

MINUTES

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

OCTOBER 27, 1987

BOARD MEMBERS PRESENT:

Judge Allen Sturrock, Chairman
Mr. Dan D. Dominey, Vice Chairman
Mr. Perry Sampson, Secretary
Rev. Ed Dodson, Treasurer
Rev. Robert Carter
Mr. Ward R. Burke
Mrs. Beth Brice

BOARD MEMBERS ABSENT:

Judge Charles English
Nancy Speck, Ph.D.

OTHERS PRESENT:

Jim McDermott, Ph.D.	MHMR
Mrs. Linda Naff	MHMR
Mr. George Patterson	MHMR
Mr. Larry Heaton	MHMR
Mr. Sandy Skelton	MHMR
Mrs. Sandy Vann	MHMR
Sheryl Taylor	MHMR

The 178th 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 27, 1987 at 5:00 P.M.

INVOCATION: Rev. Ed Dodson gave the invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Sturrock called the meeting to order at 5:00 P.M. He recognized Mr. Wayne Haglund, the Center's Attorney who was in attendance to discuss several items on the agenda.

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. Dominey, the Board unanimously approved the Minutes of the September 22, 1987 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT:

1. Death of Mr. Gee and Kathy Lockart.
2. Discussion held regarding naming the Jasper MHMR Center after Mr. Gee and the Community Room after Kathy Lockhart.
3. Wayne Haglund discussed the issue of conservatorship of the client at the Respite unit and will pursue this issue further.
4. David Waxman is applying for a Community Development Block Grant for a combination aging center and MHMR Center in Woodville.
5. Call on Directors for Reports

Director, Business Services

- a. Local Match Report (see attached reports)

Director, Residential Services

- a. Report on Joint Conference Committee. Sandy reported that the Committee has not met since August, but will meet on November 13th. He reported that there were 321 admissions to Pineywoods in FY 1987, and that 56% were females, 93% were court-committed, 21% had insurance, and the average length of stay was 19 days.
- b. FY 1987 PRC Annual Report (see attached)
- c. Peer Review Annual Report (see attached)
- d. Peavy Switch Update: The slab has been poured, the plumbing is finished, a bulldozer has been hired to disk the land, and barn construction has begun. There will be a four-six week delay in the construction due to the type of doors needed for the facility.
- e. Update on Memorial Hospital: The sprinkler system is on schedule and will be completed by December 31, 1988.

Director, Personnel, Training and Development

- a. Discussion of Self-Insurance Program: Larry reported that we need to make a decision to stay with Smith Administrators or find someone else to administer the program. Various options are being researched at this time.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

Budget and Finance Committee - Rev. Ed Dodson, Chairman

Consideration of Treasurer's Report: On a motion by Rev. Carter, seconded by Mrs. Brice, 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, 1987 be approved as submitted; and THAT copies of each report be attached to the permanent Minutes of this Board Meeting.

Consideration of Disposition of Delinquent Accounts Receivable: On a motion by Mrs. Brice, seconded by Rev. Dodson, 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 Business Services.

Consideration of Fourth Quarter Expenditure Report: On a motion by Rev. Dodson, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Board approve the Fourth 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 Business Services.

Consideration of Bank Depository: On a motion by Rev. Carter, seconded by Rev. Dodson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the First Republic Bank of Lufkin, Texas be designated as the primary depository for Center funds; and THAT this action be initiated immediately upon receipt of necessary check vouchers for the appropriate checking accounts. Be it further

resolved by the Board of Trustees, THAT Jim McDermott, Ph.D., Executive Director, and Linda Naff, Director of Business Services, shall be authorized to immediately establish a one hundred thousand dollar (\$100,000.00) Line of Credit at First Republic Bank, Lufkin, Texas and to draw on the Line of Credit as necessary to meet liabilities of the Center.

Consideration of Acceptance of Temple Grant for Purchase and Renovation of Old Wilson McKewen Building: On a motion by Mrs. Brice, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the grant award from the T.L.L. Temple Foundation in the amount of \$355,000.00 for the purchase and renovation of the former Wilson McKewen Treatment Center facility be accepted; THAT the Executive Director be authorized to proceed with the legal acquisition of the facility; THAT Ward R. Burke be designated as the Board's representative to work with the Executive Director with regard to this special project; and THAT copies of all paperwork associated with the acquisition of the facility be kept on file in the Center's Business Office.

Consideration of Purchase of Vehicles (In Two Parts):

Part 1: Consideration of Purchase of Two Cars for Central Administration: On a motion by Mrs. Brice, seconded by Rev. Dodson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the plan for the purchase of two automobiles for Central Administration be approved as submitted; THAT the bids from Angelina Chevrolet for the purchase of two 1988 Chevrolet Cavaliers at a cost of \$18,435.38 be accepted, and THAT the plan for the disposition of two 1986 Ford Tempos and one 1984 Chevrolet Cavalier be approved as submitted, and THAT a copy of the bids for the new cars and the plan for disposition of the old cars be maintained in the office of Financial Services.

Part 2: Consideration of Van for Respite Care: On a motion by Mrs. Brice, seconded by Rev. Dodson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the bid from Clifton-Duke Chevrolet, Inc. for the purchase of a van be accepted, and THAT a copy of the bids be maintained in the office of Financial Services.

Consideration of Acceptance of Grant Award from ECI Program: On a motion by Rev. Dodson, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Early Childhood Intervention Expansion Grant Award of \$85,098.00 be accepted; THAT the Executive Director be authorized to sign the amended contract with the ECI Interagency Council; THAT Positions #266, 267, and 268, Registered Therapist III, and Positions #270 and 271, Child Development Specialist I, be added to the FY 1988 Personal Services Schedule effective November 1, 1987, and THAT a copy of the Grant Award be maintained in the office of Mental Retardation Services.

