

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

April 25, 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
Mrs. Nancy Speck

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMRS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Dr. Jack Martin "
Mr. Franklin Avant "
Mr. Jim McDermott "
Mrs. Nell Newton "
Mrs. Sherry Carlton "
Mrs. Helen Anderson "
Dr. Stephen Cook, Pastor, First Presbyterian Church, Lufkin
Mrs. Lois Gee, Jasper

The 55th 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, April 25, 1978, at 5:10 p.m.

INVOCATION: Dr. Stephen Cook, pastor of the First Presbyterian Church of Lufkin 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., and recognized guests previously listed.

Mr. Burke expressed his appreciation to Judge Sturrock for his assistance in getting the cross-over in front of the Day Treatment/Administration Facility.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the March Board Meeting, on a motion by Mr. Mann, seconded by Mr. Woods, the Board approved the Minutes of the March 28, 1978 Board Meeting.

RECOGNITION OF INCOMING BOARD MEMBER REPRESENTING NACOGDOCHES COUNTY: Mr. Burke commented that we do sincerely appreciate having Mrs. Speck as a Member on our Board of Trustees.

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

1. Helen Anderson, a new Secretary in our organization, is here tonight observing Sherry Carlton.

2. Mr. McDermott and I attended a fund-raising dinner at Waterwood for the San Jacinto County Clinic. It was a very nice evening and several officials attended that dinner.

3. Mr. Avant and I attended the Budget Instruction Meeting in Austin on April 3-4. We will talk more about that item later on tonight.

4. Judge Sturrock and I attended the County Judges Workshop in Houston on April 5-6. This Conference was on the new Mentally Retarded Person's Act.

5. We now have a person stationed at Rusk State Hospital. We will hopefully know of everyone coming out of Rusk State Hospital prior to their dismissal from that facility.

6. As you know from recent correspondence, I am in the process of meeting with State Representatives in this area. I am showing them the different units so they will have an idea of what is offered in their particular legislative districts.

7. Drs. Vogtsberger and Sibley have both purchased homes in Lufkin. They are in the process of making final arrangements to move.

8. We participated in our first orientation program for a new Board Member. Mr. Woods and Mrs. Speck have both been here all day.

Mrs. Speck commented that she is thoroughly impressed with the efficiency and the professional level of all those participating in the orientation.

Mr. Woods commented that he was amazed at how many details had slipped by him. He thought the day was worthwhile and is looking forward to serving with Mrs. Speck.

9. We have recently been notified there is a possibility of receiving a grant from the Department of Housing and Urban Development for a building. I understand that they did hold a

public hearing about it in Jasper and the Commissioner's Court did agree on this. It is still in the formative stages and we will keep you posted.

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

Mr. Avant, Business Division:

1. Six counties now have 100%. We have received \$74,048 in local funds to date.

2. The Purchasing and Supply Clerk has been hired. That position was filled April 3. We have new location for supplies on the first floor of the Angelina Building.

3. Presented the goals of the Business Division for the month of March (see Appendix #2).

Mr. Burbank, Mental Retardation Division:

1. Since we began the Genetic Screening Program, it has been held at Angelina College. There have been a few problems with having people come to the Student Center, thus we are looking for another location. We will possibly be able to move it in July to the Wilson McKewen Treatment Center. The Genetics team will look at the facility and see if it is appropriate. It is a tremendous program and our only regret is that we don't have it more frequently.

2. The City of Browndell received some assistance to renovate some of their housing and to beautify their city. Last week the Jasper-Newton Sheltered Workshop signed a contract with the City of Browndell to provide these services to them some time within the next 90 days for \$2,500.

3. Presented the goals of the MR Division for the month of March (see Appendix #3).

Mrs. Ecker, Program Evaluation and Planning Division:

1. Ms. Nancy Barker will be our guest speaker for the Volunteer Recognition Banquet being held May 4.

Judge Sturrock asked that Mrs. Ecker provide him with a list of those volunteers in his county who have been invited to the Banquet.

Dr. Lawrence suggested that all Board Members receive a list of this nature for their respective counties.

2. Presented the goals of the Program Evaluation and Planning Division for the month of March (see Appendix #4).

Dr. Martin, Mental Health Division:

1. On April 7 we had a meeting with the Ministerial Alliance. We plan to have some other meetings like this in the future and see if it does not help us to develop a rapport with our ministers and the community. We get a lot of referrals from ministers and they have provided us with some feedback on some of the problems they encounter.

Judge Sturrock suggested that this be done in other counties.

2. We have contracted with Dr. Himel to provide Inpatient and Outpatient services. We are pleased to have him. He will be in Jasper on Monday mornings and Woodville on Monday afternoons.

3. Presented the Mental Health Division goals for the month of March (see Appendix #5).

4. Called on Mrs. Nell Newton, Unit Supervisor, to report on activities of the Day Treatment Program.

Mrs. Newton commented that she has two Community Service Aides working with her: Ruby Ward, who has been with the organization for three years; and Johnny Stokeman, who has been with the organization for one year. Basically, the Day Treatment Program is programmed daily activities. The clients come to our program during the day and return home to their families at night. This reduces admissions to Rusk State Hospital. We are presently working with two groups of clients: intensive and extended. The intensive group is highly motivated and interested in going to work. The extended group is made up of people who are chronic and who need a structured program so they can come here with other clients. Activities in the Day Treatment wing include arts and crafts, field trips, sewing instruction, group counseling and therapy, and socialization. We also have a Nutrition Program every Wednesday. Mrs. Newton also reported on a client who has made steady improvement since becoming involved with our organization several months ago. She stated that he should be ready to be placed in private employment by mid-July.

Dr. Lawrence commented that Mrs. Newton is a very caring person and very involved in the program. He asked that Dr. Martin arrange for David Smith to present a report at the next regularly scheduled Board Meeting.

Mr. McDermott, Program Support Services Division:

1. We were asked to give a presentation at a state-wide convention of staff development officers. The week before that I was in San Antonio on a program about Public Information.

2. I also attended a meeting of GETHSA in Lufkin last week. They went through an orientation of their planning process and gave an example of this.

3. Presented the goals of the Program Support Services Division for the month of March (see Appendix #6).

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

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

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

RESOLVED, by the Board of Trustees, that the Balance Sheet, Operating Statement, Budget Summaries of Receipts and Expenditures, and Cash Flow Statements for the month of March, 1978, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Consideration of Proposed Budget Priorities for FY 79: On a motion by Mr. Mann, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the attached Budget Priority List be adopted as submitted for Fiscal Year 1979. Be it further RESOLVED that the Priority List be the basis for any additional activities for the agency as new Grant-in-Aid funds become available from TDMHMR.

Dr. Lawrence commented that this list was distributed last month and noted the changes made since then. None of those changes affect the total cost. There is a one-step raise for employees. This is consistent with what the State employees are receiving. There is no appropriation for Social Security and we will be behind the State in that but I feel like our Fringe Benefit package compensates for that.

Discussion of Budget Instructions for Biennium 80-81: Mr. Woods called on Dr. Lawrence for any comments.

Dr. Lawrence asked that everyone look at the timetable for completion of the Budget. We did involve the entire organization in the preparation of this Budget. It has been a very tedious process, but it has been well worth the time. We will go through the Budget page by page on May 9 and the Board Members will be able to take it home with them in order to make any changes. If one Board Member could go with us to the hearing in Austin, it would lend some credibility.

Consideration of Proposed Lease/Purchase Format: On a motion by Mr. Woods, seconded by Mr. Mann, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the attached lease/purchase format be approved by the Board and be utilized for the acquisition of program facilities for the Center. Be it further RESOLVED that each proposed lease/purchase agreement be presented to the Board for consideration and approval and that all lease/purchase agreements be signed by the Board Chairman.

