

MINUTES

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

OCTOBER 22, 1985

BOARD MEMBERS PRESENT:

Judge Allen Sturrock, Chairman
Mr. George E. Gee, Secretary
Reverend Robert Carter
Mr. Ward R. Burke
Mrs. Gaffney Phillips
Mr. Dan D. Dominey
Mr. Perry Sampson

BOARD MEMBERS ABSENT:

Nancy Speck, Ph.D., Vice Chairman
Mrs. Agnes Rhoder

OTHERS PRESENT:

Jim McDermott, Ph.D.	MHMR
Mr. Sandy Skelton	MHMR
Mrs. Susan Rushing	MHMR
Mrs. Linda Naff	MHMR
Mr. George Patterson	MHMR
Mrs. Sandy Vann	MHMR
Michael Cleary, M.D.	MHMR

The 150th meeting of the Board of Trustees was held in the Ward R. Burke Community Room of the Central Administration Facility, 4101 South Medford Drive, Lufkin, on Tuesday, October 22, 1985 at 5:30 P.M.

INVOCATION: Reverend Robert Carter gave the invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Sturrock called the meeting to order at 5:30 P.M. He recognized Dr. Michael Cleary who was visiting.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the September Board Meeting, on a motion by Mr. Sampson, seconded by Mr. Gee, the Board unanimously approved the Minutes of the September 24, 1985 Board Meeting.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

Budget and Finance Committee - Rev. Robert Carter, Chairman

Consideration of Treasurer's Report: On a motion by Rev. Carter, seconded by Mrs. Phillips, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Balance Sheet, Operating Statement, Statement of Changes in Fund Balance and Reserve, Internal Advances - Accounts Receivable, Internal Advances - Accounts Payable, and Budget Summaries of Receipts and Expenditures for the month of September, 1985, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Consideration of Proposed Revised Fee Schedule: On a motion by Mrs. Phillips, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the proposed revised Fee Schedule be approved as submitted; THAT it become effective November 1, 1985; and THAT a copy of the document be maintained in the office of Financial Services.

Program Committee - Mr. Ward R. Burke, Chairman

Discussion of Objective Compliance Levels for FY 1985: The Board reviewed the Goals and Objectives Report for FY 1985, and suggested that the report be shortened. No further action was necessary.

Consideration of Semi-Annual Board Workshop: On a motion by Mr. Burke, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the proposed agenda for the Semi-Annual Board Workshop be approved as submitted, and THAT the Executive Director be authorized to proceed with the planning of the workshop in accordance with the proposed agenda.

Consideration of Acceptance of Annual Peer Review Report: On a motion by Mr. Burke, seconded by Mr. Gee, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Annual Peer Review Report for FY 1985 be accepted as submitted; and THAT a copy of the Report be

attached to the permanent Minutes of this Board meeting.

Consideration of Nominees to Professional Staff Committee: On a motion by Mr. Burke, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the recommendations for appointment to the Professional Staff of the Pineywoods Regional Treatment Center be accepted as submitted; and THAT a list of Professional Staff members be kept on file in the office of the Executive Director.

Personnel and Public Education Committee - Mr. Perry Sampson, Chairman

Consideration of Affirmative Action Plan: On a motion by Mr. Gee, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Board approve the FY 1986 Affirmative Action Plan as submitted, and THAT this Affirmative Action Plan be included in the Board Policy Manual.

Consideration of Resolution of Appreciation: On a motion by Mr. Sampson, seconded by Mr. Gee, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Board Chairman, Board Secretary, and the Executive Director be authorized to sign and present a Resolution of Appreciation to Mr. W. W. Beaver, and THAT a copy of the Resolution be attached to the permanent Minutes of this meeting.

Consideration of Nominees to County Advisory Councils: On a motion by Mr. Dominey, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the following proposed nominees be appointed members of county advisory councils: Marlene Heisham of Angelina County, and Dale Cordray of Sabine County; and THAT a copy of their Certificates of Appointment be attached to the permanent Minutes of this Board Meeting.

Consideration of Personnel Matters (In Two Parts):

The meeting was called into 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. The Chairman excused guests from the meeting room at 5:59 P.M., stating that no Board action would be taken until the meeting was reopened.

Executive Session

Chairman Sturrock reopened the meeting to the public at 6:45 P.M. and asked Board consideration of the following items:

Part 1: Consideration of Social Service Program Director I Position - Hardin County: On a motion by Mr. Gee, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT a Social Service Program Director I position, #193, be added to the FY 1986 Personal Services Schedule; THAT this action become effective November 1, 1985; and THAT the Board Chairman and Executive Director be authorized to sign and submit the appropriate paperwork to TDMHMR.

Part 2: Consideration of Applicant for Psychologist Position: On a motion by Mr. Gee, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Executive Director be authorized to employ Lawrence F. King as Psychologist in Position #031 on the FY 1986 Personal Services Schedule.

EXECUTIVE DIRECTOR'S REPORT

1. Summary of Clients Served Report (see attached)
2. Report on Service Contracts Awarded to Community MHMR Centers (see attached)
3. Nacogdoches Open House - October 30th
4. Call on Directors for Reports

Director, Residential Services

- a. PRTC Update
- b. Report on JCAH visit to PRTC

- c. The Regional Medical Advisory Committee Annual Report and the State Hospital Admission Rates for FY 1984 and FY 1985 Report will be mailed to the Board

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

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

The schedule for the Board Meetings for November and December is as follows:

Tuesday, November 26, 1985

Tuesday, December 17, 1985

The Semi-Annual Board Workshop will be held in conjunction with the Board Meeting on November 26, 1985. Board Members and staff will travel to Center, Texas to tour the new Shelby County MHMR Center. Committee meetings will begin at 5:00 P.M. and the Board Meeting will begin at 5:30 P.M. at the Shelby County facility.

APPROVED:


Judge Allen Sturrock, Chairman


Mr. George E. Gee, Secretary

DEEP EAST TEXAS REGIONAL MHMR SERVICES
REVENUE BY FUND
September 1, 1985 - September 30, 1985

<u>SOURCE</u>	<u>ANNUAL BUDGET</u>	<u>MO. BUDGET</u>	<u>SEPTEMBER REV. & REC.</u>	<u>SEPTEMBER OVER/-UNDER</u>	<u>Y-T-D REV. & REC.</u>	<u>Y-T-D OVER/-UNDER</u>	<u>Y-T-D BALANCE REMAINING</u>	<u>REVISED MO. BUDGET</u>
Angelina County	29,286	2,440	2,440	0	2,440	0	26,846	2,441
Hardin County	14,532	1,211	1,211	0	1,211	0	13,321	1,211
Houston County	6,584	549	549	0	549	0	6,035	549
Jasper County	11,595	966	966	0	966	0	10,629	966
Nacogdoches County	17,963	1,497	1,497	0	1,497	0	16,466	1,497
Newton County	5,986	499	499	0	499	0	5,487	499
Polk County	9,846	821	821	0	821	0	9,025	821
Sabine County	2,838	236	237	1	237	1	2,601	236
San Augustine County	2,802	234	234	0	234	0	2,568	234
San Jacinto County	4,107	342	342	0	342	0	3,765	342
Shelby County	6,400	533	533	0	533	0	5,867	533
Trinity County	5,127	427	427	0	427	0	4,700	427
Tyler County	7,609	634	634	0	634	0	6,975	634
Temple Grant	18,932	1,578	10,000	8,422	10,000	8,422	8,932	812
Client Fees	305,872	25,489	35,571	10,082	35,571	10,082	270,301	24,573
Title XX - Protective Services	23,800	1,983	527	- 1,456	527	- 1,456	23,273	2,116
Texas Rehabilitation Commission	10,000	833	605	- 228	605	- 228	9,395	854
ICF-MR	405,598	33,800	28,104	- 5,696	28,104	- 5,696	377,494	34,318
SB 230	87,150	7,263	9,108	1,845	9,108	1,845	78,042	7,095
Dept. of Highways & Pub. Transp.	371,000	30,917	36,120	5,203	36,120	5,203	334,880	30,444
Workshop Production	80,000	6,667	9,247	2,580	9,247	2,580	70,753	6,432
Donations	4,500	375	87	- 288	87	- 288	4,413	401
Interest	39,700	3,308	257	- 3,051	257	- 3,051	39,443	3,586
Miscellaneous	15,000	1,250	12,127	10,877	12,127	10,877	2,873	261
Grant-in-Aid	1,822,698	151,892	151,892	0	151,892	0	1,670,806	151,891
Rusk State Hospital	121,866	10,156	13,138	2,982	13,138	2,982	108,728	9,884
SB 630	302,090	25,174	19,148	- 6,026	19,148	- 6,026	282,942	25,722
DHR - Adult Day Care	45,000	3,750	2,848	- 902	2,848	- 902	42,152	3,832
RAJ	655,620	54,635	34,633	-20,002	34,633	-20,002	620,987	56,453
Lelsz	709,589	59,133	26,752	-32,381	26,752	-32,381	682,837	62,076
DHR Liaison	115,000	9,583	9,692	109	9,692	109	105,308	9,573
Chapter I	46,000	3,833	0	- 3,833	0	- 3,833	46,000	4,182
Chapter I Carryover	37,200	3,100	1,822	- 1,278	1,822	- 1,278	35,378	3,216
DDA	70,000	5,833	7,268	1,435	7,268	1,435	62,732	5,703
Mental Health Block Grant	477,974	39,831	39,832	1	39,832	1	438,142	39,831
TOTALS	5,889,264	490,772	459,168	-31,604	459,168	-31,604	5,430,096	493,645

DEEP EAST TEXAS REGIONAL MMR SERVICES
EXPENDITURES BY COST CATEGORY
September 1, 1985 - September 30, 1985

CATEGORY	ANNUAL BUDGET	MONTHLY BUDGET	SEPTEMBER EXP. & ENC.	SEPTEMBER OVER/ -UNDER	Y-T-D EXP. & ENC.	Y-T-D OVER/ -UNDER	Y-T-D BALANCE REMAINING	REVISED MONTHLY BUDGET
Salaries & Wages	3,080,066	256,672	229,054	-27,618	229,054	-27,618	2,851,012	259,183
Salary & Merit Increase	8,674	723	36	- 687	36	- 687	8,638	785
Fringe Benefits	432,423	36,035	33,273	- 2,762	33,273	- 2,762	399,150	36,286
Consultation & Professional Fees	97,300	8,108	16,766	8,658	16,766	8,658	80,534	7,321
Travel	132,515	11,043	7,630	- 3,413	7,630	- 3,413	124,885	11,353
Drugs	26,410	2,201	1,283	- 918	1,283	- 918	25,127	2,284
Food	127,821	10,652	2,111	- 8,541	2,111	- 8,541	125,710	11,428
Supplies	135,002	11,250	11,115	- 135	11,115	- 135	123,887	11,263
Equipment & Furniture/Purchase	26,100	2,175	1,170	- 1,005	1,170	- 1,005	24,930	2,266
Equipment & Fur./Rental, Rep. & Mt.	57,440	4,787	5,358	571	5,358	571	52,082	4,735
Building/Rent	253,457	21,121	22,847	1,726	22,847	1,726	230,610	20,965
Bldg./Repair, Maint., Rem./Ren.	27,076	2,256	9,892	7,636	9,892	7,636	17,184	1,562
Vehicle/Purchase	9,417	785	791	6	791	6	8,626	784
Vehicle/Rental	14,487	1,207	1,209	2	1,209	2	13,278	1,207
Vehicle/Operating Costs	98,410	8,201	4,193	- 4,008	4,193	- 4,008	94,217	8,565
Contracts with Service Agencies	670,665	55,889	47,814	- 8,075	47,814	- 8,075	622,851	56,623
Postage	13,133	1,094	1,212	118	1,212	118	11,921	1,084
Laboratory Expense	2,705	225	365	140	365	140	2,340	213
Telephone	99,766	8,314	7,950	- 364	7,950	- 364	91,816	8,347
Annual Audit	13,500	1,125	1,125	0	1,125	0	12,375	1,125
Insurance	53,450	4,454	4,867	413	4,867	413	48,583	4,417
Client Wages/Fringe	295,500	24,625	21,094	- 3,531	21,094	- 3,531	274,406	24,946
Utilities	137,922	11,494	11,501	7	11,501	7	126,421	11,493
Enrollment	2,100	175	175	0	175	0	1,925	175
Miscellaneous	67,055	5,588	14,020	8,432	14,020	8,432	53,035	4,821
Interest Expense	6,870	573	467	- 106	467	- 106	6,403	582
TOTALS	<u>5,889,264</u>	<u>490,772</u>	<u>457,318</u>	<u>-33,454</u>	<u>457,318</u>	<u>-33,454</u>	<u>5,431,946</u>	<u>493,813</u>

DEEP EAST TEXAS REGIONAL MMR SERVICES
EXPENDITURES BY PROGRAM
September 1, 1985 - September 30, 1985

<u>PROGRAM</u>	<u>ANNUAL BUDGET</u>	<u>MONTHLY BUDGET</u>	<u>SEPTEMBER EXP. & ENC.</u>	<u>SEPTEMBER OVER/ UNDER</u>	<u>Y-T-D EXP. & ENC.</u>	<u>Y-T-D OVER/ -UNDER</u>	<u>Y-T-D BALANCE REMAINING</u>	<u>REVISED MONTHLY BUDGET</u>
Center Administration	564,180	47,015	55,685	8,670	55,685	8,670	508,495	46,227
Continuity of Care	272,854	22,738	18,750	- 3,988	18,750	- 3,988	254,104	23,100
Outpatient Services	760,147	63,346	68,980	5,634	68,980	5,634	691,167	62,833
Special Education	436,859	36,405	32,470	- 3,935	32,470	- 3,935	404,389	36,763
MH Residential	1,386,572	115,548	103,363	-12,185	103,363	-12,185	1,283,209	116,655
MR Residential	658,278	54,856	45,089	- 9,767	45,089	- 9,767	613,189	55,744
Sheltered Work Training	1,234,035	102,836	96,636	- 6,200	96,636	- 6,200	1,137,399	103,400
Day/Evening	216,997	18,083	17,294	- 789	17,294	- 789	199,703	18,155
Diagnosis & Evaluation	<u>359,342</u>	<u>29,945</u>	<u>19,051</u>	<u>-10,894</u>	<u>19,051</u>	<u>-10,894</u>	<u>340,291</u>	<u>30,936</u>
TOTALS	<u>5,889,264</u>	<u>490,772</u>	<u>457,318</u>	<u>-33,454</u>	<u>457,318</u>	<u>-33,454</u>	<u>5,431,946</u>	<u>493,813</u>

DEEP EAST TEXAS REGIONAL MMR SERVICES
SUMMARY OF REVENUE AND EXPENDITURES
September 30, 1985

	<u>SEPTEMBER</u>	<u>YEAR-TO-DATE</u>
Revenue & Receivables	459,168	459,168
Expenditures & Encumbrances	-457,318	-457,318
DIFFERENCE	<u>1,850</u>	<u>1,850</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICES
BALANCE SHEET
September 30, 1985

ASSETS	GENERAL OPERATING FUND	GENERAL FIXED ASSETS FUND	TOTAL
Current Assets:			
Cash in Bank	1,039,710		1,039,710
Change Fund	230		230
Petty Cash	50		50
Accounts Receivable-Client Fees 89,844			
Less: Allowance for Uncollect- able Accounts -51,961			
Net Accounts Receivable	37,883		37,883
Accounts Receivable-Other	281,528		281,528
Accounts Receivable-Internal Advances*	4,000		4,000
Prepaid Expenses	27,790		27,790
TOTAL CURRENT ASSETS	<u>1,391,191</u>		<u>1,391,191</u>
Amount To Be Provided Under Accrued Vacation	101,525		101,525
Amount To Be Provided Under Capital Lease Agreements	106,227		106,227
Amount To Be Provided Under Long-Term Agreement	18,508		18,508
General Fixed Assets - At Cost			
Equipment - Furniture/Fixtures		422,279	422,279
Vehicles		325,007	325,007
Building		325,645	325,645
Land		60,000	60,000
TOTAL FIXED ASSETS		<u>1,132,931</u>	<u>1,132,931</u>
TOTAL ASSETS	<u>1,617,451</u>	<u>1,132,931</u>	<u>2,750,382</u>
<u>LIABILITIES, RESERVES, & FUND BALANCE</u>			
Current Liabilities:			
Accounts Payable	110,264		110,264
Accounts Payable-Internal Advances*	4,000		4,000
Retirement Payable	17,866		17,866
Prepaid Revenue	884,822		884,822
TOTAL CURRENT LIABILITIES	<u>1,016,952</u>		<u>1,016,952</u>
Obligation Under Accrued Vacation	101,525		101,525
Obligation Under Capital Lease Agreements	106,227		106,227
Obligation Under Long-Term Agreement	18,508		18,508
TOTAL LIABILITIES	<u>1,243,212</u>		<u>1,243,212</u>
Reserve for Investment in Fixed Assets		1,132,931	1,132,931
Reserve for Encumbrances	30,690		30,690
Fund Balance	343,549		343,549
TOTAL LIABILITIES, RESERVES & FUND BALANCE	<u>1,617,451</u>	<u>1,132,931</u>	<u>2,750,382</u>

*Analysis of Accounts Receivable/Accounts Payable - Internal Advances:

Advance to Chapter I from Local	3,000
Advance to DDA from Local	1,000
	<u>4,000</u>

CASH POSITION STATEMENT

Cash in Bank:		
Operating Account	39,155	
Money Market Checking Account - Inpatient	113,255	
Pension Savings Account	21,532	
Payroll Account	100	
Title I Account	5,108	
DDA Account	99	
CD - Diboll State Bank	300,000	
Money Market Checking Account - Diboll State Bank	110,716	
Money Market Checking Account	256,998	
Reserve Operating Account	130,176	
Land Account	57,571	
Hardin Building Account	5,000	
TOTAL CASH IN BANK	<u>1,039,710</u>	
Change Fund	230	
Petty Cash	50	
TOTAL CASH ON HAND		<u>1,039,990</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICES
STATEMENT OF CHANGES IN FUND BALANCE AND RESERVE
September 30, 1985

	<u>GENERAL OPERATING FUND</u>	<u>GENERAL FIXED ASSETS</u>
Balance - 9/1/85	341,699	1,072,082
Revenue	459,168	
Expenditures	-457,318	
Additions		60,849
Deletions	<u> </u>	<u> </u>
Balance - 9/30/85	<u>343,549</u>	<u>1,132,931</u>

DEEP EAST TEXAS REGIONAL MHMR SERVICES
OPERATING STATEMENT
September 30, 1985

<u>INCOME:</u>	<u>RECEIPT</u>	<u>RECEIVABLES</u>	<u>TOTAL</u>
Angelina County	0	2,440	2,440
Hardin County	0	1,211	1,211
Houston County	0	549	549
Jasper County	0	966	966
Nacogdoches County	0	1,497	1,497
Newton County	0	499	499
Polk County	0	821	821
Sabine County	0	237	237
San Augustine County	0	234	234
San Jacinto County	0	342	342
Shelby County	0	533	533
Trinity County	0	427	427
Tyler County	0	634	634
Temple Grant	10,000	0	10,000
Client Fees	23,832	11,739	35,571
Title XX Protective Services	0	527	527
Texas Rehabilitation Commission	185	420	605
ICF-MR	161	27,943	28,104
SB 230	0	9,108	9,108
Workshop Production	2,070	7,177	9,247
Dept. of Highways & Public Transportation	60	36,060	36,120
Donations	87	0	87
Interest	257	0	257
Miscellaneous	10,013	2,114	12,127
Grant-in-Aid	151,892	0	151,892
Rusk State Hospital	0	13,138	13,138
Adult Day Care	0	2,848	2,848
MH Block Grant	39,832	0	39,832
DHR Liaison	0	9,692	9,692
Chapter I Carryover	832	990	1,822
Lelsz	26,752	0	26,752
SB 630	0	19,148	19,148
DDA	4,911	2,357	7,268
RAJ	0	34,633	34,633
TOTALS	270,884	188,284	459,168

<u>EXPENDITURES:</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries & Wages	229,054	0	229,054
Salary & Merit Increases	36	0	36
Fringe Benefits	32,305	968	33,273
Consultation & Professional Fees	12,789	3,977	16,766
Travel	7,630	0	7,630
Drugs	1,155	128	1,283
Food	896	1,215	2,111
Supplies	3,561	7,554	11,115
Equipment & Furniture/Purchase	935	235	1,170
Equipment & Furniture/Rental, Rep. & Mt.	5,008	350	5,358
Building/Rent	17,197	5,650	22,847
Building/Repair, Maint., Rem./Ren.	7,202	2,690	9,892
Vehicle/Purchase	791	0	791
Vehicle/Rental	1,209	0	1,209
Vehicle/Operating Costs	1,953	2,240	4,193
Contracts with Service Agencies	1,600	46,214	47,814
Postage	1,190	22	1,212
Telephone	7,950	0	7,950
Laboratory Expense	53	312	365
Annual Audit	0	1,125	1,125
Insurance	4,867	0	4,867
Client Wages & Fringe	21,094	0	21,094
Utilities	9,005	2,496	11,501
Emolument	175	0	175
Miscellaneous	12,283	1,737	14,020
Interest Expense	467	0	467
TOTALS	380,405	76,913	457,318

BREAKDOWN OF DISBURSEMENTS
SEPTEMBER, 1985

FRINGE BENEFITS:

Tax Sheltered Annuity - Executive Director - \$2,078

CONSULTATION & PROFESSIONAL FEES:

Med-Prep Services - Pineywoods Regional Treatment Center - \$1,195
Zerlena Dillard - Pineywoods Regional Treatment Center - \$1,020
Winnie Jones - Foster Care - \$1,220
Pansy McGee - Foster Care - \$1,830
James Buckingham, M.D. - \$3,008
Lan Nelson, M.D. - \$1,920
Enrique Huerta, M.D. - \$1,050
Charles Plyler, M.D. - \$1,680
Frankie Clark, Ph.D. - \$2,520
Wilson McKewen Treatment Center - \$8,940
Livingston Physical Therapy - \$1,145
Joan Grigsby - \$1,468
Debra Taylor - \$2,765
Lutz Boarding Home - \$1,210

DRUGS:

Prolixin - Outpatient Clinics - \$2,304
Pineywoods Regional Treatment Center - \$2,440

FOOD:

JoAnn Fries House - \$1,201
Shelby House - \$1,952
Angelina Substance Abuse Program - 2,291

SUPPLIES:

Cleaning supplies, paper goods, etc. - all units - \$1,401
Office supplies - all units - \$1,358
Office supplies - all units - \$1,094
Chairs, tables, lamps - Shelby MHMR Center - \$2,985

EQUIPMENT & FURNITURE/PURCHASE:

Icemaker - Shelby House - \$1,400
Fire Alarm System - Kirbyville Group Home - \$1,600
Fire Alarm System - Newton Group Home - \$1,600
Floor buffer - Shelby House - \$1,143
Chairs, sofas, television, ranges - Shelby MHMR Center - \$3,071

BUILDING/RENT:

Angelina MHMR Center - \$3,080
Angelina Substance Abuse - \$1,700
Polk MHMR Center - \$1,480
Shelby MHMR Center - \$3,200
Nacogdoches MHMR Center - \$2,100

BUILDING/REPAIR, MAINTENANCE REMODELING & RENOVATION:

Fire Alarm System - Nacogdoches MHMR Center - \$2,450
Vent Hood - Shelby MHMR Center - \$6,300

VEHICLE/PURCHASE:

Two vans - Kirbyville & Newton Group Homes - \$26,553
Van - Shelby MHMR Center - \$15,827

VEHICLE/OPERATING COSTS:

Jasper MHMR Center - \$1,045

CONTRACTS WITH SERVICE AGENCIES:

Lufkin Workshop & Opportunity Center - \$5,653
Lufkin Memorial Hospital - \$17,082

TELEPHONE:

CA - \$1,426
Crisis Line - \$1,233

INSURANCE:

Balance of Annual Premium for Center - \$17,623

MISCELLANEOUS:

Court Hearings - \$3,220
Membership Dues - Mental Health Corp. - \$5,000
Friends of Nacogdoches MHMR (Donated Funds) \$1,500

SEMI-ANNUAL BOARD WORKSHOP

AGENDA

November 26, 1985

10:30	Meet in Lufkin
10:30 - 11:00	Travel to Nacogdoches
11:00 - 12:00	Tour Nacogdoches MHMR Center and Nacogdoches Halfway House
12:00 - 1:00	Lunch at the California
1:00 - 1:45	Travel to Center
1:45 - 2:30	Tour Shelby MHMR Center
2:30 - 3:00	Tour Shelby Child Development Center
3:00 - 4:30	Discussion of Self-Insurance Program
4:30 - 5:00	Committees
5:30	Board Meeting

DEEP EAST TEXAS MHMR SERVICES
FY 1985 Peer Review Annual Report

FY 1985 Annual Report
of the Peer Review Committee

The Peer Review Committee takes part in a continuous, internal quality assurance process that attempts to evaluate and make constructive recommendations regarding the appropriateness, effectiveness, and efficiency of client care as documented in service records.

Composition of the FY 1985 Committee

Committee members are appointed by the Executive Director to represent to the greatest extent possible staff who are in the most direct contact with clients of the Center. The Director of Residential Services provides administrative support to the Committee. The members in FY 1985 were:

Mark Severns, Chairman, Service Director, Pineywoods Regional Treatment Center
Kathy Thomas, Service Director, Shelby County MHMR
Marty Walker, Service Director, Jasper/Newton MHMR
Marjorie Mueller, Nurse Consultant, Interdisciplinary Team
Anna Walker, Service Director, Hardin County Mental Retardation Services
Gwen Cunningham, Director, Volunteer Services
Sandy Skelton, Division Director, Residential Services Division

Meetings of the Committee in FY 1985

Monday, November 26, 1984
Central Administration Facility
Lufkin, Texas

Monday, February 25, 1985
Angelina County MHMR Center
Lufkin, Texas

Friday, July 19, 1985
Central Administration Facility
Lufkin, Texas

Units and Cases Reviewed

During FY 1985, the Committee reviewed a total of 50 service records from 27 different service units. The Committee concurred with the treatment being provided in all but 2 cases. Recommendations were made with regard to these 2 cases.

DEEP EAST TEXAS MHMR SERVICES
FY 1985 Peer Review Annual Report
Page 2

<u>Services Reviewed</u>	<u>Records</u>
Trinity County Outpatient Clinic	3
Polk County Outpatient Clinic	3
Houston/Trinity Infant Training Program	2
Polk County Infant Training Program	2
Polk County Sheltered Workshop	3
Houston County Sheltered Workshop	2
Shelby County Halfway House	3
Newton/Jasper Infant Training Program	2
The JoAnn Fries House	2
Nacogdoches County Sheltered Workshop	2
Hardin County Sheltered Workshop	2
Nacogdoches County Halfway House	2
Nacogdoches County Outpatient Clinic	3
Shelby County Outpatient Clinic	3
Shelby County Infant Training Program	2
Shelby County Sheltered Workshop	2
San Jacinto Infant Training Program	2
Jasper County MHMR Center	5
Tyler County MHMR Center	3
Kirbyville/Newton MHMR Center	2

Findings and Recommendations Summarized by Program

Outpatient Clinics

1. Additional training for case managers with regard to the behaviors and manipulations of some chronic mental health clients.
2. Additional training with regard to the documentation for clients whose mental status is deteriorating and actions taken by the staff.
3. Recommend that Center psychiatrists not prescribe large amounts of medication for clients with recent suicidal ideation. The staff should work closely with the psychiatrists to monitor this important service.

Sheltered Workshops

1. The Administrative Staff Committee should evaluate whether or not additional staff is needed in sheltered workshops in order to properly provide treatment planning, client folder documentation, etc.
2. Additional training with regard to the special needs of mental health clients. Such training should include chart documentation, mutual staffings (between units), understanding mental health problems, etc.

DEEP EAST TEXAS MHMR SERVICES
FY 1985 Peer Review Annual Report
Page 3

Halfway Houses

A system for counting service hours provided to clients who have been discharged from a halfway house but are still receiving follow-up services.

Infant Training

1. Special training for staff delivering services in Tyler County. Training should be sufficient to prepare staff for service documentation in order to meet ECI standards.
2. Due to previous personnel problems in Polk County, current staff should update old client folders as much as possible to explain gaps in service, particularly client folder #25128.

Centerwide

1. All staff needs additional training with regard to servicing those clients who are at high risk for inpatient or institutional placement. This training should relate to MHMR's responsibility to the local courts as well.
2. The ASC should periodically analyze the Center's staffing patterns to determine if the clients' needs are being met with the current number of staff.
3. Consider developing a Centerwide policy statement relating to clients who refuse to participate in services.
4. Progress notes should always be typed in cases where the staff members handwriting is illegible.
5. Mutual staffing systems (between units) need to be developed throughout the region, particularly in Polk County, to ensure quality client treatment and documentation.

Referred for Appropriate Action

A full report of the review of individual cases is sent directly to the staff person delivering services to the particular client. A summary of recommendations by program area is sent to the clinical supervisors of those program areas for appropriate action. Committee members often request a subsequent review of client records to see that recommendations have been carried out sufficiently.

RESOLUTION OF APPRECIATION

WHEREAS, W. W. Beaver was appointed as Superintendent of the Lufkin State School when the State School opened in 1962 and has served honorably in that position until this time, working diligently and effectively to serve the mentally retarded citizens of Texas; and

WHEREAS, Mr. Beaver worked closely with the founders of Deep East Texas Regional Mental Health Mental Retardation Services to help provide additional community-based services for the mentally retarded when this Center was begun in 1974, having provided office space at the State School for our original staff; and

WHEREAS, Mr. Beaver was appointed in August, 1974 as one of the original members of our Center's Mental Retardation Committee and served in that capacity until the Regional Professional Advisory Committee was formed in 1976, serving on that Committee from July, 1976 through August, 1983; and

WHEREAS, during Mr. Beaver's tenure as Superintendent of Lufkin State School he has promoted a close working relationship between the State School and our Center, always keeping in mind a sincere and genuine interest in the health and well being of the mentally retarded citizens of East Texas;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees at this regular meeting that deep and genuine appreciation is hereby expressed to W. W. Beaver for his dedicated service during these years. It is recognized that his contributions have been exemplary and that many things have been accomplished because of his leadership and friendship during these years of close association.

PASSED BY UNANIMOUS VOTE of the Board of Trustees this 22nd day of October, 1985.

BOARD OF TRUSTEES

DEEP EAST TEXAS REGIONAL MENTAL
HEALTH MENTAL RETARDATION SERVICES

By: Judge Allen Sturrock, Chairman

By: James F. McDermott, Ph.D.
Executive Director

ATTEST:

George E. Gee, Secretary
MHMR Board of Trustees

Attachment To Item III-C-2
10/22/85



Deep East Texas Regional Mental Health Mental Retardation Services

Resolution of Appointment

Whereas, we the members of the Board of Trustees of Deep East Texas Regional Mental Health Mental Retardation Services, holding special trust and confidence in the loyalty and dedication of this person, and

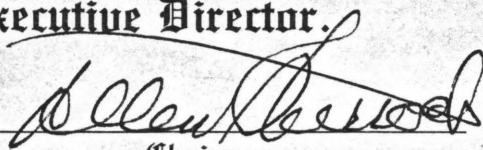
Whereas, being assured she will give service in her county as stated in her list of duties and carry out such duties diligently and in the best interest of the mentally handicapped residing there, and

Whereas, being further assured all staff will honor this person as a representative of the people and give to her such information and service as necessary to discharge her duties,

Therefore we do appoint her a member of this County Advisory Council to serve a specific term, subject to reappointment by us.

DALE CORDRAY
SABINE COUNTY

Given, this day, by the Chairman of the Board and the Executive Director.


Chairman


Executive Director

October 22, 1985

Date



Deep East Texas Regional Mental Health Mental Retardation Services

Resolution of Appointment

Whereas, we the members of the Board of Trustees of Deep East Texas Regional Mental Health Mental Retardation Services, holding special trust and confidence in the loyalty and dedication of this person, and

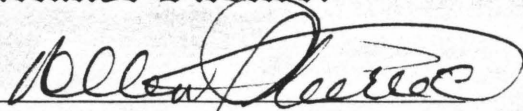
Whereas, being assured she will give service in her county as stated in her list of duties and carry out such duties diligently and in the best interest of the mentally handicapped residing there, and

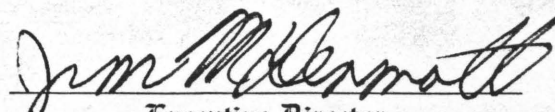
Whereas, being further assured all staff will honor this person as a representative of the people and give to her such information and service as necessary to discharge her duties,

Therefore we do appoint her a member of this County Advisory Council to serve a specific term, subject to reappointment by us.

MARLENE HEISHMAN
ANGELINA COUNTY

Given, this day, by the Chairman of the Board and the Executive Director.


Chairman


Executive Director

October 22, 1985

Date

DEEP EAST TEXAS REGIONAL MHMR SERVICES

CLIENTS SERVED BY COUNTY

REPORT PERIOD - 9/01/85 - 9/30/85

<u>COUNTY</u>	<u>MENTAL HEALTH</u>	<u>MENTAL RETARDATION</u>	<u>ALCOHOLISM</u>	<u>DRUG ABUSE</u>	<u>TOTAL</u>
Angelina	188	62	10	5	265
Hardin	1	47	0	0	48
Houston	25	40	0	0	65
Jasper	67	53	4	2	126
Nacogdoches	127	46	5	1	179
Newton	28	11	3	1	43
Polk	34	41	1	0	76
Sabine	17	20	1	0	38
San Augustine	26	30	2	0	58
San Jacinto	9	0	0	0	9
Shelby	50	25	0	1	76
Trinity	28	11	0	0	39
Tyler	38	22	3	1	64
Out of Region	<u>3</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>6</u>
SUBTOTAL	641	410	30	11	1,092

Applicants - 115

Crisis Line - 62

GRAND TOTAL - 1,269*

*This figure does not include former clients contacted by follow-up questionnaire.

SERVICE CONTRACTS AWARDED TO COMMUNITY MHMR CENTERS

<u>CENTER NAME</u>	<u>GIA/ MHBG</u>	<u>PERCENTAGE</u>	<u>TOTAL BUDGET</u>	<u>RANKING</u>
Tri-County, Conroe	\$ 962,681	25%	\$ 3,746,708	19
Abilene Regional	1,168,362	30%	3,884,243	17
Regional Center of East Texas	1,905,863	31%	6,069,900	9
Sabine Valley, Longview	1,893,190	35%	5,351,739	11
Deep East Texas MHMR	2,300,672	36%	6,357,580	8
Wichita Falls	1,148,625	36%	3,162,210	21
Lubbock Regional	1,840,088	37%	4,908,693	14
Life Management Center, El Paso	2,925,563	42%	6,890,007	7
MHMR of Southeast Texas, Beaumont	2,239,417	44%	5,001,300	13
Austin-Travis County	3,994,481	44%	8,960,770	5
MHMR Authority of Harris County	13,487,854	46%	28,827,401	1
Dallas County	9,709,868	47%	20,356,767	2
Gulf Coast Regional, Galveston	2,484,549	47%	5,199,204	12
Tropical Texas, Edinburg	3,717,339	49%	7,558,687	6
Brazos Valley, College Station	1,437,329	50%	2,820,235	23
Gulf Bend, Victoria	1,051,890	50%	2,083,748	27
Heart of Texas Region, Waco	2,219,917	51%	4,351,279	16
Johnson County, Cleburne	175,000	51%	341,208	32
Tarrant County, Fort Worth	5,213,117	51%	10,044,907	4
Central Texas, Brownwood	1,274,862	52%	2,423,426	26
Bexar County, San Antonio	6,724,377	53%	12,606,530	3
MHMR Services of Texoma, Denison	1,642,261	53%	3,047,782	22
Concho Valley, San Angelo	817,754	54%	1,494,441	29
Nueces County, Corpus Christi	3,072,339	54%	5,574,225	10
Permian Basin, Midland	1,875,348	54%	3,409,739	20
Central Counties, Temple	2,500,474	56%	4,455,865	15
Central Plains, Plainveiw	1,101,104	56%	1,957,107	28
Pecan Valley, Stephenville	1,511,095	57%	2,646,812	25
North Central Texas, McKinney	2,428,247	63%	3,813,928	18
Northeast Texas, Texarkana	861,151	64%	1,335,571	30
Navarro County, Corsicana	296,317	67%	437,472	31
Amarillo Regional	1,992,132	70%	2,807,935	24

Joint Conference Committee Meeting Minutes

Meeting Date: September 24, 1985

Members Present: Judge Allen Sturrock, Board Chairman
Ward Burke, Board Member
Mark Severns, Director, PRTC
Sandy Skelton, Director, Residential Services

Members Absent: Michael Cleary, M.D., Clinical Director

Items Discussed:

1. Mark Severns gave an overview about the purpose of the Joint Conference Committee. In general, Mr. Severns indicated that the committee provided a formal communication link between Pineywoods Regional Treatment Center and MHMR's Board of Trustees. The committee will meet as needed, but no less than once each month.
2. A statistical overview was provided by Mr. Severns concerning activity at PRTC during the month of August, 1985. It was reported that the average length of stay was approximately nine days and that the 20-bed facility had an occupancy rate of 85% since the program began. Because of the high occupancy rate, it was felt that a potential problem is that the facility may not be large enough to accommodate the increasing demand for local inpatient care.

Judge Sturrock recommended that the staff begin a long-range planning process whereby additional beds could be available sometime in the future. One suggestion was to investigate the possibility of utilizing beds in general community hospitals throughout the region for those clients who do not need to be treated in a locked unit such as PRTC or for those clients who could be transferred to community hospitals after they had been stabilized at PRTC. It was noted that approximately 40% of all PRTC clients were voluntary thus far; therefore, some of them could be treated in local community hospitals.

3. Mr. Severns led a discussion with regard to Lufkin Memorial Hospital's recent announcement about opening a psychiatric wing on the fifth floor. A private corporation will have a contractual arrangement with Memorial to provide the service. Mr. Severns explained that this proposed program should not negatively affect PRTC as approximately 90% of all PRTC clients are referred by MHMR staff throughout the region. The PRTC staff should be aware, however, that Medicare clients served in Memorial's program could potentially be referred to PRTC for further care after their Medicare benefits are exhausted.

Joint Conference Committee Meeting Minutes

September 24, 1985

Page 2

4. Mr. Severns discussed the issue of an increase in the number of clients with medical problems being admitted. Several case examples were cited. The concern by committee members was the resulting financial obligations for MHMR with regard to these clients.

Committee members agreed that clients with significant medical problems should be screened out if possible by outpatient clinic staff from admission to PRTC or that these clients be transferred to Rusk State Hospital as soon as possible after admission to PRTC. It was also recommended by Judge Sturrock that County Judges and other magistrates be kept informed and given direction regarding this issue. Periodic, yet routine, meetings with county officials should take place to discuss problem areas related to the screening and treatment of clients referred to PRTC.

With no further business, the meeting was adjourned. The next meeting was scheduled for Tuesday, October 22, at 5:00 p.m. at the Central Administration facility.

Sandy Skelton
Recordkeeper

SS:sm

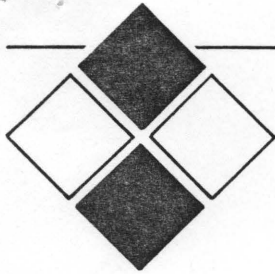
Distribution of Minutes: Members, Joint Conference Committee
File, Board of Trustees
File, Pineywoods Regional Treatment Center
Jim McDermott, Ph.D.

RUSK STATE HOSPITAL ADMISSIONS
(excluding Maximum Security)

	<u>FY 1984</u>	MH	Alcohol	<u>FY 1985</u>	MH	Alcohol
September	54	(34)	(20)	52	(32)	(20)
October	41	(26)	(15)	52	(37)	(15)
November	45	(21)	(24)	40	(31)	(9)
December	42	(24)	(18)	41	(30)	(11)
January	60	(34)	(26)	61	(41)	(20)
February	51	(38)	(13)	30	(21)	(9)
March	53	(30)	(23)	38	(30)	(8)
April	51	(34)	(17)	42	(26)	(16)
May	63	(39)	(24)	52	(37)	(15)
June	59	(30)	(29)	21*	(11)	(10)
July	56	(35)	(21)	25	(12)	(13)
August	<u>58</u>	(42)	(16)	<u>35</u>	(12)	(23)
	633			489		

* Start of inpatient program

MHMR



Deep East Texas Regional Mental Health Mental Retardation Services

4101 South Medford Drive
Lufkin, Texas 75901 Telephone (409) 639-1141

M E M O R A N D U M

TO: Judge Allen Sturrock, Chairman, Board of Trustees
Jim McDermott, Ph.D., Executive Director

FROM: Enrique Huerta, M.D., Chairman, Regional Medical
Advisory Committee, Deep East Texas Regional MHMR
Services

DATE: August 28, 1985

SUBJECT: Regional Medical Advisory Committee's Annual Report for
FY 1985

1. Committee Members:

Angelina County

Enrique Huerta, M.D., Chairman
Lufkin, Texas

William E. Watson, M.D.
Lufkin, Texas

James M. Caskey, M.D.
Lufkin, Texas

Houston County

Vacant (Physician moved out
of region)

Hardin/Tyler Counties

Doug Tennison, M.D.
Silsbee, Texas

Shelby/Sabine/San Augustine Counties

Steve Oates, M.D.
Center, Texas

Nacogdoches County

W. E. Furniss, II, M.D.
Nacogdoches, Texas

Dennis Coffman, M.D., Secretary
Nacogdoches, Texas

James A. Buckingham, M.D.
Nacogdoches, Texas

Polk/San Jacinto Counties

J. T. Dabney, M.D.
Livingston, Texas

Walker/Madison/Trinity Counties

J. Richard Cook, M.D.
Trinity, Texas

Jasper/Newton Counties

David Edgeworth, M.D.
Jasper, Texas

2. Meetings:

<u>Date</u>	<u>Members Present</u>	<u>Members Absent</u>
November 13, 1984	3	8
<u>Staff Present</u>	<u>Guests Present</u>	
Jim McDermott, Ph.D.	Members, Regional Professional Advisory	
Susan Rushing	Committee:	
Sandy Skelton	Verna Barron, Ph.D.	Willa Wooten
George Patterson	James Duncan	Bill Kistler, M.D.
Mark Severns	Gerald Pace	Scotty Sherrill
	Paul Mayberry	

<u>Date</u>	<u>Members Present</u>	<u>Members Absent</u>
July 18, 1985	3	8
<u>Staff Present</u>	<u>Guests Present</u>	
Jim McDermott, Ph.D.	Members, Regional Professional Advisory	
Susan Rushing	Committee and the Public Responsibility	
Sandy Skelton	Committee:	
George Patterson	Verna Barron, Ph.D.	Yvonne Neyland
Michael Cleary, M.D.	James Duncan	John Smith
	Gerald Pace	Neill Hays
	Scotty Sherrill	Bessie Sanders
	Bill Kistler, M.D.	Oscar Sanders
	Willa Wooten	Jan Wilson
	Arlan Vierkandt	

3. Overview of Business Conducted:

a. Officers

Officers for FY 1985 remained the same as in FY 1984 with Enrique Huerta, M.D. as Chairman; James Buckingham, M.D., Vice-Chairman; and Dennis Coffman, M.D., Secretary.

b. Overview of MHMR Services Discussed:

During FY 1985 meetings, the Committee discussed a number of important issues as follows: a proposed fee collections procedure, a proposed client medication plan, the need for employing or contracting with an additional psychiatrist, overview with regard to the Judicial lawsuits, RAJ vs. Miller and Lelsz vs. Miller, licensure for area Boarding Homes, Pineywoods Regional Treatment Center (psychiatric inpatient), FY 1986 proposed budget for Deep East Texas MHMR Services, proposed in-home/ respite care services, and the proposed Interdisciplinary Team Services.

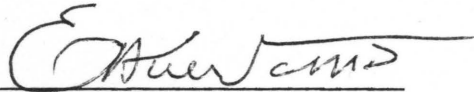
Overview of MHMR Services Discussed: continued

Presentations were made by Jim McDermott, Ph.D., Executive Director of Deep East Texas MHMR Services, George Patterson, Director of Mental Health Services, Mark Severns, Director of Pineywoods Regional Treatment Center, Susan Rushing, Director of Children's Services, Sandy Skelton, Director of Residential Services, and Michael Cleary, M.D., Clinical Director for Deep East Texas MHMR Services.

In addition to the regular business meeting, the Committee members took a tour of the new psychiatric inpatient program at Lufkin Memorial Hospital. An oral report to the Board of Trustees summarizing the Committee's work during the year was scheduled for the October, 1985 Board Meeting.

4. Recommendations:

As indicated in the minutes for the FY 1985 meetings, the Committee presented several recommendations to the staff and Board and gave approval to proceed with several proposed changes regarding client services.



Enrique Huerta, M.D.
Chairman