

# **Tri-County Services Board of Trustees' Meeting**

**April 26, 2012**



*Serving individuals with mental illness  
and developmental disabilities*

## **AGENDA**

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, April 26, 2012. The Business Committee will convene at 9:30 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

### **I. Organizational Items**

- A. Chairman Calls Meeting to Order
- B. Public Comment
- C. Quorum

### **II. Approve Minutes - March 22, 2012**

### **III. Executive Director's Report - Cindy Sill**

- A. Department of State Health Services
  - 1. Update on Private Psychiatric Hospital Negotiations
  - 2. Rider 82 Request Update
  - 3. Potential Sanction
  - 4. Additional Funding Update
  - 5. Outpatient Competency Restoration Update
- B. Department of Aging and Disability Services
  - 1. HCS and TxHmL Annual Surveys
  - 2. Target Achievement
- C. Update on Revenue Improvement Plan
- D. East Texas Behavioral Healthcare Network

### **IV. Chief Financial Officer's Report - Millie McDuffey**

- A. DADS Fiscal Monitoring Review
- B. CFO Consortium Meeting
- C. Cleveland Property
- D. County Annual Funding Requests
- E. Fixed Asset Inventory

### **V. Program Committee**

#### **Information Items**

- A. Community Resources Report for March 2012..... Pages 8-9
- B. Consumer Services Report for March 2012..... Pages 10-11
- C. Program Updates for March 2012..... Pages 12-15
- D. Program Presentation - Annual Board & Leadership Team Training

### **VI. Executive Committee**

#### **Information Items**

- A. Personnel Report for March 2012..... Pages 16-17
- B. Texas Council Quarterly Board Meeting Update..... Page 18

### **VII. Business Committee**

#### **Action Items**

- A. Approve March 2012 Financial Statements..... Pages 19-31

B. Appoint New Director to the Cleveland Supported Housing, Inc. Board .....Page 32  
C. Approve Recommendation to Declare 1998 Ford Windstar as Surplus.....Page 33  
D. Approve Surplus Sale for Miscellaneous Furniture and Equipment.....Page 34  
E. Disposition of 507 Bryant Road and 103 North Thompson, Conroe, Texas.....Page 35

Information Items

F. Board of Trustees’ Unit Financial Statement for March 2012.....Pages 36-37

VIII. Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney and Section 551.072, Real Property.

Posted By:

Sami Tuminas  
Executive Assistant

# Tri-County Services

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES' MEETING

March 22, 2012

### Board Members Present:

Len George  
David Walker  
Brad Browder  
Patti Atkins  
Morris Johnson  
Cecil McKnight  
Tracy Sorensen  
Sharon Walker

### Board Members Absent:

Janet Qureshi

### Tri-County Staff Present:

Cindy Sill, Executive Director  
Millie McDuffey, Chief Financial Officer  
Don Teeler, Director of Operations  
Sandy Kelly, Director of Administrative Support  
Sami Tuminas, Executive Assistant  
Shane Burks, Coordinator of Community Resources  
Stephanie Eveland, Staff  
Christine Charles, Staff  
Frani Scates, Staff  
Kyle Sommers, Staff  
Pei Fen Santistevan, Staff  
Brandy Maraviglia, Staff  
Mervin Cleveland, Staff  
Robyn Gould, Staff  
David Deaton, Legal Counsel

### Guests:

Genelle Edwards, Empowerment Options  
Darrell Madkins, Empowerment Options

**Call to Order:** Chairman, Len George, called the meeting to order at 10:02 a.m. at 1506 FM 2854, Conroe, TX.

**Public Comment:** There were no public comments.

**Quorum:** There being eight (8) members present, a quorum was established.

Cont.

**Resolution #03-12-01**

**Motion Made By:** Patti Atkins

**Seconded By:** Morris Johnson, with affirmative votes by Len George, David Walker, Brad Browder, Cecil McKnight, Tracy Sorensen, and Sharon Walker that it be...

**Resolved:**

That the Board excuse the absence of Janet Qureshi.

Presentation of longevity recognitions to Tri-County staff.

**Resolution #03-12-02**

**Motion Made By:** Morris Johnson

**Seconded By:** Cecil McKnight, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, Tracy Sorensen, and Sharon Walker that it be...

**Resolved:**

That the Board approve the minutes of the February 23, 2012 meeting of the Board of Trustees.

**Executive Director's Report:**

The Executive Director's report is on file.

**Chief Financial Officer's Report:**

The Chief Financial Officer's report is on file.

**PROGRAM COMMITTEE:**

The Community Resources Report for February 2012 was reviewed for information purposes only.

The Consumer Services Report for February 2012 was reviewed for information purposes only.

The Program Updates for February 2012 were reviewed for information purposes only.

The Year to Date FY 2012 Goals and Objectives Progress Report was reviewed for information purposes only.

The 2<sup>nd</sup> Quarter FY 2012 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 3<sup>rd</sup> Quarter FY 2012 Corporate Compliance Training was reviewed for information purposes only.

Program Presentation – Frani Scates and Kyle Sommers presented information about Rider 65 Crisis Transitional Services.

### **EXECUTIVE COMMITTEE:**

The Personnel Report for February 2012 was reviewed for information purposes only.

### **BUSINESS COMMITTEE:**

#### **Resolution #03-12-03**

**Motion Made By:** Morris Johnson

**Seconded By:** Cecil McKnight, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, Tracy Sorensen, and Sharon Walker that it be...

#### **Resolved:**

That the Board approve the February 2012 financial statements.

#### **Resolution #03-12-04**

**Motion Made By:** Morris Johnson

**Seconded By:** Brad Browder, with affirmative votes by Len George, David Walker, Patti Atkins, Cecil McKnight, Tracy Sorensen, and Sharon Walker that it be...

#### **Resolved:**

That the Board approve the submission of Tri-County's FY 2011 990 Tax Return as prepared by Carlos Taboada & Company, P.C.

#### **Resolution #03-12-05**

**Motion Made By:** Morris Johnson

**Seconded By:** Patti Atkins, with affirmative votes by Len George, David Walker, Cecil McKnight, Tracy Sorensen, and Sharon Walker with one abstention by Brad Browder that it be...

#### **Resolved:**

That the Board appoint David Walker, Margie Powell, Bruce Burnham, Brad Browder, and Joe Bazar as Directors to the Cleveland Supported Housing, Inc. Board.

#### **Resolution #03-12-06**

**Motion Made By:** Morris Johnson

**Seconded By:** Tracy Sorensen, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, Cecil McKnight, and Sharon Walker that it be...

**Resolved:**

That the Board approve submission of the HOME Application to Texas Department of Housing and Community Affairs on behalf of Cleveland Supported Housing, Inc. and authorize the Executive Director to execute documents related to the application.

The 2<sup>nd</sup> Quarter FY 2012 Investment Report was reviewed for information purposes only.

The Board of Trustees' Unit Financial Statement for February 2012 was reviewed for information purposes only.

There was no need for Executive Session.

**Resolution #03-12-07**

**Motion Made By:** Morris Johnson

**Seconded By:** Cecil McKnight, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, Tracy Sorensen, and Sharon Walker that it be...

**Resolved:**

That the March 22, 2012 meeting of the Board of Trustees be adjourned at 11:36 a.m.

