

MINUTES

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

MARCH 24, 1987

BOARD MEMBERS PRESENT:

Judge Allen Sturrock, Chairman
Mr. George E. Gee, Secretary
Rev. Robert Carter, Treasurer
Mr. Ward R. Burke
Mr. Perry Sampson
Mr. Dan D. Dominey
Judge Charles English
Mrs. Beth Brice

BOARD MEMBERS ABSENT:

Nancy Speck, Ph.D., V. Chairman
Reverend Ed Dodson

OTHERS PRESENT:

Jim McDermott, Ph.D.	MHMR
Mrs. Linda Naff	MHMR
Mr. Larry Heaton	MHMR
Mr. Sandy Skelton	MHMR
Mrs. Susan Rushing	MHMR
Mr. Joe McCulley	MHMR
Mr. George Patterson	MHMR
Mrs. Sandy Vann	MHMR

The 169th 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, March 24, 1987 at 5:30 P.M.

INVOCATION: Reverend 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 introduced Mrs. Beth Brice, an attorney in Nacogodches, who is replacing Dr. Speck on our Board until the end of summer. With her new job responsibilities, Dr. Speck must attend the legislative sessions in Austin, so Mrs. Brice has agreed to serve as an interim Board Member.

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

unanimously approved the Minutes of the February 24, 1987 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT:

1. Summary of Clients Served Report (attached)
2. Tyler County Situation - build or buy some office for VFW and develop a lease
3. MHMR Authority of Brazos Valley - termination of contract by TDMHMR due to lack of performance.
4. Board of Trustees Conference - June 12-13 - Waller Creek Plaza in Austin
5. Update on legislative actions
6. Recommendation by Sunset Commission to drastically increase payments by parents of state school residents.
7. Call on Directors for reports

Director, Financial Services

- a. Local Funds Report
- b. Status report on Medicare Cost Report - audit probably won't be held until July.

Director, Residential Services

- a. Report on Joint Conference Committee. Only 27% of the days in February were not at capacity; Medicare will be here anytime for a survey; and insurance receipts were \$68,000 in February.
- b. Status Report on Farm - Architect doing final drawings at this time.

Director, Treatment Services

- a. Status Report on Psychiatric Recruitment

Director, Special Services

- a. Discussion of Semi-Annual Goal Compliance Report (attached)

- b. Discussion of Kirbyville Building Project; MHMR must borrow money; attitude of Board. Board gave permission to determine costs, etc.
- c. Status Report on Angelina and Jasper MHMR Buildings

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

Budget and Finance Committee - Rev. Robert Carter, Chairman

Consideration of Treasurer's Report: On a motion by Reverend Carter, seconded by Mr. Gee, 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 February, 1987 be approved as submitted; and THAT copies of each report be attached to the permanent Minutes of this Board meeting.

Consideration of Second Quarter Financial Report: On a motion by Mrs. Brice, seconded by Reverend Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Board approve the Second Quarter Financial and Performance Report for FY 1987; THAT the Board Chairman be authorized to sign the Transmittal Form; THAT the report be submitted to TDMHMR, and THAT a copy be maintained in the office of Financial Services.

Consideration of Disposition of Delinquent Accounts Receivable: On a motion by Reverend Carter, seconded by Mrs. Brice, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the client accounts which have been inactive for at least six months be written off as uncollectible accounts receivable, and THAT a copy of these accounts be maintained on file in the office of Financial Services.

Program Committee - Mr. Ward R. Burke, Chairman

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

RESOLVED, by the Board of Trustees, THAT the proposed agenda for the semi-annual Board Workshop be approved with the revised timetable, and THAT the Executive Director be authorized to proceed with the planning of the workshop in accordance with the revised agenda.

Consideration of Revised Board Policies: On a motion by Judge Sturrock, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the proposed Board Policies be approved as submitted, THAT each Board member receive a copy of the updated Policies, and THAT a copy of the revised Board Policy Manual be kept on file in the office of the Executive Director.

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

RESOLVED, by the Board of Trustees, THAT they do hereby appoint the following nominees to the Hardin County Advisory Council: James E. "Pete" Farmer and H. R. "Mike" Holzapfel; and THAT a copy of their Certificates of Appointment be filed in the Special Services office.

Consideration of Revised Pineywoods Regional Treatment Center Policies and Procedures: On a motion by Mr. Burke, seconded by Mr. Dominey, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the revised policies and procedures contained in the Pineywoods Regional Treatment Center Program Manuals be adopted as submitted, and THAT a current copy of the Manuals be kept on file in the office of the Director of Residential Services.

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

Consideration of Revised Organization Chart: 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 revised Organization Chart as submitted; THAT it become effective April 1, 1987, and THAT a copy of the revised Organization Chart be attached to the permanent Minutes of this Board meeting.

Consideration of Change of Board's Role in Personnel and Grievance Matters: On a motion by Mr. Sampson, seconded by Mr. Gee, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT current MHMR policies and procedures be changed so that the Board is not involved in personnel matters other than that of hiring and supervision of the Executive Director, THAT the Executive Director be named as the final authority in personnel matters, and THAT the Operations and Procedures Manual, the Board Policy Manual, and the Employee Handbook be revised to reflect these changes.

Consideration of Personnel Matters (In Four 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 7:32 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 7:53 P.M. and asked Board consideration of the following items:

Part 1: Consideration of Creation of Caseworker II Position at Shelby MHMR Center: On a motion by Mr. Dominey, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT a Caseworker II position, #274, be added to the FY 1987 Personal Services Schedule, effective April 1, 1987.

Part 2: Consideration of Increasing a CSA-II Position at Hardin Sheltered Workshop to Full-time Status: 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 Community Service Aide II position, #91, at the Hardin Sheltered Workshop, be increased from an 80% position to a full-time position, effective April 1, 1987.

Part 3: Consideration of Reclassification of MHMR Supervisor Position at Hardin Sheltered Workshop: On a motion by Mr. Dominey, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Position #88, MHMR Supervisor, be reclassified as a Training Specialist position, #275, and that this position be added to the Personal Services Schedule effective April 1, 1987.

