

Tri-County Services Board of Trustees Meeting

April 25, 2013



*Serving individuals with mental illness
and developmental disabilities*

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, April 25, 2013. The Business Committee will convene at 9:00 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.

AGENDA

I. Organizational Items

- A. Chairman Calls Meeting to Order
- B. Public Comment
- C. Quorum
- D. Review & Act on Requests for Excused Absence

II. Shining Star Awards

III. Approve Minutes - March 28, 2013

IV. Executive Director's Report - Evan Roberson

- A. DSHS
 - 1. Texas Resilience & Recovery Updates
 - 2. Local Planning Network Development
- B. DADS
 - 1. HCS Audit
- C. Medicaid 1115 Waiver Update
- D. Legislative Updates
 - 1. DSHS New & Exceptional Items
 - 2. DADS Exceptional Items
 - 3. Senate Bill 58
 - 4. Senate Bill 7
- E. MTM Project Access Final Report

V. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2014 Budget Process
- B. County Annual Funding Request
- C. FY 2012 HCS, TxHmL, ICF Cost Reports
- D. Fixed Asset Inventory
- E. CFO Consortium Meeting

VI. Program Committee

Information Items

- A. Community Resources Report for March 2013.....Pages 10-12
- B. Consumer Services Report for March 2013.....Pages 13-14
- C. Program Updates for March 2013.....Pages 15-18
- D. Program Presentation - Annual Board & Management Team Training

VII. Executive Committee

Information Items

- A. Personnel Report for March 2013.....Pages 19-20
- B. Texas Council Quarterly Board Meeting Update.....Page 21

VIII. Business Committee

Action Items

- A. Approve March 2013 Financial Statements..... *Pages 22-34*
- B. Disposition of 406 Washington, Cleveland, Texas..... *Page 35*
- C. Approve Recommendation to Declare 1999 Ford E350 15 Passenger Van as Surplus..... *Page 36*
- D. Appoint Auditor Selection Committee..... *Page 37*

Information Items

- E. Board of Trustees' Unit Financial Statement for March 2013..... *Pages 38-39*

IX. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney & Section 551.072, Real Property

Posted By:

Stephanie Eveland
Executive Assistant

Tri-County Services

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

March 28, 2013

Board Members Present:

David Walker
Tracy Sorensen
Patti Atkins
Morris Johnson
Cecil McKnight
Janet Qureshi
Sharon Walker

Board Members Absent:

Brad Browder

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Don Teeler, Director of Operations
Sandy Kelly, Director of Administrative Support
Tanya Bryant, Director of Quality Management & Support
Stephanie Eveland, Executive Assistant
Stella Montemayor, Administrative Assistant
David Deaton, Legal Counsel
Heather Robison, Staff

Guests:

None

Call to Order: Chairman, David Walker, called the meeting to order at 10:00 a.m. at 1506 FM 2854, Conroe, Texas.

Public Comment: There were no public comments.

Quorum: There being seven (7) members present, a quorum was established.

Resolution #03-13-01

Motion Made By: Patti Atkins

Seconded By: Morris Johnson, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board excuse the absence of Brad Browder.

Cont.

Resolution #03-13-02

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the minutes of the February 28, 2013 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:

Resolution #03-13-03

Motion Made By: Tracy Sorensen

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Patti Atkins, Morris Johnson, Cecil McKnight and Sharon Walker that it be...

Resolved:

That the Board approve the submission of the Montgomery County United Way 2013 Request for Funding Application.

The Community Resources Report for February 2013 was reviewed for information purposes only.

The Consumer Services Report for February 2013 was reviewed for information purposes only.

The Program Updates for February 2013 were reviewed for information purposes only.

The Year-to-Date FY 2013 Goals and Objectives Progress Report was reviewed for information purposes only.

The 2nd Quarter FY 2013 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 3rd Quarter FY 2013 Corporate Compliance Training was reviewed for information purposes only.

Program Presentation – Heather Robison presented information regarding the Rusk State Hospital Diversion Contract.

EXECUTIVE COMMITTEE:

The Personnel Report for February 2013 was reviewed for information purposes only.

BUSINESS COMMITTEE:

Resolution #03-13-04

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the February 2013 Financial Statements.

Resolution #03-13-05

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the FY 2013 Budget Revision as of January 31, 2013.

Resolution #03-13-06

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Cecil McKnight and Sharon Walker that it be...

Resolved:

That the Board authorize the Executive Director, Evan Roberson, to execute the disposition of 512 Bryant Road, Conroe, Texas.

Resolution #03-13-07

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Cecil McKnight and Sharon Walker that it be...

Resolved:

That the Board approve the recommendation to declare the 1997 Ford E350 15 passenger van as surplus and approve sale to the highest bidder.

Resolution #03-13-08

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board approve the surplus sale of miscellaneous furniture and equipment to be held in April 2013.

Resolution #03-13-09

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by David Walker, Tracy Sorensen, Patti Atkins, Cecil McKnight and Janet Qureshi that it be...

Resolved:

That the Board approve the request by the Texas Department of Housing and Community Affairs HOME Reservation System to approve a resolution to authorize Frani Scates, MH Adult Rehab Manager, to execute TBRA RSP contracts.

Resolution #03-13-10

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the 4th payment of non-refundable option money to the property owner for the Independence Oaks Apartments project site in Cleveland, Texas and authorize the Executive Director, Evan Roberson, to negotiate a 5th option extension period ending September 30, 2013.

Resolution #03-13-11

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board ratify the Department of State Health Services Clinical Management for Behavioral Health Services Memorandum of Understanding.

Resolution #03-13-12

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board ratify the Department of State Health Services amendment to Contract #2012-039597 Amendment 005B: Mental Health Private Psychiatric Beds.

Resolution #03-13-13

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by David Walker, Patti Atkins, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the addendum to Tri-County Services 401(a) Retirement Plan Adoption Agreement.

The 2nd Quarter FY 2013 Quarterly Investment Report was reviewed for information purposes only.

The Board of Trustees' Unit Financial Statement for February 2013 was reviewed for information purposes only.

The Montgomery Supported Housing, Inc. Update was reviewed for information purposes only.

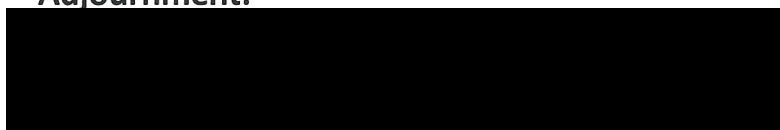
The regular meeting of the Board of Trustees recessed at 11:39 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney, Section 551.074, Personnel and Section 551.072, Real Property.

The meeting of the Board of Trustees reconvened at 11:48 p.m. to go into regular session.

There was no action taken from Executive Session.

The regular meeting of the Board of Trustees adjourned at 11:49 p.m.

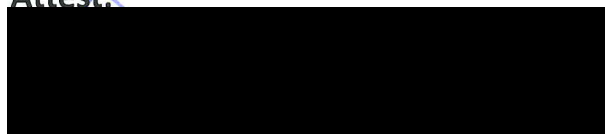
Adjournment:



David Walker
Chairman

Date

Attest:



Tracy Sorensen
Secretary

Date

Agenda Item: Community Resources Report for March 2013 Committee: Program	Board Meeting Date April 25, 2013
Background Information: None	
Supporting Documentation: Community Resources Report for March 2013	
Recommended Action: For Information Only	



Executive Director's Report

April 25, 2013

Announcements

- The next regularly scheduled Board meeting is May 23, 2013.
- Board Strategic Planning is tentatively scheduled for Saturday, July 13, 2013. We are working on a planning meeting structure that is different than recent years.
- The cake is in honor of Cecil McKnight who had a birthday earlier this month.

Department of State Health Services (DSHS)

- At the Executive Directors Consortium, the Executive Director, who is the liaison to the Behavioral Health Consortium, briefed all of the Executive Directors on some of the concerning aspects of **Texas Resilience and Recovery (TRR)**. The Texas Council has agreed to work with the DSHS to modify TRR so that it can be more readily implemented.

Many of Tri-County's staff will need to be trained in the new evidence based practices over the next few months, and we do anticipate some impact on productivity. We have a workgroup that is preparing for the system changes that will affect the center, which will impact clinical services and almost every clinical support system (e.g. IT, Utilization Management, etc.).

- Our **Local Planning and Network Development** Draft Request for Proposal (RFP) was posted on the website on April 11th as required. To date, we haven't had any feedback from any community stakeholders or potential providers. The Final RFP will be posted on our website tomorrow for the next six weeks. As a reminder, we have never had anyone submit a response to our two previous RFP's.
- I would like to welcome Heather Robison to the Board meeting today. Heather will be serving as our Director of Crisis Services and will be attending our Management Team and Board meetings.

- I would also like to announce that Chuck Lowman has agreed to serve as the Interim Behavioral Health Director while I continue my search for the correct candidate. In addition to keeping an eye on Behavioral Health services, Chuck will be attending our Management Team and Board meetings until we hire the right candidate.

Department of Aging and Disability Services (DADS)

- Our IDD Provider Services are currently being audited by DADS. The exit for the audit may be today or tomorrow. Although Tri-County has historically done very well in this audit, DADS has added requirements for nursing services which have been challenging for many of the Centers.
- I am pleased to announce that Kathy Foster, Assistant Director of IDD Provider Services and Kelly Shropshire, Assistant Director of Provider Services, will be sharing the management of IDD Services. They will be alternating attendance on both the Management Team and Board meetings; however, due to the Provider Services Audit and the IDD Consortium meeting, neither can be at the meeting today.

Medicaid 1115 Transformation Waiver Updates

- Activity related to the **Medicaid 1115 Transformation Waiver** continues. As many of you are aware, Region 17-which includes Montgomery and Walker Counties and is anchored by Texas A&M Health Science Center-was the first region to submit the regional plan to the Health and Human Services Commission (HHSC) and subsequently to the Centers for Medicare and Medicaid Services (CMS). On April 15th, Region 17 received the following feedback from CMS:
 - The Expanded Psychiatry program was approved as designed.
 - The Intellectual and Developmental Disability Assertive Community Treatment Team program design was approved, but the category 3 outcome measurement mechanism requires further modification.
 - The Intensive Evaluation and Diversion program design was approved but the value through demonstration year three (DY3) was reduced by 20% and the category 3 outcome measurement mechanism was determined to be too weak to support the valuation.
 - The Integrated Healthcare program was not approved.
 - In addition, none of the programs for anyone in the region were approved beyond DY 3 (DY 4 and 5 are the most costly).

In our follow-up calls with HHSC and Region 17, we discovered the CMS disapproved any program element that was in the 'other' category. This was cited as the explanation for the disapproval of the Integrated Healthcare program and both disallowed category 3

measurements. However, HHSC further indicated that the category 3 outcome measurement for the Intensive Evaluation and Diversion program would need to be modified regardless in order to justify program value. Ultimately HHSC and CMS would like us to commit to capturing data on the diversion of persons from emergency rooms or jails rather than measuring things like satisfaction or quality of life. Historically, we have hesitated to commit to these types of measurement points because we are typically unable to gather this data from hospitals or jails.

In the most recent communication from Region 17, we have received the following additional updates:

- HHSC likes the design of our Integrated Healthcare program and indicates that we can either justify the use of the 'other' category or move it to the design menu with justification of elements that would not be met by our design.
 - The category 3 issue for IDD ACT appears to be easily resolved.
 - The category 3 issue for Intensive Evaluation and Diversion will require technical assistance.
- I have hired Cynthia Peterson, who many of you know from working on the HUD projects, to fill the 1115 position that will oversee these programs. Cynthia will begin on May 1st, and it appears that she will be very busy.

Legislative Session Updates

- I have attached the latest **DSHS New & Exceptional Items** spreadsheet to this update. Currently, there is new money for:
 - Removing adults and children from the Mental Health Waiting List
 - The Mental Health First Aid public awareness program
 - New projects like our CSU
 - A 'Treatment Surge' which would likely expand the care we can provide to persons with mental illness
 - New money for multi-systemic care for adults called the YES waiver
 - Collaborative homeless projects (Haven for Hope)
 - New money to provide the recommended level of care to more of our current consumers
 - Renewed and some additional money for veterans services

Of note, much of this funding will be distributed based on the Council's equity agreement for new money. Because Tri-County is the 35th lowest funded center for mental health services, we stand to receive a substantial amount of additional funding.

If you have contact with local legislative staff, please thank them for this much-needed mental health funding.

- I have also attached the status of the **DADS Exceptional Items** to this update. You may be hearing about the Community First Choice Waiver and this is The E1 6b. strategy on this report.

Of significant note, we have heard that DADS may request new community slots for the Home and Community-based Services (HCS) waiver. The waiting list for HCS is currently 55,000 individuals state-wide, and there are over 1,500 Tri-County individuals and families waiting for this service. These new 'slots' are not on this handout.

- **Senate Bill 58**-integration of MH Rehabilitation and Case Management services into managed care-and **Senate Bill 7**-integration of all long term supports (including all IDD services)-continue to work their way through the legislative process and both are currently expected to pass. If passed, each bill will require significant adjustments to our service system over the next few years. I will provide you additional updates on this legislation as it becomes available.
- I have attached the notification list of House and Senate budget conferences that were announced on Tuesday. It is no surprise of course, but Representative Otto and Senator Williams will be involved. Cindy and I have spent a good bit of time with staff from Senator Williams' office and I have reached out to Representative Otto's office to offer assistance as needed (although Representative Otto will primarily be working on Article 3). There might be an opportunity for you to make a call to them on our behalf-I will keep you posted as needed.
- As many of you will remember, Tri-County, along with 32 other Texas community centers, participated in a project with a nationally recognized consultant to improve access to community center services. In the **MTM Project Access Final Report**, the consultants reported that they were able to help centers reduce client's wait for services to start, time for assessments and costs associated with these assessments. However, the consultants stated the following about our Texas system:

"...the system as a whole faced challenges that tied to the documentation time required to bring a client through the intake process. The quagmire of paperwork...generated some significant wait time challenges. Although the teams made some very positive changes...the concern around paperwork requirements still persists... In addition, it has been reported by providers...that the state is planning to increase the paperwork burden for teams even more moving forward {TRR}. This news is extremely challenging for us as consultants with a lot of experience establishing documentation and expedient access systems across the US and abroad... We strongly suggest that the Texas Council request the state to reconsider any additional requirements..."

Status of Appropriations - DSHS Exceptional & New Items
El 6. Waiting Lists:
MH Adults
MH Children
Subtotal - WL

Senate	House
FY 2014-15 (GR)	FY 2014-15 (GR)
\$ 54,100,000	\$ 54,100,000
\$ 3,100,000	\$ 3,100,000
\$ 57,200,000	\$ 57,200,000

El 7. Substance Use Disorder Services
Capacity Expansion
Substance Use Provider Rate (S: 10%) (H: 3.9%)
DFPS Slots
Subtotal - SUD

\$ 4,941,828	\$ 4,941,828
\$ 15,392,957	\$ 6,000,000
\$ 10,136,707	\$ 5,000,000
\$ 30,471,492	\$ 15,941,828

El 8. BH Treatment Outcomes
Oxford House
DFPS Slots
Rental Assistance
Subtotal - Treatment Outcomes

\$ 1,140,000	\$ 1,140,000
\$ 2,056,262	\$ 2,056,262
\$ 20,017,406	\$ 20,017,406
\$ 23,213,668	\$ 23,213,668

New Items
Public Awareness
Prevention and Intervention
MH Crisis
Treatment (surge: \$10 M adults & \$10 M children)
YES Waiver
Collaborative Projects
Underserved - LMHA
Underserved - NorthSTAR (House)
Veterans MH (House)
Subtotal - New Items

\$ 4,000,000	\$ -
\$ 2,000,000	\$ -
\$ 30,000,000	\$ 25,000,000
\$ 20,000,000	\$ 20,000,000
\$ 32,500,000	\$ 32,500,000
\$ 10,000,000	\$ 25,000,000
\$ 17,000,000	\$ 17,000,000
\$ -	\$ 6,000,000
\$ 4,000,000	\$ 4,000,000
\$ 119,500,000	\$ 129,500,000

Grand TOTAL

\$ 230,385,160	\$ 225,855,496
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Status of Appropriations - TCOOMMI
Parolee Post Release Case Management Programs

Senate	House
FY 2014-15 (GR)	FY 2014-15 (GR)
\$ 5,997,600	\$ 5,997,600

Status of Appropriations - Texas Juvenile Justice Department (TJJD)
Goal A. Community Juvenile Justice
Mental Health

Senate	House
FY 2014-15 (GR)	FY 2014-15 (GR)
\$ 15,200,000	\$ 15,200,000

	Senate	House
Status of Appropriations - DADS Exceptional Items	FY 2014-15 (GR)	FY 2014-15 (GR)
EI 1. Caseload Growth	\$ 59,548,817	\$ 59,548,817
EI 2. Maintain SSLC Operations	\$ 17,448,478	\$ 7,806,336
EI 3. PASRR	\$ 9,756,150	\$ 9,756,150
EI 4. Cost Trends	\$ 61,868,490	\$ -
EI 5. Promoting Independence		
Movement from Small/Medium ICF (400 HCS Slots)	\$ 10,835	\$ 10,835
Children Aging Out of Foster Care (192 Slots)	\$ 4,494,998	\$ 4,494,998
Prevention of Institutionalization/Crisis (300 HCS Slots)	\$ 8,051,823	\$ 8,051,823
Prevention of Institutionalization/Crisis (100 CBA Slots)	\$ 661,468	\$ 661,468
Movement of Individuals with IDD from NFs (120, 240 Slots)	\$ 3,344,693	\$ 3,344,693
DFPS Children (25 HCS Slots)	\$ 729,749	\$ 729,749
Subtotal - Promoting Independence	\$ 28,117,303	\$ 28,117,303
EI 6a. Community Expansion	\$ 66,218,242	\$ 54,703,788
EI 6b. Provide Attendant and Habilitation Services (IDD)	\$ 41,665,743	\$ 41,665,743
EI 8. Improving Support for SSLC Residents	\$ 19,927,127	\$ 13,712,460

	Senate	House
Status of Appropriations - DARS Exceptional Items	FY 2014-15 (GR)	FY 2014-15 (GR)
EI 1. Maintain ECI Service Levels at 2.9 Hours/Child/Month	\$ \$10,825,925	\$ 10,825,925
EI 2. Expand Autism Services to Unserved Areas (4 providers)	\$ -	\$ 4,751,198

Evan Roberson

From: Maria Rios <MRios@txcouncil.com> on behalf of Communications@txcouncil.com
Sent: Tuesday, April 23, 2013 9:07 PM
To: Maria Rios
Cc: Maria Rios
Subject: UPDATE: House and Senate Budget Conferees

Note addition of Rep. Jim Pitts as House conferee.



April 23, 2013

The House and Senate conferees have been named and deliberations on the differences between the versions of the budget for FY 2014-15 passed by each chamber are underway.

House conferees:

- Rep. Jim Pitts, R-Waxahachie
- Rep. Myra Crownover, R-Denton
- Rep. John Otto, R-Dayton
- Rep. Sylvester Turner, D-Houston
- Rep. John Zerwas, R-Simonton

Senate conferees:

- Sen. Tommy Williams, R-The Woodlands
- Sen. Robert Duncan, R-Lubbock
- Sen. Juan "Chuy" Hinojosa, D-McAllen
- Sen. Jane Nelson, R-Flower Mound
- Sen. John Whitmire, D-Houston

Please stay tuned for additional legislative alerts.

This message has been transmitted to Texas Council Board Members and Chief Executive Officers/Executive Directors.

CHIEF FINANCIAL OFFICER'S REPORT

April 25, 2013

FY 2014 Budget Process – We have started the FY 2014 budgeting process. We will set-up budget meetings and trainings with all cost center managers. The first draft of the manager budgets will be due back to me by the first part of June. After the cost centers are consolidated, we will review and compare to the FY 2013 budget for any changes in trends. We should be close to final budget numbers by the July Board meeting depending on when the new allocations will be received from both DADS and DSHS.

County Annual Funding Request – The Annual Funding Request has been submitted to Montgomery County. We asked for an increase of \$20,000 to help offset the increased use of the contract inpatient services. We will request increases for the same purpose from both Walker and Liberty County when we submit their funding requests over the next couple of months.

FY 2012 ICF, HCS and TxHmL Cost Reports – Cost Reports for ICF, HCS and Texas Home Living programs were submitted before the due date of April 15th. We have had some desk review questions for FY 2011 cost reports and sent responses back as requested. We have not had any further correspondence. We will keep you posted on any future requests.

Fixed Asset Inventory – The fixed asset inventory process is in progress. Every two years, we conduct a complete inventory which was completed last year. This year, we are doing spot checks on various locations as well as complete counts on any locations that have been moved or are new programs.

CFO Consortium Meeting – We attended the quarterly CFO meeting in Austin on April 17th through April 19th. The first day was spent talking about the Random Moment in Time process for the Medicaid Administrative Claiming (MAC) process. The next day, we had updates from Texas Council, DADS and DSHS and spent a great deal of time talking the 1115 Waiver process and updates. And the last day, we had a presentation on the Affordable Care Act and a presentation from DSHS on the new Contract Management & Procurement System that they are going to be implementing in FY 2014. We finished up with the Public Funds Investment Training provided by Linda Patterson.

Community Resources Report

March 29 – April 25, 2013

Volunteer Hours:

Location	March
Conroe	151
Cleveland	0
Liberty	21
Huntsville	14.25
Total	186.25

COMMUNITY ACTIVITIES:

4/1/13	Montgomery County Homeless Coalition Board Meeting	Conroe
4/2/13	Montgomery County United Way Well Being Counsel Meeting	The Woodlands
4/3/13	Liberty County Community Resource Coordination Group	Liberty
4/3/13	East Montgomery Chamber of Commerce Luncheon	Splendora
4/4/13	Walker County Community Resource Coordination Group	Huntsville
4/4/13	Lone Star College Wellness Expo and Job Fair	Montgomery
4/4/13	Cleveland Chamber of Commerce Luncheon	Cleveland
4/8/13	Responding to Crisis Council Meeting	Conroe
4/8/13	Montgomery County Commissioner's Court – OCR Proclamation	Conroe
4/9/13	Liberty County Commissioner's Court – OCR Proclamation	Liberty
4/10/13	Woodlands Area Chamber of Commerce Luncheon	The Woodlands
4/10/13	Montgomery County United Way Funded Partners Meeting	The Woodlands
4/11/13	Huntsville Chamber of Commerce Breakfast	Huntsville
4/11/13	Liberty County Business Expo	Liberty
4/13/13	Leadership (LMC) High School Graduation Ceremony	The Woodlands
4/15/13	Conroe ISD Parent Resource Center Meeting with Hispanic Community Representatives	Conroe
4/16/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
4/16/13	Montgomery County Community Resource Coordination Group	Conroe
4/17/13	Montgomery County Homeless Coalition General Meeting	Conroe
4/17/13	Walker County Child Fatality Review Team Meeting	Huntsville
4/17/13	Roots of Change Coalition Meeting	Conroe
4/18/13	The Woodlands Chamber Job Fair	The Woodlands
4/22/13	Walker County Commissioner's Court – OCR Proclamation	Huntsville
4/24/13	Liberty County Child Fatality Review Team Meeting	Liberty
4/24/13	Liberty/Dayton Chamber of Commerce Luncheon	Liberty

UPCOMING ACTIVITIES:

5/2/13	Walker County Community Resource Coordination Group	Huntsville
5/9/13	Huntsville Chamber of Commerce Breakfast	Huntsville
5/15/13	Walker County Child Fatality Review Team Meeting	Huntsville
5/15/13	Roots of Change Coalition Meeting	Conroe
5/16/13	Adult Protective Services Task Force Meeting	Conroe
5/21/13	Montgomery County Community Resource Coordination Group	Conroe
5/21/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands

Agenda Item: Consumer Services Report for March 2013 Committee: Program	Board Meeting Date April 25, 2013
Background Information: None	
Supporting Documentation: Consumer Services Report for March 2013	
Recommended Action: For Information Only	

Consumer Services Report – March 2013

Crisis Services, MH Adults/Children	Montgomery County	Cleveland	Liberty	Walker County	Total
Persons Screened, Intakes, Other Crisis Services	499	42	43	59	643
Crisis and Transitional Services (SP 0, SP5)	68	2	4	7	81
Psychiatric Emergency Treatment Center (PETC) Served	45	4	3	6	58
Psychiatric Emergency Treatment Center (PETC) Bed Days	47	4	3	6	60
Contract Hospital Admissions	3	0	0	1	4
Diversion Admits	10	1	0	0	11
Total State Hospital Admissions	9	1	0	0	10
Routine Services, MH Adults/Children					
Adult Service Packages (SP 1-4)	705	94	91	116	1006
Adult Medication Services	529	64	64	83	740
Child Service Packages (SP 1.1-4)	276	22	8	41	347
Child Medication Services	145	11	6	20	182
TCOOMMI (Adult Only)	95	9	5	12	121
Adult Jail Diversion Services	7	0	1	0	8
Juvenile Detention Diversion Services	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	3	0	1	0	4
Service Coordination	429	28	41	56	554
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	53	7	24	25	109
Contractor Provided ICF-MR	18	12	12	6	48
Substance Abuse Services					
Children and Youth Prevention Services	150	0	0	32	182
Youth Substance Abuse Treatment Services/COPSD	21	0	0	0	21
Adult Substance Abuse Treatment Services/COPSD	30	0	0	0	30
Waiting/Interest Lists as of Month End					
Department of State Health Services-Adults	145	15	9	5	174
Department of State Health Services-Children	16	0	0	0	16
Home and Community Based Services Interest List	1259	103	104	111	1577
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult	31	8	8	7	54
March Served by County					
Adult Mental Health Services	1168	125	128	158	1579
Child Mental Health Services	308	25	10	46	389
Intellectual and Developmental Disabilities Services	476	46	56	63	641
Total Served by County	1952	196	194	267	2609
February Served by County					
Adult Mental Health Services	1151	128	120	161	1560
Child Mental Health Services	317	23	8	44	392
Intellectual and Developmental Disabilities Services	482	45	60	63	650
Total Served by County	1950	196	188	268	2602
January Served by County					
Adult Mental Health Services	1276	135	121	169	1701
Child Mental Health Services	309	19	7	42	377
Intellectual and Developmental Disabilities Services	497	48	62	57	664
Total Served by County	2082	202	190	268	2742

Agenda Item: Program Updates for March 2013 Committee: Program	Board Meeting Date April 25, 2013
Background Information: None	
Supporting Documentation: Program Updates for March 2013	
Recommended Action: For Information Only	

Program Updates

March 29 – April 25, 2013

MH Crisis and Admission Services

A. Key Statistics:

1. Number of new admissions during the month: 121
2. PETC average daily census: 8.9

B. Program Comments:

1. Nursing and physician coverage gaps required a maximum census of ten (10) patients at the PETC. A workgroup was established to address staffing stability at the program.
2. Two (2) evening nurse supervisors were hired to provide more evening monitoring and stability.
3. We met with local hospitals to utilize more telemedicine to reduce screening delays and increase efficiencies in our MCOT Assessment Services.

MH Adult Services

A. Key Statistics:

1. Number of adults served during the month: 1,579
2. Number of adults served in Medication Services: 740

B. Program Comments:

1. We are recruiting for a new Coordinator for our Assertive Community Treatment Program with emphasis on a candidate that is licensed and has **a Master's Degree**.
2. We are redesigning service delivery to our SP1 consumers to better meet the DSHS contract target for average hours.
3. We are recruiting to fill a vacant Advanced Nurse Practitioner position.

MH Child Services

A. Key Statistics:

1. Number of children served during the month: 389
2. Number of children served in Medication Services: 182

B. Program Comments:

1. Our licensed therapy staff are participating in Cognitive Behavioral Therapy training to meet new DSHS requirements.
2. We are working with staff to prepare for changes in the DSHS Level of Care System.
3. We are working with staff to adjust to upcoming changes in the service delivery protocol associated with new curriculum requirements.

Criminal Justice Services

A. Key Statistics:

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): 117 (127 enrolled but 10 incarcerated or discharged without services during the month)
2. Number of jail diversions: 3

B. Program Comments:

1. Our Outpatient Competency Restoration Program is actively seeking referrals toward meeting our target of fifteen (15) for the year. We are currently at three (3).
2. An external TCOOMMI audit of our services was very favorable, with only two (2) minor areas needing improvement.
3. We are meeting with court officials in an effort to increase jail diversions.

Substance Abuse Services

A. Key Statistics:

1. Number of children served in Substance Abuse Prevention Services: 182
2. Number of adults served in Substance Abuse/COPSD Treatment Services:
 - a. Substance Abuse Outpatient: 30
 - b. COPSD: 14
 - c. Total unique clients served: 30
3. Number of children served in Substance Abuse Treatment Services: 21

B. Program Comments:

1. DSHS revenue was lower than average in our Adult Substance Abuse Treatment Services due to high no-show rates and increasing numbers of discharged patients. A next day walk-in option was implemented for intakes to supplement scheduled appointments.
2. Our census in Youth Substance Abuse Treatment Services continues to increase.
3. We are seeing increased Substance Abuse Prevention groups, largely as a result of successful tobacco prevention presentations.

IDD Services

A. Key Statistics:

1. Total number of admissions for the month: 4
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS = 68 TxHmL = 42
3. Total number served within the department: HCS = 55 TxHmL = 24
4. Total number served in all IDD Services for the month: 641

B. Program Comments:

1. We met our DADS general revenue target during the 2nd quarter and continue to develop ways to maintain this target as individuals transition into the TxHmL Program.

2. Our Huntsville Life Skills Team Leader resigned in the 3rd quarter, but we filled the position and are working through the transition.
3. **Women's Auxiliary VFW donated educational supplies and games to the Cleveland Life Skills Program.**
4. We are partnering with the Gulf Coast Center, Texana and MHMRA to prepare for upcoming meetings to train local authority and provider staff on the HCS Redesign of the Person Directed Plan and the Implementation Plan.

Support Information

- A. **Information Services:** Thirty (30) new laptops were issued to staff. In addition, several desktop computers are being prepared for deployment.
- B. **Quality Management:** A statewide mental health progress note audit was completed and submitted to DSHS. Staff also participated in two (2) managed care site visits **conducted by Texas Children's Health Plan at our** Cleveland and Liberty Sites. Ten (10) charts were reviewed during these visits.
- C. **ETBHN/Regional Authorization:** The Regional Authorization and Utilization Management (UM) Director is serving on the 2014 UM Manual workgroup with DSHS. The 2014 UM Manual revisions are expected to be completed mid-summer.
- D. **Veteran Affairs:** The Operation Resilient Families Retreat was held on April 5-7th.

Community Activities

- A. On March 7th, a representative from Tri-County attended the Walker County Trade Expo in Huntsville.
- B. On March 20th, a representative from Tri-County attended the Huntsville Rotary club as part of the Tri-County Speaker Series.
- C. On March 22nd, representatives from Tri-county attended the Cleveland Chamber Annual Banquet.

Agenda Item: Personnel Report for March 2013 Committee: Executive	Board Meeting Date April 25, 2013
Background Information: None	
Supporting Documentation: Personnel Report for March 2013	
Recommended Action: For Information Only	

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT MARCH 2013

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		8	3	10	2	6	1	4	79	70	4%	14%
Qualified Developmental Disability Professionals (State Title)		3	1	2	1	2			16	14	7%	14%
Licensed Staff		1	1	1	1	1			19	14	7%	7%
Medical												
Physicians		2		1		1			7	5	0%	20%
Advanced Practice Nurses			1	1	1	1			2	2	50%	50%
RN's			2	2	2	2			11	7	29%	29%
LVN's		1	1	1	1	1			10	9	11%	11%
Techs/Aides												
MH		2		2		2			17	11	0%	18%
IDD		2	1	2	1	1		1	35	33	3%	6%
Supervisor/Manager												
MH									13	13	0%	0%
IDD			1	1	1	1			7	6	17%	17%
Program Support	2	5	1	3	1	3			42	37	3%	8%
Central Administration				2				2	20	17	0%	12%
Business Services				1				1	14	13	0%	8%
Maintenance/Janitorial/Lawn		2		2		2			23	20	0%	10%
GRAND TOTALS	2	26	12	31	11	23	1	8	315	271	4%	11%
Previous YTD											1%	15%

Agenda Item: Texas Council Quarterly Board Meeting Update Committee: Executive	Board Meeting Date April 25, 2013
Background Information: 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.	
Supporting Documentation: None	
Recommended Action: For Information Only	

Agenda Item: Approve March 2013 Financial Statements Committee: Business	Board Meeting Date April 25, 2013
Background Information: None	
Supporting Documentation: March 2013 Financial Statements	
Recommended Action: Approve March 2013 Financial Statements	

March 2013 Financial Summary

Revenues for March 2013 were \$2,064,707 and operating expenses were \$1,851,011 resulting in a gain in operation of \$213,696. Capital Expenditures and Extraordinary Expenses for March were \$113,415 resulting in a gain of \$100,281. Total revenues were 80.90% of the monthly budgeted revenues and total expenses were 96.36% of the monthly budgeted expenses.

Year to date revenues are \$14,326,088 and operating expenses are \$13,153,289 leaving excess operating revenues of \$1,172,799. YTD Capital Expenditures and Extraordinary Expenses are \$349,274 resulting in a gain YTD of \$823,525. Total revenues are 99.73% of the YTD budgeted revenues and total expenses are 97.72% 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/IDD Program – Title XIX	1,468,964	1,499,485	97.96%	30,521
DSHS – Gen Rev - NGM	413,378	429,129	96.32%	15,751
DSHS – Outpatient Competency	96,107	117,835	81.56%	21,728

ICF/IDD Program – Title XIX – This line item continues to be below budget due to a delay in billing for a couple of clients due to a change in DADS system changes. We expect to receive these funds within the next couple of weeks.

DSHS – Gen Rev – NGM – This line item is under budget for New Generation Medication. We are in the process of determining projected lapsed funds for this line and how we can expend these funds before the end of the fiscal year.

DSHS – Outpatient Competency Restoration – As we have reported over the last few months, we have not had the referrals to this new program as we had hoped. This is a cost reimbursement program so we are not losing money, but not fully funded as we were anticipating.

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, 2013

	TOTALS COMBINED FUNDS March 2013	TOTALS COMBINED FUNDS February 2013	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,025	5,125	(100)
Cash on Deposit-General Fund	10,994,679	8,905,189	2,089,490
Cash on Deposit-Debt Fund	236,390	216,430	19,960
Accounts Receivable	1,143,890	1,309,555	(165,665)
Inventory	5,132	5,132	-
TOTAL CURRENT ASSETS	12,385,116	10,441,431	1,943,685
FIXED ASSETS	6,084,978	6,066,064	18,915
OTHER ASSETS	49,018	58,646	(9,628)
TOTAL ASSETS	18,519,113	16,566,141	1,952,972
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,677,984	1,069,350	608,635
NOTES PAYABLE	409,597	409,597	-
DEFERRED REVENUE	2,891,724	1,653,835	1,237,889
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,240,794	1,263,482	(22,689)
Bond Series 2004	410,000	410,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,925,964	1,825,683	100,281
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(2,056,590)	(2,079,278)	22,689
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
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	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	43,165	36,998	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	1,039,334	1,039,334	-
TOTAL LIABILITIES/FUND BALANCE	18,519,113	16,566,141	1,952,972

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of March 31, 2013

		TOTALS	
		Memorandum Only	
	General Operating Funds	March 2013	Final August 2012
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,025	5,025	5,125
Cash on Deposit-General Fund	10,994,679	10,994,679	6,181,561
Cash on Deposit-Debt Fund	236,390	236,390	429,586
Accounts Receivable	1,143,890	1,143,890	1,706,732
Inventory	5,132	5,132	3,600
TOTAL CURRENT ASSETS	12,385,116	12,385,116	8,326,604
FIXED ASSETS	6,084,978	6,084,978	6,066,064
OTHER ASSETS	49,018	49,018	42,755
AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT		-	
TOTAL ASSETS	18,519,113	18,519,113	14,435,423
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,677,984	1,677,984	1,195,517
NOTES PAYABLE	409,597	409,597	409,597
DEFERRED REVENUE	2,891,724	2,891,724	157,192
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,240,794	1,240,794	1,395,837
Bond Series 2004	410,000	410,000	820,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,925,964	1,925,964	1,102,439
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(2,056,590)	(2,056,590)	(2,621,633)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
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
ASSIGNED			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	43,165	43,165	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
UNASSIGNED			
Unrestricted and Undesignated	1,039,334	1,039,334	1,039,334
TOTAL LIABILITIES/FUND BALANCE	18,519,113	18,519,113	14,435,423

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended March 2013
and YTD as of March 2013

INCOME:	MONTH OF March 2013	YTD March 2013
Local Revenue Sources	118,754	899,038
Earned Income	882,268	6,127,943
General Revenue-Contract	1,063,685	7,299,107
TOTAL INCOME	2,064,707	14,326,088
EXPENSES:		
Salaries	944,178	6,844,609
Employee Benefits	136,147	1,290,535
Medication Expense	19,915	169,702
Travel-Board/Staff	35,590	221,959
Building Rent/Maintenance	56,289	158,404
Consultants/Contracts	451,226	3,119,905
Other Operating Expenses	207,667	1,348,174
TOTAL EXPENSES	1,851,011	13,153,289
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	213,696	1,172,799
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	77,933	100,900
Capital Outlay-Debt Service Bonds	35,482	248,375
TOTAL CAPITAL EXPENDITURES	113,415	349,274
GRAND TOTAL EXPENDITURES	1,964,425	13,502,563
Excess (Deficiency) of Revenues and Expenses	100,281	823,525

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of March 2013

	YTD March 2013	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	899,038	877,998	21,040
Earned Income	6,127,943	6,181,121	(53,178)
General Revenue-Contract	7,299,107	7,304,539	(5,432)
TOTAL INCOME	14,326,088	14,363,658	(37,570)
EXPENSES:			
Salaries	6,844,609	6,911,153	(66,544)
Employee Benefits	1,290,535	1,313,711	(23,176)
Medication Expense	169,702	183,497	(13,795)
Travel-Board/Staff	221,959	230,875	(8,916)
Building Rent/Maintenance	158,404	162,499	(4,095)
Consultants/Contracts	3,119,905	3,237,332	(117,427)
Other Operating Expenses	1,348,174	1,404,528	(56,354)
TOTAL EXPENSES	13,153,289	13,443,595	(290,306)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,172,799	920,063	252,736
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	100,900	124,611	(23,711)
Capital Outlay-Debt Service Bonds	248,375	248,320	55
TOTAL CAPITAL EXPENDITURES	349,274	372,931	(23,657)
GRAND TOTAL EXPENDITURES	13,502,563	13,816,526	(313,963)
Excess (Deficiency) of Revenues and Expenses	823,525	547,132	276,393

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	248,375	248,320	55
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	248,375	248,320	55

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended March 2013

INCOME:	MONTH OF March 2013	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	118,754	97,762	20,992
Earned Income	882,268	1,401,253	(518,985)
General Revenue-Contract	1,063,685	1,053,076	10,609
TOTAL INCOME	2,064,707	2,552,091	(487,384)
EXPENSES:			
Salaries	944,178	953,623	(9,445)
Employee Benefits	136,147	160,345	(24,198)
Medication Expense	19,915	14,214	5,701
Travel-Board/Staff	35,590	22,679	12,911
Building Rent/Maintenance	56,289	46,167	10,122
Consultants/Contracts	451,226	542,922	(91,696)
Other Operating Expenses	207,667	197,862	9,805
TOTAL EXPENSES	1,851,011	1,937,812	(86,801)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	213,696	614,279	(400,583)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	77,933	65,231	12,702
Capital Outlay-Debt Service Bonds	35,482	35,493	(11)
TOTAL CAPITAL EXPENDITURES	113,415	100,724	12,691
GRAND TOTAL EXPENDITURES	1,964,425	2,038,536	(74,111)
Excess (Deficiency) of Revenues and Expenses	100,281	513,555	(413,274)

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	35,482	35,493	(11)
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,493	(11)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With March 2012 Comparative Data
Year to Date as of March 2013

INCOME:	YTD March 2013	YTD March 2012	Increase (Decrease)
Local Revenue Sources	899,038	1,104,388	(205,350)
Earned Income	6,127,943	5,388,046	739,897
General Revenue-Contract	7,299,107	6,416,830	882,277
TOTAL INCOME	14,326,088	12,909,264	1,416,824
EXPENSES:			
Salaries	6,844,609	6,481,571	363,038
Employee Benefits	1,290,535	1,310,624	(20,089)
Medication Expense	169,702	152,957	16,745
Travel-Board/Staff	221,959	197,707	24,252
Building Rent/Maintenance	158,404	151,446	6,958
Consultants/Contracts	3,119,905	2,661,863	458,042
Other Operating Expenses	1,348,174	1,342,304	5,870
TOTAL EXPENSES	13,153,289	12,298,472	854,817
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,172,799	610,792	562,007
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	100,900	7,401	93,499
Capital Outlay-Debt Service Bonds	248,375	257,583	(9,208)
TOTAL CAPITAL EXPENDITURES	349,274	264,984	84,290
GRAND TOTAL EXPENDITURES	13,502,563	12,563,456	939,107
Excess (Deficiency) of Revenues and Expenses	823,525	345,808	477,717

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	248,375	257,583	(9,208)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	248,375	257,583	(9,208)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With March 2012 Comparative Data
For the Month March 2013

INCOME:	MONTH OF March 2013	MONTH OF March 2012	Increase (Decrease)
Local Revenue Sources	118,754	217,054	(98,300)
Earned Income	882,268	817,083	65,185
General Revenue-Contract	1,063,685	926,379	137,306
TOTAL INCOME	2,064,707	1,960,516	104,191
EXPENSES:			
Salaries	944,178	915,726	28,452
Employee Benefits	136,147	226,443	(90,296)
Medication Expense	19,915	17,147	2,768
Travel-Board/Staff	35,590	27,553	8,037
Building Rent/Maintenance	56,289	34,432	21,857
Consultants/Contracts	451,226	366,449	84,777
Other Operating Expenses	207,667	189,769	17,898
TOTAL EXPENSES	1,851,011	1,777,519	73,492
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	213,696	182,997	30,699
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	77,933	1,449	76,484
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
TOTAL CAPITAL EXPENDITURES	113,415	38,247	75,168
GRAND TOTAL EXPENDITURES	1,964,425	1,815,766	148,659
Excess (Deficiency) of Revenues and Expenses	100,281	144,750	(44,469)

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	35,482	36,798	(1,316)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With February 2013 Comparative Data
As of March 2013

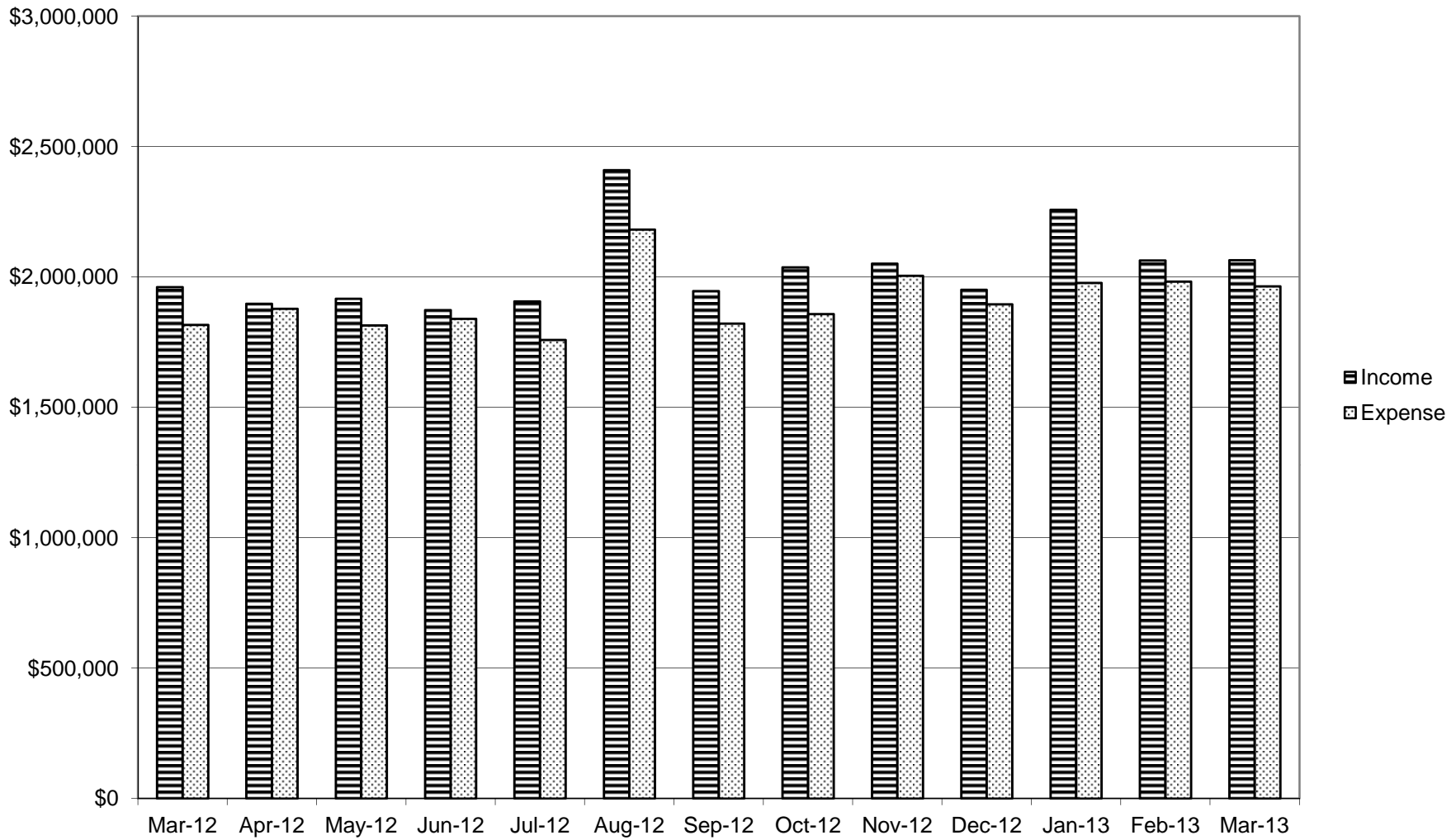
INCOME:	MONTH OF March 2013	MONTH OF February 2013	Increase (Decrease)
Local Revenue Sources	118,754	113,038	5,717
Earned Income	882,268	938,840	(56,573)
General Revenue-Contract	1,063,685	1,011,452	52,232
TOTAL INCOME	2,064,707	2,063,331	1,376
EXPENSES:			
Salaries	944,178	1,006,517	(62,339)
Employee Benefits	136,147	209,981	(73,834)
Medication Expense	19,915	30,140	(10,225)
Travel-Board/Staff	35,590	35,549	41
Building Rent/Maintenance	56,289	25,362	30,927
Consultants/Contracts	451,226	438,493	12,732
Other Operating Expenses	207,667	202,063	5,604
TOTAL EXPENSES	1,851,011	1,948,105	(97,094)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	213,696	115,226	98,470
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	77,933	(803)	78,735
Capital Outlay-Debt Service Bonds	35,482	35,482	-
TOTAL CAPITAL EXPENDITURES	113,415	34,680	78,735
GRAND TOTAL EXPENDITURES	1,964,425	1,982,784	(18,359)
Excess (Deficiency) of Revenues and Expenses	100,281	80,546	19,735

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,482	-
Bond Payments Disbursements			-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,482	-

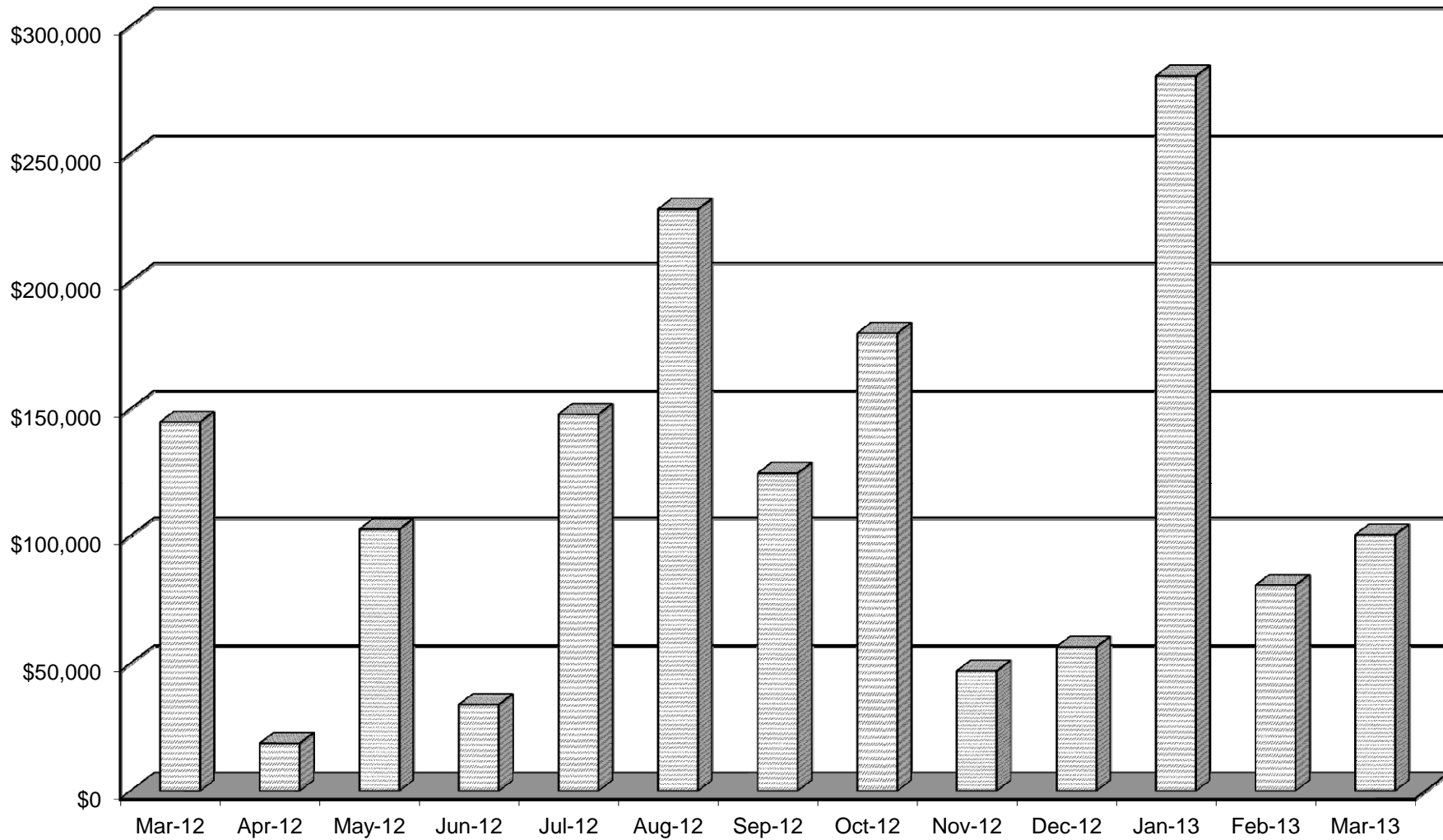
TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended March 2013

	YTD Mental Health March 2013	YTD IDD March 2013	YTD Other Services March 2013	YTD Agency Total March 2013	YTD Approved Budget March 2013	Increase (Decrease)
INCOME:						
Local Revenue Sources	567,009	143,055	188,975	899,039	877,998	21,041
Earned Income	1,683,805	3,619,970	824,169	6,127,943	6,181,121	(53,178)
General Revenue-Contract	6,489,368	809,739	-	7,299,107	7,304,539	(5,432)
TOTAL INCOME	8,740,182	4,572,764	1,013,144	14,326,089	14,363,658	(37,569)
EXPENSES:						
Salaries	4,860,194	1,421,147	563,267	6,844,609	6,911,153	(66,544)
Employee Benefits	900,176	276,703	113,657	1,290,535	1,313,711	(23,176)
Medication Expense	162,787	-	6,915	169,702	183,497	(13,795)
Travel-Board/Staff	144,233	55,030	22,696	221,958	230,875	(8,917)
Building Rent/Maintenance	94,333	51,900	12,172	158,405	162,499	(4,094)
Consultants/Contracts	963,374	2,120,958	35,573	3,119,906	3,237,332	(117,426)
Other Operating Expenses	889,508	328,139	130,528	1,348,175	1,404,528	(56,353)
TOTAL EXPENSES	8,014,605	4,253,877	884,808	13,153,290	13,443,595	(290,305)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	725,577	318,887	128,336	1,172,799	920,063	252,736
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	56,231	28,647	16,022	100,900	124,611	(23,711)
Capital Outlay-Debt Service Bonds	152,583	69,316	26,475	248,374	248,320	54
TOTAL CAPITAL EXPENDITURES	208,814	97,963	42,497	349,273	372,931	(23,657)
GRAND TOTAL EXPENDITURES	8,223,419	4,351,840	927,305	13,502,563	13,816,526	(313,962)
Excess (Deficiency) of Revenues and Expenses	516,763	220,924	85,839	823,525	547,132	276,393
Debt Service and Fixed Asset Fund:						
Bond Payments Receipts	152,583	69,316	26,475	248,374	248,320	(95,737)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	152,583	69,316	26,475	248,374	248,320	(95,737)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES
Income after Expense



Agenda Item: Disposition of 406 Washington, Cleveland, Texas Committee: Business	Board Meeting Date April 25, 2013
Background Information: Staff has been contacted regarding a possible offer for the 406 Washington building in Cleveland. The most recent appraisal for the property was done about 2 years ago and a new appraisal would have to be obtained before the offer could be evaluated. Staff would like to discuss the possibility of moving forward with the sale of this property.	
Supporting Documentation: None at this time. The offer may be available for the Board meeting.	
Recommended Action: Authorize Executive Director, with the Assistance of Legal Counsel, to Negotiate the Sale of 406 Washington in Cleveland, Texas	

<p>Agenda Item: Approve Recommendation to Declare 1999 Ford E350 15 Passenger Van as Surplus</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>April 25, 2013</p>
<p>Background Information:</p> <p>Staff has recommended that the 1999 Ford E350 15 Passenger Van be declared as surplus due to the age of the vehicle, high mileage, increased maintenance and repair costs and safety.</p> <p>Vehicle Descriptions:</p> <ul style="list-style-type: none"> • 1997 Ford E350 15 Passenger Van <ul style="list-style-type: none"> ○ License #850-TNC ○ Mileage as of March 31, 2013 – 227,759 	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Approve Recommendation to Declare 1999 Ford E350 15 Passenger Van as Surplus and Approve Sale to the Highest Bidder</p>	

Agenda Item: Appoint Auditor Selection Committee Committee: Business	Board Meeting Date April 25, 2013
Background Information: Requests for proposals were sent out to accounting firms to perform the annual audit for FY 2013. The proposals were due on April 22 nd and the summary of proposals will be handed out at the Board meeting. After the Board reviews the summary, the presiding officer will need select board members to participate on the Auditor Selection Committee and to determine a date(s) to hold interviews.	
Supporting Documentation: Summary of Auditor Proposals will be provided at the Board meeting.	
Recommended Action: For Information Only	

Agenda Item: Board of Trustees' Unit Financial Statement for March 2013 Committee: Business	Board Meeting Date April 25, 2013
Background Information: None	
Supporting Documentation: March 2013 Board of Trustees' Unit Financial Statement	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2013

	March 13 Actuals	March 13 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 7,408.00	\$ 7,408.00	\$ -	\$ 25,353.00	\$ 25,353.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 7,408.00	\$ 7,408.00	\$ -	\$ 25,353.00	\$ 25,353.00	\$ -	100.00%	\$ 32,395.00
Expenses								
80105030 Application Fees	\$ -	\$ 1.00	\$ (1.00)	\$ -	\$ 10.00	\$ (10.00)	0.00%	\$ 15.00
80105199 Consultant - Other	\$ 3,600.00	\$ 7,210.00	\$ (3,610.00)	\$ 7,207.11	\$ 7,210.00	\$ (2.89)	0.00%	\$ -
80105210 Dues & Memberships	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00	0.00%	\$ -
80105275 Food Items	\$ 436.72	\$ 183.00	\$ 253.72	\$ 1,214.38	\$ 1,285.00	\$ (70.62)	94.50%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 10.42	\$ 19.00	\$ (8.58)	\$ 68.20	\$ 135.00	\$ (66.80)	50.52%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 10,500.00	\$ 10,500.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 13.00	\$ (13.00)	\$ -	\$ 85.00	\$ (85.00)	0.00%	\$ 150.00
80105715 Supplies-Office	\$ -	\$ 12.00	\$ (12.00)	\$ 44.40	\$ 12.00	\$ 32.40	0.00%	\$ -
80105736 Telephone - Air cards	\$ 39.99	\$ -	\$ 39.99	\$ 39.99	\$ -	\$ 39.99	0.00%	\$ -
80105738 Telephone - Mobile Service	\$ 296.90	\$ -	\$ 296.90	\$ 323.95	\$ -	\$ 323.95	0.00%	\$ -
80105750 Training	\$ (650.00)	\$ 250.00	\$ (900.00)	\$ 1,525.00	\$ 2,500.00	\$ (975.00)	61.00%	\$ 3,000.00
80105755 Travel - Local	\$ 160.07	\$ 100.00	\$ 60.07	\$ 556.13	\$ 700.00	\$ (143.87)	79.45%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ -	\$ 400.00	\$ (400.00)	\$ 2,028.76	\$ 2,400.00	\$ (371.24)	84.53%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ 48.16	\$ 383.00	\$ (334.84)	\$ 1,236.84	\$ 2,685.00	\$ (1,448.16)	46.06%	\$ 4,600.00
80105759 Travel - Meals	\$ -	\$ 83.00	\$ (83.00)	\$ 78.68	\$ 585.00	\$ (506.32)	13.45%	\$ 1,000.00
Total Expenses	\$ 5,442.26	\$ 10,154.00	\$ (4,711.74)	\$ 24,833.44	\$ 28,107.00	\$ (3,273.56)	88.35%	\$ 32,395.00
Total Revenue minus Expenses	\$ 1,965.74	\$ (2,746.00)	\$ 4,711.74	\$ 519.56	\$ (2,754.00)	\$ 3,273.56	11.65%	\$ -

UPCOMING MEETINGS

May 23rd, 2013 – Board Meeting

- Longevity Recognition Presentations – February through April
- Approve Minutes from April 25, 2013 Board Meeting
- Community Resources Report for April 2013
- Consumer Services Report for April 2013
- Program Updates for April 2013
- Program Presentation – PATH Program
- Personnel Report for April 2013
- Approve April 2013 Financial Statements
- Board of Trustees' Unit Financial Statement for April 2013
- Select Auditor for FY 2013 Independent Financial Audit
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues

June – No Board Meeting

July 25th, 2013 – Board Meeting

- Shining Star Awards & Longevity Recognition Presentations – May through July
- Approve Minutes from May 23, 2013 Board Meeting
- Community Resources Reports for May & June 2013
- Consumer Services Reports for May & June 2013
- Program Updates for May & June 2013
- Year-to-Date FY 2013 Goals & Objectives Progress Report
- 3rd Quarter FY 2013 Corporate Compliance & Quality Management Report
- 4th Quarter FY 2013 Corporate Compliance Training
- Program Presentation – Texas Home Living Program
- Appoint Nominating Committee for FY 2014 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Reports for May & June 2013
- Approve May 2013 Financial Statements
- Approve June 2013 Financial Statements
- Approve FY 2013 Audit Engagement Letter
- 3rd Quarter FY 2013 Investment Report
- Board of Trustees' Unit Financial Statements for May & June 2013
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues