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MINUTES

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

OCTOBER 25, 1988

BOARD MEMBERS PRESENT:	BOARD MEMBERS ABSENT:
Judge Allen Sturrock, Chairman	Gaffney Phillips, Secretary
Dan D. Dominey, Vice Chairman	Rev. Robert Carter
Judge Charles English, Treasurer	
Mr. Ward R. Burke	
Nancy Speck, Ph.D.	
Mrs. Bobbie Morgan	
Mrs. Nancy Fuller	

OTHERS PRESENT:

Jim McDermott, Ph.D.	MHMR
Mr. Sandy Skelton	MHMR
Mrs. Susan Rushing	MHMR
Mr. George Patterson	MHMR
Mr. Larry Heaton	MHMR
Mrs. Linda Naff	MHMR
Mrs. Sandy Vann	MHMR
Rev. P. V. Malone	Public Responsibility Committee

The 191st 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 25, 1988, at 4:00 P.M.

INVOCATION: Mr. Ward R. Burke gave the invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Sturrock called the meeting to order at 4:00 P.M. He recognized Reverend P. V. Malone, Chairman of the Public Responsibility Committee, who was in attendance in order to receive a Certificate of Appreciation from the Board.

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. Burke, seconded by Judge English, the Board unanimously approved the Minutes of the September 20, 1988 Board Meeting.

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EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's Report was distributed to the Board during the Committee meetings for their review. Dr. McDermott reviewed the items on the Report for the Board. One thing he reviewed in detail was the issue of conflict of interest. Dr. McDermott asked each Board member to review Board Policy B-24 regarding conflict of interest. As Board members, he asked them to think about any potential conflict of interest that may exist such as a partial stockholder of any company that we do business with. If a Board member has such an interest, it is important for them to remember that they must not participate in any discussion regarding transactions that our Center may have with such an entity, nor can they participate in a vote in which our organization would be doing business with an organization in which they have an interest. A copy of the Executive Director's Report is attached.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

Item C-3, Certificates of Appreciation, was taken at this time so Reverend Malone could leave after being presented with the Certificate of Appreciation if he desired.

Consideration of Certificates of Appreciation: On a motion by Dr. Speck, seconded by Mrs. Morgan, 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 Certificates of Appreciation to Champion International in Lufkin, Texas; to Neill Hays, P. V. Malone, and Oscar Sanders of the Public Responsibility Committee; Thelma Fillyaw, President of the Jasper Association for MHMR; Steve Seale, Secretary of the Jasper Association for MHMR; Tillie Thompson, Treasurer of the Jasper Association for MHMR; Brookshire Brothers of Newton; Brookshire Brothers of Kirbyville; Market Basket of Kirbyville; Bonnie Walker of Newton/Kirbyville; ~~Jean Landgraf of Hard~~in ~~County~~; Brookshire Brothers of Woodville; Wal-Mart of Woodville; United Methodist Women of Silsbee; Silsbee's Women's Club; ~~Woodville Garden Club~~; Angelina County Association for Human Development, Inc.; and Fairway Foods of Woodville, Texas; and THAT copies of the Certificates be attached to the permanent Minutes of this meeting.

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RESOLVED, by the Board of Trustees, THAT the bid from Knapp Ford Sales for the purchase of a van for Polk Sheltered Workshop be accepted, THAT the bid from Weaver Brothers Motors for the purchase of a van for the Jasper Sheltered Workshop be accepted, and THAT a copy of the bids be maintained in the office of Business Services.

Part 2: Consideration of Vehicle Purchase for Central Administration: 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 plan for the purchase of two 1989 automobiles for Central Administration be approved as submitted; THAT the bid from Angelina Chevrolet in the amount of $18,470.38 be accepted, and THAT the plan for the disposition of two 1986 Ford Tempos 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 Business Services.

Consideration of Proposed Bids for Facility Renovation: 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 J. D. Walker, General Contractor, for renovations at the Newton Group Home be accepted, and THAT a copy of the bid be maintained in the office of Business Services.

Program Committee - Mr. Ward R. Burke, Chairman

Consideration of Nominees to Professional Staff Organization: The Board voted unanimously to table this item since there were no nominees.

Consideration of Approval of Centerwide Quality Assurance Program: 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 Centerwide Quality Assurance Program be approved as submitted, THAT the program be implemented immediately, and THAT a copy of the program be on file in the office of the Director of Quality Assurance.

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Consideration of Approval of Revised Professional Staff Organization Bylaws, Rules, and Regulations: On a motion by Mrs. Burke, seconded by Mrs. Morgan, the Board unanimously approved the following resolution:

> RESOLVED, by the Board of Trustees, THAT the revised Professional Staff Organization (PSO) Bylaws, Rules, and Regulations be approved as submitted, THAT the Centerwide PSO be implemented immediately, and THAT a copy of this document be on file in the office of the Director, Quality Assurance.

Consideration of Public Responsibility Committee Annual Report: 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 Board accept the Annual Report of the Public Responsibility Committee as submitted; THAT a copy of this report be submitted to TDMHMR and Advocacy, Inc., and THAT a copy of the report be attached to the permanent Minutes of this Board meeting.