Consideration of Sale of MHMR Property: On a motion by Rev. Dodson, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT they do hereby approve the sale of 0.918 acre of land located at 4101 South Medford Drive in Lufkin, Texas to the Angelina County Association for Human Development, Inc. for the purpose of constructing a County MHMR Center building on the property and in consideration of the promise by the Association to return ownership of the property to Deep East Texas MHMR Services at some time in the future when the indebtedness incurred by the Association to help finance the project has been amortized, and THAT Executive Director, Jim McDermott, Ph.D., is hereby given the authority to execute the necessary documents to complete the sale.

Program Committee - Mr. Ward R. Burke, Chairman

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 Guidelines for Boarding Home Registration: On a motion by Mr. Burke, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT they do hereby approve the Guidelines relating to the registration of boarding homes as attached and included in the Minutes of this Board meeting by reference, and THAT they do therefore authorize Jim McDermott, Ph.D., Executive Director, or his designee, to develop a Boarding Home Registration Program based on the approved Guidelines.

Consideration of Resolution Between Deep East Texas MHMR Board and Department of Human Services: 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 Board authorize the Executive Director to negotiate and sign Title XIX ICF-MR Contracts with the Texas Department of Human Services for the purpose of participating in the ICF-MR program; THAT the Board Secretary be authorized to sign a Board of Trustees Resolution stating such action; and THAT a copy of the Resolution be attached to the permanent Minutes of this Board meeting.

Public Meeting on Needs or Uses of Mental Health Block Grant Funds: Judge Sturrock declared the meeting in public hearing and asked for comments from the audience. There were no comments and no Board action was necessary.

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

RESOLVED, by the Board of Trustees, THAT J. N. Martin, D.O., be approved for reappointment to the Professional Staff of the Pineywoods Regional Treatment Center; 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 Certificates of Appreciation: On a motion by Mr. Sampson, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Board Chairman and Executive Director be authorized to sign and present the proposed Certificates of Appreciation to Anne K. Farrell, Minnie Thomas, and Cub Scout Pack #854 in Coldspring, and THAT copies of the Certificates be attached to the permanent Minutes of this Board meeting.

Consideration of Resolution to Amend Profit Sharing Plan and Trust: On a motion by Mr. Sampson, seconded by Rev. Carter, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the proposed change in the "Employees Profit Sharing Plan and Trust" be approved as submitted, and THAT a copy of the plan document be maintained in the Personnel office.

Consideration of Personnel Matters (In Three 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 excluded guests from the meeting room at 6:14 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 6:42 P.M. and asked Board consideration of the following items:

Part 1: Consideration of Creation of Psychiatrist III Position: 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 Psychiatrist III position, #272, be added to the Personal Services Schedule effective November 1, 1987.

Part 2: Consideration of Deletion of Caseworker III Position and Creation of Caseworker I Position, Houston/Trinity County 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 the Caseworker III position, #0047, be deleted, THAT a Caseworker I position, #0265, (Case Manager) be created to serve the Trinity and Houston County MHMR Centers, and THAT these changes be effective November 1, 1987.

Part 3: Consideration of Creation of Half-Time Community Service Aide II Position: 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 #271, Half-Time Community Service Aide II, be added to the FY 1988 Personal Services Schedule effective November 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:

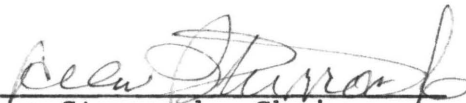
The schedule for the Board Meetings for November and December was set as follows:

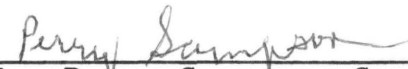
Tuesday, November 24, 1987

Tuesday, December 15, 1987

The Semi-Annual Board Workshop will be in conjunction with the Board meeting on November 24th. The Board Workshop will begin at 12:00 noon at the Central Administration facility. Board members and staff will travel to the Jasper MHMR Center where the workshop and meeting will be held. The workshop will begin at 1:00 with a tour of the Jasper MHMR Center and will end at 4:15 when Committee meetings begin. Dinner will be served from 4:45 - 5:30, and the Board meeting will begin at 5:30 P.M.

APPROVED:


Judge Allen Sturrock, Chairman


Mr. Perry Sampson, Secretary

LOCAL MATCH CHART - FY 1987

<u>COUNTY</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT PLEDGED</u>	<u>AMOUNT RECEIVED</u>
Angelina	\$ 29,286.00	\$ 29,300.00	\$ 29,300.00
Hardin	14,532.00	14,532.00	14,532.00
Houston	6,584.00	6,584.00	6,584.00
Jasper	11,595.00	11,595.00	11,595.00
Nacogdoches	17,963.00	17,963.00	18,000.00
Newton	5,986.00	5,986.00	5,986.00
Polk	9,846.00	9,846.00	9,846.00
Sabine	2,838.00	2,838.00	2,838.00
San Augustine	2,802.00	2,802.00	2,802.00
San Jacinto	4,107.00	4,107.00	4,107.00
Shelby	6,400.00	6,400.00	6,400.00
Trinity	5,127.00	5,127.00	5,127.00
Tyler	<u>7,609.00</u>	<u>7,609.00</u>	<u>7,609.00</u>
TOTALS	\$124,675.00	\$124,689.00	\$124,726.00 (100%)

LOCAL MATCH CHART - FY 1988

<u>COUNTY</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT PLEDGED</u>	<u>AMOUNT RECEIVED</u>
Angelina	\$ 29,286.00	\$ 29,286.00	\$
Hardin	14,532.00	14,532.00	
Houston	6,584.00	6,584.00	
Jasper	11,595.00	11,595.00	
Nacogdoches	17,963.00		
Newton	5,986.00		
Polk	9,946.00	9,846.00	
Sabine	2,838.00		
San Augustine	2,802.00		
San Jacinto	4,107.00	4,107.00	
Shelby	6,400.00		
Trinity	5,217.00	5,127.00	
Tyler	<u>7,609.00</u>	<u> </u>	<u> </u>
	\$124,675.00	\$ 81,077.00 (65%)	