Part 4: Consideration of Salary Increase for Community Service Aides II at Pineywoods Regional Treatment Center: 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 salary for Positions #198, 199, 201, and 202, Community Service Aides II, be increased to Step 5 on the FY 1987 Personal Services Schedule, and THAT this increase be effective April 1, 1987.

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 April and May was set as follows:

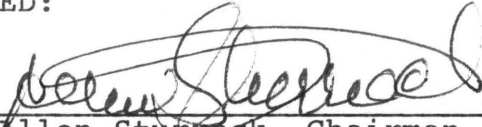
Tuesday, April 28, 1987
Tuesday, May 26, 1987

The Semi-Annual Board Workshop will be in conjunction with the Board meeting on April 28, 1987. The Board Workshop will begin at 12:00 noon at Central Administration. Members and staff will travel to Livingston and to Crockett to tour the Polk County MHMR Center and the Houston County Sheltered Workshop. The Board meeting will be held in Crockett. Committee meetings will begin at

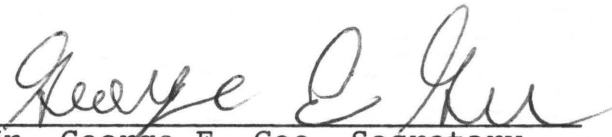
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3:30 P.M. on April 28th, and the Board meeting will begin at 3:45 P.M.

APPROVED:



Judge Allen Sturrock, Chairman



Mr. George E. Gee, Secretary

DEEP EAST TEXAS REGIONAL MHMR SERVICES

CLIENTS SERVED BY COUNTY

REPORT PERIOD - 9/1/86 - 2/28/87

<u>COUNTY</u>	<u>MENTAL HEALTH</u>	<u>MENTAL RETARDATION</u>	<u>ALCOHOLISM</u>	<u>DRUG ABUSE</u>	<u>TOTAL</u>
Angelina	400	119	3	6	528
Hardin	126	59	4	0	189
Houston	68	55	0	0	123
Jasper	168	79	11	2	260
Nacogdoches	310	72	20	1	403
Newton	51	31	4	1	87
Polk	127	72	9	6	214
Sabine	28	36	0	0	64
San Augustine	48	55	0	0	103
San Jacinto	32	17	4	0	53
Shelby	196	107	2	1	306
Trinity	54	15	0	1	70
Tyler	84	45	4	0	133
Out of Region	<u>7</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>9</u>
SUBTOTAL	1,699	764	61	18	2,542

Applicants - 1,211

Crisis Line - 303

GRAND TOTAL - 4,056

DEEP EAST TEXAS REGIONAL MHMR SERVICES
REVENUE BY FUND
9/1/86 - 2/28/87

SOURCE	ANNUAL BUDGET	MONTHLY BUDGET	FEBRUARY REV. & REC.	FEBRUARY OVER/(UNDER)	Y-T-D REV & REC	Y-T-D OVER/(UNDER)	Y-T-D BAL REMAINING	REVISED MO. BUDGET	
Court Commitment Income	0	0	2,720		2,720	14,301	14,301	(14,301)	(2,384)
Angelina County	29,286	2,441	2,440	(1)	14,643	(3)	14,643		2,441
Hardin County	14,532	1,211	1,211	0	7,266	0	7,266		1,211
Houston County	6,584	549	549	0	3,292	(2)	3,292		549
Jasper County	11,595	966	967	1	5,798	2	5,797		966
Nacogdoches County	17,963	1,497	1,497	0	8,982	0	8,981		1,497
Newton County	5,986	499	499	0	2,993	(1)	2,993		499
Polk County	9,846	821	820	(1)	4,923	(3)	4,923		821
Sabine County	2,838	237	236	(1)	1,419	(3)	1,419		237
San Augustine County	2,802	234	233	(1)	1,401	(3)	1,401		234
San Jacinto County	4,107	342	343	1	2,054	2	2,053		342
Shelby County	6,400	533	533	0	3,200	2	3,200		533
Trinity County	5,127	427	428	1	2,564	2	2,563		427
Tyler County	7,609	634	634	0	3,804	0	3,805		634
Teagle Grant	30,000	2,500	0	(2,500)	0	(15,000)	30,000		5,000
Foundation Grant	361,401	30,117	5,938	(24,179)	20,760	(159,942)	340,641		56,774
Client Fees	397,000	33,083	44,725	11,642	327,405	128,907	69,595		11,599
Title XX - Protective Services	118,926	9,911	5,611	(4,300)	47,479	(11,987)	71,447		11,908
Texas Rehabilitation Commission	8,500	708	4,077	3,369	9,649	5,401	(1,149)		(192)
ICF - MR	527,000	43,917	40,420	(3,497)	226,356	(37,146)	300,644		50,107
SB 230	100,000	8,333	8,750	417	51,500	1,502	48,500		8,083
Dept. of Highways & Pub. Transp.	505,000	42,083	43,014	931	250,225	(2,273)	254,775		42,463
Workshop Production	100,000	8,333	5,422	(2,911)	55,553	5,555	44,447		7,408
Donations	12,000	1,000	235	(765)	5,097	(903)	6,903		1,151
Interest	60,000	5,000	5,086	86	29,865	(135)	30,135		5,023
Miscellaneous	80,000	6,667	4,475	(2,192)	43,727	3,725	36,273		6,046
Grant-in-Aid	1,833,077	152,756	153,757	1,001	923,639	7,103	909,438		151,573
Rusk State Hospital	235,945	19,662	15,775	(3,887)	94,203	(23,769)	141,742		23,624
SB 630	292,973	24,414	25,453	1,039	139,663	(6,821)	153,310		25,552
DHR - Adult Day Care	0	0	1,397	1,397	9,409	9,409	(9,409)		(1,568)
DHR - Child Day Care	167,229	13,936	10,654	(3,282)	66,700	(16,916)	100,527		16,755
RAJ	742,000	61,833	66,544	4,711	460,871	89,873	281,129		46,855
Texas Youth Commission	0	0	0	0	126	126	(126)		(21)
Lelsz	949,642	79,137	83,778	4,641	419,857	(54,965)	529,785		88,298
DHR Liaison	118,000	9,833	9,551	(281)	56,878	(2,120)	61,122		10,187
Chapter I	34,343	2,862	4,557	1,695	11,552	(5,620)	22,791		3,799
Chapter I Carryover	34,817	2,901	3,024	123	12,686	(4,720)	22,131		3,689
DDA	0	0	0	0	0	0	0		0
DDA FY 86-87	34,000	2,833	5,467	2,634	30,879	13,881	3,121		520
Mental Health Block Grant	401,815	33,485	33,485	0	200,908	(2)	200,907		33,485
USDA	22,707	1,892	1,879	(13)	10,315	(1,037)	12,392		2,065
TOTALS	7,291,050	607,587	596,184	(11,402)	3,581,942	(63,580)	3,709,108		618,185

DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY COST CATEGORY
9/1/86 - 2/28/87

CATEGORY	ANNUAL BUDGET	MONTHLY BUDGET	FEBRUARY EXP. & ENC	FEBRUARY OVER(UNDER)	Y-T-D EXP & ENC	Y-T-D OVER(UNDER)	Y-T-D BAL REMAINING	REVISED MO. BUDGET
Salaries & Wages	3,783,569	315,297	305,586	(9,711)	1,785,431	(106,351)	1,998,138	333,023
Salary & Merit Increase	5,772	481	1,051	570	3,552	666	2,220	370
Fringe Benefits	525,385	43,782	42,251	(1,531)	248,788	(13,904)	276,597	46,100
Consultation & Professional Fees	71,050	5,921	4,568	(1,353)	48,771	13,245	22,279	3,713
Travel	133,395	11,116	12,750	1,634	63,339	(3,357)	70,056	11,676
Drugs	31,535	2,628	1,192	(1,436)	13,675	(2,093)	17,560	2,977
Food	158,041	13,170	7,119	(6,051)	50,653	(28,367)	107,388	17,898
Supplies	161,528	13,461	7,227	(6,234)	92,287	11,521	69,241	11,540
Equipment & Furniture/Purchase	119,576	9,965	6,315	(3,650)	34,438	(25,352)	85,138	14,190
Equip & Fur./Rental,Rep. & Mt.	74,901	6,242	4,821	(1,421)	35,144	(2,308)	39,757	6,626
Building/Rent	268,741	22,395	23,231	836	138,583	4,213	130,158	21,693
Building Purchase	0	0	0	0	0	0	0	0
Bldg./Repair, Maint., Ren./Ren.	38,902	3,242	13,762	10,520	39,654	20,202	(752)	(125)
Vehicle/Purchase	85,980	7,165	16,896	9,731	22,035	(20,955)	63,945	10,658
Vehicle/Rental	29,900	2,492	1,105	(1,387)	11,198	(3,754)	18,702	3,117
Vehicle/Operating Costs	113,620	9,468	6,354	(3,114)	43,282	(13,526)	70,338	11,723
Contracts with Service Agencies	750,480	62,540	67,784	5,244	385,669	10,429	364,811	60,802
Postage	18,020	1,502	1,886	384	8,712	(300)	9,308	1,551
Laboratory Expense	3,135	261	102	(159)	827	(739)	2,308	385
Telephone	112,613	9,384	7,392	(1,992)	50,862	(5,442)	61,751	10,292
Annual Audit	12,000	1,000	1,000	0	5,992	(8)	6,008	1,001
Insurance	79,355	6,613	6,265	(348)	39,587	(91)	39,768	6,628
Client Wages/Fringe	400,555	33,380	33,207	(173)	173,291	(26,989)	227,264	37,877
Utilities	154,661	12,888	12,696	(192)	67,915	(9,413)	86,746	14,458
Emolument	2,100	175	175	0	1,050	0	1,050	175
Miscellaneous	146,282	12,190	11,394	(796)	80,099	6,959	66,183	11,031
Interest Expense	9,954	830	832	2	5,349	369	4,605	768
Court Commitment Expense	0	0	2,720	2,720	14,122	14,122	(14,122)	(2,354)
Construction Expense	0	0	2,805	2,805	2,805	2,805	(2,805)	(468)
TOTALS	7,291,050	607,588	602,486	(5,102)	3,467,110	(178,418)	3,823,940	637,323

DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY PROGRAM
9/1/86 - 2/28/87

PROGRAM	ANNUAL BUDGET	MONTHLY BUDGET	FEBRUARY EXP. & ENC	FEBRUARY OVER/(UNDER)	Y-T-D EXP & ENC	Y-T-D OVER/(UNDER)	Y-T-D BAL REMAINING	REVISED MO. BUDGET
Center Administration	700,970	58,415	61,727	3,312	368,555	18,065	332,415	55,403
Case Management	339,489	28,291	25,309	(2,982)	145,534	(24,212)	193,955	32,326
MH Non-Residential	969,473	80,789	89,544	8,755	528,155	43,421	441,318	73,553
Special Education	1,225,768	102,147	110,017	7,870	573,736	(39,146)	652,032	108,672
MR Non-Residential	1,369,230	114,103	112,193	(1,910)	658,943	(25,675)	710,287	118,381
MR Residential	921,589	76,799	65,283	(11,516)	424,574	(36,220)	497,015	82,836
MH Residential	1,764,531	147,044	138,413	(8,631)	767,613	(114,651)	996,918	166,153
TOTALS	7,291,050	607,588	602,486	(5,102)	3,467,110	(178,418)	3,823,940	637,323

DEEP EAST TEXAS REGIONAL NMHR SERVICES
SUMMARY OF REVENUE AND EXPENDITURES
AS OF FEBRUARY 28, 1987

	FEBRUARY	YEAR-TO-DATE
REVENUE & RECEIVABLES	596,184	3,581,942
EXPENDITURES & ENCUMBRANCES	(602,486)	(3,467,110)
DIFFERENCE	(6,302)	114,832