Consideration of Centerwide Mission Statement, Philosophy, and Goals: On a motion by Mr. Burke, seconded by Mrs. Morgan, the Board unanimously approved the following resolution:

> RESOLVED, by the Board of Trustees, THAT the proposed Mission Statement, Philosophy, and Goals be adopted, and that the Executive Director provide the direction and leadership necessary to move MHMR toward reaching those goals; THAT the Executive Director provide a status report to the Board on progress toward obtaining or maintaining stated goals; THAT the goals give direction to the Annual and Five-Year Plan, and THAT a copy of the Mission Statement, Philosophy, and Goals be maintained in the office of the Executive Director.

Consideration of Transferring Mental Health Authority for Hardin County from Deep East Texas MHMR to MHMR of Southeast Texas: 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 negotiate with appropriate officials of MHMR of Southeast Texas, TDMHMR, and Hardin County for the transfer of the Mental Health Authority for Hardin County

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from Deep East Texas Regional MHMR Services to the MHMR of Southeast Texas; THAT the Executive Director be authorized to execute said transfer at the time mutually agreed upon by all parties; and THAT a written agreement to the transfer be signed by appropriate officials of Deep East Texas MHMR, MHMR of Southeast Texas, TDMHMR, and Hardin County, and be maintained in the office of the Executive Director.

Personnel and Public Education Committee

Consideration of Creation of Evaluator I Position and Deletion of Social Service Program Director I Position: On a motion by Mrs. Fuller, seconded by Dr. Speck, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Position #44, Social Service Program Director I, be deleted; THAT Position #290, Evaluator I (Substance Abuse Counselor's Assistant) be created, and THAT this be effective November 1, 1988.

Consideration of Creation of Evaluator I Positions and Deletion of Caseworker I Positions: On a motion by Dr. Speck, seconded by Mrs. Fuller, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Positions #93, 102, and 103 be deleted; THAT three Evaluator I Positions, #287, 288, and 289, be created, and THAT this action be effective November 1, 1988.

Consideration of Creation of Administrative Technician III Position and Deletion of Nurse II Position: On a motion by Mrs. Fuller, seconded by Dr. Speck, the Board unanimously approved the following resolution:

RESOLVED, by the Board of Trustees, THAT Position #070, Nurse II, be deleted, THAT Position #287, Administrative Technician II, be created, and THAT this action be effective November 1, 1988.

Consideration of Creation of ADP Programmer Position: On a motion by Dr. Speck, seconded by Mr. Burke, the Board unanimously approved the following resolution:

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RESOLVED, by the Board of Trustees, THAT ADP Programmer I, Position #291, be added to the FY 1989 Personal Services Schedule, and THAT this addition be effective October 1, 1988.

Consideration of Personnel Matters: There were no personnel matters for Board consideration.

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 22, 1988
Tuesday, December 20, 1988

Committee meetings will begin at 3:30 P.M., and the Board Meeting will begin at 4:00 P.M. on November 22nd.

APPROVED:

Judge Allen Sturrock, Chairman

Mrs. Gaffney Phillips, Secretary

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
REVENUE BY FUND
9/1/88 - 9/30/88