DEEP EAST TEXAS REGIONAL MHMR SERVICES
REVENUE BY FUND
9/1/87 - 9/30/87

SOURCE	ANNUAL BUDGET	MONTHLY BUDGET	SEPTEMBER REV. & REC.	SEPTEMBER OVER/(UNDER)	Y-T-D REV & REC	Y-T-D OVER/(UNDER)	Y-T-D BAL REMAINING	REVISED MO. BUDGET
Commitment Income	30,000	2,500	3,315	1,315	3,315	1,315	26,185	2,380
County	29,288	2,441	2,441	0	2,441	0	26,845	2,440
Harmon 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
Maricopa 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	820
Sabine County	2,838	237	237	0	237	0	2,601	236
San Augustine County	2,802	234	234	0	234	0	2,568	233
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	79,213	6,601	0	(6,601)	0	(6,601)	79,213	7,201
Foundation Grant	299,923	24,994	151,146	126,152	151,146	126,152	148,777	13,525
Client Fees	882,352	73,529	68,885	(4,644)	68,885	(4,644)	813,467	73,952
Title XX - Protective Services	113,500	9,458	6,362	(3,096)	6,362	(3,096)	107,138	9,740
Foundation Grant Construction	757,000	63,083	0	(63,083)	0	(63,083)	757,000	68,818
Farm Income	3,000	250	0	(250)	0	(250)	3,000	273
Texas Rehabilitation Commission	55,000	4,583	263	(4,320)	263	(4,320)	54,737	4,976
ICF - MR	518,093	43,174	44,363	1,189	44,363	1,189	473,730	43,066
SB 230	85,000	7,083	8,000	917	8,000	917	77,000	7,000
ICS	308,218	25,685	9,639	(16,046)	9,639	(16,046)	298,579	27,144
Dept. of Highways & Pub. Transp.	528,000	44,000	42,983	(1,017)	42,983	(1,017)	485,017	44,092
Nacogdoches ISD	13,480	1,123	0	(1,123)	0	(1,123)	13,480	1,225
Insurance Rev.	0	0	2	2	2	2	(2)	(0)
Workshop Production	148,100	14,008	13,396	(612)	13,396	(612)	154,704	14,064
Donations	10,000	833	660	(173)	660	(173)	9,340	849
Interest	25,000	2,083	4,695	2,612	4,695	2,612	20,305	1,846
Miscellaneous	80,000	6,667	6,230	(437)	6,230	(437)	73,770	6,706
Grant-in-Aid	1,902,710	158,559	158,738	179	158,738	179	1,743,972	158,543
Rusk State Hospital	127,669	10,639	10,494	(145)	10,494	(145)	117,175	10,652
SB 111	302,092	25,174	20,145	(5,029)	20,145	(5,029)	281,947	25,632
Day Care	25,687	2,141	1,794	(347)	1,794	(347)	23,893	2,172
Day Care	166,369	13,864	12,515	(1,349)	12,515	(1,349)	153,854	13,987
RAJ	850,000	70,833	45,000	(25,833)	45,000	(25,833)	805,000	73,182
Lelsz	1,134,129	94,511	87,838	(6,673)	87,838	(6,673)	1,046,291	95,117
TCADA	312,000	26,000	6,300	(19,700)	6,300	(19,700)	305,700	27,791
Probation	8,000	667	0	(667)	0	(667)	8,000	727
SYETP	12,000	1,000	0	(1,000)	0	(1,000)	12,000	1,091
JTPA	5,000	417	0	(417)	0	(417)	5,000	455
DHR Liaison	115,600	9,633	9,892	259	9,892	259	105,708	9,610
Chapter I	35,693	2,974	0	(2,974)	0	(2,974)	35,693	3,245
Chapter I Carryover	27,834	2,320	2,509	189	2,509	189	25,325	2,302
USDA	24,923	2,244	2,210	(34)	2,210	(34)	24,713	2,247
Mental Health Block Grant	460,203	38,350	38,351	1	38,351	1	421,852	38,350
TOTALS	9,592,463	799,371	766,616	(32,755)	766,616	(32,755)	8,825,847	802,350

DEEP EAST TEXAS REGIONAL MWMR SERVICES
EXPENDITURES BY COST CATEGORY
9/1/87 - 9/30/87

CATEGORY	ANNUAL BUDGET	MONTHLY BUDGET	SEPTEMBER EXP. & ENC	SEPTEMBER OVER(UNDER)	Y-T-D EXP & ENC	Y-T-D OVER(UNDER)	Y-T-D BAL REMAINING	REVISED MO. BUDGET
Wages	4,518,534	376,545	344,011	(32,534)	344,011	(32,534)	4,174,523	379,502
Merit Increase	23,899	1,992	0	(1,992)	0	(1,992)	23,899	2,173
Fringe Benefits	646,195	53,850	55,829	1,979	55,829	1,979	590,366	53,670
Consultation & Professional Fees	65,046	5,421	1,545	(3,876)	1,545	(3,876)	63,501	5,773
Travel	128,008	10,667	9,540	(1,127)	9,540	(1,127)	118,468	10,770
Drugs	34,063	2,839	2,595	(244)	2,595	(244)	31,468	2,861
Food	177,033	14,753	7,649	(7,104)	7,649	(7,104)	169,384	15,399
Supplies	223,298	18,608	10,162	(8,446)	10,162	(8,446)	213,136	19,376
Equipment & Furniture/Purchase	156,310	13,026	16,963	3,937	16,963	3,937	139,347	12,668
Equip & Fur./Rental, Rep. & Mt.	69,107	5,759	5,478	(281)	5,478	(281)	63,629	5,784
Building/Rent	332,659	27,722	25,974	(1,748)	25,974	(1,748)	306,685	27,880
Bldg./Repair, Maint., Rem./Ren.	55,594	4,633	6,976	2,343	6,976	2,343	48,618	4,420
Vehicle/Purchase	86,740	7,228	30,088	22,860	30,088	22,860	56,652	5,150
Vehicle/Rental	5,292	441	410	(31)	410	(31)	4,882	444
Vehicle/Operating Costs	120,000	10,000	7,750	(2,250)	7,750	(2,250)	112,250	10,205
Contracts with Service Agencies	1,091,284	90,940	55,867	(35,073)	55,867	(35,073)	1,035,417	94,129
Postage	18,861	1,572	1,911	339	1,911	339	16,950	1,541
Laboratory Expense	5,825	485	78	(407)	78	(407)	5,747	522
Telephone	116,371	9,698	17,731	8,033	17,731	8,033	98,640	8,967
Annual Audit	9,400	783	820	37	820	37	8,580	780
Insurance	145,035	12,086	9,866	(2,220)	9,866	(2,220)	135,169	12,288
Client Wages/Fringe	443,369	36,947	32,749	(4,198)	32,749	(4,198)	410,620	37,329
Utilities	156,231	13,019	14,667	1,648	14,667	1,648	141,564	12,869
Emolument	2,100	175	175	0	175	0	1,925	175
Miscellaneous	161,810	13,484	12,800	(684)	12,800	(684)	149,010	13,546
Interest Expense	10,399	867	972	105	972	105	9,427	857
Court Commitment Expense	33,000	2,750	3,973	1,223	3,973	1,223	29,027	2,639
Building Expense	0	0	0	0	0	0	0	0
Construction Expense	757000	63,083	105,557	42,474	105,557	42,474	651,443	59,222
TOTALS	9,592,463	799,373	782,136	(17,237)	782,136	(17,237)	8,810,327	800,939

DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY PROGRAM
9/1/86 - 8/31/87

PROGRAM	ANNUAL BUDGET	MONTHLY BUDGET	SEPTEMBER EXP. & END	SEPTEMBER OVER/(UNDER)	Y-T-D EXP & END	Y-T-D OVER/(UNDER)	Y-T-D BAL REMAINING	REVISED MO. BUDGET
Administration	751,788	62,650	61,039	(1,611)	61,039	(1,611)	690,749	62,795
Case management	343,272	28,607	25,056	(3,551)	25,056	(3,551)	318,216	28,929
Client & Family Support-MH	1,273,627	106,136	98,588	(7,548)	98,588	(7,548)	1,175,039	106,822
Client & Family Support Special Education	1,237,912	103,159	99,780	(3,379)	99,780	(3,379)	1,138,132	103,467
Client & Family Support-MR	1,560,352	130,029	116,496	(13,533)	116,496	(13,533)	1,443,856	131,260
MR Residential	1,293,004	107,750	89,483	(18,267)	89,483	(18,267)	1,203,521	109,411
MH Residential	3,132,508	261,042	291,694	30,652	291,694	30,652	2,840,814	258,256
TOTALS	9,592,463	799,373	782,136	(17,237)	782,136	(17,237)	8,810,327	800,939

DEEP EAST TEXAS REGIONAL MMR SERVICES
SUMMARY OF REVENUE AND EXPENDITURES
AS OF SEPTEMBER 30, 1987

	SEPTEMBER	YEAR-TO-DATE
R. RECEIVABLES	766,616	766,616
EXPENDITURES & ENCUMBRANCES	(782,136)	(782,136)
DIFFERENCE	(15,520)	(15,520)

REVENUE/EXPENDITURE ANALYSIS

RECOGNIZED REVENUE/RECEIVABLES		766,616
ADD: UNRECOGNIZED REVENUE		
LELSZ	426,316	
TEMPLE	87,218	
TEMPLE FOUNDATION GRANT	1,579,461	
RAJ (ESTIMATED)	0	
PINEWOODS ANEX	355,000	
MEDICARE PAYMENT	105,746	

TOTAL UNRECOGNIZED REVENUE		2,553,741
LESS: RESTRICTED INTEREST		
RESERVE OPERATING FUND	319	
PENSION	308	
BUILDING FUND	16	
FOUNDATION FUND	1,333	
PINEWOODS ANEX FUND	1	

TOTAL RESTRICTED INTEREST		1,977

TOTAL NET REVENUE		3,318,380
		=====
R. EXPENDITURES/ENCUMBRANCES		782,136
LESS UNRECOGNIZED EXPENDITURES/ENCUMBRANCES		0

TOTAL NET EXPENDITURES/ENCUMBRANCES		782,136
		=====
DIFFERENCE OF REVENUE OVER/(UNDER) EXPENDITURES		2,536,244
REVENUE OVER EXPENDITURES		2,536,244
RESERVE OPERATING FUND		174,687

TOTAL AVAILABLE REVENUE		2,710,931
		=====

DEFF EAST TEXAS REGIONAL MNR SERVICES
BALANCE SHEET
SEPTEMBER 30, 1987

	GENERAL OPERATING FUND	GENERAL FIXED ASSETS	TOTAL
Current Assets			
Cash in Bank	2,946,959	2,946,959	
Change Fund	420	420	
Petty Cash	50	50	
Accts Receivable-Client Fees 463,104			
Less: Allowance for Uncollect- able Accounts (167,265)			
Net Accounts Receivable	295,839	295,839	
Accounts Receivable-Other	495,695	495,695	
Accounts Receivable-Internal Advances	7,000	7,000	
Prepaid Expenses	79,968	79,968	
TOTAL CURRENT ASSETS	3,825,931	3,825,931	
Amount To Be Provided Under Accrued Vacation	173,774	173,774	
Amount To Be Provided Under Capital Lease Agreements	62,963	62,963	
Amount To Be Provided Under Long-Term Agreement	75,676	75,676	
General Fixed Assets - At Cost			
Equipment - Furniture/Fixtures	538,051	538,051	
Vehicles	582,542	582,542	
Building	325,645	325,645	
Land	63,940	63,940	
TOTAL FIXED ASSETS	1,510,178	1,443,712	
TOTAL ASSETS	4,138,344	5,648,522	
LIABILITIES, RESERVES & FUND BALANCE			
Current Liabilities:			
Accounts Payable	75,884	75,884	
Misc. Payroll Oed.	100	100	
Accounts Payable-Internal Adv.	7,000	7,000	
Retirement Payable	93,318	93,318	
Prepaid Revenue	2,564,727	2,564,727	
Trust Fund Payable	4,245	4,245	
Ins. Payable	(60,151)	(60,151)	
TOTAL CURRENT LIABILITIES	2,685,123	2,685,123	
Obligation Under Accrued Vacation	173,774	173,774	
Obligation Under Capital Lease Agreements	62,963	62,963	
Obligation Under Long-Term Agreement	75,676	75,676	
TOTAL LIABILITIES	2,997,536	2,997,536	
Reserve for Investment in Fixed Assets	1,510,178	1,510,178	
Reserve for Encumbrances	142,465	142,465	
Fund Balance	998,343	998,343	
TOTAL LIABILITIES, RESERVES & FUND BALANCE	4,138,344	5,648,522	