REVENUE/EXPENDITURE ANALYSIS

RECOGNIZED REVENUE/RECEIVABLES		3,581,942
ADD: UNRECOGNIZED REVENUE		
LELSZ	331,439	
TEMPLE	70,787	
TEMPLE FOUNDATION GRANT	179,240	
RAJ (ESTIMATED)	0	
TOTAL UNRECOGNIZED REVENUE		581,466
LESS: RESTRICTED INTEREST		
RESERVE OPERATING FUND	1,459	
PENSION	2,764	
BUILDING FUND	13	
TOTAL RESTRICTED INTEREST		4,236
TOTAL NET REVENUE		4,159,172
RECOGNIZED EXPENDITURES/ENCUMBRANCES		3,467,110
LESS UNRECOGNIZED EXPENDITURES/ENCUMBRANCES		0
TOTAL NET EXPENDITURES/ENCUMBRANCES		3,467,110
DIFFERENCE OF REVENUE OVER/(UNDER) EXPENDITURES		692,062
REVENUE OVER EXPENDITURES		692,062
RESERVE OPERATING FUND		150,941
TOTAL AVAILABLE REVENUE		843,003

DEEP EAST TEXAS REGIONAL MMR SERVICES
BALANCE SHEET
FEBRUARY 28, 1987

ASSETS	GENERAL OPERATING FUND	GENERAL FIXED ASSETS	TOTAL
Current Assets			
Cash in Bank	1,067,152		1,067,152
Change Fund	290		290
Petty Cash	50		50
Accts Receivable-Client Fees 522,537			
Less: Allowance for Uncollect- able Accounts (571,398)			
Net Accounts Receivable	(48,861)		(48,861)
Accounts Receivable-Other	395,934		395,934
Accounts Receivable-Internal Advances 0	0		0
Prepaid Expenses 29,333	29,333		29,333
TOTAL CURRENT ASSETS	1,443,898		1,443,898
Amount To Be Provided Under Accrued Vacation 130,272	130,272		130,272
Amount To Be Provided Under Capital Lease Agreements 79,500	79,500		79,500
Amount To Be Provided Under Long-Term Agreement 34,691	34,691		34,691
General Fixed Assets - At Cost			
Equipment - Furniture/Fixtures		491,898	491,898
Vehicles		433,517	433,517
Building		325,645	325,645
Land		63,940	63,940
TOTAL FIXED ASSETS		1,315,000	1,315,000
TOTAL ASSETS	1,688,361	1,315,000	3,003,361
LIABILITIES, RESERVES & FUND BALANCE			
Current Liabilities:			
Accounts Payable 47,685	47,685		47,685
Misc. Payroll Ded. 1,102	1,102		1,102
Accounts Payable-Internal Adv. 0	0		0
Retirement Payable 62,939	62,939		62,939
Prepaid Revenue 722,809	722,809		722,809
Trust Fund Payable 6,186	6,186		6,186
Ins. Payable (24,737)	(24,737)		(24,737)
TOTAL CURRENT LIABILITIES	815,984		815,984
Obligation Under Accrued Vacation 130,272	130,272		130,272
Obligation Under Capital Lease Agreements 79,500	79,500		79,500
Obligation Under Long-Term Agreement 34,691	34,691		34,691
TOTAL LIABILITIES	1,060,447		1,060,447
Reserve for Investment in Fixed Assets 1,315,000	1,315,000		1,315,000
Reserve for Encumbrances 93,596	93,596		93,596
Fund Balance 534,318	534,318		534,318
TOTAL LIABILITIES, RESERVES & FUND BALANCE	1,688,361	1,315,000	3,003,361

DEEP EAST TEXAS REGIONAL MMR SERVICES
ANALYSIS OF ACCOUNTS RECEIVABLE/PAYABLE- INTERNAL ADVANCES
AND CASH POSITION STATEMENT
FEBRUARY 28, 1987

ANALYSIS OF ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE - INTERNAL ADVANCES

No Internal Advances	0

	0
	=====
TOTAL	

CASH POSITION STATEMENT

Cash in Bank:	
Operating Account	166,182
Money Market Checking Account - Inpatient	75,471
Pension Savings Account	63,907
Payroll Account	100
Chapter I Account	3,293
DDA Account	7,792
CD - Diboll State Bank	0
Money Market Checking Account - Diboll	
State Bank	395,624
Money Market Checking Account	7,024
Reserve Operating Account	150,941
Money Market - Diboll State Bank Foundation	33,675
CD - Diboll State Bank Foundation	150,000
Hardin Building Account	7,211

CASH IN BANK	1,061,220
Trust Fund Account	5,932

TOTAL CASH IN BANK	1,067,152
Change Fund	290
Petty Cash	50

TOTAL CASH ON HAND	1,067,492
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DEEP EAST TEXAS REGIONAL MHMR SERVICES
STATEMENT OF CHANGES IN FUND BALANCE AND RESERVE
AS OF FEBRUARY 28, 1987

	GENERAL OPERATING FUND	GENERAL FIXED ASSETS
	-----	-----
BALANCE - 2/1/87	540,620	1,304,522
REVENUE	596,184	
EXPENDITURES	(602,486)	
ADDITIONS	0	16,949
DELETIONS	0	(6,471)
	-----	-----
BALANCE - 2/28/87	534,318	1,315,000
	=====	=====

DEEP EAST TEXAS REGIONAL MHMR SERVICES
OPERATING STATEMENT
FEBRUARY 28, 1987

SOURCE OF INCOME:	RECEIPT	RECEIVABLES	TOTAL
	-----	-----	-----
Court Commitment Income	590	2,130	2,720
Angelina County	0	2,440	2,440
Hardin County	0	1,211	1,211
Houston County	0	549	549
Jasper County	967	0	967
Macogdoches County	0	1,497	1,497
Newton County	0	499	499
Polk County	0	820	820
Sabine County	0	236	236
San Augustine County	0	233	233
San Jacinto County	0	343	343
Shelby County	0	533	533
Trinity County	1	427	428
Tyler County	0	634	634
Temple Grant	0	0	0
Foundation Grant	5,938	0	5,938
Client Fees	44,725	0	44,725
Title XX - Protective Services	0	5,611	5,611
Texas Rehabilitation Commissio	3,172	905	4,077
ICF - MR	0	40,420	40,420
SB 230	0	8,750	8,750
Dept. of Highways & Pub. Trans	648	42,366	43,014
Workshop Production	0	5,422	5,422
Donations	235	0	235
Interest	5,086	0	5,086
Miscellaneous	4,375	100	4,475
Grant-in-Aid	153,757	0	153,757
Rusk State Hospital	5,981	9,794	15,775
SB 630	0	25,453	25,453
DHR - Adult Day Care	1	1,396	1,397
DHR - Child Day Care	80	10,574	10,654
RAJ	11,544	55,000	66,544
Texas Youth Commission	0	0	0
Lelsz	83,778	0	83,778
DHR Liaison	0	9,551	9,551
Chapter I	4,557	0	4,557
Chapter I Carryover	3,024	0	3,024
DDA	0	0	0
DDA FY 86-87	5,467	0	5,467
Mental Health Block Grant	33,485	0	33,485
USDA	78	1,801	1,879
TOTALS	367,489	228,695	596,184
	=====	=====	=====

DEEP EAST TEXAS REGIONAL MHMR SERVICES
 OPERATING STATEMENT
 CONTINUED
 FEBRUARY 28, 1987

SOURCE OF EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Salaries & Wages	305,586	0	305,586
Salary & Merit Increase	1,051	0	1,051
Fringe Benefits	38,803	3,448	42,251
Consultation & Professional Fe	2,564	2,004	4,568
Travel	12,750	0	12,750
Drugs	864	328	1,192
Food	2,451	4,668	7,119
Supplies	861	6,366	7,227
Equipment & Furniture/Purchase	1,799	4,516	6,315
Equipment & Fur./Rental,Rep. &	4,310	511	4,821
Building/Rent	23,070	161	23,231
Bldg./Repair, Maint., Rem./Ren	11,105	2,657	13,762
Vehicle/Purchase	16,896	0	16,896
Vehicle/Rental	1,105	0	1,105
Vehicle/Operating Costs	3,243	3,111	6,354
Contracts with Service Agencie	8,101	59,683	67,784
Postage	1,886	0	1,886
Laboratory Expense	12	90	102
Telephone	7,392	0	7,392
Annual Audit	0	1,000	1,000
Insurance	6,265	0	6,265
Client Wages/Fringe	31,054	2,153	33,207
Utilities	12,373	323	12,696
Emolument	175	0	175
Miscellaneous	3,440	7,954	11,394
Interest Expense	832	0	832
Court Commitment Expense	1,910	810	2,720
Construction Expense	2,805	0	2,805
TOTALS	502,703	99,783	602,486

DEEP EAST TEXAS REGIONAL MHMR SERVICES
Special Services Division
Planning
Goals and Objectives, FY 1987(SS27)

GOALS COMPLIANCE REPORT.
First Half FY 1987

DEEP EAST TEXAS REGIONAL MHMR
Special Services Division
Goal Compliance Report, First Half FY 1987
Goals and Objectives (SS27)

GOALS COMPLIANCE REPORT, FIRST HALF FY 1987

Executive Summary

This report is submitted as a provision of the Comprehensive Planning Program of Deep East Texas Regional Mental Health Mental Retardation Services and covers the first six months of FY 1987, beginning September 1, 1986 and ending February 28, 1987.

The following objectives were found to be substantially out of compliance because the variance from the target level for the first six months of FY 1987 was more than 10 percent from target.

1. Objective 2.4 is 19 percent unfavorably out of compliance because the target was to discharge or furlough as many as 205 persons to the service area from TDMHMR state hospitals by the end of the first six months. We achieved 166 discharges or furloughs which is a total of 39 below target.
2. Objective 3.4.1 states that by the end of the first half of FY 1987 we would provide as many as 3,500 client days of structured residential services at the new Peavy Switch Farm. Due to a delay in construction of the facility, the Peavy Switch Farm will not begin serving clients until FY 1988; therefore, this measure is 100 percent below target at this date. Some staff are currently employed to plan and develop the Peavy Switch Farm, and others will be added during FY 1987.
3. Objective 3.4.2 which calls for the provision of as many as 4,900 client days of intermediate residential services at the residential unit of the Shelby County MHMR Center is 33 percent under target for the first half of FY 1987. There were 3,297 client days of service provided at Shelby County MHMR during this period which is 1,603 client days below target. Fewer clients are being served and fewer client days are being realized in this intermediate program due to the majority of beds being used by the chronically mentally ill who have no other residential setting available to them. Consequently, they are staying longer which allows fewer clients to be served. In addition, seven of the beds are devoted to substance

Goal Compliance Report, First Half FY 1987
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abusers and, because these clients' length of stays are longer than originally expected, fewer clients will be served during the fiscal year and fewer client days will result.

4. Objective 3.4.4, which calls for as many as 378.5 client days of respite residential services to be provided for mental retardation clients, is 88 percent under target as of February 28, 1987. As of that date, we had provided 45 client days of respite residential services which is 333.5 days under target. The number of clients served has been less than originally expected due to numerous clients being placed in privately owned residential programs which have developed in the region in the past several months. Consequently, the need for respite services decreased proportionately. In addition, client days have been decreased for the same reason in addition to the fact that some clients needed only a few hours of respite care as opposed to spending the night; however, in calculating the number of client days for respite care, we had to divide the total number of client hours by 24 to convert to client days.
5. Objective 4.4.2 calls for a retrospective review by the Peer Review Committee of as many as 30 client records to be conducted as of the end of first half of FY 1987. By that date, the Peer Review Committee had conducted reviews of only 21 client records, 30 percent below target.

Goals and Objectives

Goal 1: Priority Population

Assure that high priority be given to those mentally ill and mentally retarded children and adults from this region who either reside in, or are at significant risk of placement in, a state facility.

Objective 1.1: Serve 2645 clients

Outcome: As of the report date, we served 2,386 clients, 585 more than target, a 32 percent favorable variance.

Objective 1.2: Serve 2,532 clients in service groups I through V (priority population).

Outcome: We served a total of 2,044 clients in this report period, 320 over target with a 19 percent favorable variance.

Goal Compliance Report, First Half FY 1987

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Objective 1.3: Serve 1,947 mental health clients in service groups I through V (priority population).