SOURCE	ANNUAL BUDGET	Y-T-D REVENUE	Y-T-D BAL REMAINING	Y-T-D OVER(UNDER)	MONTHLY BUDGET	SEPT REV RCPTS	SEPT REV RCV'BLE	SEPT REVENUE	SEPT OVER(UNDER)
ANGELINA COUNTY	29,286	0	29,286	(2,441)	2,441	0	0	0	(2,441)
HARDIN COUNTY	14,532	0	14,532	(1,211)	1,211	0	0	0	(1,211)
HOUSTON COUNTY	6,584	549	6,035	0	549	0	549	549	0
JASPER COUNTY	11,595	0	11,595	(966)	966	0	0	0	(966)
NACOGDOCHES COUNTY	17,963	0	17,963	(1,497)	1,497	0	0	0	(1,497)
NEWTON COUNTY	5,986	0	5,986	(499)	499	0	0	0	(499)
POLK COUNTY	9,846	0	9,846	(821)	821	0	0	0	(821)
SABINE COUNTY	2,838	0	2,838	(237)	237	0	0	0	(237)
SAN AUGUSTINE COUNTY	2,802	0	2,802	(234)	234	0	0	0	(234)
SAN JACINTO COUNTY	4,107	0	4,107	(342)	342	0	0	0	(342)
SHELBY COUNTY	6,400	0	6,400	(533)	533	0	0	0	(533)
TRINITY COUNTY	5,127	0	5,127	(427)	427	0	0	0	(427)
TYLER COUNTY	7,609	0	7,609	(634)	634	0	0	0	(634)
CLIENT FEES	1,123,058	52,285	1,070,773	(41,303)	93,588	3,660	48,625	52,285	(41,303)
SENATE BILL 230	5,000	0	5,000	(417)	417	0	0	0	(417)
COURT COMMITMENTS	32,000	2,130	29,870	(537)	2,667	1,690	440	2,130	(537)
PINEYWOODS ANNEX	130,000	0	130,000	(10,833)	10,833	0	0	0	(10,833)
FOUNDATION (FARM)	185,647	23,635	162,012	8,164	15,471	23,635	0	23,635	8,164
NACOGDOCHES ISD	13,480	1,348	12,132	225	1,123	0	1,348	1,348	225
DEBT PROCEEDS	0	0	0	0	0	0	0	0	0
WORKSHOP PRODUCTION	178,250	20,713	157,537	5,859	14,854	20,713	0	20,713	5,859
DONATIONS	970	2,111	(1,141)	2,030	81	2,111	0	2,111	2,030
INTEREST INCOME	34,285	3,510	30,775	653	2,857	3,510	0	3,510	653
MISCELLANEOUS	1,200	1,265	(65)	1,165	100	1,250	15	1,265	1,165
HARDIN REIMBURSEMENT	12,960	1,080	11,880	0	1,080	1,080	0	1,080	0
FARM INCOME	5,000	216	4,784	(201)	417	216	0	216	(201)
ICR-MR	618,283	48,498	569,785	(3,026)	51,524	0	48,498	48,498	(3,026)
TRC	57,524	2,147	55,377	(2,647)	4,794	1,210	937	2,147	(2,647)
STATE HIGHWAY DEPT.	594,998	46,444	548,554	(3,139)	49,583	0	46,444	46,444	(3,139)
PROTECTIVE SERVICES	15,825	820	15,005	(499)	1,319	0	820	820	(499)
PROTECTIVE SERVICES-IN HOME	142,174	8,000	134,174	(3,848)	11,848	0	8,000	8,000	(3,848)
HCS	485,852	26,163	459,689	(14,325)	40,488	0	26,163	26,163	(14,325)
GENERAL REVENUE	2,317,593	231,759	2,085,834	38,626	193,133	231,759	0	231,759	38,626
RAJ	1,007,685	70,000	937,685	(13,974)	83,974	0	70,000	70,000	(13,974)
LELSZ	1,332,423	107,000	1,225,423	(4,035)	111,035	0	107,000	107,000	(4,035)
TCADA	312,392	26,198	286,194	165	26,033	0	26,198	26,198	165
ECI, SENATE BILL 630	416,497	31,400	385,097	(3,308)	34,708	0	31,400	31,400	(3,308)
DHS - ADULT DAY CARE	33,242	2,037	31,205	(733)	2,770	0	2,037	2,037	(733)
DHS - CHILD DAY CARE	222,576	17,307	205,269	(1,241)	18,548	0	17,307	17,307	(1,241)
DHS - CHILDRENS HOUSE	0	0	0	0	0	0	0	0	0
SYETP	31,000	0	31,000	(2,583)	2,583	0	0	0	(2,583)
PROBATION DEPT.	3,000	0	3,000	(250)	250	0	0	0	(250)
JTPA	5,000	498	4,502	81	417	498	0	498	81
MENTAL HEALTH BLOCK GRANT	460,203	39,501	420,702	1,151	38,350	0	39,501	39,501	1,151
USDA	28,764	2,550	26,214	153	2,397	0	2,550	2,550	153
DHS - LIASON	140,000	13,016	126,984	1,349	11,667	0	13,016	13,016	1,349
CHAPTER I	31,164	203	30,961	(2,394)	2,597	0	203	203	(2,394)
CHAPTER I CARRYOVER	34,964	3,401	31,563	487	2,914	3,066	335	3,401	487
TOTAL	10,137,684	785,784	9,351,900	(59,027)	844,811	294,398	491,386	785,784	(59,027)

Attachment to Item IV-A-1
10/25/88

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY COST CATEGORY
9/1/88 - 9/30/88

EXPENSE CATEGORY	ANNUAL BUDGET	Y-T-D EXP & ENC	Y-T-D BAL REMAINING	Y-T-D OVER(UNDER)	MONTHLY BUDGET	SEPT EXP & ENC	SEPT OVER(UNDER)
SALARIES	5,311,140	421,740	4,889,400	(20,855)	442,595	421,740	(20,855)
MERIT,LONGEVITY,BONUS,ETC.	74,709	0	74,709	(6,226)	6,226	0	(6,226)
FRINGE BENEFITS	803,593	80,954	722,639	13,788	66,966	80,954	13,788
CONSULTANTS & PROFESSIONALS	77,993	2,336	75,657	(4,163)	6,499	2,336	(4,163)
TRAVEL	170,098	18,863	151,235	4,688	14,175	18,863	4,688
DRUGS	29,250	2,248	27,002	(190)	2,438	2,248	(190)
FOOD	193,400	10,180	183,220	(5,937)	16,117	10,180	(5,937)
SUPPLIES	224,213	23,822	200,391	5,138	18,684	23,822	5,138
FARM OPERATION SUPPLIES	7,000	0	7,000	(583)	583	0	(583)
DEBT PRINCIPAL RETIREMENT	98,246	7,094	91,152	(1,093)	8,187	7,094	(1,093)
EQUIPMENT & FURNITURE	83,695	12,029	71,667	5,054	6,975	12,029	5,054
EQUIPMENT & FURNITURE RENTAL	50,553	3,025	47,528	(1,188)	4,213	3,025	(1,188)
EQUIP/FURN REPAIRS/MAINT	27,380	3,603	23,777	1,321	2,282	3,603	1,321
BUILDING RENT	287,033	19,152	267,881	(4,767)	23,919	19,152	(4,767)
BLDG REMODELING/RENOVATION	29,770	0	29,770	(2,481)	2,481	0	(2,481)
BLDG REPAIR & MAINTENANCE	40,800	4,671	36,129	1,271	3,400	4,671	1,271
VEHICLE PURCHASED	3,600	0	3,600	(300)	300	0	(300)
VEHICLE LEASE	4,920	410	4,510	0	410	410	0
VEHICLE OPERATION/MAINT	129,375	8,943	120,432	(1,838)	10,781	8,943	(1,838)
CONTRACTS W/SERVICE AGENCIES	923,631	44,205	879,426	(32,764)	76,969	44,205	(32,764)
POSTAGE	21,353	2,256	19,097	477	1,779	2,256	477
LAB EXPENSE	4,700	606	4,094	214	392	606	214
TELEPHONE	133,805	11,387	122,418	237	11,150	11,387	237
ANNUAL AUDIT	9,400	825	8,575	42	783	825	42
INSURANCE	173,000	13,581	159,419	(836)	14,417	13,581	(836)
CLIENT WAGES/FRINGE	426,690	36,927	389,763	1,370	35,558	36,927	1,370
UTILITIES	193,022	14,832	178,190	(1,253)	16,085	14,832	(1,253)
EMOLUMENT	2,100	175	1,925	0	175	175	0
MISCELLANEOUS	89,035	20,652	68,383	13,232	7,420	20,652	13,232
HOUSEBILL 1154 EXP	66,000	0	66,000	(5,500)	5,500	0	(5,500)
SSI BENEFITS - FOSTER PARENTS	26,700	1,325	25,375	(900)	2,225	1,325	(900)
SS BENEFITS - FOSTER PARENTS	23,700	1,934	21,766	(41)	1,975	1,934	(41)
RR BENEFITS - FOSTER PARENTS	3,600	300	3,300	0	300	300	0
FOSTER CARE SUPPLEMENT	0	341	(341)	341	0	341	341
INTEREST EXPENSE	12,423	2,356	10,067	1,321	1,035	2,356	1,321
COURT COMMITMENT EXPENSE	32,000	2,130	29,870	(537)	2,667	2,130	(537)
CLIENT ACTIVITY	10,920	34	10,886	(876)	910	34	(876)
MARKETING	43,000	540	42,460	(3,043)	3,583	540	(3,043)
CONSTRUCTION EXPENSE	2,000	0	2,000	(167)	167	0	(167)
CAPITAL BUILDING EXPENSE	130,000	29,247	100,753	18,414	10,833	29,247	18,414
BAD DEBT EXPENSE	0	11,119	(11,119)	11,119	0	11,119	11,119
MC CONTINGENCY - PRIOR YEARS	131,742	18,198	113,544	7,220	10,979	18,198	7,220
MC CONTINGENCY - 1989	32,094	0	32,094	(2,675)	2,675	0	(2,675)
MC CONTINGENCY - INT INCOME	0	112	(112)	112	0	112	112
TOTAL	10,137,684	832,152	9,305,532	(12,654)	844,807	832,152	(12,655)

Attachment to Item IV-A-1
10/25/88

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
EXPENDITURES BY PROGRAM
9/1/88 - 9/30/88

EXPENSE CATEGORY	ANNUAL BUDGET	Y-T-D EXP & ENC	Y-T-D BAL REMAINING	Y-T-D OVER(UNDER)	MONTHLY BUDGET	SEPT EXP & ENC	SEPT OVER(UNDER)
RESIDENTIAL - MH	2,501,715	203,252	2,293,463	(5,224)	208,476	203,252	(5,224)
CLIENT & FAMILY SUPPORT - MH	1,376,805	107,410	1,269,395	(7,324)	114,734	107,410	(7,324)
CASE MANAGEMENT - MH	308,872	25,715	283,157	(24)	25,739	25,715	(24)
MANAGEMENT & SUPPORT - MH	561,891	63,607	498,284	16,783	46,824	63,607	16,783
RESIDENTIAL - MR	1,583,525	124,038	1,459,487	(7,922)	131,960	124,038	(7,922)
CLIENT & FAMILY SUPPORT - MR	3,146,665	252,945	2,893,720	(9,277)	262,222	252,945	(9,277)
CASE MANAGEMENT - MR	96,320	6,958	89,362	(1,069)	8,027	6,958	(1,069)
MANAGEMENT & SUPPORT - MR	561,891	48,227	513,664	1,403	46,824	48,227	1,403
TOTAL	10,137,684	832,152	9,305,532	(12,654)	844,807	832,152	(12,655)

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
SUMMARY OF REVENUE AND EXPENDITURES
AS OF SEPTEMBER 30, 1988

	SEPTEMBER	Y-T-D
REVENUE	785,784	785,784
EXPENDITURES & ENCUMBRANCES	(832,152)	(832,152)
DIFFERENCE	(46,368)	(46,368)

ANALYSIS OF PREPAID REVENUE:

LELSZ	34,982
TEMPLE FOUNDATION GRANT	785,025
GENERAL REVENUE	463,518
PINEYWOODS ANNEX	129,500
PATIENT FUNDS	320
COUNTY FUNDS	460
TOTAL PREPAID REVENUE	1,413,805

ANALYSIS OF RESTRICTED INTEREST INCOME:

RESERVE OPERATING FUND	11
PENSION	0
BUILDING FUND	11
MEDICARE CONTINGENCY CD'S	740
TOTAL RESTRICTED INTEREST INCOME	762

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
BALANCE SHEET
SEPTEMBER 30, 1988

	GENERAL OPERATING FND		GENERAL FIXED ASSETS	TOTAL
ASSETS:				
Unrestricted Cash-General		447,212		
Restricted Cash:				
Employee Medical Plan	2,267			
Trust Funds - Clients	6,825			
Chapter I	100			
Pension Funds	33,190			
Payroll	100			
Lelsz	2,500			
Hardin Building Fund	8,493			
Foundation Grant	747,805			
Reserve Operating Funds	222,601			
Pineywoods Annex	132,157			
Medicare Contingency	296,304	1,452,342		
Total Cash in Bank		1,899,554		1,899,554
Petty Cash		300		300
Change Fund		290		290
Accts Receivable-Client Fees	669,553			
Less: Allowance for Uncollectible Accounts	(219,530)	450,023		450,023
Accounts Receivable - Other		704,516		704,516
Accts Rec/Internal Advances		137,725		137,725
Prepaid Expenses		94,616		94,616
Supply Inventory		103,166		103,166
Amount to be Provided under:				
Long Term Agreements		300,797		300,797
Accrued Vacation		196,293		196,293
General Fixed Assets (at Cost):				
Equipment & Furniture			632,191	632,191
Vehicles			659,062	659,062
Building			1,816,282	1,816,282
Land			82,315	82,315
TOTAL ASSETS		3,887,280	3,189,850	7,077,130
LIABILITIES & FUND EQUITY				
Liabilities:				
Accounts Payable/Internal Advance		137,725		137,725
Accounts Payable		307,919		307,919
Employee Insurance Payable		170		170
Retirement Payable		29,757		29,757
Miscellaneous Payroll Deductions		100		100
Sales Tax Payable		684		684
Prepaid Revenue		1,413,805		1,413,805
Obligation under:				
Long-Term Agreements		300,797		300,797
Accrued Vacation		196,293		196,293
Trust Fund Payable		6,825		6,825
MC Contingency Fund		359,807		359,807
Total Liabilities		2,753,882	0	2,753,882
Fund Equity:				
Investment in Fixed Assets			3,189,850	3,189,850
Fund Balances:				
Reserved for Hardin Building		8,229		8,229
Reserved for Encumbrances		114,588		114,588
Unreserved		1,010,541		1,010,541
Total Fund Equity		1,133,398	3,189,850	4,323,248
TOTAL LIABILITIES & FUND EQUITY		3,887,280	3,189,850	7,077,130

Attachment to Item IV-A-1
10/25/88

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
FINANCIAL DEPOSITORIES
SEPTEMBER 30, 1988

DEPOSITORY	NAME OF ACCOUNT	TYPE OF ACCOUNT	BALANCE OF ACCOUNT	FDIC/ FSLIC MAX.	SECURITIES PLEDGED
NCNB Texas National:	General Funds	MM Checking	153,142		
	Payroll	MM Checking	100		
	Employee Medical Plan	MM Checking	2,267		
	Foundation	MM Checking	213,524		
	Pineywoods Annex	MM Checking	1,000		
	Clients' Trust Fund	MM Checking	6,325		
	General Holding Acct	MM Savings	294,070		
	Reserve Operating	3 CD's	120,461		
	Medicare Contingency	3 CD's	54,933		
	Pineywoods Annex	1 CD	54,000	300,000	1,100,000
Total for NCNB Texas National			900,322	300,000	1,100,000
Lovelady State Bank:	Chapter I	Checking	100		
	Pension	MM Checking	33,190	100,000	0
Total for Lovelady State Bank			33,290	100,000	0
Diboll State Bank:	Lelsz	MM Checking	3,500		
	Medicare Contingency	1 CD	77,250		
	Reserve Operating	1 CD	31,618	100,000	800,000
Total for Diboll State Bank			111,368	100,000	800,000
Lufkin Regional FCU:	Reserve Operating	5 CD'S	70,522		
	Medicare Contingency	1 CD	18,554	100,000	0
Total for Lufkin Regional FCU			89,076	100,000	0
Angelina National Bank	Medicare Contingency	1 CD	100,586	100,000	0
Home Savings & Loan	Medicare Contingency	1 CD	18,879	100,000	0
Community State Bank	Medicare Contingency	1 CD	26,102	100,000	0
Peoples National Bank	Pineywoods Annex	1 CD	77,157	100,000	0
First National Bank, Silsbee	Hardin Building Fund	1 CD	8,493	100,000	0
United States Government	Foundation	Treasury Bills	534,281	0	534,281
Total of All Cash in Bank			1,899,554	1,100,000	2,434,281

Attachment to Item IV-A-1
10/25/88

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DEEP EAST TEXAS REGIONAL MHMR SERVICES
STATEMENT OF CHANGES IN UNRESTRICTED FUND BALANCE AND FIXED ASSETS
AS OF SEPTEMBER 30, 1988

	GENERAL OPERATING FUND	GENERAL FIXED ASSETS	TOTAL
BALANCE - 8/31/88	979,145	3,184,012	4,163,157
REVENUE	785,784		785,784
EXPENDITURES	(832,152)		(832,152)
* CHANGE IN ACCOUNTING PRINCIPLE	80,993		
**RESERVE FOR HARDIN BUILDING	(3,229)		
ADDITIONS TO FIXED ASSETS		6,449	6,449
DELETIONS TO FIXED ASSETS		(611)	(611)
BALANCE - 9/30/88	1,010,541	3,189,850	4,122,627

* THE SUPPLY INVENTORY AS OF 8/31/88 WAS RECORDED IN SEPTEMBER AS AN ASSET. SINCE THESE ITEMS HAD BEEN EXPENSED IN PRIOR YEARS, FUND BALANCE HAD TO BE INCREASED TO REFLECT THIS CHANGE.

**THIS IS ACCUMULATED INTEREST EARNED ON THE HARDIN BUILDING CD. THIS ENTRY WILL BRING THE CD BALANCE AND THE RESERVE BALANCE IN AGREEMENT @ 8/31/88.

ANALYSIS OF ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE - INTERNAL ADVANCES

GENERAL OWES MEDICARE CONTINGENCY FUND	62,725
GENERAL OWES FOUNDATION	75,000
BALANCE @ 9/30/88	137,725

Attachment to Item IV-A-1
10/25/88

8

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Reverend P. V. Malone

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

10/25/88

Date

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Champion International Corporation

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

10/25/88

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Fairway Foods

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

October 25, 1988
Date

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Angelina County Association for Human Development, Inc.

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

October 25, 1988

Date

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Woodville Garden Club

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

October 25, 1988

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Silsbee Women's Club

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

United Methodist Women of Silsbee

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Wal-Mart of Woodville

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Brookshire Brothers of Woodville

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Jean Landgraf

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Bonnie Walker

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Market Basket of Kirbyville

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Executive Director

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hereby recognizes

Brookshire Brothers of Kirbyville

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The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Brookshire Brothers of Newton

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Tillie Thompson, Treasurer, Jasper Association for MHMR

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

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Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Steve Seale, Secretary, Jasper Association for MHMR

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

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MH MR SERVICES

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Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Thelma Fillyaw, President, Jasper Association for MHMR

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

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MH MR SERVICES

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Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Roy Phillips

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

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MH MR SERVICES

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Executive Director

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Date

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Heritage Civic Club

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

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Date

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Jarrott's Pharmacy

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

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Certificate of Appreciation

The BOARD OF TRUSTEES of the

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

hereby recognizes

Bob Gray

for outstanding contributions to the mentally handicapped citizens of the Deep East Texas Region.

Your loyal support and unselfish service have been instrumental in helping our local programs continue to progress for the benefit of our clients.

MH MR SERVICES

Chairman, Board of Trustees

Executive Director

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IV. EXECUTIVE DIRECTOR'S REPORT

1. Management Information System: As a result of the rapid growth of our Center over the past five years, we have been attempting to continually update the Management Information System of this Center with limited resources. As a result of several recent problems that we have experienced both in our accounting information and in the management information we attempt to provide the field, it has become painfully apparent that our software and hardware is inadequate to accurately and competently serve the needs of this organization. I wish to appoint a combination staff/Board study committee to develop recommendations regarding both software and hardware and present their recommendation to the Board no later than the January, 1989 meeting. I would anticipate that we are going to have to borrow the money to put in the type of system we need and suggest that we we request the funds through the Texas Council Acquisition project. I would anticipate that the total cost would be in the neighborhood of $120,000.

2. Texas Council Board Acquisition Project: The Texas Council has been working on putting together a bond package for the acquisition of facilities and the purchase of property and equipment. This bond package is being developed by Prudential-Bache. A meeting has been called in Dallas to discuss the complete package with appropriate staff and Board members on Tuesday, November 1st at the Hyatt DFW. I recognize that this is short notice, but any Board member who could attend would be appreciated. I will approach the Board at the November Board meeting with a final recommendation regarding our Center's request for funds under the bond package. At the present time, my thinking is that we would borrow what is owed on the Angelina MHMR Center building ($375,000 at 10.07%), Kirbyville MHMR Center building ($146,433 at 7.504%), and funds necessary to purchase hardware and software for the Management Information System ($120,000). This would total $641,443. We will find out the interest rate in Dallas. Obviously, if the interest rate is not better than what we currently have at either Kirbyville State Bank on the Kirbyville MHMR building, or the NCNB rate for the Angelina MHMR Center building, we will not request monies through the bond for those facilities.

3. Visits to County Commissioners Courts: On September 20th I sent each of you a memo outlining my plans for continuing education regarding our Center for our local County Commissioners Courts. Attached is the agenda for the meetings for your review. If you have any conflict with your participation in this education program, we will need to resolve these conflicts at this meeting.

4. Volunteer Banquet Schedule:

   Wednesday, November 2nd - 7:00 P.M. - Lake Country Inn, Center, Texas, for Sabine, San Augustine, and Shelby Counties.

   Monday, November 14th - 7:00 P.M. - Jasper MHMR Center, for Jasper, Newton, Tyler, and Hardin Counties.

   Thursday, November 17th - 7:00 P.M. - Angelina MHMR Center, for Angelina and Nacogdoches Counties.

   Friday, December 2nd - 12:00 Noon - Wooden Nickel Restaurant in Crockett, for Houston, Polk, Trinity, and San Jacinto Counties.

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5. Conflict of Interest: Each Board member should review Board Policy B-24 regarding Conflict of Interest at their convenience. As Board members, please think about any potential conflict of interest that may exist such as a partial stockholder of any company or bank that we do business with. If you as a Board member have such interest, it is important to remember that you must not participate in any discussion regarding transactions that our Center may have with such an entity, nor can you participate in a vote in which our organization would be doing business with an organization in which you have an interest.

6. Nominations to Board of Texas Council Risk Management Fund: The Texas Council Risk Management Fund from which we now purchase our Center's insurance, except health insurance, is attempting to fill a few vacancies on their Board. Typically, the Board meets quarterly in Austin. Each meeting takes approximately two days, including travel. Board members' expenses are paid by the fund. Texas Council Risk Management Fund has requested names of persons who are willing to commit the time. Is there any Board member who wishes their name to be submitted for nomination?

Director, Business Services

a. Local Match Report: Local match pledge letters for FY 1989 have been received from Houston, Jasper, San Jacinto, and Trinity Counties. If additional letters are not received by November 1st, a second request will be mailed. No funds for this year have been received.

Director, Mental Health Services

a. Rear Parking Lot: The cost associated with constructing the rear parking lot was approximately $1,500 under the approved bid amount. The architect confirmed that the design of the parking lot did not include removal of the telephone pole. According to Texas Power and Light, the estimated cost for relocating the pole would be approximately $1,000. It is the staffs' feeling that the pole, in its present location, does not present a problem, but would like the Board's opinion as to whether it should be relocated.

b. The Angelina MHMR Open House will be Friday, October 28th beginning at 10:45 A.M. The ceremonies were planned by the Angelina Association for Human Development. The guest speaker will be Congressman Charles Wilson and Board members Sturrock and Burke will make remarks, as will Jim McDermott.

c. Friends of Peavy Switch meeting will be November 3rd at Peavy Switch Farm. Following lunch, the insurance-marketing plan will be presented by Marketing Consultants Benny Garrett and Brad Jackson. Members of the Friends will then discuss their role in introducing our marketing efforts in their respective companies.

Director, Mental Retardation Services

a. An open house and dedication for the new Kirbyville MHMR facility has been scheduled from 1:30 to 3:30 P.M. on Thursday, November 17, 1988. Bill Haley will be the keynote speaker.

b. We have been working with the Lufkin State School to develop a community residential program for older

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clients currently living at the State School. These individuals would like to "retire" from active treatment so a small, non-ICF-MR group home would be ideal. We have tentatively offered to open a six-bed home in Lufkin as a pilot project for serving this type of client. This program would be funded by the Prospective Payment Program ($55.60/day) with the Lufkin State School providing an additional $7.00 per day. Approximately $30,000 in start-up funds from TDMHMR would also be needed. Inman White reports that the Department is looking at the issue of start-up funds.

Director, Quality Assurance

a. The deadline for response to JCAHO regarding our recent survey is November 4, 1988. All written materials and supporting evidence are being assembled and will be mailed no later than October 31, 1988. JCAHO will review this data, plus any additional data we submit, for 45-60 days following the deadline. They will then make an accreditation decision. We are optimistic that we can show significant progress toward standards compliance. If so, we will probably undergo a return survey in early summer before full reaccreditation is granted.

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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 Chief Executive Officer

Office of Volunteer Services
Texas Department of MHMR

James E. Comstock-Galagan
Executive Director, Advocacy, Inc.

FROM: Neil Kemper, Chairman
MHMR Public Responsibility Committee Neil

DATE: September 30, 1989

SUBJECT: Public Responsibility Committee (PRC)
Annual Report, FY 1989

At the end of each fiscal year, the PRC submits an annual report which describes the investigations, findings, and recommendations resulting from complaints received by the PRC. Attached is the report for FY 1989, covering the period September 1, 1988 through August 31, 1989.

NK:wb
Attachment

cc: Members, PRC
George Patterson, MHMR Staff Liaison

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Public Responsibility Committee
P.O. Box 935
Lufkin, Texas 75901

PUBLIC RESPONSIBILITY COMMITTEE

ANNUAL REPORT

FY 1989

1. Name of Community MHMR Center:

   Deep East Texas Regional MHMR Services

2. PRC Mailing Address:

   P. O. Box 935
   Lufkin, Texas 75901

3. PRC Membership as of September 30, 1989:

   Mr. Neil Kemper, Chairman
   Trinity County

   Mrs. Claudine Buckner, Vice Chairman
   Shelby/San Augustine/Sabine Counties

   Mr. Roy L. Roberson, Secretary
   Angelina County

   Mr. Carlton D. Garrett
   Hardin County

   Mr. Jay Rabuck
   Tyler County

   Ms. Minnie Thomas
   Polk/San Jacinto Counties

   Mr. Julius W. Clebourn
   Houston County

   Doreen Shephard, R.N., Ph.D.
   Nacogdoches County

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4. Meetings:

During FY 1989, meetings were held on the following dates:

Date	Number PRC Members	Staff/Guests Present
September 22, 1988	8	Sandy Skelton, MHMR Liaison Nell Newton, MHMR Staff
December 1, 1988	6	Sandy Skelton, MHMR Liaison Marsha Brown-Ford, MHMR Staff
February 23, 1989	5	Sandy Skelton, MHMR Liaison

5. MHMR Liaison:

Sandy Skelton, Director, Mental Health Services, served as liaison from September 1, 1988 through February 28, 1989.

George Patterson, Director, Quality Assurance/Staff Development, served as liaison from March 1, 1989 through August 31, 1989.

6. Training:

Committee members received training at two of the meetings. At the September 22, 1988 meeting, Nell Newton, Service Director, Angelina MHMR Center, made a presentation concerning services available to clients in Angelina County, including a tour of the new MHMR Center building located adjacent to the Central Administration Building. At the December 1, 1988 meeting, Marsha Brown-Ford, Director, Family Support Services, presented information about the Home and Community Services (HCS) Program. Both training sessions emphasized the range and scope of services being offered to individuals in the area, with the purpose of educating members so that they will be better able to investigate complaints.

7. PRC Visibility:

During FY 1989, the following activities were conducted by the PRC and/or MHMR to inform clients, families, MHMR staff, and the general public about the PRC function:

a. All clients admitted to all MHMR programs are given a copy and and explanation of the Handbook of Client Rights and Responsibilities, which contains information about PRC and its mailing address.

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b. The MHMR Newsletter "Directions", as well as other publications produced by the Center, contains the purpose and address of the PRC.

c. During the new employee orientation process, all new staff are given training on the purpose of the PRC, as well as the complaint and investigation processes.

d. Each MHMR unit location has a framed document posted in a prominent public location which describes the purpose and responsibility of the PRC, as well as the method for bringing complaints to the attention of the Committee.

8. Investigations:

The PRC follows the guidelines described in the PRC Manual distributed by TDMHMR.

9. Summary of Complaints:

a. At the December 1, 1988 meeting, the Committee considered the findings of an investigation concerning a complaint by a parent that she was billed for services which she had not agreed her son should receive. These were sitters' services required by a local hospital where the client, who had been staying in the MHMR Respite Care Program, was hospitalized due to pneumonia and seizure complications. Staff attempted to contact the mother but were unable to do so and obtain approval. The PRC found that the service was necessary and justifiable, but recommended consultation with the Center's attorney prior to pursuing billing the parent. Mr. Skelton talked to Mr. Wayne Haglund, attorney, who recommended developing a Board policy and procedure to deal with the payment of unexpected expenses.

b. At the February 23, 1989 meeting, the Committee considered the findings of an investigation into a complaint by an individual who indicated that her mentally ill husband was not receiving the MHMR services which he needed. The Committee found that the husband was not eligible for court-ordered services and had refused to participate in services on a voluntary basis. The members agreed that the only course of action open to MHMR staff was to again meet with the man and encourage him to seek services at his local center in Jasper.

c. Also at the February 23, 1989 meeting, the Committee considered the findings of an investigation into a complaint from a former mentally ill client and part-time employee at the

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Jasper MHMR Center that she had been treated unfairly by staff. Specifically, she alleged differences of opinion with the director of the unit which had resulted in her termination from her job, as well as low pay. At the meeting, the Committee was informed by Mr. Skelton that the staff member in question had been asked to resign because of a series of management concerns. At the Committee's request, Mr. Skelton wrote a letter to the client informing her of the personnel change and inviting her to meet with the interim director of the center.

d. Finally, at the February 23, 1989 meeting, the Committee reviewed the findings of an investigation into a complaint by the mother of a mentally ill client, who alleged that her daughter had not received proper treatment from MHMR staff. She alleged that her daughter, following discharge from Rusk State Hospital, had been taken to her home by an MHMR Case Manager and dropped off, even though the home, a trailer house, had no heat, electricity, or food, and had not been checked on for 10 days. The Committee found that, although there were some extenuating circumstances (poor continuity between the Center and Rusk State Hospital, noncompliant client), the Case Manager should have made contact with the client sooner than 10 days after dropping her off. A new Case Manager has been assigned and the Committee recommended that the Case Manager and client's mother work together for the client's best interest.

10. Summary:

Although none of the four investigations of complaints described above resulted in findings of abuse, neglect, or violation of rights, the PRC did make a number of valuable recommendations regarding the improvement of MHMR services.

Neil Kemper, Chairman

9/30/89
Date

NK:wb