**Adjournment:**



Len George  
Chairman

Date

**Attest:**



Brad Browder  
Secretary

Date

Executive Director's Report  
April 26, 2012

Information

- Next regularly scheduled meeting is Thursday, May 24<sup>th</sup>.
- The Texas Council annual Trustee and Staff conference is May 30<sup>th</sup> - June 1<sup>st</sup> in Austin so please make plans to attend. Reminder: Barbara Duren will be recognized as the Frank M. Adams Individual Service award recipient.
- Sharon Walker is our Woman of Distinction and will be recognized at the annual Montgomery County Women's Council of Organizations luncheon tomorrow.
- The Texas Council Risk Management Fund will conduct its annual strategic planning session and quarterly Board meeting, May 3-4<sup>th</sup>.
- Tri-County will host an ETBHN Regional Oversight Committee meeting next Tuesday, May 1<sup>st</sup>.

Operations

- Department of State Health Services (DSHS) -- The discussions with DSHS and area hospitals have been complex and very time consuming. We thought that we were not going to be able to negotiate terms and conditions acceptable to DSHS and the hospitals. However, late yesterday afternoon, I had a conversation with DSHS leadership and they have modified their requirements and we are optimistic that we may be able to reach agreements with one or two of the hospitals that we currently use.

As of this date, DSHS has still not made a decision about our request to transfer \$22,000 this year and \$44,000 next from crisis transitional services to adult mental health services. This request was made on February 28<sup>th</sup> and several follow-up communications continue to affirm that the decision has not been made.

We received a notice of potential sanction related to the Outpatient Competency Restoration contract amendment as a result of submitting our

program procedures on March 7<sup>th</sup> rather than March 1<sup>st</sup>. There were several verbal communications with DSHS staff indicating that the new programs had 90 days from the date of signing the amendment to submit these procedures. We thought our March 7<sup>th</sup> submission was early since we signed the amendment on February 7<sup>th</sup> and received the signed original on March 1<sup>st</sup>. We were told that we had to request approval to submit after March 1<sup>st</sup> in order to avoid the sanction. We received the notice of proposed sanction on April 9<sup>th</sup> and we appealed the proposed sanction on April 11<sup>th</sup>; as of this date, DSHS has not made a ruling on our appeal.

At the last Board meeting, we discussed the additional funds that DSHS has received authorization to distribute; a conference call was held to discuss the use of these funds. The proposed additional funding includes approximately \$150,000 for adult, \$12,000 for children services and \$33,000 for crisis services however, as of this date, we have not received further communication about the disbursement of these funds.

The Outpatient Competency Restoration program began accepting referrals on April 1<sup>st</sup> and thus far we have had five (5) referrals, one who is in treatment, one who has been assessed and we are waiting to talk with defense counsel and three who are awaiting assessments. Three (3) of the five referrals are from Judge Kraemer's court. We are very pleased with the progress that has been made in such a short period of time.

- Department of Aging and Disability Services (DADS) -- DADS conducted their annual survey and certification reviews of our Home and Community Based Services (HCS) and Texas Home Living (TxHmL) waiver programs during the 1<sup>st</sup> two week of April. The HCS program only had 2 minor findings and the TxHmL program had ZERO findings; we are obviously very pleased with these findings. Kathy Luker and her team are commended for their outstanding work as is Don Teeler for his leadership. The DADS survey staff were very complimentary of both programs and said the consumers and families that they interviewed were very pleased with their services and said our employees do great work.

We continue to make progress in achieving the target number to be served outside the waiver programs. Our annual target is 120 and we have served more than 90 individuals thus far. We expect to provide respite services to a significant number of new individuals during the summer and we expect to meet the target.

- Progress Report - Revenue Improvement Plan -- 1) Several meetings were held to discuss incentive plans with managers and the final plan is being reviewed by the Leadership Team on Monday. 2) Internal processes are continually being modified to improve efficiencies and decrease redundancy; additionally, the Center is participating in the Access Redesign process that is being promoted by the Texas Council. The process "Gap Analysis Team" has their 1<sup>st</sup> tele-conference with the consultants tomorrow. 3) The process to hire and complete training for new employees has been improved and we are conducting new employee orientation and training more frequently. 4) The time period for staff to improve their performance has been decreased and managers are pleased with this change. 5) New direct service positions have been created and filled so that additional services can be provided to consumers. Lapsing new generation medication funds have been reallocated to several new direct service positions and many of these positions have been filled. We are actively recruiting for the children's summer camp coordinator. 6) Medicaid rehabilitative services and IDD case management revenues have been steadily increasing and we expect these trends to be maintained. Staff have identified numerous process improvements that have been implemented.
- East Texas Behavioral Healthcare Network (ETBHN) -- The pharmacy continues to secure business with Centers outside the network and these customers continue to be very pleased, indicating their savings are significant. ETBHN will have a booth at the annual conference to showcase all the services lines, including the pharmacy, regional authorizations and tele-psychiatry.
- Medicaid 1115 Transformation Waiver -- Montgomery and Walker Counties are expected to change their regional assignment to the Bryan-College station region; Liberty County is assigned to the Galveston-Beaumont region and is expected to remain there. There appears to be opportunities for centers to be key partners in this waiver and we are attempting to schedule meetings with each of the regional anchors.

## **CHIEF FINANCIAL OFFICER'S REPORT**

### **April 26, 2012**

**DADS Fiscal Monitoring Review** – Last month, I gave a report on the DADS Fiscal Monitoring review that was conducted on March 5<sup>th</sup> – 8<sup>th</sup>. We sent to DADS our management response on April 4<sup>th</sup> and received the final report back from DADS on April 11<sup>th</sup>. They have accepted our response and may perform a follow-up visit later this fiscal year.

**CFO Consortium Meeting** – Sheryl and I attended the quarterly CFO meeting in Austin on April 12<sup>th</sup> and 13<sup>th</sup>. The first day was spent talking mostly about Managed Care Contracts which included using CAM as a tool for rate negotiations; Productivity standards and incentives; Reserve Requirements – Working Capital; HHSC contract with Managed Care Organizations; Understanding Managed Care Organizations; and Managed Care Contract Negotiations Model. The second day, we had presentations on IDD service models as well as updates from both DADS and DSHS. And lastly, we attended the Public Finance Training.

**Cleveland Property** – At the time of the board packet going out, we did not have the new appraisals for the Washington and College Street facilities. They have come back and the appraised values have gone down significantly since our last appraisals which were conducted in 2006 and 2007.

**County Annual Funding Request** – The Annual Funding Request has been submitted to Montgomery County. We asked for an increase of \$87,000 to be used as a match for the increasing DSHS funds that we have received over the past couple of fiscal years. As a part of the requirements, when these funds are received, Tri-County must have local match in the amount of 9% in order to maximize the DSHS funds.

**Fixed Asset Inventory** – We are in the planning stages for the FY 2012 Fixed Asset Inventory. Every two years, we are required to do a complete count of all fixed assets. This is that year, so we are getting emails and instructions out to staff for the complete count. Staff will be required to complete the inventory forms for the offices that they are responsible for and submit back to accounting. After the initial forms have been received, we will then identify any problem areas that have discrepancies from the last complete count and make visits to each location as needed. This will all be completed prior to the end of the fiscal year.