Dr. Lawrence commented that basically, what we are trying to do is obtain the flexibility of lease/purchase instead of straight lease agreements. We are not running quite the risk now that we used to of a county pulling out from under us. We do plan to put a clause in that if the county does pull their funding out we will terminate the lease within 90 days.

Consideration of Soliciting Bids for Janitorial Services: On a motion by Mr. Mann, seconded by Judge Sturrock, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to solicit written bids for janitorial services at the Day Treatment/Administration Building. Be it further RESOLVED that these bids be submitted to the Board for consideration at the June Board Meeting.

Consideration of Proposed Data Processing Plans: Mr. Woods called on Dr. Lawrence for any comments.

Dr. Lawrence commented that we are getting back on schedule. The new Systems Analyst is on board. We do anticipate having the contract with the City of Lufkin within the next 30 days. We will be utilizing Mr. Warner as we need to.

Consideration of Proposed Lease/Purchase of Copying Machines: On a motion by Mr. Woods, seconded by Mr. Mann, the Board passed the following motion.

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to engage in a lease/purchase agreement for seven (7) Canon NP-L7 Copiers from Story-Wright, effective May 1, 1978.

Discussion of Trend Analysis of Client Data for FYs 74-77: Judge Sturrock called on Dr. Lawrence to report on this item.

Dr. Lawrence commented on the number of clients served in community programs by county of residence. This gives us an indication of the impact we do have. These reports were done mainly to give you an idea of the trends that are occurring.

Consideration of Possible Funding Opportunities: Judge Sturrock noted that the staff had not been notified of any funding opportunities.

Consideration of Proposed Plan for P.L. 94-63 Compliance: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the attached plan for compliance with P.L. 94-63 requirements be approved as submitted.

Consideration of Proposed Applications for FY 78 & 79 Title I Grants:

Part 1: Consideration of Proposed Amendment for FY 1978 Title I Grant: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the attached Amendment to the Title I Grant for FY 1978 be approved as submitted. Be it further RESOLVED that the Executive Director be authorized to sign and submit the Amendment to TDMHMR and Texas Education Agency (TEA) for approval. Be it further RESOLVED that upon approval from TEA and TDMHMR the staff be authorized to advertise and award bids for the listed equipment (see attached).

Part 2: Consideration of Proposed Title I Grant for FY 1979: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the attached Title I Grant for FY 1979 be approved as submitted. Be it further RESOLVED that the Executive Director be authorized to sign and submit the application to TDMHMR and Texas Education Agency.

Consideration of Proposed Budget Revisions in Supplemental Grant-in-Aid Project: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the Board approve the attached revisions in the Supplemental State Grant-in-Aid application. Be it further RESOLVED that the Executive Director be authorized to submit the revisions to TDMHMR and to expend the funds as designated in the revised budget.

Consideration of Proposed Contracts for Psychiatric Services: On a motion by Judge Sturrock, seconded by Mr. Mann, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the attached contracts with Dr. Max Himel and with the Nacogdoches Medical Center Hospital for the provision of psychiatric services be approved. Be it further RESOLVED that the Board Chairman be authorized to sign these contracts and that these be submitted to TDMHMR for approval.

Consideration of Continuation of Texas Rehabilitation Grants:
Part 1: Consideration of Continuation (second year funding) for TRC Grant, Hardin County Sheltered Workshop: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the proposed Continuation Grant for the operation of the Hardin County Sheltered Workshop be approved as submitted in the amount of \$51,476. Be it further RESOLVED that the Executive Director be authorized to sign the final application and submit the document to the Texas Rehabilitation Commission for approval.

Part 2: Consideration of Continuation (second year funding) for TRC Grant, Houston County Sheltered Workshop: On a motion by Judge Sturrock, seconded by Mrs. Rhoder, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the proposed Continuation Grant for the operation of the Houston County Sheltered Workshop be approved as submitted in the amount of \$51,518. Be it further RESOLVED that the Executive Director be authorized to sign the final application and submit the document to the Texas Rehabilitation Commission for approval.

Consideration of Proposed Revised Board Policies: On a motion by Mrs. Speck, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that Board Policy number D59, Exemptions from Charges for Services, be revised as submitted.

Consideration of Proposed Nominees for Advisory Councils and Committees: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the Board approve the addition of the following interested citizens to the County Advisory Councils, Regional Professional Advisory Committee or the Regional Volunteer Advisory Committee:

- a. Mr. Paul Louis - Polk County Advisory Council
- b. Ms. Lucy Colvin - Jasper County Advisory Council
- c. Ms. Janis Bergman - Regional Volunteer Advisory Committee (Trinity County)
- d. Ms. Lola Mae Hall - Regional Professional Advisory Committee (Houston County)
- e. Mr. Juan Reyes - Regional Professional Advisory Committee (Polk County)

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

RESOLVED, by the Board of Trustees, that the Board Chairman and Executive Director be authorized to sign and present Certificates of Appreciation to Jasper Evening Lions Club and Buna Tennis Association.

Consideration of Proposed Position Statement Concerning Standardized Accounting and Administrative Procedure Systems: On a motion by Mrs. Speck, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the Board adopt a position statement advocating the development of minimum or "core" Board Policies, administrative procedures, and accounting procedures for all MHMR Centers. Be it further RESOLVED that the Board Chairman be authorized to write the Division of Community Services of TDMHMR concerning this position of the Board. Be it further RESOLVED that the Community Services Division of TDMHMR work with the Texas Council of Community MHMR Centers, Inc. and all Board Chairpersons in the development of these minimum procedures and policies.

Consideration of Present Malpractice Insurance Program: On a motion by Mrs. Speck, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that MHMR continue to use the Joseph A. Britton Agency of Mountainside, New Jersey, to provide Medical Malpractice Insurance for staff psychiatrists for the period of June 1, 1978 through May 30, 1979.

Consideration of Report on Section 504 Compliance: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to implement the recommendations contained in the attached report on External Evaluation of Section 504 Standards.

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 6:55 p.m., stating that no Board action would be taken until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 7:05 p.m., and asked for Board consideration of the following items:

Consideration of the Deletion of a Caseworker II Position: On a motion by Mrs. Speck, seconded by Mr. Gee, the Board passed the following motion:

RESOLVED, by the Board of Trustees, that Position Number 138 (Caseworker II) be deleted from the Personal Services Schedule.

Consideration of Proposed Position Description: On a motion by Mrs. Speck, seconded by Mr. Gee, the Board passed the following motion:

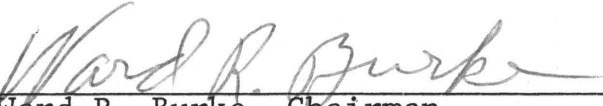
RESOLVED, by the Board of Trustees, that the revised position description for Psychologist be approved as submitted, and that this be placed in the MHMR Position Description Manual.

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

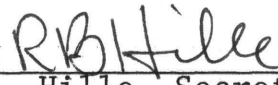
DESIGNATION OF DATE, TIME AND LOCATION OF NEXT BOARD MEETING: The next Board Meeting will be a special budget meeting and will be held Tuesday, May 9, at 5:00 p.m. There will be no committee meetings beforehand. The regular May Board Meeting will be Tuesday, May 16, 1978. Board Committees for that meeting will convene at 4:30 p.m. Both meetings will be held in Lufkin, and will be in the Day Treatment/Administration Facility at 4101 South Medford Drive.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 7:07 p.m.

APPROVED:



Ward R. Burke, Chairman



R. B. Hille, Secretary

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Appendix 2

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division BUSINESSReport Month March, 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.	20/407 (5%)	9/407 (2.2%)	45%		-11	56/2593 (2.2%)	130/2593 (5%)	43%	

DEEP EAST TEXAS MIMR SERVICES

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

Monthly/Quarterly Report

Report Month/Quarter March, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. To continue to improve all aspects of the internal control program.	Received reports verifying a. that bank statements and checks were reconciled b. that all cash recorded on Transfer of Cash forms OU's has been deposited in bank accounts c. that all numbered receipts & stubs from OU's are accounted for	a. April 13, 1978 b. April 13, 1978 c. April 13, 1978
2. To continue to expand efforts and influence of Safety Committee.	Conducted meeting of Safety Committee.	March 31, 1978
3. Continue efforts to improve and expand purchasing procedures.	1. Position of purchasing and supply clerk has been filled. 2. Met with CPA to plan procedures for annual inventory of fixed assets.	1. April 3, 1978 2. March 22, 1978
4. Total funds received should be at least equal to \$2,514,849. To collect at least 80% of each source of funds.	1. Received report on collection of client fees and insurance, Title XX and workshop production. 2. Vouchers were submitted for all available sources of revenue. Report of revenue receipts submitted in March supporting documents.	1. April 13, 1978
5. Implement client data system and make usable for our staff.	1. Report showing server hours by staff was forwarded to Division Directors.	

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division BUSINESSReport Month/Quarter March, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
6. Implement data processing system for fiscal records. 7. To monitor all contracts and leases on a monthly basis. 8. Monitor the funds received and expended under each grant project. 9. Convert from cash basis to accrual basis in accounting system.	1. Computer operations are in process of being transferred from Region VII to the City of Lufkins' computer. 2. Management Information Specialist has been employed. Received report of funds expended under each contract and lease agreement. Received report showing receipts and expenditures under each grant. Outstanding orders and invoices were encumbered, and funds receivable were accrued at the end of the month. The information is reflected in the Summary of Receipts and Disbursements.	2. April 3, 1978 April 7, 1978 April 8, 1978 March 31, 1978

Appendix 3

DEEP EAST TEXAS MHMR SERVICES

DIVISION GOALS AND OBJECTIVES
(Numerical Objectives)

Monthly Report

Division MENTAL RETARDATIONReport Month MARCH, 1978

Quantified Objectives for Year	No. Clients Served for Month	Year to Date Cumulative		
		Actual No.	Goal No.	%Annual Goal
DEVELOPMENTAL CENTERS	180	199	234	85
SHELTERED WORKSHOPS	212	226	338	67
MOBILE UNIT	126	204	600	34
SUNRISE MANOR	9	9	16	56
GRAND TOTAL	527	638	1,188	54

DEEP EAST TEXAS MMR SERVICES

DIVISION GOALS AND OBJECTIVES (Non-Numerical Objectives)

Monthly/Quarterly Report

Division MENTAL RETARDATION

Report Month/Quarter MARCH, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished, if Appropriate
1. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT THE REGION. 2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHT THE REGION. 3. EXPAND EFFORT TO IMPACT STATE SCHOOL ADMISSION, READMISSION AND DISCHARGE RATE.	1. DURING MARCH, A TOTAL OF ONE CLIENT WAS DISCHARGED FROM STATE SCHOOL. WE PARTICIPATED 100% IN THE PLANNING AND DISCHARGE ACTIVITIES. 2. THERE WERE NO APPLICATIONS PROCESSED FOR STATE SCHOOL ADMISSION DURING MARCH. 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, 1977) TO 43 AS OF MARCH, 1978.	

Appendix 4

DIVISION GOALS AND OBJECTIVES
 (Non-Numerical Objectives)

Monthly/Quarterly Report

Division PROGRAM EVALUATION AND PLANNING

Report Month/Quarter MARCH, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished if Appropriate
1. TO CONDUCT EVALUATIONS WHICH WILL REFLECT THE QUALITY AND EFFICIENCY OF SERVICES TO THIS AGENCY.	A. THE SECOND QUARTER PEER REVIEW REPORT, INCLUDING THE REVISED SCALES, WAS SUBMITTED. B. THREE MEMBERS OF THE PEER REVIEW COMMITTEE MET WITH DR. LAWRENCE AND DIVISION DIRECTORS TO DISCUSS PLANS AND ALLOW FOR INPUT/FEEDBACK.	MARCH 10, 1978
2. TO WORK TOWARD OR MAINTAIN COMPLIANCE WITH APPROPRIATE STANDARDS.	NIMH STANDARDS COMPLIANCE IS BEING MONITORED, AND SITE VISITS WILL NEED TO BE CONDUCTED IN JUNE. SITE VISITS WERE MADE TO THE FOLLOWING UNITS IN MARCH: 1. SHELBY CO. SHELTERED WORKSHOP 2. SHELBY CO. HALFWAY HOUSE 3. HARDIN CO. DEVELOPMENTAL CENTER 4. NEWTON CO. DEVELOPMENTAL CENTER 5. KIRBYVILLE DEVELOPMENTAL CENTER 6. SHELBY CO. SHELTERED WORKSHOP (TRC SITE VISIT) 7. SHELBY CO. HALFWAY HOUSE TRC SITE VISIT AND DETERMINATION OF SECTION 504 COMPLIANCE.	MARCH 8, 1978 MARCH 8, 1978 MARCH 10, 1978 MARCH 10, 1978 MARCH 10, 1978 MARCH 15, 1978 MARCH 15, 1978

DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)

Monthly/Quarterly Report

Division PROGRAM EVALUATION AND PLANNING

Report Month/Quarter MARCH, 1978

Goals	Documentation of Effort To Meet Goal	Date Accomplished if Appropriate
2. CONT'D	8. JASPER CO. DEVELOPMENTAL CENTER 9. TYLER CO. DEVELOPMENTAL CENTER	MARCH 27, 1978 MARCH 27, 1978
3. TO DEVELOP A COMPREHENSIVE VOLUNTEER SERVICES PROGRAM.	A. VOLUNTEER RECORDS ARE BEING MAINTAINED AND THE NUMBER OF VOLUNTEERS AND VOLUN- TEER HOURS WILL BE REPORTED IN THE THIRD REPORT. B. PLANS FOR THE VOLUNTEER RECOGNITION BANQUET ARE ON SCHEDULE TO DATE. C. THE VOLUNTEER COORDINATOR HAS MET WITH O.U. SUPERVISORS AND OTHERS TO RECONCILE VOLUNTEER NAMES AND HOURS GIVEN.	

Appendix 5

DIVISION GOALS AND OBJECTIVES
 (Numerical Objectives)

MONTHLY REPORT

Division MENTAL HEALTH

Report Month MARCH, 1978

Quantified Objectives for Year	Year to Date Cumulative		
	Actual No.	Goal No.	% Annual Goal
<u>OUTPATIENT PROGRAMS:</u>			
OUTPATIENT CLINICS	1,849	2,322	80%
PROTECTIVE SERVICES	<u>79</u>	<u>100</u>	<u>79%</u>
TOTAL	1,928	2,422	80%
<u>INPATIENT PROGRAMS</u>	93	180	52%
<u>ALCOHOL/DRUG ABUSE PROGRAMS:</u>			
COMMUNITY COUNSELING CENTERS	580	445	130%
SHELBY COUNTY HALFWAY HOUSE	<u>91</u>	<u>70</u>	<u>130%</u>
TOTAL	671	515	130%
<u>PRESCREENING/AFTERCARE PROGRAM:</u>			
DAY TREATMENT PROGRAM	69	60	115%
GRAND TOTAL	2,761	3,177	87%

DEPT. EAST TEXAS MHMR SERVICES
DIVISION GOALS AND OBJECTIVES
(Non-Numerical Objectives)
Monthly/Quarterly Report

Division MENTAL HEALTH

Report Month/Quarter MARCH, 1978

GOALS	DOCUMENTATION OF EFFORT TO MEET GOAL																												
1. EXPAND AND IMPROVE AFTERCARE SERVICES THROUGHOUT THE REGION.	A. NUMBER OF MENTAL HEALTH CLIENTS DISCHARGED: 17 (FEBRUARY 16, 1978 - MARCH 15, 1978) B. NUMBER OF MENTAL HEALTH CLIENTS DISCHARGED AND CONTACTED WITHIN 30 DAYS AFTER NOTIFICATION: 17; 100% (FEB. 16-MARCH 15, 1978)																												
2. EXPAND AND IMPROVE PRESCREENING SERVICES THROUGHOUT THE REGION.	A. NUMBER OF COURT REFERRALS TO CENTER: 14 (MARCH, 1978) B. NUMBER AND PERCENT OF COURT REFERRALS TREATED AND MAINTAINED IN A CENTER PROGRAM: 3; 21% (MARCH, 1978)																												
3. EXPAND EFFORT TO IMPACT THE SS AND SH ADMISSION, READMISSION AND DISCHARGE RATE.	A. NUMBER OF PERSONS ADMITTED TO CENTER INPATIENT PROGRAMS: 13 (10 WERE CONSULTATIONS REFERRED BY LOCAL PHYSICIANS-MARCH, 1978)																												
4. DEVELOP CAPABILITY OF RESPONDING TO CRISIS 24 HOURS PER DAY.	A. IMPLEMENTATION OF TOLL FREE, 24 HOUR PER DAY CRISIS LINE, EFFECTIVE OCTOBER 10, 1977. NUMBER OF CALLS BY COUNTY FOR MARCH: 37 <table><tr><td>ANGELINA</td><td>19</td><td>SAN AUGUSTINE</td><td>0</td></tr><tr><td>HARDIN</td><td>3</td><td>SAN JACINTO</td><td>0</td></tr><tr><td>HOUSTON</td><td>0</td><td>SHELBY</td><td>1</td></tr><tr><td>JASPER</td><td>0</td><td>TYLER</td><td>1</td></tr><tr><td>NACOGDOCHES</td><td>2</td><td>TRINITY</td><td>5</td></tr><tr><td>NEWTON</td><td>0</td><td>POLK</td><td>1</td></tr><tr><td>SABINE</td><td>0</td><td>TARRANT</td><td>5</td></tr></table>	ANGELINA	19	SAN AUGUSTINE	0	HARDIN	3	SAN JACINTO	0	HOUSTON	0	SHELBY	1	JASPER	0	TYLER	1	NACOGDOCHES	2	TRINITY	5	NEWTON	0	POLK	1	SABINE	0	TARRANT	5
ANGELINA	19	SAN AUGUSTINE	0																										
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NEWTON	0	POLK	1																										
SABINE	0	TARRANT	5																										

Appendix #6

GOALS REPORT

MARCH, 1978

<u>ACTIVITY</u>	<u>MARCH TOTALS</u>	<u>FY 78 TOTALS</u>	<u>% OF GOAL</u>
NEWS RELEASES	85	717	99%
PUBLIC SERVICE ADS	100	894	372%
T. V. PROGRAMS	1	7	58%
ADVISORY COUNCIL MEETINGS	8	29	66%
BROCHURES DISTRIBUTED	2,464	22,834	95%
STAFF DEVELOPMENT	1	6	55%

GOALS REPORT

MARCH, 1978

<u>ACTIVITY</u>	<u>MARCH TOTALS</u>	<u>FY 78 TOTALS</u>
NUMBER OF APPLICATIONS DISTRIBUTED	94	555
NUMBER OF APPLICANTS INTERVIEWED	63	236
NUMBER OF POSITIONS FILLED	0	29
NUMBER OF TERMINATIONS	5	26
TURNOVER RATE	4%	22%