Attachment to Item IV-A-1
10/27/87

DEEP EAST TEXAS REGIONAL MMR SERVICES
 ANALYSIS OF ACCOUNTS RECEIVABLE/PAYABLE- INTERNAL ADVANCES
 AND CASH POSITION STATEMENT
 SEPTEMBER 30, 1987

ANALYSIS OF ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE - INTERNAL ADVANCES

From Local to Chapter I	4,750
From Local to Chapter I Carryover	2,250

TOTAL	7,000
	=====

CASH POSITION STATEMENT

Cash in Bank:	
Operating Account (Community state & general)	134,797
Pension Savings Account (Money Market)	94,438
Money Market Checking Account - General	409,882
CD - Diboll State Bank (LELSZ)	0
Money Market Checking Account - Diboll State (LELSZ)	4,719
Money Market Checking Account - Inpatient	87,218
Money Market Checking Account - Republic (Foundation)	1,502
CD - Republic (Foundation)	1,133,080
Money Market Checking Account - Diboll State (Foundation)	109,902
Reserve Operating Account	174,687
Payroll Account	1,157
CD - Diboll State Bank (Foundation)	425,000
CD - Hardin Building Account	7,967
CD - I Account	3,364
Market Checking Account - Republic (Annex)	1,001
Republic (Annex)	354,000

CASH IN BANK	2,942,714
Trust Fund Account	4,245

TOTAL CASH IN BANK	2,946,959
Change Fund	420
Petty Cash	50

TOTAL CASH ON HAND	2,947,429
	=====

DEEP EAST TEXAS REGIONAL MMR SERVICES
FINANCIAL DEPOSITORIES
AS OF SEPTEMBER 30, 1987

Type of Account	Balance of each Account	FDIC/ FSLIC Max.	Security Pledges
Lovelady State Bank			
NOW Checking	133,291		
M. M. Checking	409,882		
Impatient M. M.	87,213		
Pension M. M.	94,438		
Trust Fund M. M.	4,245		
Chapter J Checking	3,363		
Payroll Checking	1,157		
Certificate of Deposit	17,234	100,000	1,115,000
Sub-Total - Lovelady	750,828	100,000	1,115,000
Diboll State Bank			
M. M. Checking	109,902		
Foundation			
M. M. Checking	4,719		
Lelsz			
Certificate of Deposit	425,000	100,000	800,000
Sub-Total - Diboll State	539,621	100,000	800,000
Community State Bank			
NOW Checking	1,507	100,000	
Certificate of Deposit	41,130		
Sub-Total - Community State	42,637	100,000	0
Lufkin Federal S&L			
Certificate of Deposit	49,320	100,000	
Sub-Total - Lufkin Federal S&L	49,320	100,000	0
Peoples National Bank And Loan Association			
Certificate of Deposit	63,000	100,000	
Sub-Total - Peoples National	63,000	100,000	0
Home Savings And Loan Association			
Certificate of Deposit	11,970	100,000	
Sub-Total - Peoples National	11,970	100,000	0
Republic Bank			
M. M. Checking	1,502		
Foundation			
M. M. Checking	1,001		
Pineywoods Annex			
Certificate of Deposit	1,487,080	1,400,000	215,000
Sub-Total - Republic Bank	1,489,583	1,400,000	215,000
Total of all Cash In Bank	2,946,959	2,000,000	2,130,000

Attachment to Item IV-A-1
10/27/87

DEEP EAST TEXAS REGIONAL MWMR SERVICES
STATEMENT OF CHANGES IN FUND BALANCE AND RESERVE
AS OF SEPTEMBER 30, 1987

	GENERAL OPERATING FUND	GENERAL FIXED ASSETS
	-----	-----
BALANCE - 9/1/87	1,013,863	1,481,234
REVENUE	766,616	
EXPENDITURES	(782,136)	
ADDITIONS	0	44,985
DELETIONS	0	(16,041)
	-----	-----
BALANCE - 9/30/87	998,343	1,510,178
	=====	=====

DEEP EAST TEXAS REGIONAL MHMR SERVICES
 OPERATING STATEMENT
 SEPTEMBER 30, 1987

SOURCE OF	RECEIPT	RECEIVABLES	TOTAL
	-----	-----	-----
Court Commitment Income	1,910	1,905	3,815
Annelina County	0	2,441	2,441
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	0	0	0
Foundation Grant	151,146	0	151,146
Client Fees	64,883	4,002	68,885
Title XX - Protective Services	12	6,350	6,362
Foundation Grant Construction	0	0	0
Farm Income	0	0	0
Texas Rehabilitation Commissio	30	233	263
ICF - MR	1,099	43,264	44,363
SB 230	0	8,000	8,000
ICS	0	9,639	9,639
Dept. of Highways & Pub. Trans	125	42,858	42,983
Nacondorches ISD	0	0	0
Insurance Rev.	2	0	2
Workshop Production	734	12,662	13,396
Donations	660	0	660
Interest	4,695	0	4,695
Miscellaneous	6,009	222	6,230
Grant-Aid	158,738	0	158,738
Hospital	0	10,494	10,494
S	0	20,145	20,145
DHh Adult Day Care	0	1,794	1,794
DHR - Child Day Care	0	12,515	12,515
RAJ	0	45,000	45,000
Lelsz	0	87,838	87,838
TCADA	0	6,300	6,300
Probation	0	0	0
SYETP	0	0	0
JTPA	0	0	0
DHR Liaison	0	9,892	9,892
Chapter I	0	0	0
Chapter I Carryover	71	2,438	2,509
USDA	0	2,210	2,210
Mental Health Block Grant	38,351	0	38,351
TOTALS	428,464	338,152	766,616
	=====	=====	=====

DEEP EAST TEXAS REGIONAL MMR SERVICES
OPERATING STATEMENT
SEPTEMBER 30, 1987

SOURCE OF EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Wages	344,011	0	344,011
Merit Increase	0	0	0
Fringe Benefits	53,520	2,309	55,829
Consultation & Professional Fe	1,423	122	1,545
Travel	9,540	0	9,540
Drugs	2,299	296	2,595
Food	128	7,521	7,649
Supplies	1,465	8,697	10,162
Equipment & Furniture/Purchase	13,187	3,776	16,963
Equipment & Fur./Rental,Rep. &	4,593	585	5,478
Building/Rent	20,624	5,350	25,974
Bldg./Repair, Maint., Rem./Ren	5,445	1,531	6,976
Vehicle/Purchase	30,088	0	30,088
Vehicle/Rental	410	0	410
Vehicle/Operating Costs	3,707	4,043	7,750
Contracts w/ Service Agencies	5,770	50,097	55,867
Postage	1,911	0	1,911
Laboratory Expense	78	0	78
Telephone	11,028	6,703	17,731
Annual Audit	0	820	820
Insurance	8,850	1,016	9,866
Client Wages/Fringe	32,749	0	32,749
Utilities	12,025	2,642	14,667
Emolument	175	0	175
Miscellaneous	5,588	7,212	12,800
Interest Expense	972	0	972
Court Commitment Expense	3,973	0	3,973
Building Expense	0	0	0
Construction Expense	33,424	72,133	105,557
TOTALS	607,283	174,853	782,136

GUIDELINES RELATING TO THE REGISTRATION OF BOARDING HOMES

Adopted by the Board of Trustees of
Deep East Texas Regional
Mental Health Mental Retardation Services,
October 27, 1987

Acting under authority of Senate Bill 257, Article 7, Section 6.03 and 6.04, enacted by the 70th Texas Legislature, the Board of Trustees of Deep East Texas Regional Mental Health Mental Retardation Services hereby establishes the following Guidelines to be followed in the registration of boarding homes located within its service area to which Board Clients are referred for services. In order to be registered by Deep East Texas Regional Mental Health Mental Retardation Services the boarding home must meet the following requirements:

1. Be located within the thirteen (13) county, Deep East Texas Region, specifically in Angelina, Hardin, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler County.
2. Be a boarding home to which clients of Deep East Regional Mental Health Mental Retardation Services are referred for services.
3. Be visited by a staff representative at least annually to ensure that the home has been inspected by the appropriate local authorities, is in good standing with the local health and safety authorities, and is providing the personal and financial services that are appropriate for the residents' needs.
4. Submit to an annual inspection.
5. Comply with all applicable local health, sanitation, fire, and safety requirements as determined by existing local authorities.

PROPERTY DEDICATED TO THE
ANGELINA COUNTY MHMR CENTER BUILDING PROJECT
AND SUBJECT TO THE SALE TO
THE ANGELINA COUNTY ASSOCIATION FOR HUMAN DEVELOPMENT, INC.

BEING all that certain tract or parcel of land lying and situated in Lufkin, Angelina County, Texas out of the C. H. McCLUNG SURVEY, ABTRACT NO. 474 and being a part or portion of that certain 3.133 acre tract described in a deed from James Richard Youngblood to Deep East Texas Regional Mental Health Mental Retardation Services, dated April 9, 1986 and recorded in Volume 630, on Page 239 of the Real Property Records of Angelina County, Texas to which reference is hereby made for all purposes and the said part or portion being described by metes and bounds as follows, to-wit:

BEGINNING at the Northwest corner of the aforesaid referred to 3.133 acre tract, a 1/2" iron pipe found for corner on the South R.O.W. line of State Hwy. Loop No. 287;

THENCE N 70° 02' 24" E, with the North boundary line of the said 3.133 acre tract and the South R.O.W. line of the said State Hwy. Loop No. 287, at 131.29 feet a point for corner;

THENCE S 20° 53' 35" E, at 298.36 feet a point for corner;

THENCE S 70° 11' 56" W, at 136.98 feet intersect the West boundary line of the said 3.133 acre tract, a point for corner;

THENCE N 19° 48' 04" W, with the West boundary line of the said 3.133 acre tract, at 297.94 feet the point and place of beginning and containing 0.918 acre of land, more or less.

RESOLUTIONS

WHEREAS, it appears to the Board of Directors of Deep East Texas Regional Mental Health Mental Retardation Services to be necessary and advantageous and in the best interest of the organization to amend their existing Profit Sharing Plan and Trust to conform to the Tax Equity and Fiscal Responsibility Act of 1982, the Tax Reform Act of 1984, and the Retirement Equity Act of 1984, and in other respects,

NOW, THEREFORE BE IT RESOLVED:

That the plan of retirement benefits for employees of the organization entitled "Deep East Texas Regional Mental Health Mental Retardation Services Employees Profit Sharing Plan and Trust" be amended in its entirety by substituting therefore THE EQUITABLE NON-STANDARDIZED PROTOTYPE PROFIT SHARING PLAN - IRS Serial No. C328282a with approval date October 1, 1986 (herein called the "Plan:), sponsored by The Equitable Life Assurance Society of the United States, in the form submitted to and filed with the records of this meeting be, and it hereby is, in all respects approved and adopted, effective as set forth in the Adoption Agreement to the Plan;

That the officers and each of them be, and they and each of them are, hereby authorized, directed and empowered to execute the Plan and to do any and all things any such officer shall deem necessary or proper to implement the Plan and to make the same effective; and

That any and all transactions heretofore had on behalf of the Deep East Texas Regional Mental Health Mental Retardation Services with the Trustees or any other party are hereby ratified, confirmed and approved; and that the Trustees and any other party may rely upon the authority conferred by these resolutions until receipt by the Trustees and any other party of a certified copy of a resolution of the Board of Directors of the Corporation revoking or modifying the same.

I, Perry Sampson Secretary of

Deep East Texas Regional Mental Health Mental Retardation Services
(Name of Corporation)

do hereby certify that the foregoing is a true and complete copy of a preamble and resolutions duly adopted at a meeting of the Board of Directors of Deep East Texas Regional Mental Health Mental Retardation Services, duly convened and held on the 27th day of October, 1987, at which a quorum was present and acting throughout, and that the same remain in full force and effect at the date hereof without modification.

Witness my hand and seal this 27th day of October, 1987.

x Perry Sampson
(Secretary)

BOARD OF TRUSTEES RESOLUTION

STATE OF Texas §

COUNTY OF Angelina §

On the 27th day of October, 19 87, at a meeting of the Board of Trustees of Deep East Texas Regional MHMR held in the City of Lufkin, Angelina County, Texas, with a quorum of the Trustees present, the following resolution was adopted:

BE IT RESOLVED that the Board of Trustees of Deep East Texas Regional MHMR do hereby authorize Jim McDermott, Ph.D., Executive Director and his/her successors in office to negotiate a contract or contracts with the Texas Department of Human Resources and to execute said contract or contracts on behalf of the Corporation and/or Center for the purpose of participating in the Department's Title XIX ICF-MR program, and further we do hereby give him/her the power and authority to execute any and all documents incident to this transaction or any future transaction incident to participating in said Program and in addition authority to do any and all things necessary to implement, maintain, amend or renew said contracts.

The above resolution was passed by a majority of those Trustees present and voting in accordance with established procedures of this community center for mental health and mental retardation established pursuant to.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Deep East Texas Regional MHMR of held on the 27th day of October 19 87.

**Vernon's Texas Civil Statutes Article 5547-203.

Perry Sampson
Secretary
Perry Sampson

Subscribed and sworn before me, _____, a Notary Public, for the County of _____ on the _____ day of _____, 19 ____.

Notary Public, County of _____
State of _____

DEEP EAST TEXAS MHMR SERVICES
FY 1987 PEER REVIEW ANNUAL REPORT

FY 1987 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 1987 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 Committee members represent a cross-section of all client services available. The Director of Residential Services provides administrative support to the Committee. The members in FY 1987 were:

Marty Walker, Chairman
Service Director, Peavy Switch Farm
Gwen Cunningham, Director
Volunteer Programs
Robby Patterson, Psychologist
Pineywoods Regional Treatment Center
Marilyn Hankla, Service Director
IIP - Northern Region
Marsha Brown-Ford, Service Director
Family Support Services
Barbara Seiser, Service Director
JoAnn Fries Group Home
Suzanne Bennett, Case Manager
Angelina MHMR
Michael Cleary, M.D., Medical Director
Pineywoods Regional Treatment Center
Nancy Jones, Service Director
Nacogdoches MHMR

Meetings of the Committee in FY 1987:

First Quarter Meeting:

Friday, December 5, 1986
Pineywoods Regional Treatment Center
Lufkin

Second Quarter Meeting:

Friday, February 27, 1987
Pineywoods Regional Treatment Center
Lufkin

Third Quarter Meeting:

Friday, May 22, 1987
Ward R. Burke Community Room
Lufkin

FY 1987 Annual Report
 Peer Review Committee
 Page 2

Fourth Quarter Meeting:

Friday, August 28, 1987
 Ward R. Burke Community Room
 Lufkin

Units and Cases Reviewed

During FY 1987, the Committee reviewed a total of 45 service records from 28 different service units. The Committee concurred with the treatment being provided to all cases. There were 4 subsequent reviews.

<u>Unit Reviewed</u>	<u>Records</u>
Kirbyville Group Home	1
Kirbyville Developmental Center	1
Kirbyville Sheltered Workshop	1
Jasper/Newton Co. Infant Intervention Program	1
Tyler County Infant Intervention Program	1
Jasper/Newton Co. MHMR (OPC)	3
Tyler County MHMR	1
JoAnn Fries Group Home	1
Hardin County Sheltered Workshop	2
Hardin County MHMR (OPC)	2
Polk County MHMR (OPC)	4
Houston/Trinity Co. Infant Intervention Program	2
Polk County Infant Intervention Program	3
Trinity County MHMR	1
Houston County Sheltered Workshop	1
Shelby County MHMR Center (OPC)	2
Shelby County Child Development Center	1
Sabine/San Augustine Co. Sheltered Workshop	2
Sabine/San Augustine Co. Infant Intervention Pro.	2
Pineywoods Regional Treatment Center	1
Angelina County MHMR	2
Angelina County Infant Intervention Program	1
Family Support Services	2
Nacogdoches County MHMR	2
Nacogdoches County Infant Intervention Program	1
Nacogdoches County Halfway House	2
Shelby County Residential Program	1
	<u>44</u>

Findings and Recommendations Summarized by Programs

Outpatient Clinics

1. The ASC needs to appoint a Committee to design procedures and curriculum for Day Treatment (Psycho-Social) as the "Low Functioning" Committee did for Basic Skills.
2. That a Committee be appointed to investigate development of a coordinated curriculum for Day Programming (Psycho-Social) reflecting a continuum from PRTC to MHMR Center.

FY 1987 Annual Report
Peer Review Committee
Page 3

3. Consent for long term neuroleptic needs to be studied and possibly revised.

Sheltered Workshop

1. A Sheltered Workshop Committee needs to be appointed to correlate treatment plan methods Center-wide.
2. The ASC needs to be aware that charts not adhering to OPM standards are consistently found when workshop is primary service.
3. Workshops need to write a detailed CSP having specific measurable goals covering all areas of deficiency.
4. Workshop staff need training in goal writing and progress note writing.
5. Hardin County Sheltered Workshop needs specialized staff training in organization and documentation in client folders.

MH Residential Program

1. Shelby Residential Program staff need training in goal writing and progress.

Day Care Center

1. Continue efforts to produce a manual exclusive to DHS policy/procedure and to be available to meet MHMR audit standards for Shelby Day Care Center.

Case Management

1. Establish Center-wide standards for consistency in use of case management services and address area of case managers fostering dependence.
2. That case management caseload be analyzed for appropriateness of service and that the chart clearly documents these needs.
3. That case management folders many times reflect vague treatment goals and service tracking is difficult due to poor progress note documentation.

Infant Intervention Program

1. That Elaine Hussey be commended for her excellent folders and that the ASC be notified of the consistently excellent folders documentation from the Infant Intervention Program.

FY 1987 Annual Report
Peer Review Committee
Page 4

Center-wide

1. Revision of Procedure D-20 to reflect in Section I that the photograph be optional except for ICF programs, infant intervention, family support, and developmental centers. It should also be revised to include a competency test.
2. Appoint a psychiatrist to Peer Review.
3. Appoint a Sheltered Workshop representative to Peer Review.
4. That the ASC advise Service Directors of the significant use of white out and blank lines in client records.
5. The ASC advise the Service Directors to label the outside of folders sent to Peer Review.
6. That the Peer Review Committee receive specialized training to anticipate the vast changes in program procedure through individualized manuals and creation of new programs.
7. To commend Family Support Services for quality service 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. Services to clients.

Jim
(7)

Public Responsibility Committee

P.O. Box 935
Lufkin, Texas 75901

M E M O R A N D U M

TO: Judge Allen Sturrock, Chairman
MHMR Board of Trustees

Jim McDermott, Ph.D.
MHMR Executive Director

Volunteer Services, Central Office, TDMHMR
Advocacy, Inc.

FROM: Bessie Sanders, Chairperson
Public Responsibility Committee
Deep East Texas Regional MHMR Services

DATE: October 27, 1987

SUBJECT: Public Responsibility Committee's Annual
Report for FY 1987

At the completion of each fiscal year, the Public Responsibility Committee (PRC) is to submit an Annual Report which describes the results of the hearings of any complaints received by the PRC. Attached is the FY 1987 Annual Report for Deep East Texas Regional MHMR Services.

If there are any questions concerning the Annual Report, please feel free to contact me.

Bessie Sanders

Bessie Sanders

BS:tr

Attachment

cc: Sandy Skelton, MHMR Liaison

Public Responsibility Committee

P.O. Box 935
Lufkin, Texas 75901

PUBLIC RESPONSIBILITY COMMITTEE ANNUAL REPORT FY 1987

1. Name of Community Center: Deep East Texas Regional MHMR
Services

2. PRC Mailing Address: P.O. Box 935, Lufkin, Texas 75901

3. PRC Members:

- a. Bessie Sanders, Chairperson
Retired Nurse
Concerned Citizen
- b. P.V. Malone, Vice-Chairperson
Minister
Concerned Citizen
- c. Rev. Oscar Sanders, Secretary
Minister
Concerned Citizen
- d. Roy Roberson
Retired
Parent and MH Advocate
- e. Neill Hays
Special Education Professor
Stephen F. Austin University
MR Advocate
- f. Claudine Buckner
Homemaker
Parent
- g. Carlton Garrett
Banker
Parent
- h. Neil Kemper
Minister
Concerned Citizen
- i. Jay C. Rabuck
Retired
Concerned Citizen

Public Responsibility Committee
Annual Report, FY 1987
Page 2

4. Meetings: During FY 1987 two (2) PRC meeting were held on the following dates:

<u>Date of Meeting</u>	<u>Members Present</u>	<u>MHMR Staff & Guests Present</u>
December 4, 1986	7	Sandy Skelton, MHMR Liaison Lana Norwood, TDMHMR
March 19, 1987	7	Sandy Skelton, MHMR Liaison

5. MHMR Liaison: Sandy Skelton, Director, Residential and Substance Abuse Services, served as liaison between MHMR and the PRC during FY 1987.
6. Training: Annual training was provided by Ms. Lana Norwood who is employed in the Client Rights and Protection office at the Texas Department of Mental Health and Mental Retardation, Austin, Texas. Her topics included a discussion about the TDMHMR Commissioner's Rules as well as the policies and procedures with regard to client abuse and neglect.
7. PRC Visibility: During FY 1987 the following activities were conducted by the PRC and MHMR to make clients, relatives of clients, staff, and the general public aware of the PRC and its functions:
- a. All clients admitted to MHMR programs during the year received and were briefed on the handbook entitled "Handbook of Client Rights and Responsibilities". This handbook contains information about the PRC and its address.
 - b. The MHMR newsletter, "Directions", which is published four times a year, contains a section which states the purpose of the PRC and the address.
 - c. All new staff of MHMR were briefed and given a written explanation of the purpose and responsibility of the PRC. This written explanation is framed and posted in each MHMR facility throughout the region.
 - d. A new release entitled "Rights of Mentally Impaired are Protected" was distributed to 50 newspapers, radio and TV stations during July, 1987.
8. Investigations: The PRC follows the guidelines outlined in the Public Responsibility Committee Manual concerning the investigation, recording, and reporting of complaints.
9. Summary of Complaints:

Complaint #1: Concerned an active client who was unhappy about the way he was being treated by a prospective employer in the community. Although this complaint did not concern the services provided by Deep East Texas MHMR, the PRC did request that MHMR staff assist the complainant in resolving the issue.

Public Responsibility Committee
Annual Report, FY 1987
Page 3

Complaint #2: Concerned an active client who was unhappy about being required to attend an MHMR outpatient clinic for medication purposes. Since this particular requirement was a part of the client's federal probation plan, the PRC worked out a plan with the federal probation officer allowing the client to choose which service agency or agent he would go to for services. A local service provider was selected which resolved the issue.

Complaint #3: The complainant was concerned about foster services being provided to her daughter; however, following a meeting with the appropriate MHMR staff, the complainant withdrew her complaint and a PRC investigation was not necessary.

10. Problems and Suggestions: None

Bessie Sanders

Bessie Sanders, Chairperson

BS:tr

October 27, 1987

Date