<b>Agenda Item:</b> Community Resources Report for March 2012  <b>Committee:</b> Program	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report for March 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# ***Community Resources Report***

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## **Volunteer Hours:**

<b>Location</b>	<b>March</b>
Conroe	145.5
Cleveland	3.5
Liberty	17
Huntsville	15
<b>Total</b>	<b>181</b>

## **COMMUNITY ACTIVITIES:**

3/26/12	Montgomery County Commissioners Court	Conroe
3/26/12	Walker County Town Hall Meeting	Huntsville
3/28/12	Montgomery County United Way Campaign Cabinet	The Woodlands
3/29/12	Montgomery County Patient Navigation Task Force Meeting	Conroe
3/30/12	Cleveland Chamber Banquet	Cleveland
3/30/12	OCR Meeting with Defense Counsel Association	Conroe
4/3/12	Montgomery County United Way Well Being Council Meeting	The Woodlands
4/5/12	Walker County Community Resource Coordination Group	Huntsville
4/5/12	Cleveland Chamber of Commerce Luncheon	Cleveland
4/10/12	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
4/12/12	Dayton ISD Transition Fair	Dayton
4/12/12	Huntsville Chamber of Commerce Breakfast	Huntsville
4/12/12	Lone Star College Wellness & Job Fair	Conroe
4/12/12	Liberty/Dayton Business Expo	Liberty
4/13/12	Lone Star Human Services Advisory Committee Meeting	The Woodlands
4/17/12	Montgomery County Community Resource Coordination Group	Conroe
4/17/12	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
4/18/12	Lone Star College Community & Career Fair	Tomball
4/18/12	Montgomery County United Way Volunteer Appreciation	Conroe
4/18/12	Montgomery County Homeless Coalition Board & General Meetings	Conroe

## **UPCOMING ACTIVITIES:**

4/27/12	Women of Distinction Luncheon	The Woodlands
5/1/12	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
5/2/12	Liberty County Community Resource Coordination Group	Dayton
5/3/12	Walker County Community Resource Coordination Group	Huntsville
5/3/12	Cleveland Chamber of Commerce Luncheon	Cleveland
5/15/12	Montgomery County Community Resource Coordination Group	Conroe
5/15/12	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
5/15/12	Montgomery County Forensic Hospital Advisory Board	Conroe
5/16/12	Leadership Montgomery County Graduation Luncheon	Conroe
5/17/12	Adult Protective Services Task Force Meeting	Conroe

<b>Agenda Item:</b> Consumer Services Report for March 2012  <b>Committee:</b> Program	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for March 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

**CONSUMER SERVICES REPORT**  
**March 2012**

<b>Crisis Services, MH Adults/Children</b>	<b>MONTGOMERY COUNTY</b>	<b>CLEVELAND</b>	<b>LIBERTY</b>	<b>WALKER COUNTY</b>	<b>TOTAL</b>
Persons Screened, Intakes, Other Crisis Services	498	42	27	39	<b>606</b>
Crisis and Transitional Services (SP 0, SP5)	62	2	5	1	<b>70</b>
Psychiatric Emergency Treatment Center (PETC) Served	50	5	1	2	<b>58</b>
Psychiatric Emergency Treatment Center (PETC) bed days	256	39	2	12	<b>309</b>
Total Contract Hospital Admissions	7	0	0	1	<b>8</b>
Total State Hospital Admissions	9	0	0	1	<b>10</b>
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (SP 1-4)	719	92	57	102	<b>970</b>
Adult Medication Services	572	52	43	89	<b>756</b>
Child Service Packages (SP 1.1-4)	276	13	5	44	<b>338</b>
Child Medication Services	163	8	2	18	<b>191</b>
TCOOMMI (Adult Only)	80	7	2	13	<b>102</b>
Adult Jail Diversion Services	9	1	0	1	<b>11</b>
Juvenile Detention Diversion Services	3	0	0	0	<b>3</b>
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	11	0	0	0	<b>11</b>
Service Coordination	415	27	34	48	<b>524</b>
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living, TXHmL)	56	8	25	24	<b>113</b>
Contractor Provided ICF-MR	18	12	12	6	<b>48</b>
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	248	0	0	0	<b>248</b>
Youth Substance Abuse Treatment Services/COPSD	9	0	0	1	<b>10</b>
Adult Substance Abuse Treatment Services/COPSD	28	0	1	2	<b>31</b>
<b>Waiting/Interest Lists as of Month End</b>					
Department of State Health Services-Adults	241	27	40	9	<b>317</b>
Department of State Health Services-Children	14	1	1	2	<b>18</b>
Home and Community Based Services Interest List	1135	93	94	97	<b>1419</b>
<b>Persons Served Outside of the State Contracts</b>					
Benefit Package 3 Adult/Child	33	10	9	3	<b>55</b>
<b>March Served by County</b>					
Adult Mental Health Services	1181	122	94	154	<b>1551</b>
Child Mental Health Services	343	17	4	45	<b>409</b>
Intellectual and Developmental Disabilities Services	457	42	49	60	<b>608</b>
<b>Total Served by County</b>	<b>1981</b>	<b>181</b>	<b>147</b>	<b>259</b>	<b>2568</b>
<b>February Served by County</b>					
Adult Mental Health Services	1165	126	96	179	<b>1566</b>
Child Mental Health Services	328	11	9	42	<b>390</b>
Intellectual and Developmental Disabilities Services	450	45	56	55	<b>606</b>
<b>Total Served by County</b>	<b>1943</b>	<b>182</b>	<b>161</b>	<b>276</b>	<b>2562</b>
<b>January Served by County</b>					
Adult Mental Health Services	1244	121	93	173	<b>1631</b>
Child Mental Health Services	332	16	7	51	<b>406</b>
Intellectual and Developmental Disabilities Services	455	43	48	61	<b>607</b>
<b>Total Served by County</b>	<b>2031</b>	<b>180</b>	<b>148</b>	<b>285</b>	<b>2644</b>

<b>Agenda Item:</b> Program Updates for March 2012  <b>Committee:</b> Program	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates for March 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# **Program Updates**

## **March 2012**

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### **MH Crisis and Admission Services**

#### A. Key Statistics:

1. Number of new admissions during the month: 133
2. PETC average daily census: 10.35

#### B. Program Comments:

1. We are exploring options to contract for longer term contract inpatient beds at the request of DSHS. These would be used to replace lost civil beds at Rusk State Hospital.
2. A new position was created in Crisis and Access Services for phone screening and triage duties. The position should be filled in the near future.
3. The PETC average daily census continues to increase and we continue to meet with referral sources to improve admission processes.

### **MH Adult Services**

#### A. Key Statistics:

1. Number of adults served during the month: 1551
2. Number of adults served in Medication Services: 756

#### B. Program Comments:

1. We have had some manager changes in Adult Rehabilitation Services as a result of a resignation. We have been successful in replacing those managers with good internal applicants.
2. Our new full time Psychiatrist has completed training and is adjusting very quickly to service delivery activities.
3. The Walker County Rural Coordinator position was filled with an internal applicant and they are fulfilling duties of this position with very little transition issues.

### **MH Child Services**

#### A. Key Statistics:

1. Number of children served during the month: 409
2. Number of children served in Medication Services: 191
3. We served 4 juveniles in Detention Diversion slots and served a total of 31 juveniles from probation in our MH Child Services. (We have started to track the number served with any sort of juvenile probation involvement; previously we only tracked the number served that were transferred from TCOOMMI.)

#### B. Program Comments:

1. We are in the process of recruiting for our summer day treatment staff and hope to have the director position filled in April.

2. The new licensed staff person has completed training and is beginning to see clients.
3. We have had some turnover in psychosocial rehabilitation positions, but the impact of turnover has been reduced by new positions that were created earlier this year.

