

MINUTES

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

FEBRUARY 23, 1988

BOARD MEMBERS PRESENT:

Judge Allen Sturrock, Chairman
Mr. Dan D. Dominey, Vice Chairman
Mr. Perry Sampson, Secretary
Mr. Ward R. Burke
Nancy Speck, Ph.D.
Judge Charles English
Mrs. Bobbie Morgan

BOARD MEMBERS ABSENT:

Rev. Ed Dodson, Treasurer
Rev. Robert Carter

OTHERS PRESENT:

Jim McDermott, Ph.D.	MHMR
Mr. Sandy Skelton	MHMR
Mrs. Linda Naff	MHMR
Mr. George Patterson	MHMR
Mr. Larry Heaton	MHMR
Mrs. Susan Rushing	MHMR
Mr. Joe McCulley	MHMR
Mrs. Sandy Vann	MHMR
Sheryl Taylor	MHMR
Mr. Mark Severns	MHMR
Mrs. Corrina Poirer	MHMR

The 183rd 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, February 23, 1988 at 5:30 P.M.

INVOCATION: Mr. Perry Sampson gave the invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Sturrock called the meeting to order at 5:30 P.M. He recognized Mark Severns, Service Director of the Pineywoods Regional Treatment Center, and Corrina Poirer, Assistant Farm Manager at Peavy Switch Farm, who were in attendance.

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

unanimously approved the Minutes of the January 26, 1988 Board Meeting.

EXECUTIVE DIRECTOR'S REPORT:

1. Dr. McDermott discussed the possibility of deleting the Regional Professional and Medical Advisory Boards because no one requires that we have these boards any longer and they serve no purpose for the Center. Board members suggested that a meeting be held to ask the group's feeling about dissolving, but agreed that staff could be spending their time on other issues. Advisory Councils at the local level will be retained at the discretion of the Service Director.
2. The Hardin County Commissioners Court will meet on Friday, February 26th to again discuss the transfer of services from this agency to Southeast Texas MHMR. The Commissioners Court has asked for additional information regarding the transfer of benefits for employees. Larry and George will attend the meeting on Friday and answer any questions they have.
3. Dr. McDermott reported that he will be on vacation March 24-29. Our Board meeting will be held on March 22nd, and we will ask the Pineywoods Mental Health Board to meet that afternoon. We would like to discuss with the Pineywoods Board the type of commitment they will give us on the facilities that we have nearly paid for. MHMR Board members were asked to attend the Pineywoods meeting if at all possible.
4. Dr. McDermott distributed a letter received from IRS stating that we owe a \$40,250.00 penalty for failure to file 1986 Form W-2's on magnetic media. A proposed response to the IRS was also distributed for Board review. Mr. Burke suggested that we get legal counsel and not send the letter. He will contact a lawyer in Houston who has expertise in tax issues for his recommendations.
5. The possibility of making our own loan for the new Angelina MHMR Center was discussed. Although the Angelina County Association for Human Development is still willing to borrow the money for the facility, we are wondering if we should make the loan ourselves. Our attorney is checking into this issue and after we receive additional information, we may ask for Board approval of the loan.
6. Call on Directors for Reports

Director, Business Services

- a. Local Match Report: We have received pledges from all counties, and 28% of funds.
- b. Update on Medicare Cost Report: Last December Linda reported to the Board that Medicare asked us to continue sending in our Cost Report as we had in the past because they liked consistency. However, Linda just found out that it was not Medicare who gave us that information; the information came from two CPA firms.

Director, Residential Services

- a. Report on Joint Conference Committee: The next meeting of the Joint Conference Committee will be held on March 2nd. Mark Severns has resigned as Service Director at Pineywoods Regional Treatment Center, and Joe McCulley is acting as interim director until a replacement is found. Sandy asked that item IV-C-2 be considered at this time, as follows:

Consideration of Resolution of Appreciation: On a motion by Mr. Sampson, seconded by Mr. Dominey, the Board unanimously approved the following resolution, which Judge Sturrock presented to Mark:

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

- b. Peavy Switch Report: The facility is 90% finished. Open House is scheduled for Thursday, May 5th, and the doors will open for clients on May 11th. Corrina gave a report on the landscaping plans for the facility, and stated that the goal is to create a natural and rustic environment.
- c. Report on Robert Wood Johnson Foundation Grant: Sandy reported that our grant application was not funded. The Foundation felt that the nature of our programs was too institutional.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

Budget and Finance Committee - Rev. Ed Dodson, Chairman

Consideration of Treasurer's Report: On a motion by Mr. Dominey, seconded by Judge English, 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 January, 1988 be approved as submitted; and THAT copies of each report be attached to the permanent Minutes of this Board Meeting.

Consideration of Purchase of Building in Kirbyville: On a motion by Judge English, seconded by Mr. Burke, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Deep East Texas Regional MHMR Services borrow from Kirbyville State Bank the sum of \$148,029.16 on such items and conditions, and at such rates of interest and with such security and collateral, including all or any part of the real property and personal property of Deep East Texas Regional MHMR Services as the officers, individually and/or collectively of this agency shall, in their sole and exclusive judgment and discretion, determine.

FURTHER RESOLVED, that the Executive Director of the agency, Jim McDermott, Ph.D., be, and is hereby authorized to do any and all acts and to take any and all actions on behalf of the agency to consummate said loan, and is hereby authorized to execute, deliver, and perform, in the name of and on behalf of the agency, any note, mortgage, deed of trust, security agreement, assignment of leases, closing statements, and other such loan documents and agreements as may be required; and

BE IT FURTHER RESOLVED, that any and all actions taken by Jim McDermott, Ph.D., Executive Director, which are consistent with the intent of this Resolution, are hereby ratified, adopted, and confirmed.

Consideration of Approval of Trinity MHMR Center Lease: 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 attached lease agreement between the Center and the City of Groveton for the Trinity MHMR Center be approved as submitted.

Consideration of Vehicle Purchase for Highway Curb Contract: On a motion by Judge English, seconded by Mr. Dominey, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the bid from Gound Chevrolet for the purchase of a crew cab truck be accepted, and THAT a copy of the bids be maintained in the office of Business Services.

Program Committee - Mr. Ward R. Burke, Chairman

Consideration of Proposed Management Workshop: On a motion by Mrs. Morgan, seconded by Mr. Burke, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Executive Director be authorized to proceed with plans to conduct a Management Workshop, and THAT a copy of the agenda be maintained on file in the office of the Executive Director.

Consideration of Professional Staff Bylaws: On a motion by Mr. Burke, seconded by Mrs. Morgan, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT they do hereby approve the Professional Staff Bylaws as submitted, and THAT they do therefore authorize the Executive Director to develop the procedures necessary to implement the approved Bylaws.

Discussion of Proposed Revised Board Policy on Client Fees: The Executive Director discussed the proposed revisions to the Board Policy on Client Fees. The Board asked that the policy be revised to delete the statement that after 30 days a delinquent account would be turned over to a collection service. No Board action was required.

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

RESOLVED, by the Board of Trustees, THAT V. E. Brooks, M.D., be approved for appointment to the Professional Staff of the Pineywoods Regional Treatment Center; THAT Thomas L. Willis, M.D., and Murray D. Hooks, M.D., 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 Proposed Vehicle, Content, and Liability Insurance Program: On a motion by Dr. Speck, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT the Vehicle, Content, and Professional Liability Insurance Plan offered by St. Paul Insurance Company be renewed from March 1, 1988 through February 28, 1989, and THAT a copy of the insurance policy be maintained at Central Administration.

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 7:23 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 7:45 P.M. and asked Board consideration of the following items:

Part 1: Consideration of Creation of Community Service Aide II Position for the Nacogdoches Sheltered Workshop: On a motion by Dr. Speck, seconded by Mr. Dominey, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Position #5038, Community Service Aide II, be added to the FY 1988 Personal Services Schedule effective March 1, 1988.

Part 2: Consideration of Creation of Community Service Aide II Position for the Jasper Sheltered Workshop: On a motion by Dr. Speck, seconded by Mr. Dominey, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Position #5039, Community Service Aide II, be added to the FY 1988 Personal Services Schedule effective March 1, 1988.

Part 3: Consideration of Proposed Reclassification of Social Work Positions: On a motion by Dr. Speck, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Caseworker II Positions #61, 63, 66, and 67 be deleted from the FY 1988 Personal Services Schedule; THAT Clinical Social Worker II Positions #278, 279, 280, and 281 be added to the FY 1988 Personal Services Schedule; and THAT this action be effective March 1, 1988.

Part 4: Consideration of Creation of Nurse II Position for Family Support Services: On a motion by Dr. Speck, seconded by Mr. Sampson, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Position #282, Nurse II, be added to the FY 1988 Personal Services Schedule effective March 1, 1988.

INVITE COMMENTS FROM VISITORS:

There were no comments from visitors at this time.

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

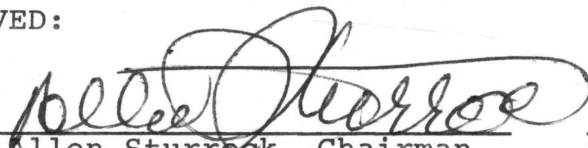
The schedule for the Board Meetings for March and April was set as follows:

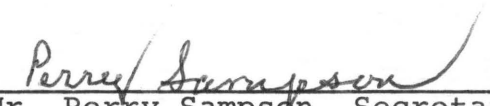
Tuesday, March 22, 1988

Tuesday, April 26, 1988

Committee meetings will begin at 5:00 P.M., and the Board Meeting will begin at 5:30 P.M. on March 22nd.

APPROVED:


Judge Allen Sturrock, Chairman


Mr. Perry Sampson, Secretary

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	\$ 7,325.00
Hardin	14,532.00	14,532.00	-0-
Houston	6,584.00	6,584.00	-0-
Jasper	11,595.00	11,595.00	-0-
Nacogdoches	17,963.00	17,963.00	3,750.00
Newton	5,986.00	5,986.00	5,986.00
Polk	9,846.00	9,846.00	-0-
Sabine	2,838.00	2,838.00	1,419.00
San Augustine	2,802.00	2,802.00	2,802.00
San Jacinto	4,107.00	4,107.00	-0-
Shelby	6,400.00	6,400.00	6,400.00
Trinity	5,127.00	5,127.00	-0-
Tyler	<u>7,609.00</u>	<u>7,609.00</u>	<u>7,609.00</u>
	\$124,675.00	\$124,675.00	\$ 35,291.00 (28%)

February 23, 1988

Internal Revenue Service
Austin, TX 73301

Gentlemen:

Yesterday I received notification that Deep East Texas MHMR has been assessed \$40,250 in penalties for failure to file our 1986 W-2 forms on magnetic media. Because this was an error based on ignorance, not malice, and because we have made the necessary modifications to supply this information in the correct form for our 1987 taxes, we request that the IRS consider nullifying this penalty.

Deep East Texas MHMR is a nonprofit, state and federally funded agency that provides community-based services for mentally ill, mentally retarded and substance abusing persons. We are the sole service provider for most of our clients who typically live in poor, rural areas and have little access to other resources. We sincerely regret our oversight and hate to think that those we serve will be penalized because of our error.

Again, please note that we have acted as quickly as possible to make the modifications necessary to ensure that our 1987 W-2 forms are filed correctly. In light of our efforts to rectify this situation as soon as it was brought to our attention, we ask that you consider dropping the penalty charge.

I would like the opportunity to discuss this issue with you in more detail. Please feel free to call or write. Our phone number and mailing address are noted on our letterhead.

Sincerely,

Jim McDermott, Ph.D.
Executive Director

751442393 XW 13 8612 670 8806 7501

K

26058 215

Department of the Treasury
Internal Revenue Service
AUSTIN, TX 73301

If you have any questions, refer to this information:

Date of This Notice: FEB. 22, 1988
Taxpayer Identifying Number: 75-1442393
Document Locator Number: 75354-019-59320-8
Form CVL PEN Tax Period: DEC. 31, 1986

215

DEEP EAST TEXAS REGIONAL MENTAL
HEALTH RETARDATION SERVICES
4101 S MEDFORD
LUFKIN TX 75901-5698

Call: 742-2440 LOCAL DALLAS
or 263-9229 LOCAL FT. WORTH
1-800-424-1040 OTHER TX

Write:

Internal Revenue Service Center

AUSTIN, TX 73301

If you write, be sure to attach the bottom part of this notice. Please include your telephone number and the best time for us to call in case we need more information.

NOTICE OF PENALTY CHARGE

531

YOU HAVE BEEN CHARGED A PENALTY UNDER SECTION 6721 OF THE INTERNAL REVENUE CODE FOR THE FOLLOWING REASON:
FAILURE TO FILE FORM W-2 ON MAGNETIC MEDIA.

TAX STATEMENT

PRIOR BALANCE	\$.00
PENALTY ASSESSMENT	40,250.00
INTEREST CHARGED	.00
OTHER CHARGES	.00
BALANCE DUE	\$40,250.00

A PENALTY WAS CHARGED FOR EACH FORM W-2 NOT SUBMITTED ON MAGNETIC MEDIA AS REQUIRED BY REGULATIONS SECTION 301.6011-2. THE PENALTY IS \$50 PER FORM UP TO A MAXIMUM OF \$100,000 PER CALENDAR YEAR.

SINCE OUR RECORDS SHOW THAT YOU DID NOT RECEIVE AN UNDUE HARDSHIP WAIVER FOR TAX YEAR 1986, WE CAN REMOVE THE PENALTY ONLY IF YOU ESTABLISH THAT FILING ON MAGNETIC MEDIA WOULD HAVE CAUSED YOU UNDUE HARDSHIP. TO DO THIS, YOU MUST FURNISH A COST ESTIMATE, INCLUDING LABOR, FOR FILING ON PAPER AND A COST ESTIMATE FOR FILING ON MAGNETIC MEDIA. IN ADDITION, YOU MUST ATTACH ESTIMATES FROM TWO COMPUTER SERVICE BUREAUS FOR HAVING YOUR RETURNS PREPARED BY THEM.

IF YOU BELIEVE YOU HAVE REASONABLE CAUSE AND WANT TO CONTEST THIS ASSESSMENT, PLEASE SEND AN EXPLANATION WITHIN TEN DAYS FROM THE DATE OF THIS NOTICE. OTHERWISE, YOU SHOULD SEND THE AMOUNT DUE.

Keep this part for your records.

↓ Detach Here ↓

FORM 6641 (Rev. 3-86)

Send this part with your payment or inquiry. Please correct any errors in your name, address, or taxpayer identifying number.

Your Telephone Number
() -

Best Time To Call

DEEP EAST TEXAS REGIONAL MENTAL
HEALTH RETARDATION SERVICES
4101 S MEDFORD
LUFKIN TX 75901-5698

Date of This Notice: FEB. 22, 1988
Taxpayer Identifying Number: 75-1442393
Document Locator Number: 75354-019-59320-8
Form CVL PEN Tax Period: DEC. 31, 1986

751442393 XW DEEP 13 2 8612 670 00004025000

215 3306

AMOUNT YOU OWE \$40,250.00

Internal Revenue Service
AUSTIN, TX 73301

531

DEEP EAST TEXAS REGIONAL MHMR SERVICES
REVENUE BY FUND
9/1/87 - 1/31/88

SOURCE	ANNUAL BUDGET	Y-T-D REVENUE	Y-T-D BAL REMAINING	Y-T-D OVER(UNDER)	MONTHLY BUDGET	JANUARY REV RCPTS	JANUARY REV RCV'BLE	REVENUE FOR MONTH	JANUARY OVER(UNDER)
COURT COMMITMENT INCOME	30,000	14,445	15,555	1,945	2,500	2,855	1,530	4,385	1,885
ANGELINA COUNTY	29,286	12,202	17,084	(1)	2,441	0	2,440	2,440	(1)
HARDIN COUNTY	14,532	6,055	8,477	0	1,211	0	1,211	1,211	0
HOUSTON COUNTY	6,584	2,743	3,841	0	549	0	548	548	(1)
JASPER COUNTY	11,595	4,831	6,764	0	966	0	966	966	0
NACOGDOCHES COUNTY	17,963	7,485	10,478	0	1,497	0	1,497	1,497	0
NEWTON COUNTY	5,986	2,494	3,492	0	499	499	0	499	0
POLK COUNTY	9,846	4,103	5,743	1	821	0	821	821	0
SABINE COUNTY	2,838	1,182	1,656	(1)	237	0	236	236	(1)
SAN AUGUSTINE COUNTY	2,802	1,167	1,635	(1)	234	0	233	233	(1)
SAN JACINTO COUNTY	4,107	1,711	2,396	0	342	0	342	342	0
SHELBY COUNTY	6,400	2,667	3,733	0	533	0	534	534	1
TRINITY COUNTY	5,127	2,136	2,991	0	427	0	427	427	0
TYLER COUNTY	7,609	3,170	4,439	0	634	0	634	634	0
TEMPLE GRANT	79,213	0	79,213	(33,005)	6,601	0	0	0	(6,601)
FOUNDATION GRANT	1,056,923	418,775	638,148	(21,610)	88,077	68,890	0	68,890	(19,187)
FOUNDATION GRANT-CONSTRUCTION	0	0	0	0	0	0	0	0	0
PINEYWOODS ANNEX	0	225,000	(225,000)	225,000	0	225,000	0	225,000	225,000
CLIENT FEES	882,352	388,193	494,159	20,546	73,529	6,473	79,331	86,304	12,775
DHS PROTECTIVE SERVICES	113,500	46,852	66,648	(440)	9,458	0	9,613	9,613	155
SS BENEFIT REVENUE	0	0	0	0	0	0	0	0	0
SSI BENEFIT REVENUE	0	438	(438)	438	0	438	0	438	438
FARM INCOME	3,000	0	3,000	(1,250)	250	0	0	0	(250)
RAILROAD RETIREMENT	0	0	0	0	0	0	0	0	0
SENATE BILL 230	85,000	40,750	44,250	5,333	7,083	0	8,250	8,250	1,167
TEXAS REHABILITATION REVENUE	55,000	10,706	44,294	(12,211)	4,583	0	1,314	1,314	(3,269)
ICF-MR REVENUE	518,093	227,395	290,698	11,523	43,174	1,384	40,400	41,784	(1,390)
WOODVILLE ISD	0	1,500	(1,500)	1,500	0	0	1,500	1,500	1,500
ICS REVENUE	308,218	79,997	228,221	(48,427)	25,685	7,352	32,674	40,026	14,341
STATE DEPT OF HWGS & TRANSP.	528,000	210,414	317,586	(9,586)	44,000	17,368	38,581	55,949	11,949
NACOGDOCHES ISD	13,480	6,741	6,739	1,124	1,123	0	1,348	1,348	225
INSURANCE REVENUE	0	8	(8)	8	0	0	(2)	(2)	(2)
CAMP LEANDER	0	0	0	0	0	0	0	0	0
WORKSHOP PRODUCTION	168,100	51,316	116,784	(18,726)	14,008	6,528	9,682	16,210	2,202
CLIENTS' MEAL REVENUE	0	99	(99)	99	0	99	0	99	99
DONATIONS	10,000	2,454	7,546	(1,713)	833	296	0	296	(537)
INTEREST INCOME	25,000	79,392	(54,392)	68,975	2,083	33,422	0	33,422	31,339
MISCELLANEOUS	80,000	35,261	44,739	1,928	6,667	7,558	0	7,558	891
GROVETON NURSING HOME	0	57	(57)	57	0	57	0	57	57
M & K PHARMACY	0	15	(15)	15	0	15	0	15	15
COLMESNEIL ISD	0	100	(100)	100	0	39	61	100	100
DHR-USDA-KIRBYVILLE	0	363	(363)	363	0	363	0	363	363
RECORD DUPLICATION REVENUE	0	0	0	0	0	0	0	0	0
SOUTHEAST TEXAS MHMR	0	100	(100)	100	0	0	100	100	100
DETCOS - OJT	0	862	(862)	862	0	862	0	862	862
NEWTON ISD-PSYCHOLOGIST-JASPER	0	2,700	(2,700)	2,700	0	2,700	0	2,700	2,700
NEWTON ISD-PHYSICAL THERAPY	0	268	(268)	268	0	268	0	268	268
RUSK STATE HOSPITAL	127,669	53,518	74,151	323	10,639	0	10,844	10,844	205
SENATE BILL 630	302,092	126,623	175,469	751	25,174	0	34,401	34,401	9,227
GRANT-IN-AID	1,902,710	792,796	1,109,914	0	158,559	158,559	0	158,559	0
DHR-ADULT DAY CARE	25,687	9,322	16,365	(1,381)	2,141	363	1,901	2,284	123
DHR-CHILD DAY CARE	166,369	52,311	114,058	(17,009)	13,864	848	9,845	10,393	(3,171)
RAJ FUNDS	850,000	280,015	569,985	(74,152)	70,833	7,886	60,000	67,886	(2,947)
LELSZ FUNDS	1,134,129	418,273	715,856	(54,281)	94,512	81,698	0	81,698	(12,814)
MENTAL HEALTH BLOCK GRANT	460,203	191,754	268,449	3	38,350	38,350	0	38,350	0
TCADA GRANT	312,000	47,282	264,718	(82,718)	26,000	9,416	0	9,416	(16,584)
PROBATION	8,000	0	8,000	(3,333)	667	0	0	0	(667)
S.Y.E.T.P.	12,000	0	12,000	(5,000)	1,000	0	0	0	(1,000)
J.T.P.A.	5,000	0	5,000	(2,083)	417	0	0	0	(417)
DHS LIASON REVENUE	115,600	51,095	64,505	2,928	9,633	(67)	10,304	10,237	604
USDA	26,923	9,693	17,230	(1,525)	2,244	1,618	0	1,618	(526)
CHAPTER I	35,693	9,575	26,118	(5,297)	2,974	3,520	1,618	5,138	2,164
CHAPTER I CARRYOVER	27,934	11,187	16,647	(411)	2,320	2,683	0	2,683	268
	9,592,483	3,949,591	5,642,892	(47,271)	799,372	687,345	609,684	1,051,029	251,657

DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY COST CATEGORY
9/1/87 - 1/31/88

EXPENSE CATEGORY	* ANNUAL BUDGET	Y-T-D EXP & ENC	Y-T-D BAL REMAINING	Y-T-D OVER(UNDER)	MONTHLY BUDGET	JANUARY EXPENDED	JANUARY ENCUMBERED	TOTAL FOR MONTH	JANUARY OVER(UNDER)
SALARIES	4,518,534	1,842,225	2,676,309	(40,498)	376,545	354,374	0	354,374	(22,171)
SALARY & MERIT INCREASE	23,899	5,018	18,881	(4,940)	1,992	4,373	0	4,373	2,381
FRINGE BENEFITS	646,195	275,728	370,467	6,480	53,850	53,920	4,314	58,234	4,384
CONSULTANTS & PROFESSIONALS	65,046	18,236	46,810	(8,867)	5,421	2,861	0	2,861	(2,560)
TRAVEL	128,008	53,038	74,970	(299)	10,667	9,778	0	9,778	(889)
DRUGS	34,063	16,034	18,029	1,841	2,839	4,806	0	4,806	1,967
FOOD	177,033	48,273	128,760	(25,491)	14,753	6,707	354	7,061	(7,692)
SUPPLIES	222,548	94,089	128,459	1,361	18,546	42,494	4,527	47,021	28,475
FARM OPERATION SUPPLIES	750	586	164	274	63	346	0	346	284
SUPPLY INVENTORY	0	6,240	(6,240)	6,240	0	(6,397)	1,269	(5,128)	(5,128)
EQUIPMENT & FURNITURE	156,310	36,978	119,332	(28,151)	13,026	3,058	2,404	5,462	(7,564)
EQUIPMENT & FURNITURE RENTAL	44,425	17,912	26,513	(598)	3,702	4,053	0	4,053	351
EQUIP/FURN REPAIRS/MAINT	24,682	10,688	13,994	404	2,057	2,307	0	2,307	250
BUILDING RENT	332,659	133,794	198,865	(4,814)	27,722	21,918	5,350	27,268	(454)
BLDG REMODELING/RENOVATION	16,353	7,000	9,353	186	1,363	747	0	747	(616)
BLDG REPAIR & MAINTENANCE	39,240	17,602	21,638	1,252	3,270	5,337	0	5,337	2,067
VEHICLE PURCHASED	86,740	48,785	37,955	12,643	7,228	4,530	0	4,530	(2,698)
VEHICLE LEASE	5,292	2,051	3,241	(154)	441	410	0	410	(31)
VEHICLE OPERATION/MAINTENANCE	120,000	47,316	72,684	(2,684)	10,000	12,464	0	12,464	2,464
CONTRACTS W/SERVICE AGENCIES	1,091,284	374,910	716,374	(79,792)	90,940	55,598	38,632	94,230	3,290
POSTAGE	18,861	7,463	11,398	(396)	1,572	2,307	0	2,307	735
FREIGHT COSTS	0	164	(164)	164	0	0	0	0	0
LAB EXPENSE	5,825	1,382	4,443	(1,045)	485	926	0	926	441
TELEPHONE	116,371	51,261	65,110	2,773	9,698	10,089	0	10,089	391
ANNUAL AUDIT	9,400	3,940	5,460	23	783	0	780	780	(3)
INSURANCE	145,035	51,029	94,006	(9,402)	12,086	12,764	0	12,764	678
CLIENT WAGES/FRINGE	443,370	157,123	286,242	(27,610)	36,948	28,624	0	28,624	(8,324)
UTILITIES	156,231	61,047	95,184	(4,049)	13,019	9,412	2,496	11,908	(1,111)
ENLUMENT	2,100	875	1,225	0	175	175	0	175	0
MISCELLANEOUS	161,810	71,342	90,468	3,921	13,484	9,436	2,879	12,315	(1,169)
SSI - PERSONAL ALLOWANCE	0	0	0	0	0	0	0	0	0
SS - PERSONAL ALLOWANCE	0	0	0	0	0	0	0	0	0
SSI BENEFITS - FOSTER PARENTS	0	1,271	(1,271)	1,271	0	588	683	1,271	1,271
SS BENEFITS - FOSTER PARENTS	0	1,688	(1,688)	1,688	0	1,512	176	1,688	1,688
RR BENEFITS - FOSTER PARENTS	0	300	(300)	300	0	300	0	300	300
FOSTER CARE SUPPLEMENT	0	41	(41)	41	0	0	41	41	41
INTEREST EXPENSE	10,399	4,942	5,457	609	867	1,038	0	1,038	171
COURT COMMITMENT EXPENSE	33,000	14,268	18,732	518	2,750	4,815	0	4,815	2,065
CONSTRUCTION EXPENSE	75,700	230	75,470	(31,312)	6,308	0	0	0	(6,308)
CAPITAL BUILDING EXPENSE	681,300	568,690	112,610	284,815	56,775	290,496	0	290,496	233,721
	9,592,463	4,053,564	5,538,899	56,704	799,372	956,166	63,905	1,020,071	220,699

	JANUARY	Y-T-D
TOTAL EXPENDITURES @ 1/31/88	1,020,071	4,053,564
LESS 1987 SURPLUS FUND EXPENDITURES:		
EMPLOYEE BONUS	0	93,617
VEHICLE PURCHASE - DOWN PAYMENT	0	5,000
FURNITURE PURCHASE	10,000	10,000
TOTAL EXPENDITURES FROM 1988 OPERATING BUDGET FUNDS	1,010,071	3,944,947

DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY PROGRAM
9/1/87 - 1/31/88

EXPENSE CATEGORY	ANNUAL BUDGET	Y-T-D EXP & ENC	Y-T-D BAL REMAINING	Y-T-D OVER(UNDER)	MONTHLY BUDGET	JANUARY EXP & ENC	JANUARY OVER(UNDER)
CENTER ADMINISTRATION	751,788	335,081	416,707	21,836	62,649	57,948	(4,701)
CASE MANAGEMENT	343,272	138,567	204,705	(4,463)	28,606	28,874	268
SPECIAL EDUCATION	1,237,912	527,042	710,870	11,245	103,159	106,746	3,587
MR RESIDENTIAL	1,293,004	471,605	821,399	(67,147)	107,750	91,078	(16,672)
CLIENT & FAMILY SUPPORT - MR	1,560,352	623,877	936,475	(26,270)	130,029	123,786	(6,243)
MH RESIDENTIAL	3,131,744	1,416,929	1,714,815	112,036	260,979	495,090	234,111
CLIENT & FAMILY SUPPORT - MH	1,274,391	540,463	733,928	9,467	106,199	116,549	10,350
	9,592,463	4,053,564	5,538,899	56,704	799,372	1,020,071	220,699

DEEP EAST TEXAS REGIONAL MHMR SERVICES
SUMMARY OF REVENUE AND EXPENDITURES
AS OF JANUARY 31, 1988

	JANUARY	Y-T-D
	-----	-----
REVENUE	1,051,029	3,949,591
EXPENDITURES & ENCUMBRANCES	1,020,071	4,053,564
DIFFERENCE	30,958	(103,973)
	=====	=====
EXCLUDING FY 1987 SURPLUS FUND EXPENDITURES:		
REVENUE	1,051,029	3,949,591
EXPENDITURES & ENCUMBRANCES EXCLUDING FY 1987 SURPLUS FUND EXPENDITURES	1,010,071	3,944,947
DIFFERENCE	40,958	4,644
	=====	=====
STATUS OF FY 1987 SURPLUS FUNDS:		
TOTAL SURPLUS FUNDS	475,063	
TOTAL REVENUE RECEIVED	365,379	
TOTAL RECEIVABLE	109,684	
	=====	
TOTAL AVAILABLE REVENUE:		
RECOGNIZED REVENUE:		3,949,591
ADD: PREPAID REVENUE-		
LELSZ	357,480	
TEMPLE GRANT	79,213	
TEMPLE FOUNDATION GRANT	1,311,833	
GRANT-IN-AID	366,772	
COUNTY INCOME	3,492	
PINEYWOODS ANNEX	130,000	
PATIENT FUNDS	7,874.00	
CHAPTER I	(1,384.00)	
CHAPTER I CARRYOVER	5,003.00	
TCADA	1,249.00	
TOTAL PREPAID REVENUE		2,261,532
MEDICARE CONTINGENCY		142,142
LESS: RESTRICTED INTEREST		
RESERVE OPERATING FUND	3,629	
PENSION	1,580	
BUILDING FUND	16	
FOUNDATION FUND	42,785	
PINEYWOODS ANNEX FUND	8,113	
		(56,123)

TOTAL AVAILABLE REVENUE BEFORE EXPENDITURES		6,297,137
EXPENDITURES/ENCUMBRANCES		(4,053,564)

TOTAL AVAILABLE REVENUE		2,243,573
RESERVE OPERATING FUND		220,691
TOTAL AVAILABLE REVENUE		2,464,264
		=====

DEEP EAST TEXAS REGIONAL MHMR SERVICES
BALANCE SHEET
JANUARY 31, 1988

ASSETS	GENERAL OPERATING FUND	GENERAL FIXED ASSETS	TOTAL
Unrestricted Cash-General	284,933		
Restricted Cash:			
Employee Medical Plan	94,909		
Trust Funds - Clients	6,350		
Chapter I	3,575		
Temple Grant-Inp Program	88,307		
Pension Funds	125,641		
Payroll	713		
Lease	437,143		
Hardin Building Fund	7,967		
Foundation Grant	1,112,602		
Reserve Operating Funds	220,691		
Annex	363,118		
Medicare Contingency	142,142	2,603,158	
Total Cash in Bank	2,888,091		2,888,091
Petty Cash	250		250
Change Fund	320		320
Accts Receivable-Client Fees	489,421		
Less: Allowance for Uncollectible Accounts	(152,614)	336,807	336,807
Accounts Receivable - Other	432,709		432,709
Accts Rec/Internal Advances	225,000		225,000
Prepaid Expenses	41,158		41,158
Amount to be Provided under:			
Capital Lease Agreements	53,357		53,357
Long Term Agreements	89,044		89,044
Accrued Vacation	173,774		173,774
General Fixed Assets (at Cost):			
Equipment & Furniture		554,848	554,848
Vehicles		606,818	606,818
Building		911,684	911,684
Land		63,940	63,940
TOTAL ASSETS	4,240,510	2,137,290	6,377,800
LIABILITIES			
Accts Pay/Internal Advance	225,000		225,000
Accounts Payable	183,645		183,645
Employee Insurance Payable	34,368		34,368
Retirement Payable	123,961		123,961
Miscellaneous Payroll Deductions	(302)		(302)
Sales Tax Payable	15		15
Prepaid Revenue	2,261,532		2,261,532
Obligation under:			
Capital Lease Agreements	53,356		53,356
Long-Term Agreements	89,044		89,044
Accrued Vacation	173,774		173,774
Trust Fund Payable	6,351		6,351
TOTAL LIABILITIES	3,150,744	0	3,150,744
RESERVES			
Investment in Fixed Assets		2,137,290	2,137,290
MC Contingency Fund	105,746		105,746
Hardin Building	5,000		5,000
Encumbrances	76,667		76,667
TOTAL RESERVES	187,413	2,137,290	2,324,703
FUND BALANCE	902,353		902,353
TOTAL LIABILITIES, RESERVES, & FUND BALANCE	4,240,510	2,137,290	6,377,800

DEEP EAST TEXAS REGIONAL MHMR SERVICES
FINANCIAL DEPOSITORIES
JANUARY 31, 1988

DEPOSITORY	NAME OF ACCOUNT	TYPE OF ACCOUNT	BALANCE OF ACCOUNT	FDIC/ FSLIC MAX.	SECURITIES PLEDGED
RepublicBank:	General Funds	MM Checking	93,890		
	General Holding Acct	MM Savings	142,472		
	Payroll	MM Checking	100		
	Employee Medical Plan	MM Checking	94,909		
	Foundation	MM Checking	60,780		
	Foundation	9 CD's	879,080		
	Pineywoods Annex	MM Checking	155,118		
	Reserve Operating	2 CD's	106,570		
	Medicare Contingency	2 CD's	123,944		
	Pineywoods Annex	2 CD's	154,000	1,400,000	515,000
Total for RepublicBank			1,810,863	1,400,000	515,000
Lovelady State Bank:	General Funds	MM Checking	46,561		
	Chapter I	Checking	3,575		
	Pension	MM Checking	125,641		
	Inpatient	MM Checking	88,307		
	Clients' Trust Fund	MM Checking	6,350		
	Payroll	Checking	613		
	Harding Bldg Fund	CD	7,967	100,000	550,000
Total for Lovelady State Bank			279,014	100,000	550,000
Community State Bank:	General Funds	Checking	2,010		
	Reserve Operating	CD	8,956	100,000	0
Total for Community State Bank			10,966	100,000	0
Diboll State Bank:	Lelsz	MM Checking	437,143		
	Foundation	MM Checking	172,742	100,000	800,000
Total for Diboll State Bank			609,885	100,000	800,000
Home Savings & Loan:	Reserve Operating	CD	11,970	100,000	0
Lufkin Federal Savings & Loan:	Reserve Operating	CD	29,500	100,000	0
Angelina Savings & Loan:	Pineywoods Annex	CD	54,000	100,000	0
Lufkin Regional FCU:	Reserve Operating	CD	63,695		
	Medicare Contingency	CD	18,198	100,000	0
Total for Lufkin Regional FCU			81,893	100,000	0
Total of All Cash in Bank			2,888,091	2,100,000	1,865,000

DEEP EAST TEXAS REGIONAL MHMR SERVICES
STATEMENT OF CHANGES IN FUND BALANCE AND RESERVE
AS OF JANUARY 31, 1988

	GENERAL OPERATING FUND	GENERAL FIXED ASSETS	TOTAL
BALANCE - 12/15/87	871,395	1,750,513	2,621,908
REVENUE	1,051,029		1,051,029
EXPENDITURES	(1,020,071)		(1,020,071)
ADDITIONS		386,777	386,777
DELETIONS			0
BALANCE - 1/31/88	902,353	2,137,290	3,039,643

ANALYSIS OF ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE - INTERNAL ADVANCES

From Foundation Grant to Annex Funds	225,000
TOTAL	225,000

RESOLUTION OF APPRECIATION

WHEREAS, Mark D. Severns was originally employed by the Deep East Texas Regional Mental Health Mental Retardation Services (MHMR) on April 1, 1977, and has served in many capacities since that time; and

WHEREAS, these positions have included an increasing number of responsibilities and pressures with each step along the way, from the job duties of Community Service Aide to the Director of Pineywoods Regional Treatment Center; and

WHEREAS, Mr. Severns has always handled the additional duties well, having received several promotions, as well as being designated as an Employee of the Quarter in 1978; and

WHEREAS, during these years, Mr. Severns has developed and maintained good rapport with clients and staff, with community officials throughout the region, and with Rusk State Hospital. Mr. Severns' efforts in planning, developing, and implementing the Pineywoods Regional Treatment Center are indicative of his commitment to the highest professional standards of quality client care.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees at this regular meeting that deep and genuine appreciation is hereby expressed to Mr. Severns for his years of dedicated service as an excellent employee, for his friendship, and for a "job well done".

PASSED BY UNANIMOUS VOTE of the Board of Trustees this 23rd day of February, 1988.

BOARD OF TRUSTEES

DEEP EAST TEXAS REGIONAL MENTAL
HEALTH MENTAL RETARDATION SERVICES

By: _____
Judge Allen Sturrock
Chairman

By: _____
Jim McDermott, Ph.D.
Executive Director

ATTEST:

Perry Sampson, Secretary

Attachment to Item IV-C-2
2/23/88