Outcome: We served a total of 1547 mental health clients in service groups I through V which is 228 over target for this reporting period. This is a favorable variance of 17 percent.

Objective 1.4: Serve 650 mental retardation clients in service groups I through V (priority population).

Outcome: We served a total of 652 mental retardation clients in service groups I through V which is 181 over target. This represents a favorable variance of 38 percent.

Goal 2: Containment:

Increase to the extent appropriate and feasible the number of mentally ill and mentally retarded children and adults who leave state facilities to return to their own communities, and reduce to the extent appropriate and feasible the number of mentally ill and mentally retarded children and adults who leave their own communities to be served elsewhere.

Objective 2.1: Add no more than 540 persons to TDMHMR State Hospitals from service area.

Outcome: We added 213 persons to TDMHMR state hospitals from our service area during the first six months of FY 1987. This is 57 less than target, and a 21 percent favorable variance.

Objective 2.2: Add no more than 270 persons to TDMHMR State Hospitals from the service area who are being readmitted.

Outcome: We added 101 persons to TDMHMR state hospitals from our service area who were being readmitted. This figure is 37 below target with a favorable variance of 25 percent.

Objective 2.3: Add no more than 15 persons to TDMHMR State Schools from the service area.

Outcome: We did not admit any person from our service area to a TDMHMR state school during the reporting period. The target was 7 persons by this date.

Objective 2.4: Discharge or furlough as many as 410 persons to the service area from TDMHMR State Hospitals.

Goal Compliance Report, First Half FY 1987

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Outcome: We discharged or furloughed 166 persons to our service area from TDMHMR state hospitals during the reporting period, 39 below target. This resulted in an unfavorable variance of 19 percent.

Objective 2.5: Discharge or furlough as many as 5 persons to the service area from TDMHMR State Schools.

Outcome: We discharged or furloughed 17 persons to our service area from TDMHMR state schools during the first half of FY 1987. This is more than 14 over the target for this reporting period, which represents a favorable variance of 580 percent.

Goal 3: Community Alternatives

Develop and maintain in communities of the region those specific services for mentally ill and mentally retarded children and adults which have been demonstrated to be effective alternatives to care and treatment in state facilities.

Sub-Goal 3.1: Develop and maintain emergency services designed to respond promptly to crises of mentally ill and mentally retarded persons, 24 hours a day, 365 days a year.

Objective 3.1.1: Provide 5,200 client days of emergency crisis service at the Pineywoods Regional Treatment Center.

Outcome: We provided 3,007 client days of emergency crisis service at Pineywoods Regional Treatment Center during the reporting period. This is 407 more than targeted, which represents a 16 percent favorable variance.

Sub-Goal 3.2: Develop and maintain a case management system to provide continuity of care, continuing service responsibility, overall program coordination and linkages to the services of other agencies.

Objective 3.2.1: Screen for case management eligibility 218 persons discharged/furloughed and referred from TDMHMR State Hospitals.

Outcome: We screened for case management eligibility 152 persons who had been discharged or furloughed and referred from TDMHMR state hospitals during the reporting period. This is 43 more than targeted and represents a favorable variance of 39 percent.

Objective 3.2.2: Maintain an average static caseload of 35 clients per mental health case manager.

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Outcome: We maintained an average static caseload of 32.5 clients per mental health case manager during the first half of FY 1987. This is 2.5 clients less than targeted and represents a favorable variance of 7 percent.

Sub-Goal 3.3: Assure that mentally ill members of the priority population have access to psychotropic medications prescribed for treatment of their illnesses including provisions for psychotropic and anti-convulsant medications for the indigent.

Sub-Goal 3.4: Provide a comprehensive array of residential alternatives in communities of the Region for mentally ill and mentally retarded persons suitable to their individual needs and abilities which may include:

- a. Family support services to permit mentally ill and mentally retarded persons to remain at home with their families;
- b. Specialized mental health crisis residential programs; and
- c. Personal care homes, family care arrangements, half-way houses, group homes and cooperative apartments.

Objective 3.4.1: Provide 7000 client days of structured residential services at the Peavy Switch Farm.

Outcome: The Peavy Switch Farm had not opened by February 28, 1987; therefore, no client days of service were recorded.

Objective 3.4.2: Provide a 9,800 client days of intermediate residential services at the Shelby House.

Outcome: We provided a total of 3,297 client days of intermediate residential services in Shelby County during the reporting period. This is 1,603 less than targeted and represents a 33 percent unfavorable variance.

Objective 3.4.3: Provide 16,550 client days of intermediate residential services at the Nacogdoches Group Home, the JoAnn Fries Group Home, the Newton Group Home, the Kirbyville Group Home, and in foster care services.

Outcome: We provided 7,723 client days of intermediate residential services during the first half of FY 1987. This is 552 less than targeted and represents a 7 percent unfavorable variance.

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Objective 3.4.4: Provide 757 client days of respite residential services in the Lufkin State School Respite Program, the Residential Respite Care Services Program, and with foster families.

Outcome: We provided a total of 45 client days of respite residential services during the reporting period. This is 333 less than targeted and represents an unfavorable variance of 88 percent.

Sub-Goal 3.5: Provide brief hospitalization in community hospitals for mentally ill members of the priority population for the purposes of treating acute symptoms of mental illness and preventing admission to state residential facilities.

Sub-Goal 3.6: Assure the maximum utilization of and coordination with community volunteers, mutual assistance groups and client support organizations to enhance the quality of life and to prolong the stay in the community of mentally ill and mentally retarded members of the priority population.

Sub-Goal 3.7: Develop and maintain programs which offer mentally ill and mentally retarded adults a range of work-related activities including vocational training, vocational assessments, sheltered workshops, work stations in industry, and job placements.

Sub-Goal 3.8: Construct or purchase and renovate on a priority basis those buildings in communities of the region that house service activities that are proved to be effective alternatives to care and treatment in state facilities.

Objective 3.8.1: Construct a new facility to house the Peavy Switch Farm.

Outcome: Construction is expected to begin before the end of FY 1987 on the new facility for the Peavy Switch Farm.

Objective 3.8.2: Pending the approval of a grant application to the Texas Department of Community Affairs, construct a new facility to house the Angelina County MHMR Center.

Outcome: Construction is expected to begin before the end of FY 1987 on a new facility to house the Angelina County MHMR Center.

Objective 3.8.3: Construct a major addition to the facility that houses the Jasper County MHMR Center.

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Outcome: Construction is expected to begin on a major addition to the Jasper County MHMR Center before the end of FY 1987.

Objective 3.8.4: Construct or purchase and renovate a new facility to house the Kirbyville-Newton MHMR Center.

Outcome: A site should be selected and final plans completed for the new Kirbyville-Newton MHMR Center before the end of FY 1987, pending approval of the Board of Trustees.

Goal 4: Quality

Assure that the care and treatment provided to mentally ill and mentally retarded children and adults in the regional service system are of high quality.

Sub-Goal 4.1: Assure that each component of the regional service system meets applicable standards established by appropriate external review agencies and organizations such as the Joint Commission on Accreditation of Hospitals and the TDMHMR Office of Standards and Quality Assurance.

Objective 4.1.1: Complete a project to develop and/or revise necessary bylaws, plans, rules and regulations, and policies and procedures necessary to comply with the TDMHMR standards for community-based services and the consolidated standards of the Joint Commission on Accreditation of Hospitals.

Outcome: A preliminary draft of the clinical staff bylaws has been completed and work begun on the draft of new bylaws of the Board of Trustees. Also, a plan has been developed by the office of Special Services to develop program manuals and other documents based on a standardized format consistent with the requirements of the Joint Commission on Accreditation of Hospitals and the Texas Department of Mental Health and Mental Retardation. The entire project should be complete by the end of FY 1987.

Objective 4.1.2: Complete a plan of correction to remove contingencies to full accreditation of Pineywoods Regional Treatment Center by the Joint Commission on Accreditation of Hospitals as identified in a survey conducted October 21, 1985.

Outcome: The plan of correction to remove contingencies to full accreditation of Pineywoods Regional Treatment Center by JCAH has been completed, and the focused survey to remove the contingencies took place February 19, 1987.

Goal Compliance Report, First Half FY 1987

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Objective 4.1.3: Complete a plan of correction to remove deficiencies identified in a program review audit conducted by the TDMHMR Office of Standards and Quality Assurance, September 30 and October 1-4, 1985.

Outcome: The plan of correction to remove deficiencies identified in the TDMHMR Program Review Audit has been completed and forwarded to the TDMHMR assistant deputy commissioners for this region.

Objective 4.1.4: Facilitate to the fullest extent possible the acceptance by the Health Care Financing Administration of a plan of correction submitted by Memorial Medical Center of East Texas to remove life safety code deficiencies in the Doctors' Tower.

Outcome: The Health Care Financing Administration has accepted the plan of correction submitted by Memorial Medical Center of East Texas to remove Life Safety Code deficiencies in the Doctors' Tower. This plan covers a period of time to December 1988.

Sub-Goal 4.2: Assure that all employees and volunteers in direct contact with mentally ill and mentally retarded persons in the regional service system and all administrative and support employees and volunteers in the regional service system, and members of the Board of Trustees receive adequate and continuing training and education.

Sub-Goal 4.3: Assure that the rights of all mentally ill and mentally retarded persons in the regional service system are protected by:

- a. Designating a staff member to serve in the capacity of Rights Protection Officer, and
- b. Providing an internal mechanism for monitoring the protection of the rights of persons served by the regional service system.

Sub-Goal 4.4: Establish, maintain or expand as necessary internal quality assurance procedures designed to monitor the quality and appropriateness of services provided to mentally ill and mentally retarded persons, and the patterns of utilization of such service.

Objective 4.4.1: Conduct four, one-day meetings of the Internal Peer Review Committee for a retrospective review of client records.

Outcome: There were a total of two, one-day meetings of the Internal Peer Review Committee held

Goal Compliance Report, First Half FY 1987

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during the first half of FY 1987. This meets the target for the reporting period.

Objective 4.4.2: Conduct a retrospective review by the Internal Peer Review Committee of 60 client records representing a sampling from all the components of the Regional Service Delivery System.

Outcome: A total of 21 client records were reviewed by the Internal Peer Review Committee during the reporting period. This is nine less than target and represents a 30 percent unfavorable variance.

Goal 5: Prevention

Engage in activities designed to reduce the incidence of mental and developmental disabilities and the severity of adult mental and developmental disabilities detected in childhood.

Sub-Goal 5.1: Develop and maintain programs aimed at early detection and treatment of disabilities in infants and children such as the Early Childhood Intervention Program established pursuant to Senate Bill 630.

Sub-Goal 5.2: Cooperate with state agencies in making genetic screening and counseling services available to the people of the region.

Goal 6: Research

Ensure that results of relevant research and current literature in the field are disseminated to regional service system personnel engaged in the care and treatment of mentally ill and mentally retarded persons and to personnel administering such care and treatment programs.

Goal 7: Effective Administration

Assure that all resources are efficiently and effectively managed.

Sub-Goal 7.1: Maintain a long-range strategic plan.

Sub-Goal 7.2: Conduct a program of cost accounting to accurately determine the cost of services provided by all components of the regional service system. Such costs shall be at or below the state average among community MHMR centers in Texas.

Sub-Goal 7.3: Develop and maintain a management information system which supports management decisions affecting resource allocation, assists in efficient management of the regional service system operations and personnel, and supports with relevant and timely information programmatic and clinical decisions regarding services to mentally ill and mentally retarded persons.

Goal Compliance Report, First Half FY 1987
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Sub-Goal 7.4: Assure that all components of the regional service system comply with the requirements of law and applicable rules and directives of the Texas Department of Mental Health and Mental Retardation; conduct its operations in an efficient and effective manner; and employ sound financial management practices, including accurate accounting of all revenues and expenditures.

Objective 7.4.1: Conduct one financial audit by an external, certified accounting firm according to generally accepted accounting principles applicable to governmental agencies, and comply with all recommendations of the audit report the Board determines accurate and feasible.

Outcome: A financial audit by the Lufkin firm of Alexander and Rogers, Inc., was conducted during the first half of FY 1987, and the deficiencies have been addressed by the Board of Trustees.

Objective 7.4.2: Develop a plan to implement an internal audit program designed to evaluate the structure and operations of each administrative unit of the Regional Service Delivery System.

Outcome: An internal audit program has been established by the office of Special Services and has been in operation since September 1, 1986. A total of five administrative units have been audited thus far in FY 1987.

Objective 7.4.3: Complete a plan of correction to remove deficiencies identified in a management review audit conducted by the TDMHMR Office of Internal Audit, July 7-11, 1986.

Outcome: A plan of correction to remove deficiencies identified in the management review audit has been completed and forwarded to the TDMHMR office of Internal Audits.

Sub-Goal 7.5: Develop and maintain effective liaison with other agencies and organizations and with the general public in order to exchange relevant and timely information.

Objective 7.5.1: Publish and distribute 4 editions of Directions Newsletter.

Outcome: We published and distributed two editions of Directions Newsletter during the reporting period. This meets the target established for the first half of FY 1987.

Objective 7.5.2: Publish and distribute the FY1986 Annual Report.

Goal Compliance Report, First Half FY 1987

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Outcome: The FY 1986 Annual Report was published and distributed in February 1987.

Objective 7.5.3: Conduct four meetings of each County Citizens Advisory Council.

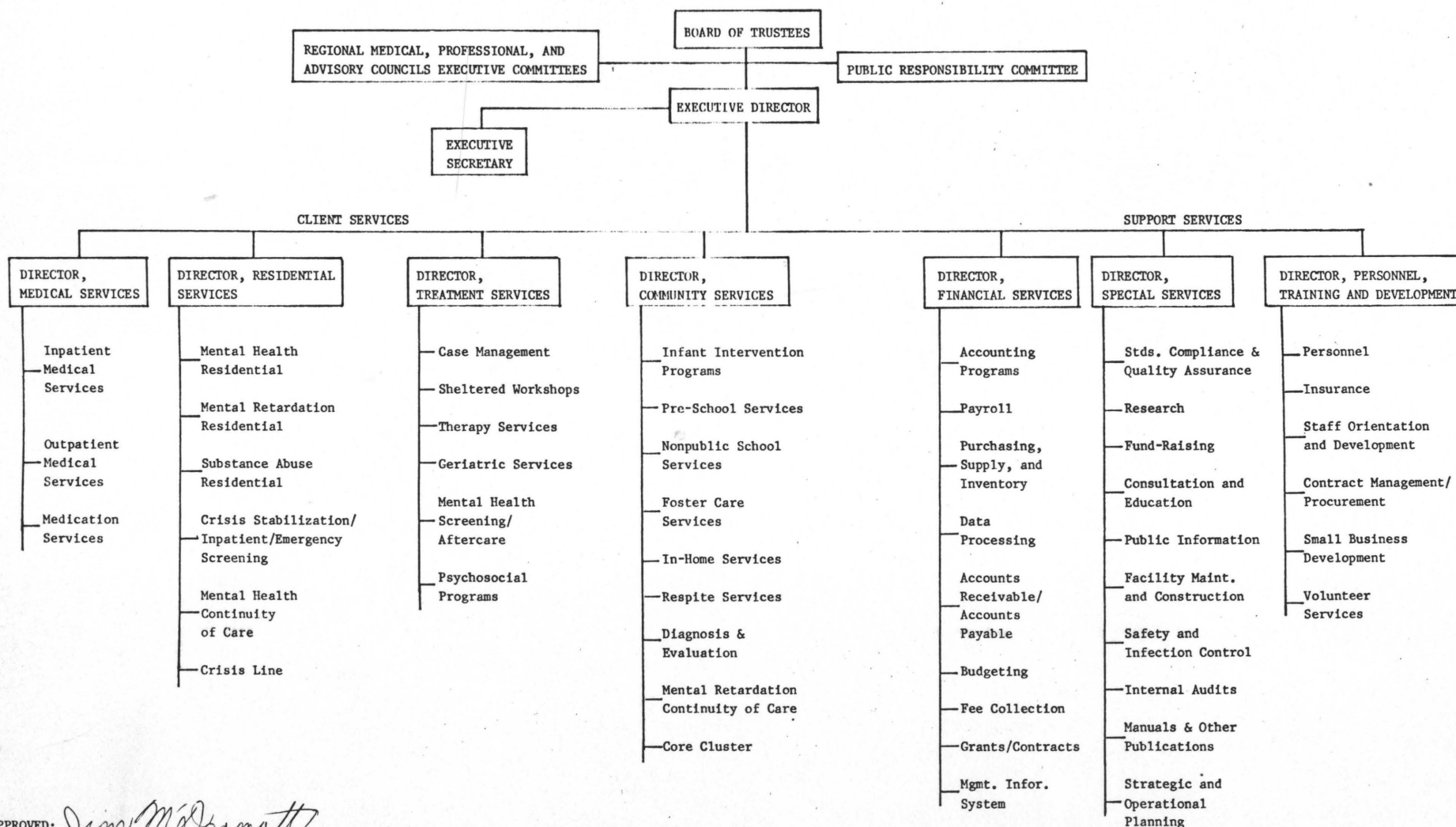
Outcome: There has been a total of 27 county Citizens' Advisory Council meetings held during the first half of FY 1987. This is one more than targeted and represents a favorable variance of 4 percent.

Sub-Goal 7.6: Recruit competent personnel and volunteers for the regional service system.

Sub-Goal 7.7: Provide employees with a work experience conducive to job satisfaction and long-term employment by the following means:

- a. Provide a competitive level of compensation and fringe benefits for all employees;
- b. Implement strategies aimed at improving career development and education opportunities for employees;
- c. Maintain a Positive Performance Program;
- d. Provide training programs designed to improve the skills of managers and line supervisors in the regional service system;
- e. Maintain an effective Affirmative Action Program; and
- f. Maintain employee turnover rate not to exceed 20 percent.

ORGANIZATION CHART - DEEP EAST TEXAS REGIONAL MHMR SERVICES



APPROVED: *Jim McDermott*
 Jim McDermott, Ph.D.
 Executive Director