### **Criminal Justice Services**

#### A. Key Statistics:

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): 102 (111 enrolled in the TCOOMMI Program minus 9 in absconder or jail status)
2. Number of jail diversions: 5

#### B. Program Comments:

1. We continue to successfully divert persons from jail with a total of 29 diverted in the first half of FY 2012.
2. We continue to develop our new Outpatient Competency Restoration Program but we are having some difficulties finalizing a contract for the supervised living component.
3. We are at capacity in our Criminal Justice Program through TCOOMMI funded services.

### **Substance Abuse Services**

#### A. Key Statistics:

1. Number of children served in prevention services: 248
2. Number of adults served in substance abuse/COPSD treatment services:
  - a. Substance Abuse Outpatient = 30
  - b. COPSD = 13
  - c. Total unique clients served = 31
3. Number of children served in substance abuse treatment services: 10

#### B. Program Comments:

1. The Program Manager for our youth services has resigned and we have decided to not fill that position until summer budgeting decisions are made. We will continue providing services with one of our staff during the next several months.
2. We have recently filled a vacant intern position in our adult services which will be helpful for the remainder of this fiscal year.
3. We continue to be busy with our Youth Prevention Services and are now trying to schedule some summer services when schools are closed.

### **IDD Services**

#### A. Key Statistics:

1. Total number of admissions for the month: 11
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS 71, TxHmL 42
3. Total number served in all IDD services for the month: 606

B. Program Comments:

1. Our IDD service coordination contacts for billing Medicaid has significantly improved and we are confident the remainder of FY 2012 will be better than the first half.
2. We have been busy trying to increase services to meet the DADS targets and have seen an increase but we still need to serve some additional clients.
3. We are now serving approximately 126 persons in our Life Skills Programs which is keeping program staff very busy.

### **Personnel Information**

- A. The PETC part time Psychiatrist resigned in March and we are actively recruiting for a replacement.
- B. A committee has been meeting to discuss ways of improving our Performance Incentive Plan and we hope to implement improvements in the near future.

### **Support Information**

- A. **Training:** There were 18 staff who attended the Focus for Life training held at the Administration building in Conroe, Texas on March 29-30, 2012. The training was about recovery, happiness, meaningfulness, empowerment, and resiliency.
- B. **Information Services:** A suggestion box was implemented on Tri-County's intranet for employees.
- C. **Quality Management:** The Substance Abuse Progress Note Action Plan has been submitted to the Department of State Health Services (DSHS).
- D. **ETBHN/Regional Authorization:** ETBHN plans to have a vendor booth at the Texas Council Annual Conference.
- E. **Veteran Affairs:** The Southern Region of ETBHN met to discuss a second Operation Resilient Families Retreat this summer in The Woodlands.
- F. **Mental Health Planning Network Advisory Committee (MHPNAC):** The MHPNAC met on April 11, 2012 to discuss updates regarding the Center and current events impacting mental health.

### **Community Activities**

- A. Tri-County had a booth at the Huntsville Trade Expo held at the Walker County Fairgrounds on March 1<sup>st</sup>.
- B. Representatives from Tri-County attended the Liberty/Dayton Chamber Banquet held on March 8<sup>th</sup>.
- C. Representatives from Tri-County attended the Cleveland Chamber Banquet held on March 30<sup>th</sup>.

<b>Agenda Item:</b> Personnel Report for March 2012  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for March 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# TRI-COUNTY SERVICES PERSONNEL BOARD REPORT MARCH 2012

STAFF CLASSIFICATIONS	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED POSITIONS	FILLED POSITIONS	MONTHLY TURNOVER PERCENT	YEARLY TURNOVER PERCENT
	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.				
Bachelor's												
Qualified Mental Health Professionals	1	16	1	12		8	1	4	75	70	1%	17%
Qualified Developmental Disability Professionals (State Title)		4		3		3			12	12	0%	25%
Licensed Staff	2	4		2		1		1	16	14	0%	14%
Medical												
Physicians		2		1		1			6	5	0%	20%
Advanced Practice Nurses									2	2	0%	0%
RN's		1		1				1	11	10	0%	10%
LVN's	1	2		1		1			11	8	0%	13%
Techs/Aides												
MH		3		4		3		1	15	11	0%	36%
IDD		8	1	9	1	8		1	39	34	3%	26%
Supervisor/Manager												
MH			1	1	1	1			13	11	9%	9%
IDD									6	6	0%	0%
Program Support	2	4		3		1		2	41	38	0%	8%
Central Administration		2	1	2	1	2			17	15	7%	13%
Business Services									15	15	0%	0%
Maintenance/Janitorial/Lawn				1		1			21	20	0%	5%
GRAND TOTALS	6	46	4	40	3	30	1	10	300	271	1%	15%
Previous YTD											2%	13%

<b>Agenda Item:</b> Texas Council Quarterly Board Meeting Update	<b>Board Meeting Date</b>
<b>Committee:</b> Executive	April 26, 2012
<b>Background Information:</b>	
<p>The Texas Council has requested that Center representatives give updates to Trustees regarding their quarterly Board meeting. A verbal update will be given by Morris Johnson.</p>	
<b>Supporting Documentation:</b>	
None	
<b>Recommended Action:</b>	
<b>For Information Only</b>	

<b>Agenda Item:</b> Approve March 2012 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  March 2012 Financial Statements	
<b>Recommended Action:</b>  <b>Approve March 2012 Financial Statements</b>	

### March 2012 Financial Summary

Revenues for March 2012 were \$1,960,516 and operating expenses were \$1,777,519 resulting in a gain in operations of \$182,997. Capital Expenditures and Extraordinary Expenses for March were \$38,247 resulting in a gain of \$144,750. Total revenues were 104.31% of the monthly budgeted revenues and total expenses were 94.35% of the monthly budgeted expenses.

Year to date revenues are \$12,909,263 and operating expenses are \$12,298,471 leaving excess operating revenues of \$610,792. YTD Capital Expenditures and Extraordinary Expenses are \$264,983 resulting in a gain YTD of \$345,809. Total revenues are 100.53% of the YTD budgeted revenues and total expenses are 96.40% of the YTD budgeted expenses.

#### **REVENUES**

YTD Revenue items that are below the budget by more than \$10,000:

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
ICF Program - Title XIX	1,561,624	1,582,357	98.69%	20,733
DSHS Gen Rev - NGM	358,432	401,314	89.32%	42,882

**ICF Program** – This program is a cost reimbursement program. We are under budget in this line item mainly due to the aging population of our clients in this program, which have had numerous long-term hospitalizations, and due to some vacancies that we have had over this fiscal year.

**DSHS Gen Rev – NGM** – This line item reflects the reimbursement of the cost of New Generation Medication. As we have seen over the past couple of years, our expenses for all medications have continued to decrease due to the patient assistant programs that pay for medications for our consumers. As allowed by our DSHS contract, we have identified other direct services where the lapsed funds can be used. Therefore, we should see this variance decrease over the remaining part of the fiscal year.

#### **EXPENSES**

YTD Individual line expense items that exceed the YTD budget by more than \$10,000:

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
No items to report				

**TRI-COUNTY SERVICES**  
**CONSOLIDATED BALANCE SHEET**  
**As of March 31, 2012**

	<b>TOTALS COMBINED FUNDS March 2012</b>	<b>TOTALS COMBINED FUNDS February 2012</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	4,616	4,816	(200)
Cash on Deposit-General Fund	7,920,852	6,858,301	1,062,551
Cash on Deposit-Debt Fund	245,598	224,586	21,013
Accounts Receivable	1,699,594	1,702,879	(3,285)
Inventory	36,573	36,033	541
<b>TOTAL CURRENT ASSETS</b>	<b>9,907,234</b>	<b>8,826,615</b>	<b>1,080,619</b>
<b>FIXED ASSETS</b>	<b>6,386,044</b>	<b>6,386,044</b>	<b>-</b>
<b>OTHER ASSETS</b>	<b>34,397</b>	<b>38,977</b>	<b>(4,580)</b>
<b>TOTAL ASSETS</b>	<b>16,327,676</b>	<b>15,251,636</b>	<b>1,076,039</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	<b>1,118,891</b>	<b>1,030,081</b>	<b>88,810</b>
<b>NOTES PAYABLE</b>	<b>417,673</b>	<b>417,673</b>	<b>-</b>
<b>DEFERRED REVENUE</b>	<b>2,519,556</b>	<b>1,683,243</b>	<b>836,313</b>
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,525,880	1,525,880	-
Bond Series 2004	820,000	820,000	-
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	345,809	1,061,734	(715,925)
Debt Service Fund	-	(3,229)	3,229
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(2,759,752)	(2,759,752)	-
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	3,229	(3,229)
<b>COMMITTED</b>			
Net Assets-Property and Equipment	6,386,044	6,386,044	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
<b>ASSIGNED</b>			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	43,164	36,997	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	1,039,334	178,658	860,676
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>16,327,676</b>	<b>15,251,636</b>	<b>1,076,040</b>

**TRI-COUNTY SERVICES**  
**CONSOLIDATED BALANCE SHEET**  
**As of March 31, 2012**

		TOTALS	
		Memorandum Only	
	General Operating Funds	March 2012	FINAL August 2011
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	4,616	4,616	3,925
Cash on Deposit-General Fund	7,920,852	7,920,852	5,556,400
Cash on Deposit-Debt Fund	245,598	245,598	474,276
Accounts Receivable	1,699,594	1,699,594	1,468,854
Inventory	36,573	36,573	33,893
<b>TOTAL CURRENT ASSETS</b>	<b>9,907,234</b>	<b>9,907,234</b>	<b>7,537,348</b>
<b>FIXED ASSETS</b>	<b>6,386,044</b>	<b>6,386,044</b>	<b>6,386,044</b>
<b>OTHER ASSETS</b>	<b>34,397</b>	<b>34,397</b>	<b>36,364</b>
<b>AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT</b>		-	1,647,673
<b>TOTAL ASSETS</b>	<b>16,327,676</b>	<b>16,327,676</b>	<b>15,607,427</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	1,118,891	1,118,891	1,081,898
<b>NOTES PAYABLE</b>	417,673	417,673	417,673
<b>DEFERRED REVENUE</b>	2,519,556	2,519,556	107,127
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,525,880	1,525,880	1,652,992
Bond Series 2004	820,000	820,000	1,230,000
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	345,809	345,809	860,675
Debt Service Fund	-	-	(3,229)
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt service-Restricted	(2,759,752)	(2,759,752)	(1,652,992)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	477,505
<b>COMMITTED</b>			
Net Assets-Property and Equipment-Committed	6,386,044	6,386,044	6,386,044
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
<b>ASSIGNED</b>			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	43,164	43,164	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	1,039,334	1,039,334	278,658
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>16,327,676</b>	<b>16,327,676</b>	<b>15,607,427</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**For the Month Ended March 2012**  
**and YTD as of March 2012**

<b>INCOME:</b>	<b>MONTH OF March 2012</b>	<b>YTD March 2012</b>
Local Revenue Sources	217,054	1,104,388
Earned Income	817,083	5,388,046
General Revenue-Contract	926,379	6,416,830
<b>TOTAL INCOME</b>	<b>1,960,516</b>	<b>12,909,263</b>
<b>EXPENSES:</b>		
Salaries	915,726	6,481,571
Employee Benefits	226,443	1,310,624
Medication Expense	17,147	152,957
Travel-Board/Staff	27,553	197,707
Building Rent/Maintenance	34,432	151,446
Consultants/Contracts	366,449	2,661,863
Other Operating Expenses	189,769	1,342,304
<b>TOTAL EXPENSES</b>	<b>1,777,519</b>	<b>12,298,471</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>182,997</b>	<b>610,792</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	1,449	7,401
Capital Outlay-Debt Service Bonds	36,798	257,583
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,247</b>	<b>264,983</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,815,766</b>	<b>12,563,454</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>144,750</b>	<b>345,809</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budgeted**  
**Year to Date as of March 2012**

	YTD March 2012	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	1,104,388	1,012,358	92,030
Earned Income	5,388,046	5,366,987	21,059
General Revenue-Contract	6,416,830	6,461,969	(45,139)
<b>TOTAL INCOME</b>	<b>12,909,263</b>	<b>12,841,314</b>	<b>67,949</b>
<b>EXPENSES:</b>			
Salaries	6,481,571	6,554,978	(73,407)
Employee Benefits	1,310,624	1,366,838	(56,214)
Medication Expense	152,957	201,794	(48,837)
Travel-Board/Staff	197,707	222,689	(24,982)
Building Rent/Maintenance	151,446	146,810	4,636
Consultants/Contracts	2,661,863	2,794,268	(132,405)
Other Operating Expenses	1,342,304	1,471,004	(128,700)
<b>TOTAL EXPENSES</b>	<b>12,298,471</b>	<b>12,758,381</b>	<b>(459,910)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>610,792</b>	<b>82,933</b>	<b>527,859</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	7,401	16,681	(9,280)
Capital Outlay-Debt Service Bonds	257,583	258,061	(479)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>264,983</b>	<b>274,742</b>	<b>(9,759)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>12,563,454</b>	<b>13,033,123</b>	<b>(469,669)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>345,809</b>	<b>(191,809)</b>	<b>537,618</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	257,583	258,061	(479)
Bond Payments Disbursements		-	-
Interest Income			
<b>Excess(Deficiency) of revenues over Expense:</b>	<b>257,583</b>	<b>258,061</b>	<b>(479)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended March 2012**

<b>INCOME:</b>	<b>MONTH OF March 2012</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	217,054	132,790	84,264
Earned Income	817,083	806,408	10,675
General Revenue-Contract	926,379	940,362	(13,983)
<b>TOTAL INCOME</b>	<b>1,960,516</b>	<b>1,879,560</b>	<b>80,956</b>
<b>EXPENSES:</b>			
Salaries	915,726	953,242	(37,516)
Employee Benefits	226,443	220,992	5,451
Medication Expense	17,147	34,246	(17,099)
Travel-Board/Staff	27,553	32,724	(5,171)
Building Rent/Maintenance	34,432	25,901	8,531
Consultants/Contracts	366,449	408,401	(41,952)
Other Operating Expenses	189,769	204,765	(14,996)
<b>TOTAL EXPENSES</b>	<b>1,777,519</b>	<b>1,880,271</b>	<b>(102,752)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>182,997</b>	<b>(711)</b>	<b>183,708</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	1,449	7,179	(5,730)
Capital Outlay-Debt Service Bonds	36,798	37,097	(300)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,247</b>	<b>44,276</b>	<b>(6,030)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,815,766</b>	<b>1,924,547</b>	<b>(108,781)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>144,750</b>	<b>(44,987)</b>	<b>189,737</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	36,798	37,097	(300)
Bond Payments Disbursements		-	-
Interest Income			
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>36,798</b>	<b>37,097</b>	<b>(300)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With March 2011 Comparative Data**  
**Year to Date as of March 2012**

<b>INCOME:</b>	<b>YTD March 2012</b>	<b>YTD March 2011</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	1,104,388	2,045,061	(940,673)
Earned Income	5,388,046	5,865,965	(477,919)
General Revenue-Contract	6,416,830	6,782,887	(366,057)
<b>TOTAL INCOME</b>	<b>12,909,263</b>	<b>14,693,913</b>	<b>(1,784,650)</b>
<b>EXPENSES:</b>			
Salaries	6,481,571	6,853,708	(372,137)
Employee Benefits	1,310,624	1,448,208	(137,584)
Medication Expense	152,957	255,646	(102,689)
Travel-Board/Staff	197,707	214,907	(17,200)
Building Rent/Maintenance	151,446	135,396	16,050
Consultants/Contracts	2,661,863	2,751,043	(89,180)
Other Operating Expenses	1,342,304	1,313,227	29,077
<b>TOTAL EXPENSES</b>	<b>12,298,471</b>	<b>12,972,135</b>	<b>(673,664)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>610,792</b>	<b>1,721,778</b>	<b>(1,110,986)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	7,401	1,258,406	(1,251,005)
Capital Outlay-Debt Service Bonds	257,583	267,673	(10,091)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>264,983</b>	<b>1,526,079</b>	<b>(1,261,096)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>12,563,454</b>	<b>14,498,214</b>	<b>(1,934,760)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>345,809</b>	<b>195,699</b>	<b>150,110</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	257,583	267,673	(10,091)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>257,583</b>	<b>267,673</b>	<b>(10,091)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With March 2011 Comparative Data**  
**For the Month March 2012**

<b>INCOME:</b>	<b>MONTH OF March 2012</b>	<b>MONTH OF March 2011</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	217,054	130,432	86,622
Earned Income	817,083	840,067	(22,984)
General Revenue-Contract	926,379	973,398	(47,019)
<b>TOTAL INCOME</b>	<b>1,960,516</b>	<b>1,943,897</b>	<b>16,619</b>
<b>EXPENSES:</b>			
Salaries	915,726	918,640	(2,914)
Employee Benefits	226,443	202,286	24,157
Medication Expense	17,147	31,573	(14,426)
Travel-Board/Staff	27,553	33,304	(5,751)
Building Rent/Maintenance	34,432	14,694	19,738
Consultants/Contracts	366,449	403,241	(36,792)
Other Operating Expenses	189,769	187,356	2,413
<b>TOTAL EXPENSES</b>	<b>1,777,519</b>	<b>1,791,094</b>	<b>(13,575)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>182,997</b>	<b>152,803</b>	<b>30,194</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	1,449	4,638	(3,189)
Capital Outlay-Debt Service Bonds	36,798	38,113	(1,316)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,247</b>	<b>42,751</b>	<b>(4,505)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,815,766</b>	<b>1,833,845</b>	<b>(18,079)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>144,750</b>	<b>110,052</b>	<b>34,698</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	36,798	38,113	(1,316)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>36,798</b>	<b>38,113</b>	<b>(1,316)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With February 2012 Comparative Data**  
**As of March 2012**

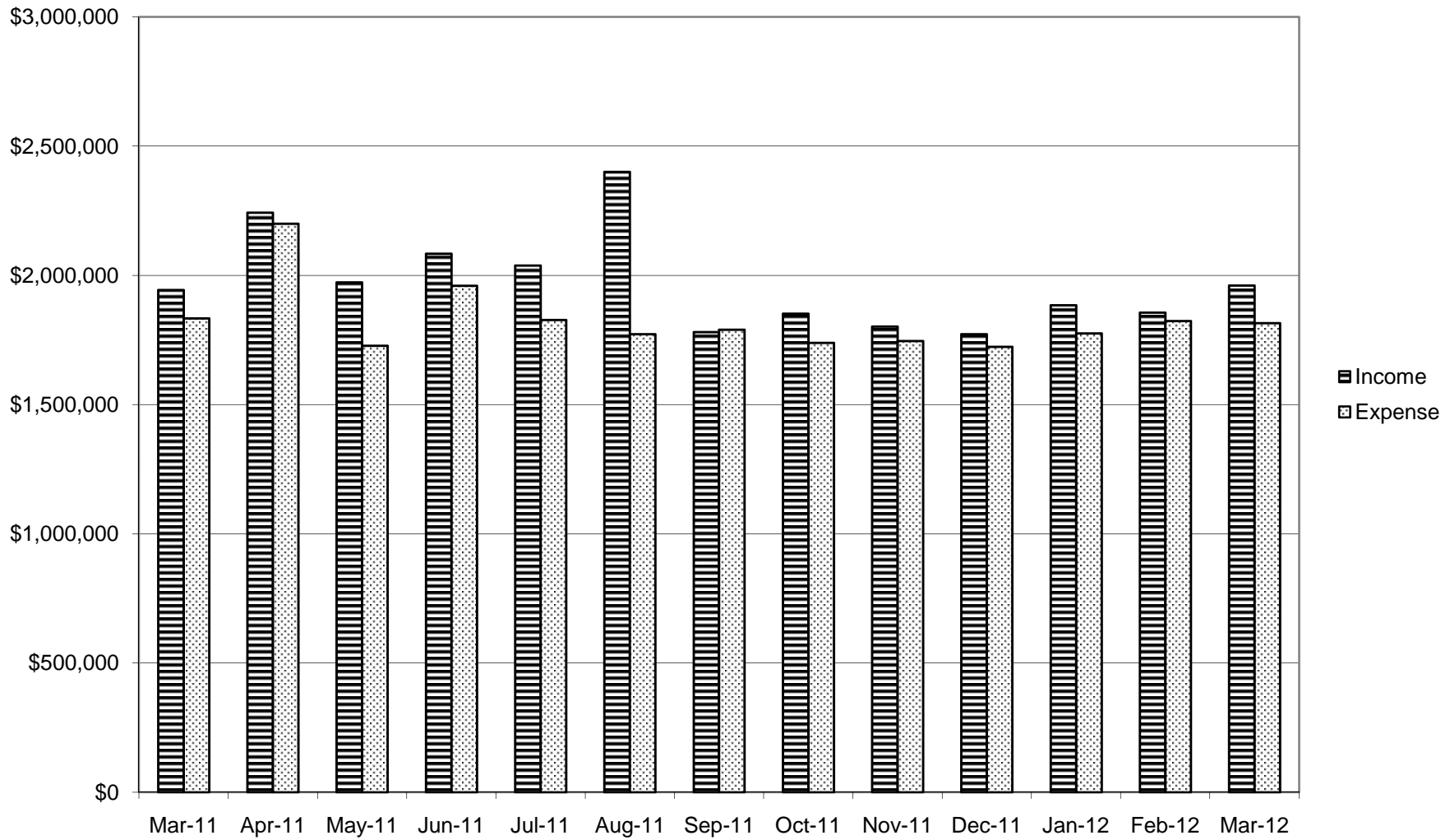
<b>INCOME:</b>	<b>MONTH OF March 2012</b>	<b>MONTH OF February 2012</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	217,054	135,500	81,554
Earned Income	817,083	784,190	32,892
General Revenue-Contract	926,379	936,216	(9,837)
<b>TOTAL INCOME</b>	<b>1,960,516</b>	<b>1,855,906</b>	<b>104,610</b>
<b>EXPENSES:</b>			
Salaries	915,726	938,685	(22,959)
Employee Benefits	226,443	183,713	42,730
Medication Expense	17,147	20,018	(2,871)
Travel-Board/Staff	27,553	36,473	(8,921)
Building Rent/Maintenance	34,432	25,826	8,606
Consultants/Contracts	366,449	388,706	(22,256)
Other Operating Expenses	189,769	193,262	(3,492)
<b>TOTAL EXPENSES</b>	<b>1,777,519</b>	<b>1,786,683</b>	<b>(9,163)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>182,997</b>	<b>69,224</b>	<b>113,773</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	1,449	-	1,449
Capital Outlay-Debt Service Bonds	36,798	36,798	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,247</b>	<b>36,798</b>	<b>1,449</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,815,766</b>	<b>1,823,480</b>	<b>(7,714)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>144,750</b>	<b>32,426</b>	<b>112,324</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	36,798	36,798	-
Bond Payments Disbursements			-
Interest Income			
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>36,798</b>	<b>36,798</b>	<b>-</b>

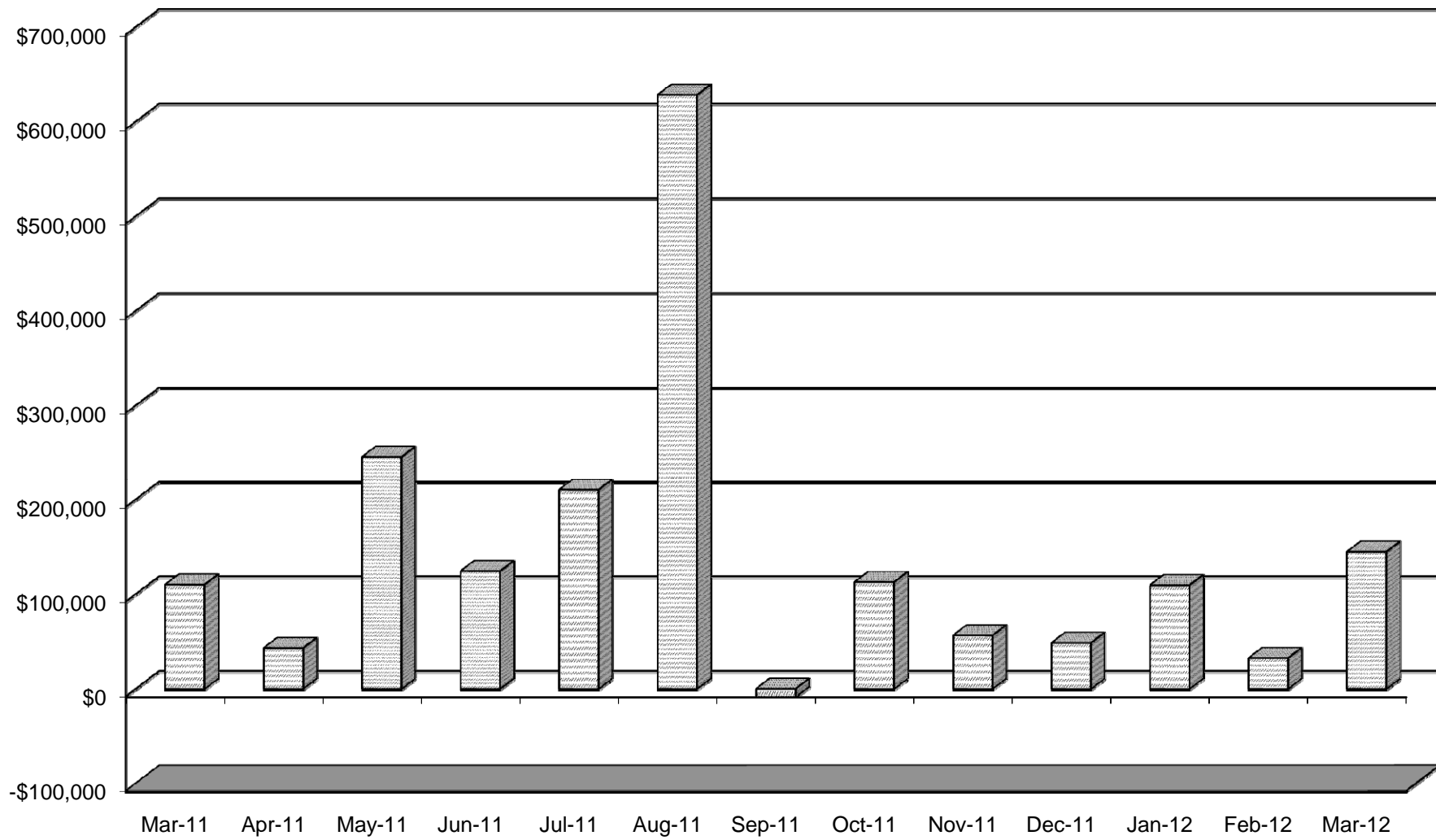
**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**As of YTD Ended March 2012**

	YTD Mental Health March 2012	YTD IDD March 2012	YTD Other Services March 2012	YTD Agency Total March 2012	YTD Approved Budget March 2012	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	854,653	90,377	159,357	1,104,388	1,012,358	92,030
Earned Income	1,238,243	3,470,655	679,147	5,388,046	5,366,987	21,059
General Revenue-Contract	5,708,001	708,829	-	6,416,830	6,461,969	(45,139)
<b>TOTAL INCOME</b>	<b>7,800,897</b>	<b>4,269,861</b>	<b>838,504</b>	<b>12,909,264</b>	<b>12,841,314</b>	<b>67,950</b>
<b>EXPENSES:</b>						
Salaries	4,698,186	1,253,941	529,444	6,481,571	6,554,978	(73,407)
Employee Benefits	931,895	272,454	106,274	1,310,624	1,366,838	(56,214)
Medication Expense	144,463	-	8,493	152,957	201,794	(48,837)
Travel-Board/Staff	124,054	53,612	20,041	197,707	222,689	(24,982)
Building Rent/Maintenance	99,763	41,254	10,429	151,446	146,810	4,636
Consultants/Contracts	459,982	2,148,824	53,057	2,661,863	2,794,268	(132,405)
Other Operating Expenses	886,597	291,382	164,323	1,342,303	1,471,004	(128,701)
<b>TOTAL EXPENSES</b>	<b>7,344,940</b>	<b>4,061,467</b>	<b>892,061</b>	<b>12,298,471</b>	<b>12,758,381</b>	<b>(459,910)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>455,957</b>	<b>208,394</b>	<b>(53,557)</b>	<b>610,793</b>	<b>82,933</b>	<b>527,860</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles	5,180	1,628	592	7,401	16,681	(9,280)
Capital Outlay-Debt Service Bonds	161,705	69,110	26,768	257,583	258,061	(478)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>166,885</b>	<b>70,738</b>	<b>27,360</b>	<b>264,983</b>	<b>274,742</b>	<b>(9,758)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>7,511,825</b>	<b>4,132,205</b>	<b>919,421</b>	<b>12,563,454</b>	<b>13,033,123</b>	<b>(469,668)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>289,072</b>	<b>137,656</b>	<b>(80,917)</b>	<b>345,809</b>	<b>(191,809)</b>	<b>537,618</b>
<b>Debt Service and Fixed Asset Fund:</b>						
Bond Payments Receipts	161,705	69,110	26,768	257,583	258,061	(96,356)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>161,705</b>	<b>69,110</b>	<b>26,768</b>	<b>257,583</b>	<b>258,061</b>	<b>(96,356)</b>

# TRI-COUNTY SERVICES Income and Expense



### TRI-COUNTY SERVICES Income after Expense



<b>Agenda Item:</b> Appoint New Director to the Cleveland Supported Housing, Inc. Board  <b>Committee:</b> Business	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  <p>Due to family obligations, Mr. Bruce Burnham has resigned as a director for the Cleveland Supported Housing, Inc. (CSHI) Board effective March 31, 2012. Ms. Barbara Duren has agreed to serve on the CSHI Board <b>and will fulfill Mr. Burnham's unexpired</b> term which ends January 1, 2013. Ms. Duren serves on our other two housing boards, Independence Communities, Inc. (ICI) and Montgomery Supported Housing, Inc. (MSHI), and we look forward to having her.</p> <p>There is not a maximum requirement in place for the number of individuals who can serve on the Board. We plan to continue to look for additional directors for CSHI who will represent Liberty County.</p>	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>Appoint Ms. Barbara Duren as a Director to the Cleveland Supported Housing, Inc. Board for a Term Expiring January 1, 2013</b>	

<b>Agenda Item:</b> Approve Recommendation to Declare 1998 Ford Windstar as Surplus  <b>Committee:</b> Business	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  Staff has recommended that the 1998 Ford Windstar be declared as surplus due to the age of the vehicle, high mileage, increased maintenance and repair costs and safety.  <b>Vehicle Descriptions:</b> <ul style="list-style-type: none"> <li>• 1998 Ford Windstar             <ul style="list-style-type: none"> <li>○ License #147-XRW</li> <li>○ Mileage as of March 31, 2012 – 241,811</li> </ul> </li> </ul>	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>Approve Recommendation to Declare 1998 Ford Windstar as Surplus and Approve Sale to the Highest Bidder</b>	

<b>Agenda Item:</b> Approve Surplus Sale for Miscellaneous Furniture and Equipment  <b>Committee:</b> Business	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  Periodically, Tri-County has the need to dispose of items that are stored at the storage bays located on Bryant Road. Due to the consolidation of facilities in Cleveland and Conroe, we have a substantial amount of used furniture that is no longer needed. The actual value of these items is minimal, but staff will attempt to sell the items at a fair market value.	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>Approve Surplus Sale for Miscellaneous Furniture and Equipment to be held in May 2012</b>	

<b>Agenda Item:</b> Disposition of 507 Bryant Road and 103 North Thompson, Conroe, Texas  <b>Committee:</b> Business	<b>Board Meeting Date</b>  April 26, 2012
<b>Background Information:</b>  The Board of Trustees discussed the properties located at 507 Bryant Road and 103 North Thompson in Conroe at the January meeting. Staff received a broker's opinion of the market value for these two properties. Now that we have an estimate of the market value, we would like to get approval for the listing value and authorization to list with a local commercial realtor.	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>Determine and Approve Listing Price for 507 Bryant Road and 103 North Thompson in Conroe, Texas and Authorize Executive Director to List with a Local Commercial Realtor</b>	

<p><b>Agenda Item:</b> Board of Trustees' Unit Financial Statement for March 2012</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>April 26, 2012</p>
<p><b>Background Information:</b></p> <p>None</p>	
<p><b>Supporting Documentation:</b></p> <p>March 2012 Board of Trustees' Unit Financial Statement</p>	
<p><b>Recommended Action:</b></p> <p><b>For Information Only</b></p>	

# Unit Financial Statement

FY 2012

	March 12 Actuals	March 12 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
<b>Revenues</b>								
80103998 Allocated Revenue	\$ 2,804.00	\$ 2,804.00	\$ -	\$ 19,625.00	\$ 19,625.00	\$ -	0.00%	\$ 33,645.00
<b>Total Revenue</b>	<b>\$ 2,804.00</b>	<b>\$ 2,804.00</b>	<b>\$ -</b>	<b>\$ 19,625.00</b>	<b>\$ 19,625.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 33,645.00</b>
<b>Expenses</b>								
80105030 Application Fees	\$ -	\$ -	\$ -	\$ 4.50	\$ -	\$ 4.50	100.00%	\$ -
80105275 Food Items	\$ 192.74	\$ 183.00	\$ 9.74	\$ 1,097.18	\$ 1,285.00	\$ (187.82)	85.38%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 11.27	\$ 18.00	\$ (6.73)	\$ 79.99	\$ 130.00	\$ (50.01)	61.53%	\$ 220.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 10,500.00	\$ 10,500.00	\$ -	100.00%	\$ 18,000.00
80105415 Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105605 Postage-Express Mail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105715 Supplies - Office	\$ -	\$ 15.00	\$ (15.00)	\$ 53.00	\$ 105.00	\$ (52.00)	50.48%	\$ 180.00
80105750 Training	\$ -	\$ 369.00	\$ (369.00)	\$ -	\$ 2,580.00	\$ (2,580.00)	0.00%	\$ 4,425.00
80105755 Travel - Local	\$ -	\$ 100.00	\$ (100.00)	\$ 516.06	\$ 700.00	\$ (183.94)	0.00%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ 155.54	\$ 167.00	\$ (11.46)	\$ 787.61	\$ 1,166.00	\$ (378.39)	67.55%	\$ 2,001.00
80105758 Travel - Non-local Hotel	\$ -	\$ 377.00	\$ (377.00)	\$ 821.59	\$ 2,634.00	\$ (1,812.41)	31.19%	\$ 4,519.00
80105759 Travel - Meals	\$ -	\$ 75.00	\$ (75.00)	\$ 221.56	\$ 525.00	\$ (303.44)	42.20%	\$ 900.00
<b>Total Expenses</b>	<b>\$ 1,859.55</b>	<b>\$ 2,804.00</b>	<b>\$ (944.45)</b>	<b>\$ 14,081.49</b>	<b>\$ 19,625.00</b>	<b>\$ (5,543.51)</b>	<b>71.75%</b>	<b>\$ 33,645.00</b>
<b>Total Revenue minus Expenses</b>	<b>\$ 944.45</b>	<b>\$ -</b>	<b>\$ 944.45</b>	<b>\$ 5,543.51</b>	<b>\$ -</b>	<b>\$ 5,543.51</b>	<b>-71.75%</b>	<b>\$ -</b>

# UPCOMING MEETINGS

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## **May 24, 2012 - Board Meeting**

- Approve Minutes from April 26, 2012 Board Meeting
- Community Resources Report for April 2012
- Consumer Services Report for April 2012
- Program Updates for April 2012
- Program Presentation - HCS Service Coordination
- Personnel Report for April 2012
- Approve April 2012 Financial Statements
- Consider Selection of FY 2012 Auditor
- Board of Trustees' Unit Financial Statement for April 2012
- Montgomery Supported Housing, Inc. Quarterly Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues

## **JUNE - NO MEETING**

## **July 26, 2012 - Board Meeting**

- Approve Minutes from May 24, 2012 Board Meeting
- Longevity Recognition Presentations
- Community Resources Reports for May & June 2012
- Consumer Services Reports for May & June 2012
- Program Updates for May & June 2012
- 3<sup>rd</sup> Quarter FY 2012 Corporate Compliance & Quality Management Report
- 4<sup>th</sup> Quarter FY 2012 Corporate Compliance Training
- Year to Date FY 2012 Goals & Objectives Progress Report
- Program Presentation - Regional Authorization
- Appoint Nominating Committee for FY 2013 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Reports for May & June 2012
- Approve May 2012 Financial Statements
- Approve June 2012 Financial Statements
- Approve FY 2012 Audit Engagement Letter
- 3<sup>rd</sup> Quarter FY 2012 Investment Report
- Board of Trustees' Unit Financial Statements for May & June 2012
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues