/7th of the balance for each source of funds.

BUDGETED FUNDS RECEIVED FOR THE PERIOD 9/1/77-1/31/78 AND THE
MONTHLY BUDGET FOR THE PERIOD 2/1/78-8/31/78 BY SOURCE OF FUNDS

Source of Funds	Budgeted Amount	Amount Received	Balance	Monthly Budget
Local				
1. County Government	\$ 117,014	\$ 25,786.15	\$ 91,227.85	\$ 13,033
2. School District	9,577	9,987.00	(410.00)	(59)
3. Fees - Insurance	49,000	21,369.46	27,630.54	3,947
4. Title XX Reimbursement	97,000	19,436.00	77,564.00	11,081
5. Title XX Protective Ser.	29,000	8,203.68	20,796.32	2,971
6. ICF - MR	8,200	- 0 -	8,200.00	1,172
7. Senate Bill 230	290,000	152,672.86	137,327.14	19,618
8. TRC Reimbursements	12,000	14,853.03	(2,853.03)	(408)
9. Workshop Production	44,062	13,840.70	30,221.30	4,317
10. Donations	5,500	1,515.25	3,984.75	569
11. Concessions	2,500	1,274.86	1,225.14	175
12. Miscellaneous	3,500	5,836.09	(2,336.09)	(334)
13. Lufkin State School	5,000	580.00	4,420.00	631
14. Jasper/Newton ARC	30,857	15,139.00	15,718.00	2,245
15. Interest	3,000	991.65	2,008.35	287
16. Pineywoods ARC	- 0 -	9,598.50	(9,598.50)	(1,371)
State Grant-In-Aid	987,337	493,668.49	493,668.51	70,524
Other State				
1. Texas Comm. Alcohol	18,745	10,074.00	8,671.00	1,239
2. TRC - Hardin County	31,881	16,300.00	15,581.00	2,226
3. TRC - Houston County	31,481	26,400.00	5,081.00	726
4. Beaumont State CHD	15,712	7,856.00	7,856.00	1,122
Federal				
1. Title I (89-313)	136,674	49,289.45	87,384.55	12,484
2. DDA	70,037	20,063.00	49,974.00	7,139
3. HEW (94-63)	415,259	190,191.00	225,068.00	32,153
4. Title XIX (Liaison)	35,000	5,352.83	29,647.17	4,235
Total	\$2,448,336	\$1,120,279.00	\$1,328,057.00	\$189,722

Note: The amounts shown for the monthly budget are derived by applying 1/7th of the balance for each source of funds.

CASH RECEIPTS FOR THE PERIOD 9/1/77 - 1/31/78 AND
 PROJECTED CASH RECEIPTS FOR THE PERIOD 2/1/78 - 8/31/78

SOURCE OF FUNDS	BUDGETED AMOUNT	RECEIPTS 9/1/77-1/31/78	BALANCE	PROJECTED CASH RECEIPTS						
				FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
County Government	\$ 117,014	\$ 25,786	\$ 91,228	\$ 13,033	\$ 13,033	\$ 13,033	\$ 13,033	\$ 13,033	\$ 13,033	\$ 13,033
School Dist.	9,577	9,987	(410)							
Direct Patient Fees-Ins	49,000	21,369	27,631	3,947	3,947	3,947	3,947	3,947	3,947	3,947
Title XX	97,000	-0-	97,000	13,857	13,857	13,857	13,857	13,857	13,857	13,857
ICF-MR	8,200	-0-	8,200	1,172	1,172	1,172	1,172	1,172	1,172	1,172
Senate Bill 230	290,000	146,976	143,024	20,432	20,432	20,432	20,432	20,432	20,432	20,432
TRC-Reimburse-ments	12,000	14,853	(2,853)							
Title XX Pro. Ser.	29,000	6,497	22,503	3,215	3,215	3,215	3,215	3,215	3,215	3,215
Lufkin State School	5,000	580	4,420	631	631	631	631	631	631	631
Workshop Prod.	44,062	13,841	30,221	4,317	4,317	4,317	4,317	4,317	4,317	4,317
Donations	5,500	1,515	3,985	569	569	569	569	569	569	569
Concessions	2,500	1,275	1,225	175	175	175	175	175	175	175
Jasper/Newton ARC	30,857	-0-	30,857	15,139		7,859			7,859	
Interest	3,000	992	2,008	287	287	287	287	287	287	287
Miscellaneous	3,500	5,836	(2,336)							
Grant-in-Aid	987,337	493,668	493,669		82,278	164,556		82,278	164,556	
Supplemental CIA										
Tex Comm. Alc.	18,745	5,717	13,028	1,861	1,861	1,861	1,861	1,861	1,861	1,861
TRC-Hardin Co.	31,881	13,100	18,781	2,683	2,683	2,683	2,683	2,683	2,683	2,683
TRC-Houst. Co.	31,481	21,600	9,881	1,412	1,412	1,412	1,412	1,412	1,412	1,412
BSCHD	15,712	7,856	7,856			3,928			3,928	
Title I	136,674	20,382	116,292	28,907			43,692			43,692
DDA	70,037	20,063	49,974		16,658			16,658		16,658
HW 94-63	415,259	190,191	225,068	32,153	32,153	32,153	32,153	32,153	32,153	32,153
Title XIX Liaison	35,000	4,446	30,554	4,365	4,365	4,365	4,365	4,365	4,365	4,365
TOTALS	\$2,448,336	\$1,026,530	\$1,421,806	\$148,155	\$203,045	\$280,452	\$147,801	\$203,045	\$280,452	\$164,459

EXPENDITURES AND/OR ENCUMBERANCES FOR THE PERIOD 1/31/78 AND PROJECTED EXPENDITURES AND/OR ENCUMBERANCES FOR THE PERIOD 2/1/78 - 8/31/78

[illegible]

Appendix 1

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division BUSINESSReport Month January, 1978

Quantified Objectives for Year	1.	2.		3.	4.	5	6.	7.	8.
	Monthly Goal	Actual Performance for Month		Numerical Deviation $\pm$ Columns 1 & 2		Year to Date Cumulative			# Served This Month (if appropriate)
		Numerical	% of Goal			Actual No.	Goal No.	%	
1. Have no more than 5% manually issued payroll checks.	19/378 (5%)	7/378 (1.9%)	37%	-12		36/1803 (2%)	90/1803 (5%)	41%	

DEEP EAST TEXAS MIMR SERVICES

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

Monthly/Quarterly Report

Report Month/Quarter January, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. To continue to improve all aspects of the internal control program.	1. Received report from Accounting Clerk 3 on reconciliation of bank statements and checks verified. 2. Verified that all cash recorded on Transfer of Cash forms from OUs has been deposited in bank account. 3. Received report from Accounts Recivable clerk that all stubs and receipts from OUs are accounted for. 4. Reviewed spot checks of change funds for second quarter.	1. February 8, 1978 2. February 17, 1978 3. February 20, 1978 4. February 14, 1978
2. To continue to expand efforts and influence of safety committee.	1. Conducted quarterly meeting of safety committee.	1. January 18, 1978
3. Total funds recived should be at least equal to \$2,448,336 to collect at least 80% of each source of funds.	1. Received report on collections from client fees & insurance, Title XX, and workshop production. 2. Vouchers were submitted for all available sources of revenue. Report of revenue receipts submitted in January supportin documents for the Board Meeting.	
4. Implement client data system and make usable for our staff.	1. Report showing error pèrcentage is not available from TDMHMR at this time. 2. Reports on server hours by staff have been forwarded to sppropriate Division Directors.	

DEEP EAST TEXAS MIMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division BUSINESSReport Month/Quarter January, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
5. Implement data processing system for fiscal records.	1. First quarter data has been entered. December & January totals are now being entered. February data will then be entered by individual transactions.	
6. 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 for.	1. February 9, 1978 2. February 9, 1978
7. Monitor funds recived and expended under each grant project.	1. Received report reflecting funds received and expended for each grant.	1. February 9, 1978
8. Convert from cash basis to accrual basis in accounting system.	1. Encumbrances of all outstanding orders recorded by journal voucher as of Jan. 31, 1978. This information is reflected on the Summary of Disbursements. 2. Accruals of all funds receivable recorded by journal voucher as of Jan. 31, 1978. This information is reflected on the Summary of Receipts. 3. Journal voucher prepared reversing encumbrances and accruals.	1. January 31, 1978 2. January 31, 1978

DEEP EAST TEXAS MIMR SERVICES

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

Monthly/Quarterly Report

Report Month/Quarter January, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
9. Continue efforts to improve and expand purchasing procedures.	1. Received report on number of purchase requisitions filled which were over 30 day old. There were 2. 2. Position of purchasing and supply clerk has been upgraded and recruiting for the new position is in progress.	1. February 6, 1978

Appendix 2

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL RETARDATIONReport Month/Quarter JANUARY, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT THE REGION.	1. DURING JANUARY, A TOTAL OF 6 CLIENTS WERE DISCHARGED INTO THIS REGION FROM STATE SCHOOLS. WE PARTICIPATED IN 100% OF THE PLANNING AND DISCHARGE ACTIVITIES.	
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT THE REGION.	2. THERE WERE NO APPLICATIONS PROCESSED FOR STATE SCHOOL ADMISSION DURING THE MONTH.	
3. EXPAND EFFORT TO IMPACT THE STATE SCHOOL ADMISSION, READMISSION, AND DISCHARGE RATE.	3. PARENTS/GUARDIANS OF ELIGIBLE CLIENTS FOR PLACEMENT AT SAN AUGUSTINE DEVELOPMENT CENTER WERE CONTACTED AND OFFERED THIS PROGRAM AS AN ALTERNATIVE TO STATE SCHOOL PLACEMENT. THE STATE SCHOOL WAITING LIST HAS BEEN REDUCED FROM 49 (JUNE 77) TO 45 THIS MONTH.	

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

Monthly Report

Division MENTAL RETARDATION
 Report Month JANUARY, 1978

Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	% Annual Goal
DEVELOPMENTAL CENTERS				
EXCELSIOR	42	46	47	98
HARDIN	8	8	18	44
JASPER	12	12	27	44
KIRBYVILLE	15	16	19	84
NEWTON	12	15	15	100
SHELBYVILLE	18	18	18	100
TENAH	16	17	22	77
TIMPSON	31	34	35	97
SAN JACINTO	11	11	13	85
TYLER	15	15	20	75
TOTALS	<u>180</u>	<u>192</u>	<u>234</u>	<u>82</u>
SHELTERED WORKSHOPS				
HARDIN	18	20	33	61
HOUSTON	21	23	45	

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division MENTAL RETARDATION

Report Month JANUARY, 1978

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	23	24	45	53
NACOGDOCHES	21	21	40	53
POLK	25	25	45	56
SHELBY	27	27	40	68
LUFKIN	61	71	90	79
TOTALS	196	211	338	62
MOBILE UNIT	85	164	600	27
SUNRISE MANOR	9	9	16	56
RECREATION	0	9	25	36
GRAND TOTAL	470	576	1,213	47

Appendix 3

PROGRAM EVALUATION AND
PLANNING DIVISION

MONTHLY REPORT

JANUARY, 1978

G O A L S	DOCUMENTATION OF EFFORT TO MEET GOAL	DATE ACCOMPLISHED
1. TO CONDUCT EVALUATIONS WHICH WILL REFLECT THE QUALITY AND EFFICIENCY OF TREATMENT, HABILITATION, AND REHABILITATION MODALITIES OF THIS AGENCY.	THE PEER REVIEW COMMITTEE IS ON-SCHEDULE TO DATE. KEY STAFF REVIEWED REVISED PEER REVIEW SCALES.	
2. TO WORK TOWARD OR MAINTAIN COMPLIANCE WITH APPROPRIATE STANDARDS IN THE MENTAL HEALTH, MENTAL RETARDATION, DEVELOPMENTAL DISABILITIES, AND ALCOHOLISM FIELDS.	A TOTAL OF 16 SITE VISTS WERE CONDUCTED IN JANUARY TO DETERMINE COMPLIANCE WITH VARIOUS STANDARDS. THESE WERE AS FOLLOWS: <u>OSHA STANDARDS:</u> THIS EVALUATOR ACCOMPANIED A REPRESENTATIVE OF THE TEXAS OCCUPATIONAL SAFETY BOARD ON A COURTESY SAFETY INSPECTION OF: HARDIN Co. SWS JASPER-NEWTON Co. SWS POLK Co. SWS HOUSTON Co. SWS NACOGDOCHES Co. SWS SHELBY Co. SWS NIMH STANDARDS <u>TDMHMR PROPOSED STANDARDS:</u> CONDUCTED SITE VISITS TO THE FOLLOWING MENTAL HEALTH UNITS TO ASCERTAIN COMPLIANCE WITH THESE STANDARDS OR PROPOSED STANDARDS: JASPER-NEWTON Co. OPC JASPER Co. CCC	1/10/78 1/10/78 1/10/78 1/11/78 1/11/78 1/11/78 1/12/78 1/12/78

G O A L S	DOCUMENTATION OF EFFORT TO MEET GOAL	DATE ACCOMPLISHED
2. CONTINUED...	TYLER Co. OPC NACOGDOCHES Co. CCC TRINITY Co. OPC POLK Co. CCC NACOGDOCHES Co. OPC ANGELINA Co. OPC PROTECTIVE SERVICES	1/13/78 1/16/78 1/18/78 1/18/78 1/19/78 1/20/78 1/23/78
3. 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 SERVICES TO CLIENTS.	A. THE REGIONAL VOLUNTEER SERVICES ADVISORY COMMITTEE CONDUCTED ITS BI-MONTHLY MEETING. B. THE VOLUNTEER RECOGNITION DINNER IS BEING PLANNED FOR MAY 4, 1978. THE BOARD IS KEPT INFORMED OF THE PLANS TO DATE.	1/31/78
4. TO PROVIDE OPPORTUNITIES FOR PROFESSIONAL GROWTH TO THE BOARD AND STAFF THROUGH DEVELOPMENT OF MHMR LIBRARY.	A. STAFF UTILIZED A VOLUNTEER CONSULTANT, Mr. EARLON WILLIAMS, LIBRARIAN, AT ANGELINA COLLEGE, TO ADVISE US ON OUR PRESENT SYSTEM OF FILING AND RECORD KEEPING. B. AN UPDATED BIBLIOGRAPHY WAS PROVIDED TO STAFF AND BOARD MEMBERS.	

G O A L S	DOCUMENTATION OF EFFORT TO MEET GOAL	DATE ACCOMPLISHED
5. TO COMPLY WITH THE LAW AS IT RELATES TO THE FILING OF PLANNED OR EXPANDED PROGRAMS WITH HEALTH FACILITIES COMMISSION.	STAFF IS AWAITING RESPONSE TO A DECLARATORY RULING REQUEST FOR A FEMALE MR HALF-WAY HOUSE.	
6. 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.	ATTENDED THE GETHSA MEETING WHERE THEIR FIVE YEAR PLAN WAS ADOPTED.	

JANUARY, 1978

TDMHMR SURVEY RATINGS

C A T E G O R Y	TDMHMR COMPLIANCE PERCENT	DETRMHMRS COMPLIANCE PERCENT
BOARD ORGANIZATION/OPERATION	93%	89%
ADMINISTRATION	94%	91%
SERVICE DELIVERY	81%	89%
QUALITY ASSURANCE	100%	100%
	89.3%	90%

Appendix 4

DEEP EAST TEXAS MHMR SERVICES
DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter JANUARY, 1978

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: 19 (DECEMBER 16, 1977 - JANUARY 15, 1978). B. NUMBER MENTAL HEALTH CLIENTS DISCHARGED AND CONTACTED WITHIN 30 DAYS AFTER NOTIFICATION: 19; 100% (DECEMBER 16, 1977 - JANUARY 15, 1978). C. NUMBER AND PERCENT OF MENTAL HEALTH CLIENTS DISCHARGED WITH PREDISCHARGE PLAN DEVELOPED WITH PARTICIPATION OF MHMR STAFF: 20; 105%	
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT REGION.	A. NUMBER OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL: 27 (DECEMBER, 1977). B. NUMBER AND PERCENT OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL RECEIVING PRESCREENING SERVICES: 3; 11⁷/₁₀ (DECEMBER, 1977).	

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTHReport Month/Quarter JANUARY, 1978

PAGE 2

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT REGION. (CONT.)	C. NUMBER OF MENTAL HEALTH CLIENTS SCREENED BY MENTAL HEALTH PROGRAMS: 170 (DECEMBER, 1977). D. NUMBER OF COURT REFERRALS TO CENTER: 13 (DECEMBER, 1977). E. NUMBER AND PERCENT OF COURT REFERRALS TREATED AND MAINTAINED IN A CENTER PROGRAM: 10; 76% (DECEMBER, 1977).	
3. EXPAND EFFORT TO IMPACT THE SS AND SH ADMISSION, READMISSION, AND DISCHARGE RATE.	A. NUMBER OF MENTAL HEALTH CLIENTS ADMITTED TO RUSK STATE HOSPITAL: 27 (DECEMBER, 1977). B. NUMBER OF PERSONS ADMITTED TO CENTER IN-PATIENT PROGRAMS WHO MIGHT OTHERWISE HAVE BEEN INSTITUTIONALIZED: 16 (DECEMBER, 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.	

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter JANUARY, 1978

PAGE 3

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
4. DEVELOP CAPABILITY OF RESPONDING TO CRISES 24 HOURS PER DAY. (CONT.)	EMERGENCY CALLS 1 NON-EMERGENCY CALLS <u>19</u> TOTAL CALLS 20 NUMBER OF CALLS BY COUNTY: ANGELINA----- 8 HARDIN----- 0 HOUSTON----- 1 JASPER----- 0 MACOGDOCHES----- 3 NEWTON----- 2 SABINE----- 0 SAN AUGUSTINE----- 0 SAN JACINTO----- 0 SHELBY----- 5 TYLER----- 1 TRINITY----- 0 POLK----- <u>0</u> TOTAL CALLS 20	

DEEP EAST TEXAS MH/MK SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division MENTAL HEALTH

Report Month JANUARY, 1978

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	397	508	900	56%
JASPER COUNTY OPC	96	190	300	63%
NACOGDOCHES COUNTY OPC	186	391	525	74%
TRINITY COUNTY OPC	132	177	260	68%
TYLER COUNTY OPC	102	220	337	65%
PROTECTIVE SERVICES	<u>34</u>	<u>64</u>	<u>100</u>	<u>64%</u>
	947	1,550	2,422	64%
<u>INPATIENT PROGRAMS:</u>				
MEMORIAL HOSPITAL	12	30	60	50%
WOODLAND HEIGHTS HOSPITAL	4	36	60	60%
NACOGDOCHES MEMORIAL HOSPITAL	<u>0</u>	<u>1</u>	<u>60</u>	<u>2%</u>
	16	67	180	37%
<u>ALCOHOL/DRUG ABUSE PROGRAMS:</u>				
JASPER COUNTY CCC	59	141	125	113%
NACOGDOCHES COUNTY CCC	54	125	125	100%
POLK COUNTY CCC	73	169	195	87%
SHELBY COUNTY HALFWAY HOUSE - MH	6	19	20	95%
SHELBY COUNTY HALFWAY HOUSE - ALC	<u>20</u>	<u>50</u>	<u>50</u>	<u>100%</u>
	212	504	515	98%

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

Monthly Report

Division MENTAL HEALTH

Report Month JANUARY, 1978

PAGE 2

Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	% Annual Goal
<u>PRESCREENING/AFTERCARE PROGRAM:</u>				
ANGELINA COUNTY DAY TREATMENT PROGRAM	<u>15</u> 15	<u>35</u> 35	<u>60</u> 60	<u>58%</u> 58%
GRAND TOTAL	1,190	2,156	3,117	69%