

# Tri-County Behavioral Healthcare Board of Trustees Meeting

April 28, 2016



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, April 28, 2016. 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 10:05 a.m.

## AGENDA

- I. **Organizational Items**
  - A. Chair Calls Meeting to Order
  - B. Public Comment
  - C. Quorum
  - D. Review & Act on Requests for Excused Absence
- II. **Approve Minutes - March 24, 2016**
- III. **Executive Director's Report - Evan Roberson**
  - A. New HHSC Commissioner
  - B. Suicide Prevention Activities
  - C. TCOOMMI Financial Audit
  - D. Leadership Tri-County
- IV. **Chief Financial Officer's Report - Millie McDuffey**
  - A. FY 2017 Budget Process
  - B. County Annual Funding Request
  - C. Fixed Asset Inventory
  - D. Texas Council Risk Management Fund Board Meeting
  - E. CFO Consortium
- V. **Program Committee**  
Information Items

|                                                                   |             |
|-------------------------------------------------------------------|-------------|
| A. Community Resources Report.....                                | Pages 8-11  |
| B. Consumer Services Report for March 2016.....                   | Pages 12-13 |
| C. Program Updates.....                                           | Pages 14-17 |
| D. Medicaid 1115 Transformation Waiver Project Status Report..... | Pages 18-20 |
| E. Program Presentation - Annual Board & Management Team Training |             |
- VI. **Executive Committee**  
Information Items

|                                                                          |             |
|--------------------------------------------------------------------------|-------------|
| A. Personnel Report for March 2016.....                                  | Pages 21-23 |
| B. Texas Council Risk Management Fund Claims Summary for March 2016..... | Pages 24-25 |
- VII. **Business Committee**  
Action Items

|                                                                                                    |             |
|----------------------------------------------------------------------------------------------------|-------------|
| A. Approve March 2016 Financial Statements.....                                                    | Pages 26-38 |
| B. Approve Change in Authorized Signers for Financial Accounts.....                                | Page 39     |
| C. Select Contractor to Resurface the Psychiatric Emergency Treatment Center Isolation Room.....   | Pages 40-55 |
| D. Approve Contract Negotiation with David Southern to Broker ICF/IID License Sale.....            | Pages 56-62 |
| E. Approve DSHS Youth Empowerment Services Waiver Medicaid Provider Contract #2016-049249-001..... | Pages 63-66 |
| F. Approve FY 2016 Cypress Creek Hospital Contract Amendment.....                                  | Pages 67-68 |
| G. Approve Two Additional Tri-County Consumer Foundation Board of Directors.....                   | Page 69     |

Information Items

- H. Board of Trustees Unit Financial Statement for March 2016 ..... *Pages 70-71*  
I. Building Consolidation Update ..... *Pages 72-76*

**VIII. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney**

Posted By:

Stephanie Eveland  
Executive Assistant

# Tri-County Behavioral Healthcare

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES MEETING March 24, 2016

### Board Members Present:

Patti Atkins  
Tracy Sorensen  
Sharon Walker  
Richard Duren  
Morris Johnson  
Cecil McKnight  
Gail Page  
Jacob Paschal  
Janet Qureshi

### Board Members Absent:

None

### Tri-County Staff Present:

Evan Roberson, Executive Director  
Millie McDuffey, Chief Financial Officer  
Kenneth Barfield, Director of Management Information Systems  
Kathy Foster, Director of IDD Provider Services  
Kelly Shropshire, Director of IDD Authority Services  
Stephanie Eveland, Executive Assistant  
Tabatha Abbott, Cost Accountant  
Jamila Brinson, Legal Counsel

### Guests:

Mike Duncum, WhiteStone Realty

**Call to Order:** Board Chair, Patti Atkins, called the meeting to order at 10:07 a.m. at 1506 FM 2854, Conroe, Texas.

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

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

Board Chair, Patti Atkins, suspended the agenda to move to Executive Committee Information Item VI-A, Board Appointment and Oath of Office. The Oath of Office was recited by Gail Page bringing the quorum to nine (9) members present at 10:11 a.m.



**Resolution #03-16-01**

**Motion Made By:** Tracy Sorensen

**Seconded By:** Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Morris Johnson, Cecil McKnight, Gail Page and Jacob Paschal that it be...

**Resolved:**

That the Board approve the minutes of the February 25, 2016 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 was reviewed for information purposes only.

The Consumer Services Report for February 2016 was reviewed for information purposes only.

The Program Updates were reviewed for information purposes only.

The FY 2016 Goals and Objectives Progress Report was reviewed for information purposes only.

The 2<sup>nd</sup> Quarter FY 2016 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 3<sup>rd</sup> Quarter FY 2016 Corporate Compliance Training was reviewed for information purposes only.

**EXECUTIVE COMMITTEE:**

The Personnel Report for February 2016 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for February 2016 was reviewed for information purposes only.

**BUSINESS COMMITTEE:**

**Resolution #03-16-02**

**Motion Made By:** Morris Johnson

**Seconded By:** Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page, Jacob Paschal and Janet Qureshi that it be...

**Resolved:**

That the Board approve the February 2016 Financial Statements.

**Resolution #03-16-03**

**Motion Made By:** Morris Johnson

**Seconded By:** Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page, Jacob Paschal and Janet Qureshi that it be...

**Resolved:**

That the Board approve the FY 2016 Budget Revision.

**Resolution #03-16-04**

**Motion Made By:** Tracy Sorensen

**Seconded By:** Jacob Paschal, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Morris Johnson, Cecil McKnight, Gail Page and Janet Qureshi that it be...

**Resolved:**

That the Board direct staff to pursue selling the license for the ICF/IID homes with the understanding that the negotiated sale include the continuation of Tri-County Behavioral Healthcare providing Day Habilitation Services in Liberty and Walker Counties.

Board Chair, Patti Atkins, suspended the agenda to move to Business Committee Information Item VII-H, Building Consolidation Update. Mike Duncum, from WhiteStone Realty, presented the report.

**Resolution #03-16-05**

**Motion Made By:** Morris Johnson

**Seconded By:** Richard Duren, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Cecil McKnight, Gail Page, Jacob Paschal and Janet Qureshi that it be...

**Resolved:**

That the Board approve the HHSC Enterprise Agency Contract Amendment #537-16-0124-00035B.

**Resolution #03-16-07**

**Motion Made By:** Morris Johnson

**Seconded By:** Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page, Jacob Paschal and Janet Qureshi that it be...

**Resolved:**

That the Board approve Ms. Jane Fetterman and Mr. Mike Cooley to serve on the Montgomery Supported Housing, Inc. Board for terms which expire on January 1, 2018.

The 2<sup>nd</sup> Quarter FY 2016 Investment Report was reviewed for information purposes only.

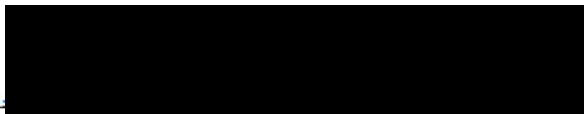
The Board of Trustees Unit Financial Statement for February 2016 was reviewed for information purposes only.

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

**There was no need for Executive Session.**

**The regular meeting of the Board of Trustees adjourned at 11:11 a.m.**

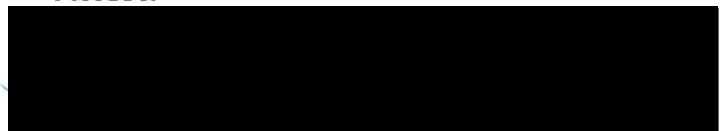
**Adjournment:**



Patti Atkins  
Chair

Date

**Attest:**



Sharon Walker  
Secretary

Date



## Executive Director's Report

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*April 28, 2016*

### **Announcements**

- The next Board meeting is scheduled for Thursday, May 26, 2016.
- I wanted to let each of you know that there is still time to register for the Texas Council Annual Conference, June 22-24, 2016 in San Antonio. Our psychologist, Dr. Quintero-Conk and our Veterans Liaison, Ashley Taylor will be presenting at two of the breakout sessions and I may be speaking at one as well. If you are interested in attending, please notify Stephanie or me.
- The East Texas Behavioral Health Network has decided to have their annual Board Retreat in Galveston on September 8-9, 2016. Please keep this date in mind on your calendar and we will be in touch with you once we know more details. If you are interested, please contact Stephanie or me and we will get your name on the list.
- On May 11, 2016, the Psychiatric Emergency Treatment Center will have been open for five (5) years. As challenging as the program has been at times, it is hard to imagine where the community would have been without it. Since opening, Tri-County has admitted 2,462 people to the PETC, including 494 persons thus far in FY 2016.

While other Centers have recently been funded to do what we are doing, we continue to be the only free-standing Crisis Stabilization Unit in the state.

- On April 13, 2016, the first Veterans Treatment Court Graduation Ceremony was held in the 359<sup>th</sup> District Court presided over by Judge Kathleen Hamilton. The Montgomery County program, which is only about a year old, was developed out of the Harris County Veterans Court, and the first two graduates started there. The program allows veterans with qualifying psychiatric disorders and qualifying misdemeanors to go on probation while participating in court ordered mental health treatment. Ashley Taylor, Ashley Hubbard (our part-time staff person) and several community volunteers serve as Veterans Court Mentors for the program. Upon completion of the program, the veterans have all charges expunged from their record. Montgomery County has been resistant to specialty courts and it was good to see both the District Attorney Bret Ligon and Representative Will Metcalf at this event.
- I have been asked to serve on the Montgomery County Mental Health Treatment Court Advisory Committee. The Mental Health Treatment Court will succeed the Managed Assigned Council program that runs out of grant funding this year. The goal of the

Mental Health Treatment Court is to divert eligible persons with mental illness from the county jail. The Mental Health Treatment Court will also have a planning committee made up of 'people in the trenches' to help develop resources for this program. Lisa Bradt, Criminal Justice Services Administrator, has been asked to serve on this planning committee.

- On April 26, 2016, the second annual Veterans Expo was held at the Lone Star Convention Center. Our Veteran Services Liaison, Ashley Taylor, has been one of the driving forces on the committee that plans the Expo. This year, 150 veterans were connected with approximately 120 employers, local organizations, state agencies, and federal partners. *I have attached an article about this event that was published in the Conroe Courier on April 26, 2016.*



**Ashley Hubbard, Evan Roberson, Ashley Taylor | Veterans Expo**

- I also wanted to let you know that our Crisis Intervention Response Team (CIRT) began working with the Conroe Police Department two (2) weeks ago and our two (2) staff have already made several mental health related calls. We look forward to the impact of this program on the community. *I have also attached an email from Sergeant James Kelemen Sr. commending CIRT.*
- We are still awaiting further information on the renewal for Demonstration Years (DY) 6-10 of the Medicaid 1115 Transformation Waiver. As I know you will understand, any program that involves both state and local governmental processes and politics can be difficult to predict. HHSC has requested a 15 month extension of the Waiver for DY 6 and Centers are awaiting further details. If decisions need to be made about whether we can continue the 1115 programs, an agenda item would be added to the Board agenda for discussion.

- I am very glad to announce that we have hired Annette Adams to serve as our new Behavioral Health Director. Annette is a Texas native that has worked for many years in the state of Maine. In addition to working for a psychiatric hospital chain there, she also worked at the Aroostook Community Mental Health Center and most recently as the Behavioral Health Practice Director for a Federally Qualified Healthcare Clinic in Bangor, Maine.

Annette hit the ground running on March 28<sup>th</sup> and has been working hard to get the lay of the land here at Tri-County. Welcome Annette.

- The cake today is in honor of Mr. Cecil McKnight who celebrated a birthday on April 9<sup>th</sup>.

### **New HHSC Commissioner**

- As many of you may now be aware, Chris Traylor, the Executive Commissioner of the Texas Health and Human Services Commission (which is the parent organization of DSHS and DADS) has announced his retirement effective May 31, 2016. Commissioner Traylor was the lead on the reorganization of HHSC in response to Senate Bill 200 that included Sunset recommendations to consolidate HHSC Departments including the Department of State Health Services (DSHS), Department of Aging and Disability Services (DADS) and the Department of Assistive and Rehabilitation Services (DARS). In a Transitional Oversight Hearing on March 31<sup>st</sup>, Commissioner Traylor had many questions raised by legislators about his draft consolidation plan.

Executive Commissioner Traylor was the former Commissioner of the DADS and was a friend to Community Centers. A replacement has not yet been named.

### **Suicide Prevention Activities**

- On April 23<sup>rd</sup>, Tri-County had 18 staff and family members that participated in Sam Houston State University's first 'Out of the Darkness' suicide awareness walk. In addition to participating in the event and handing out lots of information, I spoke briefly with those that attended about suicide and the services we have available. In total, there were 105 participants with over \$3,000 raised for research for suicide awareness and prevention.

On May 4<sup>th</sup>, as a response to five (5) CISD students that committed suicide, the First United Methodist Church in the Woodlands will be hosting Kevin Hines, a survivor of a jump off of the Golden Gate Bridge, to talk about suicide. In addition, Judge Wayne Mack and two (2) families that have been affected by suicide will also speak. Tri-County will have an information table at the event and will have licensed counselors on hand in case persons attending need to visit.

In addition, as a part of a new campaign Tri-County is launching called 'I Choose Life,' Catherine Prestigiovanni has arranged for 'The Walking Man' movie to be shown at the Crighton Theatre in Conroe and a panel discussion with Mark Norwine, a mental health advocate. Catherine, Millie McDuffey and Patti Atkins heard this presentation at the

National Council this year and we are thrilled to have him in Conroe. More information to come once all of the details are worked out, but the tentative date for the event is June 9<sup>th</sup>. *I have attached a flyer about his presentation.*

### **TCOOMMI Financial Audit**

- Our Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI) program had a financial audit on April 12-14<sup>th</sup>. The TCOOMMI fiscal auditor was very complementary of our program and our staff, and there were no 'findings' in the audit. He found one employee local mileage log that was slightly wrong (to the employees favor) and there was some discussion about accrual vs. cash reporting for revenue, but everything was explained to the auditor's satisfaction. Lisa Bradt, our Criminal Justice Services Liaison, and our fiscal team do an outstanding job and we were very pleased with the results.

### **Leadership Tri-County**

- As a response to a FY 2015 Board Goal to implement leadership development courses for managers, Tri-County began 'Leadership Tri-County' in July of 2015. Tri-County contracted with management consultant Jon Stigliano to work with these staff for ten (10) months on a variety of topics related to understanding their management style, leadership and personnel management. Feedback from the managers was very positive and we are looking forward to beginning our next class starting in July.



**First Graduating Class | Leadership Tri-County**



# 150 veterans connect with employers at second annual expo

By Meagan Ellsworth | Posted: Tuesday, April 26, 2016 10:23 pm

The community came together to connect veterans to resources on Tuesday in Conroe.

About 120 local organizations, state agencies, and federal partners set up booths at the Lone Star Convention Center to provide a free expo for veterans from Montgomery, Walker, and Liberty counties.

The event included education representatives, career placement representatives, employers who hire veterans, veteran entrepreneurship opportunities, VA eligibility and claims, VA justice outreach, legal information, medical information, on-site counseling, Reserve and National Guard components, VFW and American Legion representatives, veteran-to-veteran peers, and local veteran service organizations.

It's the second year for the event to be held; however this year a sponsor made it possible for the event to offer free lunch as well.

Hosted by the Veterans Taskforce, Army veteran Ashley Taylor spearheaded the event. Taylor is the Veteran Services liaison with Tri-County Behavioral Healthcare.

Taylor said about 35,000 veterans live in Montgomery County.

United Way of Greater Houston Assistant Manager Cornelius Blackshear, also a veteran who participated in the event, said more veterans are anticipated to move to the area. He said United Way is working to bring more services to the area for veterans.

Transitioning to civilian life is a challenge Blackshear experienced first-hand. He feels the expo is one way both entities are meeting veterans in the middle by letting military men and women know which companies are hiring.

Part of the task he has is to assess the needs of the area, and both he and Taylor said there is a great need for transportation and affordable housing for the veterans who are transitioning back into civilian life and searching for employment.



## 150 veterans connect with employers at second annual expo

Sgt. Scott McGovern, of Lone Star Airport Aviation, left, and Trish Quintanilla, an Air Force veteran who works with Conroe Appliances, chat about ways to hire more veterans on Tuesday at the Lone Star Convention and Expo Center.

Taylor and Blackshear shared that veterans are “America’s greatest asset” that some companies specifically seek because of the training received in the military.

Conroe resident and retired Marine Corps veteran Harry Sanchez attended the expo.

As a former personnel and project officer, which is a program manager in the military, Sanchez values the true meaning of team that he learned in the military.

He said one challenge he’s noticed is a disconnect between veterans and employers, including a language barrier — military jargon.

When Sanchez first got out, he said he didn’t know what the “big deal” was with transitioning to civilian life. Now that he has been retired for 10 years, he said he understands.

He used finance and accounting as an example. On the commercial side, there are various systems he said like SAP, Edward Jones, and Oracle. But in the military, he said you have one particular system that is really customized.

“The transferrable skills you can connect the dots,” Sanchez said. “But it is also a team effort from the commercial side and the military trying to understand the middle ground and I think that is the biggest challenge. If you talk to me and other veterans they are all going to say the same thing.”

He commended the expo on Tuesday for helping veterans in the search for resources, especially during a time when he said some people can forget what is important.

“It’s nice,” he said. “It gives a lot of information, it helps the veterans, it’s good to see the area is actively engaging in helping our brothers and sisters get back on their feet.”

By the end of the event, Taylor said at least 150 veterans attended.

There were many caregivers, spouses, and community advocates in attendance as well.

“One employer stated that they found a veteran who held a very specific certification that they had been looking for, for months and are anxious to get him started,” Taylor said.

Taylor said the border patrol, the Montgomery County Sheriff’s Office, and the Conroe Fire Department all said they received multiple viable candidates and are looking forward to the next step in hiring.

“I also found out that there were a couple employers who hired veterans on the spot,” she said.

## Evan Roberson

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**From:** Breanna Robertson  
**Sent:** Wednesday, April 27, 2016 11:27 PM  
**To:** Evan Roberson  
**Subject:** FW: CIRT  
**Attachments:** image001.jpg; image002.jpg

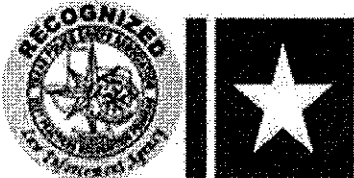
FYI

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**From:** Kelemen, James [mailto:jkelemen@cityofconroe.org]  
**Sent:** Wednesday, April 27, 2016 4:03 PM  
**To:** Breanna Robertson  
**Subject:** CIRT

I was out at PETC for most of the encounter today but do not have all the details. What I do know is Mr. Futrell did an exemplary job in the face of great danger to bring this to safe conclusion. We will certainly pick this apart in the next few days for future incident responses but I'd say that CIRT was a success today. Please forward my gratitude to your clinician for a job well done.

**Sergeant James Kelemen Sr., LCC #73**  
**Conroe Police Department**  
**Patrol Shift 2**  
**936-522-3272 office**  
**936-522-3375 fax**  
[jkelemen@cityofconroe.org](mailto:jkelemen@cityofconroe.org)



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**Breanna Robertson MS, NCC, LPC-S**  
Director of Crisis Services  
936-538-1118

# WALKING MAN

ONE IN FIVE AMERICANS LIVE WITH A MENTAL DISORDER  
NO ONE DOES IT ALONE



PROVIDED BY



Norwine  
Behavioral Health  
Advocates

CONSULTATION AND PRESENTATION SERVICES

[walkingmanmovie.com](http://walkingmanmovie.com)



## THE WALKING MAN - MARK NORWINE

**A**fter a Missouri high school loses three students to suicide, Mark Norwine embarks on a 200-mile walk across the state, seeking to educate students and better understand the epidemic for himself. Mark is joined by his son, Eric, but when the road proves difficult, father and son must confront their own mental health struggles, which they've kept secret until now. Endorsed by universities and mental health organizations across America, *Walking Man* is an honest look at one family's journey with mental illness.

Mark Norwine is a consultant for CHADS Coalition (**C**ommunities **H**ealing **A**dolescent **D**epression and **S**uicide), a behavioral health organization based in St. Louis, Missouri. As a certified peer specialist and Olweus Bullying Prevention trainer, Mark has educated and presented in over 75 schools across the United States.

Mark graduated from the University of Missouri-Columbia in 1982 with a bachelor of science in secondary education. In 1989 he earned a bachelor of arts in elementary education with a certification in learning disabilities from the University of Missouri-St. Louis. After teaching five years at the high school level, Mark ventured into the private sector for 15 years. Mark's struggle with undiagnosed bipolar disorder took him on an unpredictable journey from age 30 to age 52. Upon his diagnosis, Mark found his true calling as a behavioral health advocate, educating families, schools and organizations on the impact of mental illness in their communities.

Mark has been married for 30 years to his beautiful and patient wife, Lisa. They have three wonderful children.



## NBHA PRESENTATIONS AND PROFESSIONAL DEVELOPMENT

- Walking Man Movie Screening with Q & A
- The Signs of Depression and Suicide
- My Ordinary Life (Autobiographical, based on the book, *Walking Man*)
- Bullying Prevention—Linking Bullying to Mental Illness
- Bipolar Disorder
- Mental Illness and Stigma
- The Straight A Student: Academics, Appearance, Athletics

## CONSULTING SERVICES

- Developing a School with Empathy
- Creating a Peer-to-Peer Ambassador Program
- Providing Mentoring for your Students
- Staff Training Using the Olweus Bullying Prevention Program

"Through a series of remarkably intimate, engaging, and often very funny conversations, the Norwine family brings us in to their own struggle with mental illness and suicide attempts and their journey toward appropriate diagnosis, recovery and healing. It is a remarkable film, both educational and powerful."

**MARK SCHECTER, M.D.,** *Psychology Professor - HARVARD UNIVERSITY*

"After screening the film at Columbia, I can attest Walking Man has the power to get young people talking. And, in some cases, talking is the difference between life and death."

**MARKUS REDDING,** *Sociology Professor - COLUMBIA UNIVERSITY*

"Walking Man has been a gift to students who feel alone in their plight with a mental disorder."

**LISA EHRET,** *Counselor - ORANGE LUTHERAN HIGH SCHOOL*



# WALKING MAN

## MOVIE REVIEWS

### ST. LOUIS POST DISPATCH

"Director Joshua Salzberg wisely focuses the documentary on the Norwine's to illustrate the difficulties of living with mental illness. Equally moving are the interviews with Mark's wife, Lisa, who tells about her own fears as she tries to stay supportive of her family members."

### PALM BEACH DAILY NEWS

"Mark Norwine's story proves that it's never too late to receive help to manage mental illness."

### REVIEW STL

"Not only does it raise awareness of the effects of the stigmas of mental health, suicide and bullying, but it does so in a refreshing way that treats its audience with respect."

### ST. LOUIS PUBLIC RADIO

"Director Josh Salzberg skillfully intercuts their candid discussions with narrative from Mark's wife as well as news coverage of his walk and school assemblies where Mark gives his pitch for compassion and understanding, followed by one-on-one meetings with students."

FOR MORE INFORMATION, PLEASE CONTACT:

Mark Norwine

[mnorwine@gmail.com](mailto:mnorwine@gmail.com) | 314.307.6272



Norwine  
Behavioral Health  
Advocates

[nbhadvocates.com](http://nbhadvocates.com)



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

### **April 28, 2016**

**FY 2017 Budget Process** – Preparations for the FY 2017 budget process have commenced. Starting in May, meetings will be held with all cost center managers for budget and training. Each manager will be provided with their budget worksheets and historical trending data to plan for the next fiscal year. The first draft of the manager budgets will be due back from each manager by the middle of June. All cost center budgets will be consolidated into the master budget and compared to the current year trends. A final budget should be available by the July Board meeting depending on when the new allocations will be received from both DADS and DSHS.

**County Annual Funding Request** – All County funding requests will be submitted over the next couple of weeks. Montgomery County's request is going out this week. Then the County offices normally announce their budget hearing dates in early summer.

**Fixed Asset Inventory** – The fixed asset inventory process is about to get under way. Every two years, a complete inventory count is conducted. Therefore, this year is a complete count. Last year, programs that had moved and all new items purchased were verified. This year, a complete review of all inventoried items is done. This is a pretty labor intensive process so building coordinators are required to assist with the actual count at each location.

**Texas Council Risk Management Fund Board Meeting** – The board meeting will be held in Austin at the Crowne Plaza Hotel on May 5<sup>th</sup> and 6<sup>th</sup>. On May 5<sup>th</sup>, we will be focusing on Strategic Planning for the fund and the actual board meeting will be the morning of May 6<sup>th</sup>.

**CFO Consortium** – Millie is at the CFO Consortium meeting which is going on today and tomorrow.

These are the items that are currently on the Preliminary Agenda:

- Presentation on Employee vs Independent Contractor
- IT Security Issues and Risk Management Strategies

- MBOW Training
- Managed Care Steering Committee Update
- CCBHS Update
- Report III Training
- Revenue Maximization Committee Update – Charges for Services
- Overview of HHSC Management of MCO's
- Texas Council Updates on 1115 Waiver, Quality Assurance Activities, HHSC Set Capitation Rates, Managed Care, Community First Choice, RFP – DSHS Contract Measures and Certified Community BH Centers

The MBOW and Report III Training will be able to be accessed by staff at the centers by conference call. This will allow more staff to receive this training and not have to travel to Austin.

|                                                                                 |                                                 |
|---------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Community Resources Report<br><br><b>Committee:</b> Program | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                                      |                                                 |
| <b>Supporting Documentation:</b><br><br>Community Resources Report              |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                   |                                                 |

# Community Resources Report

## March 25, 2016 – April 28, 2016

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### Volunteer Hours:

| Location     | March        |
|--------------|--------------|
| Conroe       | 216.5        |
| Cleveland    | 0            |
| Liberty      | 118          |
| Huntsville   | 29           |
| <b>Total</b> | <b>363.5</b> |

### COMMUNITY ACTIVITIES:

|         |                                                                       |               |
|---------|-----------------------------------------------------------------------|---------------|
| 3/26/16 | Tomball Veterans Basic Training                                       | Tomball       |
| 3/28/16 | Conroe Veterans Basic Training                                        | Conroe        |
| 3/29/16 | CHI St. Luke's Mental Health Focus Group Meeting                      | The Woodlands |
| 3/29/16 | Camp Hope Tour with Veterans Treatment Court                          | Houston       |
| 3/30/16 | DADS Presentation – Conroe Noon Lions Club                            | Conroe        |
| 3/30/16 | Emergency Veteran Hearing from Veterans Treatment Court               | Conroe        |
| 3/30/16 | Veterans Meeting with TCOOMMI Program                                 | Conroe        |
| 3/31/16 | Liberty County Child Fatality Review Team                             | Dayton        |
| 4/1/16  | Veterans Trauma Presentation                                          | Conroe        |
| 4/1/16  | Conroe Noon Lions Club Community Outreach Project                     | Conroe        |
| 4/2/16  | Lone Star Veterans Association Final Four Mile Walk                   | Houston       |
| 4/4/16  | Montgomery County Homeless Coalition Board Meeting                    | Conroe        |
| 4/5/16  | Montgomery County Area Business Women's Coffee                        | Conroe        |
| 4/5/16  | Montgomery County United Way Health & Wellness Impact Council Meeting | The Woodlands |
| 4/5/16  | Bring Everyone In The Zone Veterans Meeting                           | Liberty       |
| 4/6/16  | Sam Houston State University Health Fair                              | Huntsville    |
| 4/6/16  | American Legion Executive Board Meeting                               | Conroe        |
| 4/6/16  | CHI St. Luke's Community Health Needs Assessment                      | The Woodlands |
| 4/6/16  | Veterans of Foreign Wars Monthly Meeting                              | Conroe        |
| 4/6/16  | Conroe ISD Meeting with Youth Substance Abuse Prevention              | Conroe        |
| 4/6/16  | Conroe Noon Lions Club Luncheon                                       | Conroe        |
| 4/7/16  | Cleveland Chamber of Commerce Luncheon                                | Cleveland     |
| 4/7/16  | Healthier U Wellness Expo – Lone Star College                         | The Woodlands |
| 4/7/16  | Hiring Our Heroes Workforce Solutions Panel                           | Conroe        |
| 4/7/16  | MCUW – Leadership Montgomery County Volunteer Fair                    | Conroe        |
| 4/7/16  | Walker County Community Resource Coordination Group                   | Huntsville    |
| 4/7/16  | Liberty County Chamber of Commerce Business Expo                      | Liberty       |
| 4/8/16  | Conroe ISD Meeting – Referral of Students/Families                    | Conroe        |
| 4/8/16  | Liberty County Chamber of Commerce Annual Meeting                     | Liberty       |

**COMMUNITY ACTIVITIES (cont'd):**

|         |                                                                           |               |
|---------|---------------------------------------------------------------------------|---------------|
| 4/8/16  | Competency Restoration Meeting – Montgomery County Mental Health Facility | Conroe        |
| 4/8/16  | Conroe Noon Lions Club Community Outreach Event                           | Conroe        |
| 4/12/16 | Senior Services Network Luncheon                                          | The Woodlands |
| 4/12/16 | Veterans Networking Luncheon Interfaith Ministries                        | The Woodlands |
| 4/12/16 | American Legion Monthly Meeting                                           | Conroe        |
| 4/12/16 | Spring Sheriff's Office Veterans Training Meeting                         | Spring        |
| 4/12/16 | Sam Houston State University Partnership Meeting                          | Huntsville    |
| 4/12/16 | Montgomery County Child Fatality Review Team                              | Conroe        |
| 4/13/16 | Walker County Child Fatality Review Team                                  | Huntsville    |
| 4/13/16 | Military Veteran Peer Network Meeting                                     | Conroe        |
| 4/13/16 | Conroe Noon Lions Club Luncheon                                           | Conroe        |
| 4/13/16 | Veterans Treatment Court Graduation Ceremony                              | Conroe        |
| 4/13/16 | Montgomery County Commissioner's Meeting                                  | Willis        |
| 4/14/16 | Woodlands Area Chamber of Commerce Volunteer Luncheon                     | The Woodlands |
| 4/14/16 | Veterans Group Visit at Jester Unit Jail                                  | Richmond      |
| 4/14/16 | Huntsville Chamber of Commerce Breakfast                                  | Huntsville    |
| 4/14/16 | DARS Networking Lunch with Chevron-Phillips                               | The Woodlands |
| 4/14/16 | Kid's World Health Fair                                                   | Willis        |
| 4/15/16 | Montgomery County Commissioner's Meeting                                  | New Caney     |
| 4/15/16 | Mental Health Court – Montgomery County Courthouse                        | Conroe        |
| 4/16/16 | Good Shepherd Mission Volunteer Day of Service                            | Huntsville    |
| 4/18/16 | Military Veteran Peer Network Basic Training                              | Conroe        |
| 4/19/16 | Walker County Community Resource Coordination Group                       | Huntsville    |
| 4/19/16 | IDD Authority Provider Meeting                                            | Conroe        |
| 4/20/16 | Conroe Noon Lions Club Luncheon                                           | Conroe        |
| 4/20/16 | Huntsville Rotary Club Luncheon                                           | Huntsville    |
| 4/21/16 | Huntsville Veterans Affairs Advisory Board Meeting                        | Huntsville    |
| 4/26/16 | 2 <sup>nd</sup> Annual Veteran's Expo                                     | Conroe        |
| 4/26/16 | MC Business Women's Association Luncheon                                  | Conroe        |
| 4/26/16 | United Way Houston Annual Meeting                                         | Houston       |
| 4/27/16 | Conroe Noon Lions Club Luncheon                                           | Conroe        |
| 4/27/16 | Administrative Professionals Luncheon                                     | Liberty       |
| 4/28/16 | Veterans Treatment Court                                                  | Conroe        |
| 4/28/16 | Montgomery County United Way Community Partners Meeting                   | Conroe        |

**UPCOMING ACTIVITIES:**

|         |                                                     |        |
|---------|-----------------------------------------------------|--------|
| 4/30/16 | Relay for Life of Conroe                            | Conroe |
| 4/30/16 | Conroe KidzFest                                     | Conroe |
| 5/2/16  | Montgomery County Homeless Coalition Board Meeting  | Conroe |
| 5/2/16  | Conroe Noon Lions Club Luncheon                     | Conroe |
| 5/4/16  | Conroe ISD Event – Increase Mental Health Awareness | Conroe |

**UPCOMING ACTIVITIES (cont'd):**

|         |                                                                  |            |
|---------|------------------------------------------------------------------|------------|
| 5/5/16  | Cleveland Chamber of Commerce Luncheon                           | Cleveland  |
| 5/5/16  | Walker County Community Resource Coordination Group              | Huntsville |
| 5/12/16 | Huntsville Chamber of Commerce Breakfast                         | Huntsville |
| 5/17/16 | Montgomery County Community Resource Coordination Group          | Conroe     |
| 5/18/16 | Jail Diversion Working Group – Montgomery County Adult Probation | Conroe     |

|                                                                                              |                                                 |
|----------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Consumer Services Report for March 2016<br><br><b>Committee:</b> Program | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                                                   |                                                 |
| <b>Supporting Documentation:</b><br><br>Consumer Services Report for March 2016              |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                |                                                 |



# Consumer Services Report

## March 2016

| Consumer Services                                      | Montgomery County | Cleveland  | Liberty    | Walker County | Total       |
|--------------------------------------------------------|-------------------|------------|------------|---------------|-------------|
| <b>Crisis Services, MH Adults/Children</b>             |                   |            |            |               |             |
| Persons Screened, Intakes, Other Crisis Services       | 468               | 37         | 34         | 64            | <b>603</b>  |
| Crisis and Transitional Services (LOC 0, LOC 5)        | 61                | 1          | 3          | 1             | <b>66</b>   |
| Psychiatric Emergency Treatment Center (PETC) Served   | 60                | 4          | 2          | 4             | <b>70</b>   |
| Psychiatric Emergency Treatment Center (PETC) Bed Days | 300               | 12         | 12         | 20            | <b>344</b>  |
| Contract Hospital Admissions                           | 9                 | 0          | 0          | 2             | <b>11</b>   |
| Diversion Admits                                       | 13                | 1          | 0          | 3             | <b>17</b>   |
| Total State Hospital Admissions                        | 3                 | 1          | 1          | 0             | <b>5</b>    |
|                                                        |                   |            |            |               |             |
| <b>Routine Services, MH Adults/Children</b>            |                   |            |            |               |             |
| Adult Service Packages (LOC 1m,1s,2,3,4)               | 1015              | 151        | 104        | 99            | <b>1369</b> |
| Adult Medication Services                              | 716               | 63         | 65         | 96            | <b>940</b>  |
| Child Service Packages (LOC 1-4 and YC)                | 461               | 35         | 17         | 64            | <b>577</b>  |
| Child Medication Services                              | 232               | 18         | 6          | 27            | <b>283</b>  |
| TCOOMMI (Adult Only)                                   | 115               | 26         | 20         | 12            | <b>173</b>  |
| Adult Jail Diversions                                  | 5                 | 0          | 0          | 0             | <b>5</b>    |
|                                                        |                   |            |            |               |             |
| <b>Persons Served by Program, IDD</b>                  |                   |            |            |               |             |
| Number of New Enrollments for IDD Services             | 31                | 2          | 0          | 6             | <b>39</b>   |
| Service Coordination                                   | 662               | 46         | 54         | 66            | <b>828</b>  |
|                                                        |                   |            |            |               |             |
| <b>Persons Enrolled in Programs, IDD</b>               |                   |            |            |               |             |
| Center Waiver Services (HCS, Supervised Living, TxHmL) | 42                | 5          | 20         | 23            | <b>90</b>   |
| Contractor Provided ICF-MR                             | 18                | 10         | 10         | 6             | <b>44</b>   |
|                                                        |                   |            |            |               |             |
| <b>Substance Abuse Services</b>                        |                   |            |            |               |             |
| Children and Youth Prevention Services                 | 123               | 0          | 113        | 0             | <b>236</b>  |
| Youth Substance Abuse Treatment Services/COPSD         | 17                | 0          | 0          | 1             | <b>18</b>   |
| Adult Substance Abuse Treatment Services/COPSD         | 30                | 0          | 0          | 6             | <b>36</b>   |
|                                                        |                   |            |            |               |             |
| <b>Interest Lists as of Month End</b>                  |                   |            |            |               |             |
| Home and Community Based Services Interest List        | 1707              | 129        | 138        | 148           | <b>2122</b> |
|                                                        |                   |            |            |               |             |
| <b>March Served by County</b>                          |                   |            |            |               |             |
| Adult Mental Health Services                           | 1378              | 167        | 124        | 184           | <b>1853</b> |
| Child Mental Health Services                           | 549               | 39         | 18         | 73            | <b>679</b>  |
| Intellectual and Developmental Disabilities Services   | 743               | 47         | 55         | 77            | <b>922</b>  |
| <b>Total Served by County</b>                          | <b>2670</b>       | <b>253</b> | <b>197</b> | <b>334</b>    | <b>3454</b> |
|                                                        |                   |            |            |               |             |
| <b>February Served by County</b>                       |                   |            |            |               |             |
| Adult Mental Health Services                           | 1370              | 168        | 114        | 177           | <b>1829</b> |
| Child Mental Health Services                           | 531               | 44         | 23         | 63            | <b>661</b>  |
| Intellectual and Developmental Disabilities Services   | 709               | 49         | 58         | 72            | <b>888</b>  |
| <b>Total Served by County</b>                          | <b>2610</b>       | <b>261</b> | <b>195</b> | <b>312</b>    | <b>3378</b> |
|                                                        |                   |            |            |               |             |
| <b>January Served by County</b>                        |                   |            |            |               |             |
| Adult Mental Health Services                           | 1380              | 160        | 104        | 193           | <b>1837</b> |
| Child Mental Health Services                           | 510               | 41         | 21         | 63            | <b>635</b>  |
| Intellectual and Developmental Disabilities Services   | 710               | 54         | 60         | 73            | <b>897</b>  |
| <b>Total Served by County</b>                          | <b>2600</b>       | <b>255</b> | <b>185</b> | <b>329</b>    | <b>3369</b> |

|                                                                      |                                                 |
|----------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Program Updates<br><br><b>Committee:</b> Program | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                           |                                                 |
| <b>Supporting Documentation:</b><br><br>Program Updates              |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>        |                                                 |

# **Program Updates**

## **March 25, 2016 – April 28, 2016**

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### **MH Crisis Services**

1. The Crisis Intervention Response Team (CIRT) was ready for community deployment the week of April 17<sup>th</sup>. CIRT covers 61 square miles in Montgomery County which is designated as Conroe Police Department's jurisdiction.
2. The Director of Crisis Services and the Coordinator of Outpatient Crisis Services attended a crisis conference called "Connections" in Corpus Christi on April 12<sup>th</sup> and 13<sup>th</sup>. There were informative sessions on trauma-informed care and recovery strategies.
3. The Chief Nursing Officer (CNO) at Conroe Regional Medical Center requested education for the hospital's nursing staff on substance abuse disorders. Outreach has been made to coordinate a meeting with the CNO to identify specific needs and to expand knowledge on this subject matter. Partnering with the hospital in this area will likely improve the quality of care provided to those affected by substance-related conditions.

### **MH Adult Services**

1. An applicant has been chosen for the vacancy in Huntsville. They are currently in the process of computer testing.
2. We continue to have a psychiatric prescriber (MD or APRN) at the William E. Hall Facility in Conroe. The Center is currently contracting with ETBHN for an APRN to see patients via televideo and our Medical Director is seeing Assertive Community Treatment Team staff on Monday afternoons.
3. We have more adults in Full Levels of Care than at any point in our history.

### **MH Child Services**

1. Child Mental Health Services continues to experience significant growth and are challenged with hiring more staff as quickly as possible.
2. Youth Empowerment Services Waiver and Wraparound Services are being utilized more due to the growing population and increasing complexity of needs within our C&A caseloads.

### **Criminal Justice Services**

1. There were two (2) Jail Diversion admissions in March for a total of six (6) currently in FY 2016.
2. TCOOMMI adult caseloads are at 165 individuals served and revenue continues to be steady.
3. The Jail Services Liaison assessed 35 individuals in the jail and coordinated the treatment of 68 others.

## **Substance Abuse Services**

1. Adult Substance Abuse implemented changes to the pre and post surveys which are used to calculate outcomes for the United Way grant. Since making these changes, there has been a significant increase in outcomes. The new surveys also more accurately demonstrate the positive impact this program has on individuals served.
2. In Youth Substance Abuse Prevention, the Prevention Specialist submitted documentation of hours and training necessary to obtain certification as an Associate Prevention Specialist. Additionally, the Program Manager has scheduled a date to take the Certified Prevention Specialist exam.
3. Youth Prevention staff have increased the number of adult presentations and activities this month and anticipate meeting the quarterly target after beginning to offer services at PETC.
4. The Youth Substance Abuse Treatment Program has lost a LCDC and is actively recruiting for that position. Since this is a smaller program, this position accounts for over 1/3 of the counseling capacity.

## **IDD Services**

1. IDD Authority has lowered caseloads and regionalized waiver service coordination to ensure time for the added Community First Choice functional assessment.
2. IDD Authority held a provider meeting to communicate information on state programs and changes.
3. IDD Provider is in the process of updating documents based on regulation changes to be reviewed with each consumer or their Legal Guardian.
4. There was one discharge and one enrollment this month leaving the IDD Provider area with one slot available in the HCS program.

## **Support Services**

1. **Quality Management:**
  - a. The Administrator of Utilization and Risk Management is serving as the Agency ANSA and CANS Superuser. She has completed the contract requirement to train 40% of practitioners that use the Adult Needs and Strengths Assessment (ANSA) and the Children's Needs and Strengths Assessment (CANS) that were to be completed by March 15<sup>th</sup>. The next 40% will need to be trained by September 15<sup>th</sup>.
2. **Utilization Management:**
  - a. We continue to have a series of records requests from Managed Care Organizations to review the care we have provided.
3. **Veteran Affairs:**
  - a. The 2<sup>nd</sup> Annual Veteran's Expo was held on Tuesday, April 26<sup>th</sup> at the Lone Star Convention Center. Over 150 vendors were in attendance, along with 100 employers and 50 service provider agencies.
  - b. Two (2) Veterans graduated from the Veterans Treatment Court program in Montgomery County. Many dignitaries were in attendance at this event that took place on April 13<sup>th</sup>.

4. **Intellectual/Developmental Disabilities Planning Network Advisory Committee (IDDPNAC):**
  - a. The IDDPNAC met on February 17<sup>th</sup> to discuss Center updates and community activities. The Administrator of IDD Act Services also provided a presentation on IDD ACT. The IDDPNAC discussed planning for their goal to hold at least one meeting for employers in each local service to discuss employment needs, opportunities and benefits for individuals with IDD. The first of three presentations took place on March 30<sup>th</sup> at the Conroe Noon Lions Club meeting. Staff had arranged for the DADS Employment Recruitment Coordinator to present on the benefits for employers to hire individuals with IDD.

#### **Community Activities**

1. Staff visited with Commissioner Mike Meador of Pct. 1 and Commissioner Jim Clark of Pct. 4 during the week of April 12<sup>th</sup>, and then with Judge Wayne Mack, Justice of the Peace Pct. 1 the following week of April 18<sup>th</sup>.
2. Leadership Montgomery County organized an agency volunteer fair with the help of the Montgomery County United Way at the Ark Church on April 7<sup>th</sup>. The purpose was to discuss the various needs of our community and the role non-profits play in addressing those needs.
3. Tri-County is participating in the first annual Sam Houston State University suicide prevention walk on April 23<sup>rd</sup>.
4. The Conroe Independent School District is sponsoring a discussion on suicide that is being held on May 4<sup>th</sup> at the United Methodist Church in The Woodlands. There will be elected officials discussing local issues, a social media piece, and a special presentation by the keynote speaker-Kevin Hines.




|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Medicaid 1115 Transformation Waiver Project Status Report<br><br><b>Committee:</b> Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br><p>The 1115 projects completed Round 1 of Demonstration Year (DY 5) on March 31, 2016 and will submit all reports to the Health and Human Services Commission (HHSC) by May 4, 2016. At this DY 5 midway mark, all five projects are on course to meet required targets with a few able to report full achievement in the Round 1 April reporting period.</p> <p>The Intensive Evaluation and Diversion (IED) program with the Extended Observation Unit (EOU) component has reached 70% of its goal of 500 by serving 340 persons. The EOU housed 160 with an additional 180 receiving crisis services by IED staff. Three of four community meetings were held in Round 1 and will be reported in the Round 2 October reporting period.</p> <p>The IDD ACT program, with a goal of 50, has provided services to 46 persons as of March 31<sup>st</sup>. With a goal of 50% cost avoidance from higher cost alternatives, the program currently has a 56.25% diversion rate, but must report in October for this 12-month metric.</p> <p>The Expanded Psychiatry Delivery project covering Liberty County has exceeded the volume service goals and will report achievement in the April reporting period. The program served 139 different persons in Round 1 while providing 701 available appointments and recording 431 patient visits. The Expanded program for Montgomery and Walker Counties exceeded its goals for visits and available appointments. The number of unique individuals needed to be seen to report achievement by the end of DY 5 is 275; they are at 186 as of March 31<sup>st</sup>.</p> <p>Integrated Primary and Behavioral Health Care saw 354 unique patients in Round 1, exceeding the 225 patients required. Their available appointments target of 1,250 was short by March 31<sup>st</sup> with a total of 1,011. Proposed plans, policies, and operational checklists are being developed for the Mobile Health Clinic.</p> |                                                 |
| <b>Supporting Documentation:</b><br><br>Medicaid 1115 Transformation Waiver Project Status Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                 |











## Tri-County Behavioral Healthcare Medicaid 1115 Transformation Waiver Projects

DY 5 - 10/1/2015 - 09/30/2016

Status Update: 10/1/2015 - 03/31/2016 - 2nd Qtr / Round 1

Source: Internal Reporting / HHSC Reports

-  On Target to Meet DY5 Outcomes
-  Not Started / To be completed in DY 5
-  Pending HHSC Approval

| Project                                           | County            | DY 5 Targets                                                      | As of 3/31/16                   | Progress Towards Goals                                                                                            | Status                                                                                                                                                                     | Barriers / Comments                                  |
|---------------------------------------------------|-------------------|-------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>1.1.1 Intensive Evaluation &amp; Diversion</b> | Montgomery Walker | DY 5 - 500 Persons presenting in crisis                           | 340                             | Of the 340 persons seen in crisis, 160 were diverted to the EOU as of 3/31/15.                                    |                                                                                         | On target to report for achievement in October 2016. |
| Required Milestones/Metrics                       |                   | 1. 4 Stakeholder mtgs.<br>2. 500 persons/ 50% costs avoided       | 1. 75%<br>2. TBD                | 1. 3 Stakeholder meetings w/ an avg. of 8 <sup>+</sup> participants. Report in October 16<br>2. TBD               | <br> | DY5 Estimated Incentive Bundle Amount: \$2,189,622   |
| Category 3 Performance Outcomes                   |                   | PHQ-9 -Depression Survey<br>Baseline: 10.43                       |                                 | Will need to show 10% improvement in Oct 2016. Avg score: 9.97                                                    |                                                                                         | DY 5 Incentive Payment: \$                           |
| <b>1.1.2 IDD ACT</b>                              | Montgomery Walker | 50 Individuals                                                    | 46 or 92%                       | On target to report for payment in 10/2016                                                                        |                                                                                         |                                                      |
| Required Milestones/Metrics                       |                   | 1. 4 Stakeholder mtgs.<br>2. 50% Costs avoided                    | 1. 100%<br>2. TBD               | 1. Will report meetings metric for payment in April.<br>2. Will report for full payment in 10/16                  | <br> | DY 5 Estimated Incentive Bundle Amount: \$349,351    |
| Category 3 Performance Outcomes                   |                   | Aberrant Behavior Checklist (ABC)<br>13 Pre / 3 Posttests         | 10% IOS<br>Baseline: 89.25      | Will report a ≥ 10% decrease in behavioral health symptoms due to treatment. DY5 Goal:                            |                                                                                       | DY 5 Incentive Payment: \$                           |
| <b>1.1.3 Expanded Psychiatry Delivery</b>         | Montgomery Walker | 1. 275 Unique clients<br>2. a. 375 Visits<br>b. 750 Appts         | 1. 186<br>2. 750<br>3. 910      | 1. On target to report for achievement in October 2016<br>2 & 3 On target to report for achievement in April 2016 |                                                                                       | DY 5 Estimated Incentive per metric: \$344,979       |
| Required Milestones/Metrics                       |                   | 1. Use of ED by persons with MI<br>2. Evidence of improved access | 1. 10% ↓<br>2. Volume #'s above | 1. Percentage metrics are not eligible to report until October.                                                   |                                                                                       | DY 5 Estimated Incentive Bundle Amount: \$689,958    |






## Tri-County Behavioral Healthcare









### Medicaid Transformation Waiver Projects

DY 5 - 10/1/2015 - 09/30/2016

Status Update: 10/1/2015 - 03/31/2016 - 2nd Qtr / Round 1

Source: Internal Reporting / HHSC Reports

-  On Target to Meet DY5 Outcomes
-  Not Started / To be completed in DY 5
-  Pending HHSC Approval

| Project                                                     | County            | DY 5 Target                                                                    | As of 3/31/16                              | Update                                                                                            | Status                                                                                | Barriers / Comments                                                                               |
|-------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Category 3 Performance Outcomes                             |                   | PHQ-SADS - Depression/Anxiety Establish baseline                               | Baseline = 36.8                            | Will report a $\geq 10\%$ decrease in behavioral health symptoms due to treatment                 |    | DY 5 Incentive Payment: \$129,117                                                                 |
| <b>1.2.1 Integrated Primary &amp; Behavioral Healthcare</b> | Montgomery Walker | 1. 1250 Available Appointments<br>2. 225 persons with both physical & BH care  | 1. 1011<br>2. 354                          | 1. On target to report for achievement in October 2016<br>2. Will report in April                 |    | Need to increase warm hand-offs and coding that service.                                          |
| Required Milestones/Metrics                                 |                   | 1. Expand appts.<br>2. CQI activities<br>3. % receiving both primary & BH care | 1. Yes 2. Data Measures & EHR 3. 100%      | Ongoing data is collected showing strengths & weaknesses for continuous quality improvement (CQI) |    | DY 5 Estimated Incentive Bundle Amount: \$1,254,782                                               |
| Category 3 Performance Outcomes                             |                   | Report controlled BPs in last 6 months of DY5                                  | Baseline: 55.56%                           | List of clients being treated for HTN is complete for October DY5 report.                         |    | DY 5 Incentive Payment: \$                                                                        |
| Mobile Clinic Component                                     |                   | Utilize bus for Integrated program in Huntsville.                              | Coach ready to go                          | Complete P & P; Operational manual; Propose community collaborations                              |   | Challenges: Find driver; Community funding                                                        |
| <b>1.1.1 Expanded Psychiatry Delivery</b>                   | Liberty           | 1. 100 Unique clients<br>2. 125 Visits<br>3. 250 Appts Avail                   | 1. 139<br>2. 431<br>3. 701                 | Achievement to be reported in April 2016                                                          |  | Thursday, med clinic day, has 14-16 persons scheduled, but averaging <8 persons, so has capacity. |
| Required Milestones/Metrics                                 |                   | 1. Use of ED by persons with MI<br>2. Evidence of improved access              | 1. 10% $\downarrow$<br>2. Volume #'s above | 1. Percentage metrics are not eligible to report until October.                                   |  | DY 5 Estimated Incentive Bundle Amount: \$307,940                                                 |
| Category 3 Performance Outcomes                             |                   | PHQ-SADS - Depression/Anxiety Establish baseline                               | 47.2 = Baseline                            | Will report 10% $\downarrow$ over baseline in Oct 2016 reporting period                           |  |                                                                                                   |

|                                                                                        |                                                 |
|----------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Personnel Report for March 2016<br><br><b>Committee:</b> Executive | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                                             |                                                 |
| <b>Supporting Documentation:</b><br><br>Personnel Report for March 2016                |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                          |                                                 |

## Personnel Report March 2016

**Total Applications received in March = 317**

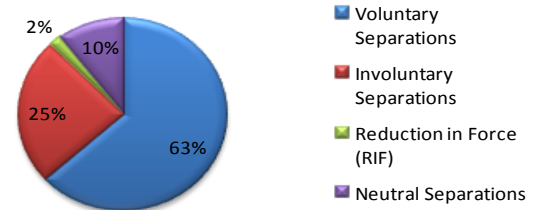
**Total New Hires for the month of March = 7**

**Total New Hires Year to Date = 58**

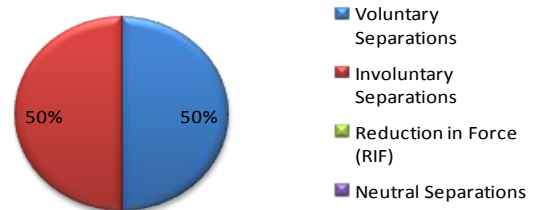
| Mar-16                        | FY16 | FY15 |
|-------------------------------|------|------|
| Number of Active Employees    | 332  | 326  |
| Number of Monthly Separations | 6    | 7    |
| Numbr of Separations YTD      | 49   | 43   |
| Year to Date Turnover Rate    | 15%  | 13%  |
| March Turnover                | 2%   | 2%   |

| Separations by Reason                    | March Separations | Year to Date |
|------------------------------------------|-------------------|--------------|
| Retired                                  | 0                 | 0            |
| Involuntarily Terminated                 | 3                 | 12           |
| Neutral Termination                      | 0                 | 5            |
| Dissatisfied                             | 0                 | 1            |
| Lack of Support from Administration      | 0                 | 0            |
| Micro-managing supervisor                | 0                 | 0            |
| Lack of growth opportunities/recognition | 0                 | 0            |
| Difficulty learning new job              | 0                 | 0            |
| Co-workers                               | 0                 | 0            |
| Work Related Stress/Environment          | 0                 | 2            |
| RIF                                      | 0                 | 1            |
| Deceased                                 | 0                 | 0            |
| Pay                                      | 0                 | 0            |
| Health                                   | 0                 | 1            |
| Family                                   | 0                 | 4            |
| Relocation                               | 1                 | 4            |
| School                                   | 0                 | 0            |
| Personal                                 | 1                 | 2            |
| Unknown                                  | 0                 | 1            |
| New Job                                  | 1                 | 16           |
| <b>Total Separations</b>                 | <b>6</b>          | <b>49</b>    |

**Year to Date Voluntary, Involuntary, RIF and Neutral Separations**



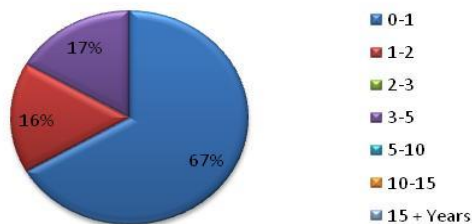
**March Voluntary, Involuntary, RIF and Neutral Separations**



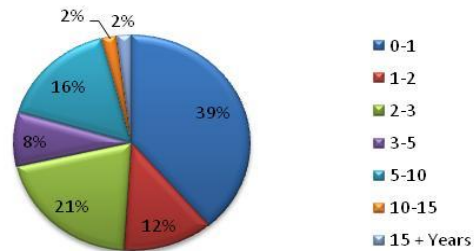
| Management Team   | # of Employees | Monthly Separations | Year to Date Separations | % March | % YTD |
|-------------------|----------------|---------------------|--------------------------|---------|-------|
| Evan Roberson     | 15             | 0                   | 1                        | 0%      | 7%    |
| Millie McDuffey   | 48             | 0                   | 2                        | 0%      | 4%    |
| Amy Foerster      | 7              | 0                   | 1                        | 0%      | 14%   |
| Tanya Bryant      | 8              | 0                   | 1                        | 0%      | 13%   |
| Annette Adams     | 121            | 4                   | 23                       | 3%      | 19%   |
| Breanna Robertson | 53             | 2                   | 13                       | 4%      | 25%   |
| Kelly Shropshire  | 32             | 0                   | 4                        | 0%      | 13%   |
| Kathy Foster      | 39             | 0                   | 3                        | 0%      | 8%    |
| Kenneth Barfield  | 9              | 0                   | 1                        | 0%      | 11%   |
| <b>Total</b>      | <b>332</b>     | <b>6</b>            | <b>49</b>                |         |       |

| Separation by EEO Category                                        | # of Employees | Monthly Separations | Year to Date | % March | % Year to Date |
|-------------------------------------------------------------------|----------------|---------------------|--------------|---------|----------------|
| Supervisors & Managers                                            | 23             | 0                   | 1            | 0%      | 4%             |
| Medical (MD,DO, LVN, RN, APN, PA, Psychologist)                   | 35             | 1                   | 6            | 3%      | 17%            |
| Professionals (QMHP)                                              | 84             | 2                   | 19           | 2%      | 23%            |
| Professionals (QIDP)                                              | 27             | 0                   | 4            | 0%      | 15%            |
| Licensed Staff (LCDC, LPC...)                                     | 20             | 1                   | 2            | 5%      | 10%            |
| Business Services (Accounting)                                    | 11             | 0                   | 0            | 0%      | 0%             |
| Central Administration (HR, IT, Executive Director)               | 24             | 0                   | 3            | 0%      | 13%            |
| Program Support(Financial Counselors, QA, Training, Med. Records) | 39             | 2                   | 6            | 5%      | 15%            |
| Nurse Technicians/Aides                                           | 20             | 0                   | 4            | 0%      | 20%            |
| Service/Maintenance                                               | 23             | 0                   | 1            | 0%      | 4%             |
| Direct Care (HCS, Respite, Life Skills)                           | 26             | 0                   | 3            | 0%      | 12%            |
| <b>Total</b>                                                      | <b>332</b>     | <b>6</b>            | <b>49</b>    |         |                |

**March Separations by Tenure**

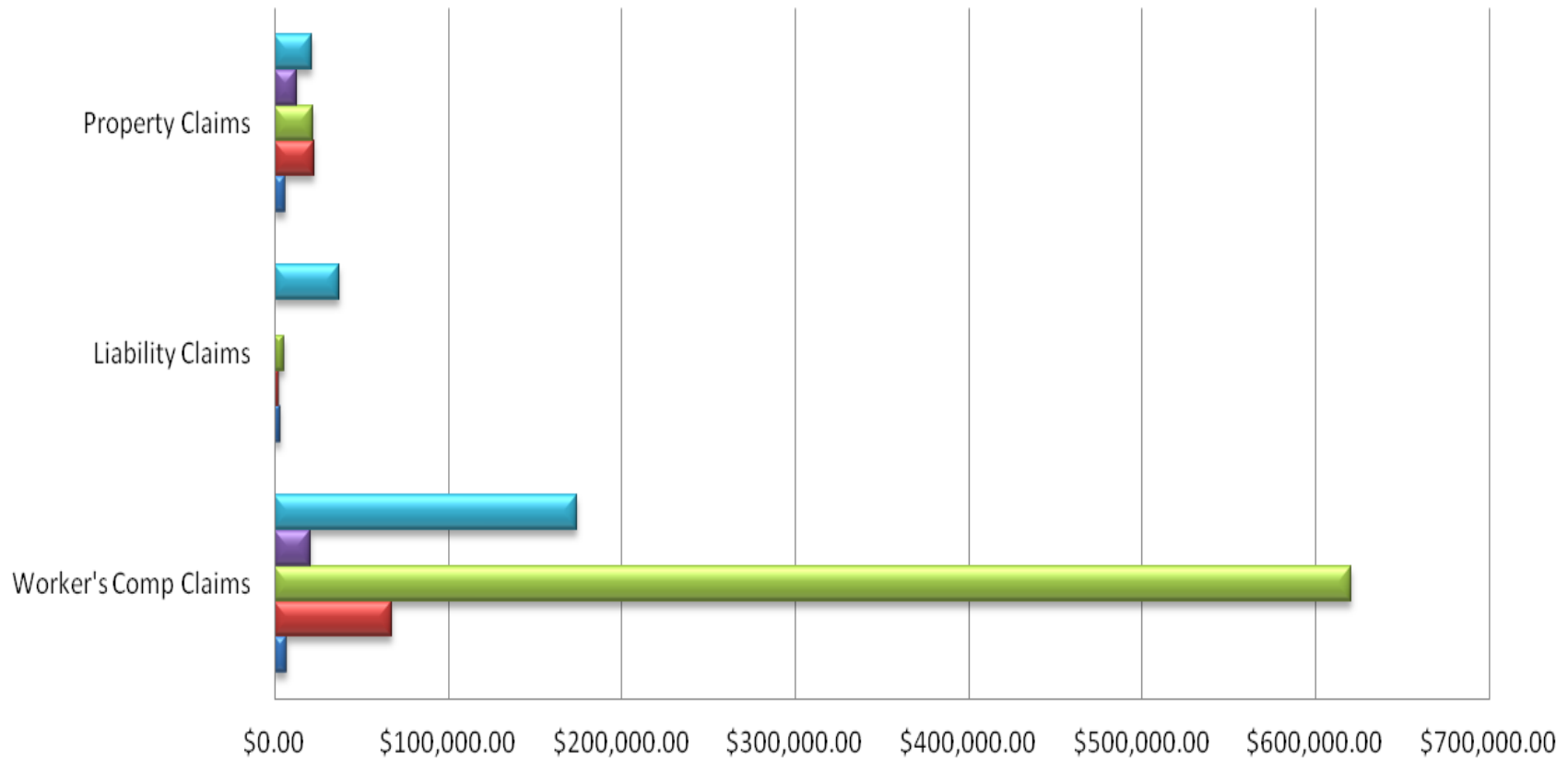


**Year to Date Separations by Tenure**



|                                                                                                                         |                                                 |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Texas Council Risk Management Fund Claims Summary for March 2016<br><br><b>Committee:</b> Executive | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                                                                              |                                                 |
| <b>Supporting Documentation:</b><br><br>Texas Council Risk Management Fund Claims Summary for March 2016                |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                                           |                                                 |

## TCRMF Claims Summary March 2016



|      | Worker's Comp Claims | Liability Claims | Property Claims |
|------|----------------------|------------------|-----------------|
| 2012 | \$174,400.00         | \$37,206.00      | \$21,595.00     |
| 2013 | \$20,263.00          | \$0.00           | \$12,869.00     |
| 2014 | \$620,715.00         | \$5,295.00       | \$21,931.00     |
| 2015 | \$67,380.00          | \$2,556.00       | \$22,505.00     |
| 2016 | \$6,941.00           | \$3,258.00       | \$6,482.00      |

|                                                                                               |                                                 |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Approve March 2016 Financial Statements<br><br><b>Committee:</b> Business | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                                                    |                                                 |
| <b>Supporting Documentation:</b><br><br>March 2016 Financial Statements                       |                                                 |
| <b>Recommended Action:</b><br><br><b>Approve March 2016 Financial Statements</b>              |                                                 |

### March 2016 Financial Summary

Revenues for March 2016 were \$4,271,735 and operating expenses were \$2,394,266 resulting in a gain in operations of \$1,877,469. Capital Expenditures and Extraordinary Expenses for March were \$1,617,991 resulting in a gain of \$259,478. Total revenues were 102.58% of the monthly budgeted revenues and total expenses were 97.46% of the monthly budgeted expenses.

Year to date revenues are \$19,721,254 and operating expenses are \$16,589,817 leaving excess operating revenues of \$3,131,437. YTD Capital Expenditures and Extraordinary Expenses are \$2,598,764 resulting in a gain YTD of \$532,673. Total revenues are 100.13% of the YTD budgeted revenues and total expenses are 98.29% of the YTD budgeted expenses

#### **REVENUES**

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

| <b>Revenue Source</b> | <b>YTD Revenue</b> | <b>YTD Budget</b> | <b>% of Budget</b> | <b>\$ Variance</b> |
|-----------------------|--------------------|-------------------|--------------------|--------------------|
| Rehab – Title XIX     | 1,048,724          | 1,076,745         | 97.39%             | 28,021             |

Rehab – This line item is under budget due to staff vacancies in both Adult and the Child and Adolescent programs. Even after the mid-year budget revision, revenues continue to be under expectations. We will continue to monitor this line item and ways to recruit qualified staff.

#### **EXPENSES**

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

| <b>Expense Source</b> | <b>YTD Expenses</b> | <b>YTD Budget</b> | <b>% of Budget</b> | <b>\$ Variance</b> |
|-----------------------|---------------------|-------------------|--------------------|--------------------|
| No items to report    |                     |                   |                    |                    |



**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**CONSOLIDATED BALANCE SHEET**  
For the Month Ended March 31, 2016

|                                                             | TOTALS COMBINED<br>FUNDS<br>March 2016 | TOTALS COMBINED<br>FUNDS<br>February 2016 | Increase<br>(Decrease) |
|-------------------------------------------------------------|----------------------------------------|-------------------------------------------|------------------------|
| <b>ASSETS</b>                                               |                                        |                                           |                        |
| <b>CURRENT ASSETS</b>                                       |                                        |                                           |                        |
| Imprest Cash Funds                                          | 5,764                                  | 5,398                                     | 366                    |
| Cash on Deposit-General Fund                                | 7,867,597                              | 7,725,941                                 | 141,656                |
| Cash on Deposit-Debt Fund                                   |                                        |                                           | -                      |
| Accounts Receivable                                         | 1,896,422                              | 1,624,193                                 | 272,229                |
| Inventory                                                   | 8,195                                  | 8,611                                     | (415)                  |
| <b>TOTAL CURRENT ASSETS</b>                                 | 9,777,978                              | 9,364,142                                 | 413,836                |
| <b>FIXED ASSETS</b>                                         | 8,577,947                              | 10,000,615                                | (1,422,668)            |
| <b>OTHER ASSETS</b>                                         | 52,757                                 | 68,080                                    | (15,323)               |
| <b>TOTAL ASSETS</b>                                         | <u>\$ 18,408,682</u>                   | <u>\$ 19,432,838</u>                      | <u>\$ (1,024,154)</u>  |
| <b>LIABILITIES, DEFERRED REVENUE, FUND BALANCE:</b>         |                                        |                                           |                        |
| <b>CURRENT LIABILITIES</b>                                  | 1,028,731                              | 914,788                                   | 113,942                |
| <b>NOTES PAYABLE</b>                                        | 549,129                                | 549,129                                   | -                      |
| <b>DEFERRED REVENUE</b>                                     | 2,918,700                              | 2,846,305                                 | 72,396                 |
| <b>LONG-TERM LIABILITIES FOR</b>                            |                                        |                                           |                        |
| Line of Credit - Tradition Bank                             | 530,816                                | 550,936                                   | (20,120)               |
| Note Payable Prosperity Bank                                | 669,810                                | 682,458                                   | (12,648)               |
| <b>EXCESS(DEFICIENCY) OF REVENUES<br/>OVER EXPENSES FOR</b> |                                        |                                           |                        |
| General Fund                                                | 532,673                                | 273,195                                   | 259,478                |
| <b>FUND EQUITY</b>                                          |                                        |                                           |                        |
| <b>RESTRICTED</b>                                           |                                        |                                           |                        |
| Net Assets Reserved for Debt Service                        | (1,200,626)                            | (1,233,395)                               | 32,768                 |
| Reserved for Debt Retirement                                | 963,631                                | 963,631                                   | -                      |
| <b>COMMITTED</b>                                            |                                        |                                           |                        |
| Net Assets-Property and Equipment                           | 8,577,947                              | 8,577,947                                 | -                      |
| Reserved for Vehicles & Equipment Replacement               | 678,112                                | 678,112                                   | -                      |
| Reserved for Facility Improvement & Acquisitions            | 8,360                                  | 1,484,499                                 | (1,476,139)            |
| Reserved for Board Initiatives                              | 1,500,000                              | 1,500,000                                 | -                      |
| Reserved for 1115 Waiver Programs                           | 516,833                                | 516,833                                   | -                      |
| <b>ASSIGNED</b>                                             |                                        |                                           |                        |
| 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                                   | -                      |
| Reserved for Accrued Paid Time Off                          | (549,129)                              | (549,129)                                 | -                      |
| <b>UNASSIGNED</b>                                           |                                        |                                           |                        |
| Unrestricted and Undesignated                               | 1,266,121                              | 1,266,121                                 | -                      |
| <b>TOTAL LIABILITIES/FUND BALANCE</b>                       | <u>\$ 18,408,682</u>                   | <u>\$ 19,432,838</u>                      | <u>\$ (1,024,156)</u>  |

**TRI-COUNTY BEHAVIORAL HEALTHCARE  
CONSOLIDATED BALANCE SHEET  
For the Month Ended March 31, 2016**

|                                                             | <b>General<br/>Operating<br/>Funds</b> | <b>Memorandum Only<br/>Final<br/>August 2015</b> |
|-------------------------------------------------------------|----------------------------------------|--------------------------------------------------|
| <b>ASSETS</b>                                               |                                        |                                                  |
| <b>CURRENT ASSETS</b>                                       |                                        |                                                  |
| Imprest Cash Funds                                          | 5,764                                  | 3,165                                            |
| Cash on Deposit-General Fund                                | 7,867,597                              | 5,928,627                                        |
| Cash on Deposit-Debt Fund                                   | -                                      | -                                                |
| Accounts Receivable                                         | 1,896,422                              | 1,657,209                                        |
| Inventory                                                   | 8,195                                  | 9,877                                            |
| <b>TOTAL CURRENT ASSETS</b>                                 | <b>9,777,978</b>                       | <b>7,598,878</b>                                 |
| <b>FIXED ASSETS</b>                                         | <b>8,577,947</b>                       | <b>7,091,888</b>                                 |
| <b>OTHER ASSETS</b>                                         | <b>52,757</b>                          | <b>49,749</b>                                    |
|                                                             | <b>\$ 18,408,682</b>                   | <b>\$ 14,740,515</b>                             |
| <b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>         |                                        |                                                  |
| <b>CURRENT LIABILITIES</b>                                  | 1,028,731                              | 1,103,286                                        |
| <b>NOTES PAYABLE</b>                                        | 549,129                                | 549,129                                          |
| <b>DEFERRED REVENUE</b>                                     | 2,918,700                              | (889,779)                                        |
| <b>LONG-TERM LIABILITIES FOR</b>                            |                                        |                                                  |
| Line of Credit - Tradition Bank                             | 530,816                                | 670,521                                          |
| Note Payable Prosperity Bank                                | 669,810                                | 757,743                                          |
| <b>EXCESS(DEFICIENCY) OF REVENUES<br/>OVER EXPENSES FOR</b> |                                        |                                                  |
| General Fund                                                | 532,673                                | (1,065,136)                                      |
| <b>FUND EQUITY</b>                                          |                                        |                                                  |
| <b>RESTRICTED</b>                                           |                                        |                                                  |
| Net Assets Reserved for Debt service-Restricted             | (1,200,626)                            | (1,428,264)                                      |
| Reserved for Debt Retirement                                | 963,631                                | 963,631                                          |
| <b>COMMITTED</b>                                            |                                        |                                                  |
| Net Assets-Property and Equipment-Committed                 | 8,577,947                              | 7,091,887                                        |
| Reserved for Vehicles & Equipment Replacement               | 678,112                                | 678,112                                          |
| Reserved for Facility Improvement & Acquisitions            | 8,360                                  | 2,136,013                                        |
| Reserved for Board Initiatives                              | 1,500,000                              | 1,500,000                                        |
| Reserved for 1115 Waiver Programs                           | 516,833                                | 516,833                                          |
| <b>ASSIGNED</b>                                             |                                        |                                                  |
| Reserved for Workers' Compensation-Assigned                 | 274,409                                | 274,409                                          |
| Reserved for Current Year Budgeted Reserve -Assigned        | 43,165                                 | -                                                |
| Reserved for Insurance Deductibles-Assigned                 | 100,000                                | 100,000                                          |
| Reserved for Accrued Paid Time Off                          | (549,129)                              | (549,129)                                        |
| <b>UNASSIGNED</b>                                           |                                        |                                                  |
| Unrestricted and Undesignated                               | 1,266,121                              | 2,331,257                                        |
| <b>TOTAL LIABILITIES/FUND BALANCE</b>                       | <b>\$ 18,408,682</b>                   | <b>\$ 14,740,515</b>                             |

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**For the Month Ended March 2016**  
**and Year To Date as of March 2016**

| <b>INCOME:</b>                                                                      | <b>MONTH OF<br/>March 2016</b> | <b>YTD<br/>March 2016</b> |
|-------------------------------------------------------------------------------------|--------------------------------|---------------------------|
| Local Revenue Sources                                                               | 1,578,252                      | 2,887,592                 |
| Earned Income                                                                       | 1,278,719                      | 8,165,891                 |
| General Revenue-Contract                                                            | 1,414,764                      | 8,667,771                 |
| <b>TOTAL INCOME</b>                                                                 | <b>\$ 4,271,735</b>            | <b>\$ 19,721,254</b>      |
| <b>EXPENSES:</b>                                                                    |                                |                           |
| Salaries                                                                            | 1,298,007                      | 9,226,651                 |
| Employee Benefits                                                                   | 305,081                        | 1,814,411                 |
| Medication Expense                                                                  | 49,248                         | 388,710                   |
| Travel-Board/Staff                                                                  | 36,769                         | 278,369                   |
| Building Rent/Maintenance                                                           | 10,028                         | 173,954                   |
| Consultants/Contracts                                                               | 477,609                        | 3,186,758                 |
| Other Operating Expenses                                                            | 217,525                        | 1,520,964                 |
| <b>TOTAL EXPENSES</b>                                                               | <b>\$ 2,394,266</b>            | <b>\$ 16,589,817</b>      |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 1,877,469</b>            | <b>\$ 3,131,437</b>       |
| <b>CAPITAL EXPENDITURES</b>                                                         |                                |                           |
| Capital Outlay-FF&E, Automobiles, Building                                          | 1,580,841                      | 2,349,462                 |
| Capital Outlay-Debt Service                                                         | 37,150                         | 249,302                   |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                                   | <b>\$ 1,617,991</b>            | <b>\$ 2,598,764</b>       |
| <b>GRAND TOTAL EXPENDITURES</b>                                                     | <b>\$ 4,012,257</b>            | <b>\$ 19,188,581</b>      |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ 259,478</b>              | <b>\$ 532,673</b>         |

|                                                     |               |                |
|-----------------------------------------------------|---------------|----------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |               |                |
| Debt Service                                        | 37,150        | 249,302        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>37,150</b> | <b>249,302</b> |

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**Year to Date as of March 2016**

|                                                                                     | YTD<br>March 2016    | APPROVED<br>BUDGET   | Increase<br>(Decrease) |
|-------------------------------------------------------------------------------------|----------------------|----------------------|------------------------|
| <b>INCOME:</b>                                                                      |                      |                      |                        |
| Local Revenue Sources                                                               | 2,887,592            | 2,869,572            | 18,020                 |
| Earned Income                                                                       | 8,165,891            | 8,180,154            | (14,263)               |
| General Revenue-Contract                                                            | 8,667,771            | 8,645,974            | 21,797                 |
| <b>TOTAL INCOME</b>                                                                 | <b>\$ 19,721,254</b> | <b>\$ 19,695,700</b> | <b>\$ 25,554</b>       |
| <b>EXPENSES:</b>                                                                    |                      |                      |                        |
| Salaries                                                                            | 9,226,651            | 9,320,865            | (94,214)               |
| Employee Benefits                                                                   | 1,814,411            | 1,829,802            | (15,391)               |
| Medication Expense                                                                  | 388,710              | 414,443              | (25,733)               |
| Travel-Board/Staff                                                                  | 278,369              | 261,897              | 16,472                 |
| Building Rent/Maintenance                                                           | 173,954              | 178,705              | (4,751)                |
| Consultants/Contracts                                                               | 3,186,758            | 3,289,911            | (103,153)              |
| Other Operating Expenses                                                            | 1,520,964            | 1,550,660            | (29,696)               |
| <b>TOTAL EXPENSES</b>                                                               | <b>\$ 16,589,817</b> | <b>\$ 16,846,283</b> | <b>\$ (256,466)</b>    |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 3,131,437</b>  | <b>\$ 2,849,417</b>  | <b>\$ 282,020</b>      |
| <b>CAPITAL EXPENDITURES</b>                                                         |                      |                      |                        |
| Capital Outlay-FF&E, Automobiles                                                    | 2,349,462            | 2,431,550            | (82,088)               |
| Capital Outlay-Debt Service                                                         | 249,302              | 245,415              | 3,887                  |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                                   | <b>\$ 2,598,764</b>  | <b>\$ 2,676,965</b>  | <b>\$ (78,201)</b>     |
| <b>GRAND TOTAL EXPENDITURES</b>                                                     | <b>\$ 19,188,581</b> | <b>\$ 19,523,248</b> | <b>\$ (334,667)</b>    |
| <b>Excess (Deficiency) of Revenues and Expense:</b>                                 | <b>\$ 532,673</b>    | <b>\$ 172,452</b>    | <b>\$ 360,221</b>      |

|                                                     |                |                |              |
|-----------------------------------------------------|----------------|----------------|--------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |                |                |              |
| Debt Service                                        | 249,302        | 245,415        | 3,887        |
| <b>Excess(Deficiency) of revenues over Expense:</b> | <b>249,302</b> | <b>245,415</b> | <b>3,887</b> |

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended March 2016**

| <b>INCOME:</b>                                                                      | <b>MONTH OF<br/>March 2016</b> | <b>APPROVED<br/>BUDGET</b> | <b>Increase<br/>(Decrease)</b> |
|-------------------------------------------------------------------------------------|--------------------------------|----------------------------|--------------------------------|
| Local Revenue Sources                                                               | 1,578,252                      | 1,563,312                  | 14,940                         |
| Earned Income                                                                       | 1,278,719                      | 1,241,904                  | 36,815                         |
| General Revenue-Contract                                                            | 1,414,764                      | 1,358,883                  | 55,881                         |
| <b>TOTAL INCOME</b>                                                                 | <b>\$ 4,271,735</b>            | <b>\$ 4,164,099</b>        | <b>\$ 107,636</b>              |
| <b>EXPENSES:</b>                                                                    |                                |                            |                                |
| Salaries                                                                            | 1,298,007                      | 1,227,777                  | 70,230                         |
| Employee Benefits                                                                   | 305,081                        | 285,291                    | 19,790                         |
| Medication Expense                                                                  | 49,248                         | 106,731                    | (57,483)                       |
| Travel-Board/Staff                                                                  | 36,769                         | 23,194                     | 13,575                         |
| Building Rent/Maintenance                                                           | 10,028                         | 55,459                     | (45,431)                       |
| Consultants/Contracts                                                               | 477,609                        | 563,183                    | (85,574)                       |
| Other Operating Expenses                                                            | 217,525                        | 248,647                    | (31,122)                       |
| <b>TOTAL EXPENSES</b>                                                               | <b>\$ 2,394,266</b>            | <b>\$ 2,510,282</b>        | <b>\$ (116,016)</b>            |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 1,877,469</b>            | <b>\$ 1,653,817</b>        | <b>\$ 223,652</b>              |
| <b>CAPITAL EXPENDITURES</b>                                                         |                                |                            |                                |
| Capital Outlay-FF&E, Automobiles                                                    | 1,580,841                      | 1,571,489                  | 9,352                          |
| Capital Outlay-Debt Service                                                         | 37,150                         | 35,060                     | 2,090                          |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                                   | <b>\$ 1,617,991</b>            | <b>\$ 1,606,549</b>        | <b>\$ 11,442</b>               |
| <b>GRAND TOTAL EXPENDITURES</b>                                                     | <b>\$ 4,012,257</b>            | <b>\$ 4,116,831</b>        | <b>\$ (104,574)</b>            |
| <b>Excess (Deficiency) of Revenues and Expenses:</b>                                | <b>\$ 259,478</b>              | <b>\$ 47,268</b>           | <b>\$ 212,210</b>              |

|                                                      |               |               |              |
|------------------------------------------------------|---------------|---------------|--------------|
| <b>Debt Service and Fixed Asset Fund:</b>            |               |               |              |
| Debt Service                                         | 37,150        | 35,060        | 2,090        |
| <b>Excess(Deficiency) of revenues over Expenses:</b> | <b>37,150</b> | <b>35,060</b> | <b>2,090</b> |

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With March 2015 Comparative Data**  
**Year to Date as of March 2016**

| <b>INCOME:</b>                                                                      | <b>YTD<br/>March 2016</b> | <b>YTD<br/>March 2015</b> | <b>Increase<br/>(Decrease)</b> |
|-------------------------------------------------------------------------------------|---------------------------|---------------------------|--------------------------------|
| Local Revenue Sources                                                               | 2,887,592                 | 754,224                   | 2,133,368                      |
| Earned Income                                                                       | 8,165,891                 | 7,210,416                 | 955,475                        |
| General Revenue-Contract                                                            | 8,667,771                 | 8,230,945                 | 436,826                        |
| <b>TOTAL INCOME</b>                                                                 | <b>\$ 19,721,254</b>      | <b>\$ 16,195,585</b>      | <b>\$ 3,525,669</b>            |
| <b>EXPENSES:</b>                                                                    |                           |                           |                                |
| Salaries                                                                            | 9,226,651                 | 8,433,608                 | 793,043                        |
| Employee Benefits                                                                   | 1,814,411                 | 1,667,614                 | 146,797                        |
| Medication Expense                                                                  | 388,710                   | 311,486                   | 77,224                         |
| Travel-Board/Staff                                                                  | 278,369                   | 246,035                   | 32,334                         |
| Building Rent/Maintenance                                                           | 173,954                   | 152,916                   | 21,038                         |
| Consultants/Contracts                                                               | 3,186,758                 | 3,224,408                 | (37,650)                       |
| Other Operating Expenses                                                            | 1,520,964                 | 1,531,441                 | (10,477)                       |
| <b>TOTAL EXPENSES</b>                                                               | <b>\$ 16,589,817</b>      | <b>\$ 15,567,508</b>      | <b>\$ 1,022,309</b>            |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 3,131,437</b>       | <b>\$ 628,077</b>         | <b>\$ 2,503,360</b>            |
| <b>CAPITAL EXPENDITURES</b>                                                         |                           |                           |                                |
| Capital Outlay-FF&E, Automobiles                                                    | 2,349,462                 | 221,322                   | 2,128,140                      |
| Capital Outlay-Debt Service                                                         | 249,302                   | -                         | 249,302                        |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                                   | <b>\$ 2,598,764</b>       | <b>\$ 221,322</b>         | <b>\$ 2,377,442</b>            |
| <b>GRAND TOTAL EXPENDITURES</b>                                                     | <b>\$ 19,188,581</b>      | <b>\$ 15,788,830</b>      | <b>\$ 3,399,751</b>            |
| <b>Excess (Deficiency) of Revenues and Expense:</b>                                 | <b>\$ 532,673</b>         | <b>\$ 406,755</b>         | <b>\$ 125,918</b>              |

|                                                     |                |          |                |
|-----------------------------------------------------|----------------|----------|----------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |                |          |                |
| Debt Service                                        | 249,302        | -        | 249,302        |
|                                                     |                |          | -              |
| <b>Excess(Deficiency) of revenues over Expense:</b> | <b>249,302</b> | <b>-</b> | <b>249,302</b> |

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With March 2015 Comparative Data**  
**For the Month Ended March 2016**

| <b>INCOME:</b>           | <b>MONTH OF<br/>March 2016</b> | <b>MONTH OF<br/>March 2015</b> | <b>Increase<br/>(Decrease)</b> |
|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| Local Revenue Sources    | 1,578,252                      | 98,110                         | 1,480,142                      |
| Earned Income            | 1,278,719                      | 1,036,625                      | 242,094                        |
| General Revenue-Contract | 1,414,764                      | 1,132,228                      | 282,536                        |
| <b>TOTAL INCOME</b>      | <b>\$ 4,271,735</b>            | <b>\$ 2,266,963</b>            | <b>\$ 2,004,772</b>            |

|                           |                     |                     |                   |
|---------------------------|---------------------|---------------------|-------------------|
| Salaries                  | 1,298,007           | 1,178,808           | 119,199           |
| Employee Benefits         | 305,081             | 235,798             | 69,283            |
| Medication Expense        | 49,248              | 54,905              | (5,657)           |
| Travel-Board/Staff        | 36,769              | 37,175              | (406)             |
| Building Rent/Maintenance | 10,028              | 17,559              | (7,531)           |
| Consultants/Contracts     | 477,609             | 387,396             | 90,213            |
| Other Operating Expenses  | 217,525             | 226,348             | (8,823)           |
| <b>TOTAL EXPENSES</b>     | <b>\$ 2,394,266</b> | <b>\$ 2,137,989</b> | <b>\$ 256,277</b> |

|                                                                                     |                     |                   |                     |
|-------------------------------------------------------------------------------------|---------------------|-------------------|---------------------|
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 1,877,469</b> | <b>\$ 128,974</b> | <b>\$ 1,748,495</b> |
|-------------------------------------------------------------------------------------|---------------------|-------------------|---------------------|

|                                   |                     |                  |                     |
|-----------------------------------|---------------------|------------------|---------------------|
| <b>CAPITAL EXPENDITURES</b>       |                     |                  |                     |
| Capital Outlay-FF&E, Automobiles  | 1,580,841           | 13,350           | 1,567,491           |
| Capital Outlay-Debt Service       | 37,150              | -                | 37,150              |
| <b>TOTAL CAPITAL EXPENDITURES</b> | <b>\$ 1,617,991</b> | <b>\$ 13,350</b> | <b>\$ 1,604,641</b> |

|                                 |                     |                     |                     |
|---------------------------------|---------------------|---------------------|---------------------|
| <b>GRAND TOTAL EXPENDITURES</b> | <b>\$ 4,012,257</b> | <b>\$ 2,151,339</b> | <b>\$ 1,860,918</b> |
|---------------------------------|---------------------|---------------------|---------------------|

|                                                     |                   |                   |                   |
|-----------------------------------------------------|-------------------|-------------------|-------------------|
| <b>Excess (Deficiency) of Revenues and Expense:</b> | <b>\$ 259,478</b> | <b>\$ 115,624</b> | <b>\$ 143,854</b> |
|-----------------------------------------------------|-------------------|-------------------|-------------------|

|                                                     |               |          |               |
|-----------------------------------------------------|---------------|----------|---------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |               |          |               |
| Debt Service                                        | 37,150        | -        | 37,150        |
| <b>Excess(Deficiency) of revenues over Expense:</b> | <b>37,150</b> | <b>-</b> | <b>37,150</b> |



**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With February 2016 Comparative Data**  
**For the Month Ended March 2016**

| <b>INCOME:</b>                                                                      | <b>MONTH OF<br/>March 2016</b> | <b>MONTH OF<br/>February 2016</b> | <b>Increase<br/>(Decrease)</b> |
|-------------------------------------------------------------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| Local Revenue Sources                                                               | 1,578,252                      | 106,027                           | 1,472,226                      |
| Earned Income                                                                       | 1,278,719                      | 1,113,972                         | 164,747                        |
| General Revenue-Contract                                                            | 1,414,764                      | 1,308,878                         | 105,886                        |
| <b>TOTAL INCOME</b>                                                                 | <b>\$ 4,271,735</b>            | <b>\$ 2,528,876</b>               | <b>\$ 1,742,859</b>            |
| <b>EXPENSES:</b>                                                                    |                                |                                   |                                |
| Salaries                                                                            | 1,298,007                      | 1,312,967                         | (14,960)                       |
| Employee Benefits                                                                   | 305,081                        | 254,509                           | 50,572                         |
| Medication Expense                                                                  | 49,248                         | 59,361                            | (10,113)                       |
| Travel-Board/Staff                                                                  | 36,769                         | 45,215                            | (8,446)                        |
| Building Rent/Maintenance                                                           | 10,028                         | 29,053                            | (19,025)                       |
| Consultants/Contracts                                                               | 477,609                        | 457,151                           | 20,459                         |
| Other Operating Expenses                                                            | 217,525                        | 160,598                           | 56,927                         |
| <b>TOTAL EXPENSES</b>                                                               | <b>\$ 2,394,266</b>            | <b>\$ 2,318,853</b>               | <b>\$ 75,413</b>               |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 1,877,469</b>            | <b>\$ 210,023</b>                 | <b>\$ 1,667,446</b>            |
| <b>CAPITAL EXPENDITURES</b>                                                         |                                |                                   |                                |
| Capital Outlay-FF&E, Automobiles                                                    | 1,580,841                      | 206                               | 1,580,635                      |
| Capital Outlay-Debt Service                                                         | 37,150                         | 35,541                            | 1,609                          |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                                   | <b>\$ 1,617,991</b>            | <b>\$ 35,748</b>                  | <b>\$ 1,582,243</b>            |
| <b>GRAND TOTAL EXPENDITURES</b>                                                     | <b>\$ 4,012,257</b>            | <b>\$ 2,354,600</b>               | <b>\$ 1,657,657</b>            |
| <b>Excess (Deficiency) of Revenues and Expenses:</b>                                | <b>\$ 259,478</b>              | <b>\$ 174,276</b>                 | <b>\$ 85,202</b>               |

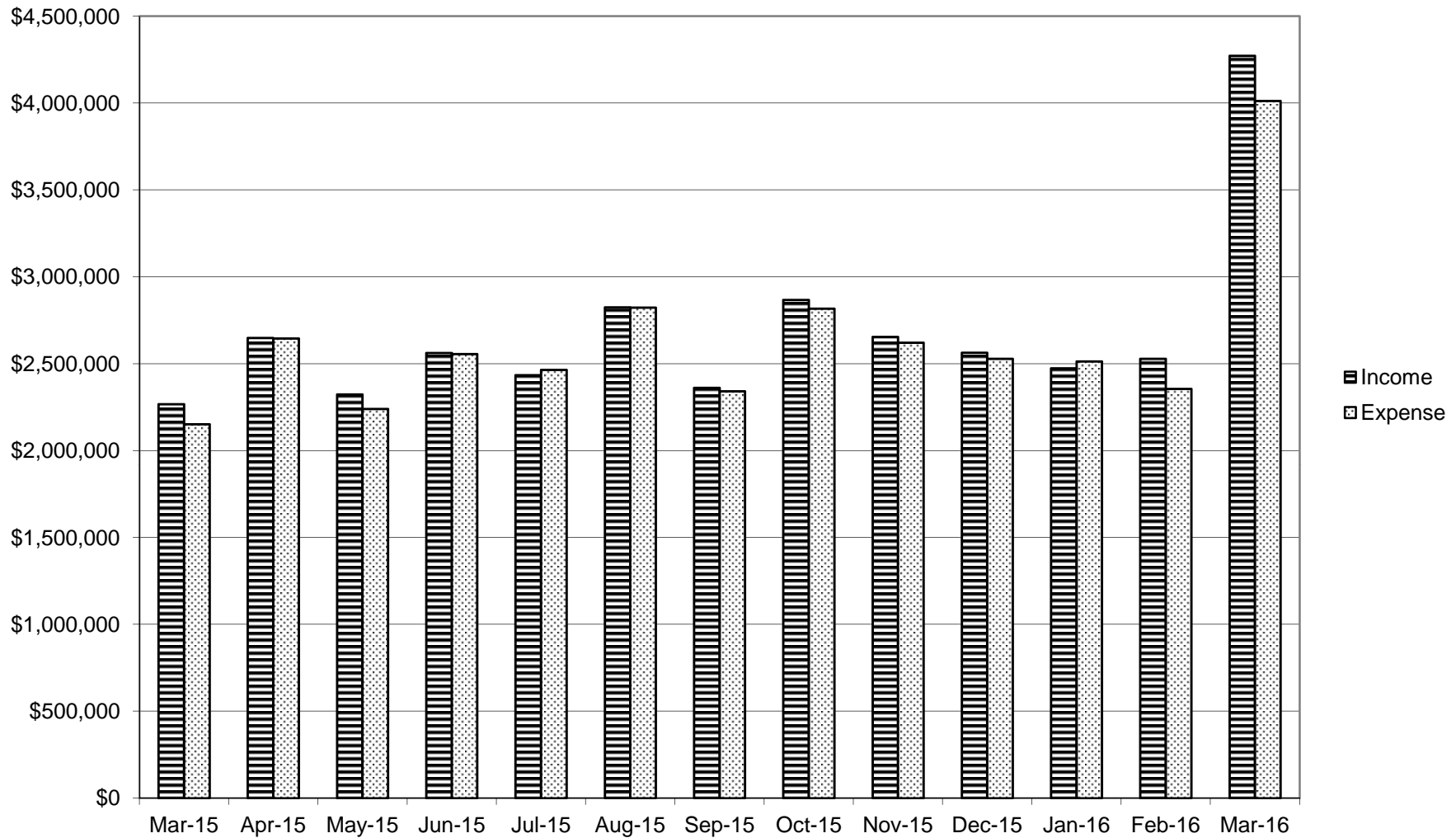
**Debt Service and Fixed Asset Fund:**

|                                                     |               |               |              |
|-----------------------------------------------------|---------------|---------------|--------------|
| Debt Service                                        | 37,150        | 35,541        | 1,609        |
| <b>Excess(Deficiency) of revenues over Expense:</b> | <b>37,150</b> | <b>35,541</b> | <b>1,609</b> |

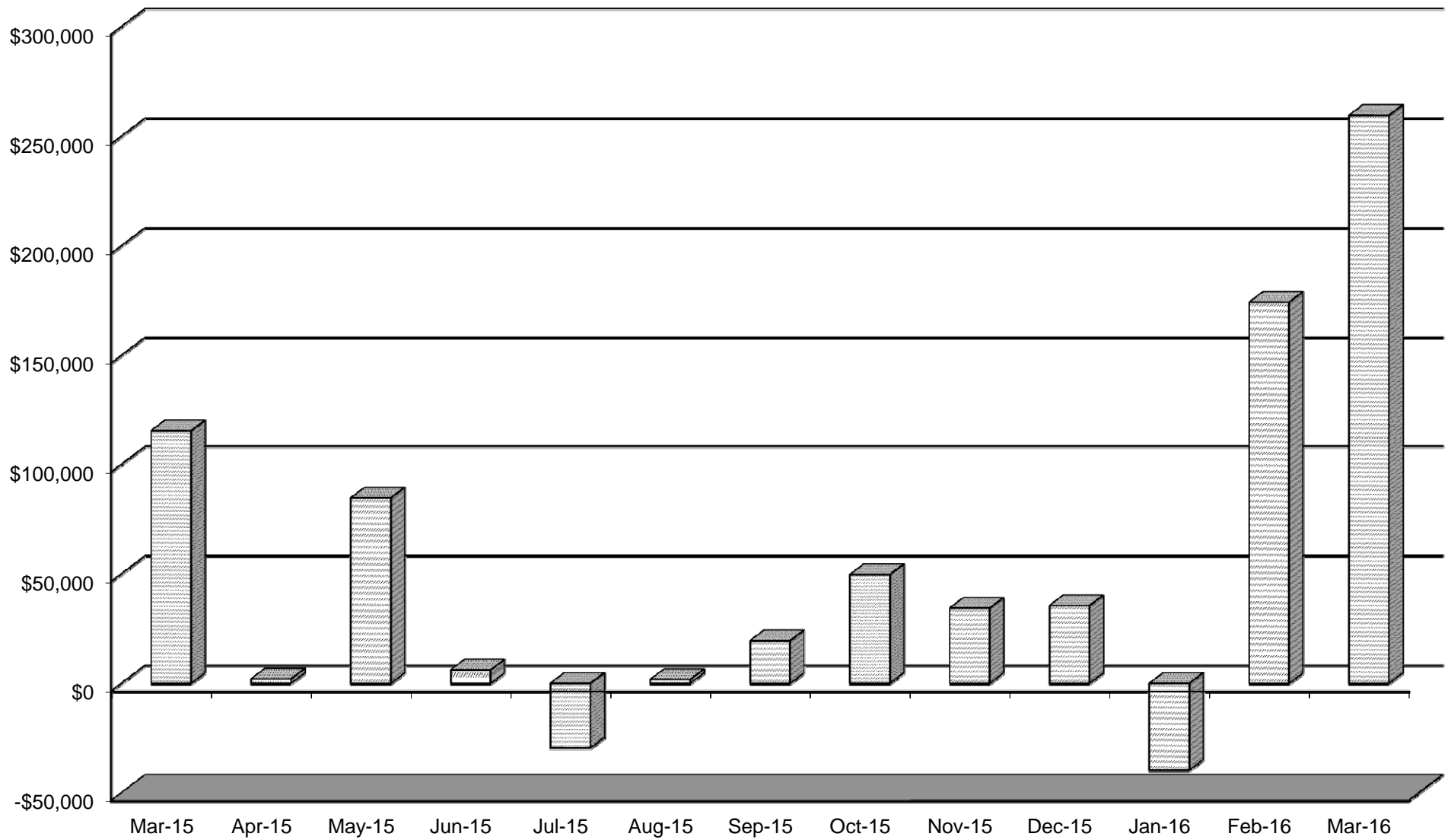
**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**Year To Date as of March 2016**

|                                                                                 | YTD<br>Mental<br>Health<br>March 2016 | YTD<br>IDD<br>March 2016 | YTD<br>Other<br>Services<br>March 2016 | YTD<br>Agency<br>Total<br>March 2016 | YTD<br>Approved<br>Budget<br>March 2016 | Increase<br>(Decrease) |
|---------------------------------------------------------------------------------|---------------------------------------|--------------------------|----------------------------------------|--------------------------------------|-----------------------------------------|------------------------|
| <b>INCOME:</b>                                                                  |                                       |                          |                                        |                                      |                                         |                        |
| Local Revenue Sources                                                           | 2,103,975                             | 701,968                  | 81,648                                 | 2,887,592                            | 2,869,572                               | 18,020                 |
| Earned Income                                                                   | 2,020,525                             | 3,447,149                | 2,698,217                              | 8,165,891                            | 8,180,154                               | (14,263)               |
| General Revenue-Contract                                                        | 7,703,564                             | 964,207                  |                                        | 8,667,771                            | 8,645,974                               | 21,797                 |
| <b>TOTAL INCOME</b>                                                             | <b>\$ 11,828,064</b>                  | <b>\$ 5,113,324</b>      | <b>\$ 2,779,865</b>                    | <b>\$ 19,721,254</b>                 | <b>\$ 19,695,700</b>                    | <b>\$ 25,554</b>       |
| <b>EXPENSES:</b>                                                                |                                       |                          |                                        |                                      |                                         |                        |
| Salaries                                                                        | 5,782,296                             | 1,849,862                | 1,594,492                              | 9,226,651                            | 9,320,865                               | (94,214)               |
| Employee Benefits                                                               | 1,138,971                             | 392,410                  | 283,030                                | 1,814,411                            | 1,829,802                               | (15,391)               |
| Medication Expense                                                              | 273,085                               |                          | 115,625                                | 388,710                              | 414,443                                 | (25,733)               |
| Travel-Board/Staff                                                              | 159,126                               | 83,224                   | 36,019                                 | 278,369                              | 261,897                                 | 16,472                 |
| Building Rent/Maintenance                                                       | 104,042                               | 45,582                   | 24,329                                 | 173,954                              | 178,705                                 | (4,751)                |
| Consultants/Contracts                                                           | 1,318,119                             | 1,762,208                | 106,426                                | 3,186,758                            | 3,289,911                               | (103,153)              |
| Other Operating Expenses                                                        | 892,005                               | 369,640                  | 259,318                                | 1,520,964                            | 1,550,660                               | (29,696)               |
| <b>TOTAL EXPENSES</b>                                                           | <b>\$ 9,667,644</b>                   | <b>\$ 4,502,926</b>      | <b>\$ 2,419,239</b>                    | <b>\$ 16,589,817</b>                 | <b>\$ 16,846,283</b>                    | <b>\$ (256,466)</b>    |
| <b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b> | <b>\$ 2,160,420</b>                   | <b>\$ 610,398</b>        | <b>\$ 360,626</b>                      | <b>\$ 3,131,437</b>                  | <b>\$ 2,849,417</b>                     | <b>\$ 282,020</b>      |
| <b>CAPITAL EXPENDITURES</b>                                                     |                                       |                          |                                        |                                      |                                         |                        |
| Capital Outlay-FF&E, Automobiles                                                | 1,254,780                             | 552,881                  | 541,800                                | 2,349,462                            | 2,431,550                               | (82,088)               |
| Capital Outlay-Debt Service                                                     | 207,080                               | 26,861                   | 15,361                                 | 249,302                              | 245,415                                 | 3,887                  |
| <b>TOTAL CAPITAL EXPENDITURES</b>                                               | <b>\$ 1,461,860</b>                   | <b>\$ 579,742</b>        | <b>\$ 557,161</b>                      | <b>\$ 2,598,764</b>                  | <b>\$ 2,676,965</b>                     | <b>\$ (78,201)</b>     |
| <b>GRAND TOTAL EXPENDITURES</b>                                                 | <b>\$ 11,129,504</b>                  | <b>\$ 5,082,668</b>      | <b>\$ 2,976,400</b>                    | <b>\$ 19,188,581</b>                 | <b>\$ 19,523,248</b>                    | <b>\$ (334,667)</b>    |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                             | <b>\$ 698,560</b>                     | <b>\$ 30,656</b>         | <b>\$ (196,535)</b>                    | <b>\$ 532,673</b>                    | <b>\$ 172,452</b>                       | <b>\$ 360,221</b>      |
| <b>Debt Service and Fixed Asset Fund:</b>                                       |                                       |                          |                                        |                                      |                                         |                        |
| Debt Service                                                                    | 207,080                               | 26,861                   | 15,361                                 | 249,302                              | 245,415                                 | (38,335)               |
|                                                                                 |                                       | -                        | -                                      | -                                    | -                                       | -                      |
| <b>Excess(Deficiency) of revenues over Expenses</b>                             | <b>207,080</b>                        | <b>26,861</b>            | <b>15,361</b>                          | <b>249,302</b>                       | <b>245,415</b>                          | <b>(38,335)</b>        |

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Income and Expense**  
**including Capital Expenditures**



**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Income after Expense**  
**including Capital Expenditures**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <p><b>Agenda Item:</b> Approve Change in Authorized Signers for Financial Accounts</p> <p><b>Committee:</b> Business</p>                                                                                                                                                                                                                                                                                                                                                                 | <p><b>Board Meeting Date</b></p> <p>April 28, 2016</p> |
| <p><b>Background Information:</b></p> <p>A Board action item is required by the banks to officially remove Brad Browder and add Patti Atkins and Tracy Sorensen as authorized signers to all financial accounts as listed:</p> <ul style="list-style-type: none"> <li>• Alliance Bank</li> <li>• American Bank</li> <li>• Citizens 1<sup>st</sup> Bank</li> <li>• First Liberty National Bank</li> <li>• JP Morgan Chase</li> <li>• Prosperity Bank</li> <li>• Tradition Bank</li> </ul> |                                                        |
| <p><b>Supporting Documentation:</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                        |
| <p><b>Recommended Action:</b></p> <p><b>Remove Brad Browder and Add Patti Atkins and Tracy Sorensen as Authorized Signers for Financial Accounts Effective Immediately</b></p>                                                                                                                                                                                                                                                                                                           |                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <p><b>Agenda Item:</b> Select Contractor to Resurface the Psychiatric Emergency Treatment Center Isolation Room</p> <p><b>Committee:</b> Business</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Board Meeting Date</b></p> <p>April 28, 2016</p> |
| <p><b>Background Information:</b></p> <p>The walls in the isolation room at the Psychiatric Emergency Treatment Center (PETC) are currently covered with wall padding that you would find in a gymnasium. The padding is secured to the walls with sheetrock screws.</p> <p>Fortunately, we have not needed to utilize this space very often since the PETC opened 5 years ago. However, a few months ago, one of our consumers was able to get the pads off the wall and access a sheetrock screw.</p> <p>We have issued Requests for Proposal (RFP) to resurface the room with a rubber coating for the walls, doors and floors as is standard in most psychiatric facilities.</p> <p>Staff have received two bids in response to the RFP:</p> <ul style="list-style-type: none"> <li>• Cornerstone – \$37,250</li> <li>• B&amp;E – \$45,875</li> </ul> <p>References were checked and results will be provided at the Board meeting.</p> <p>The PETC budget includes funding to improve the facility this fiscal year in an amount in excess of either bid.</p> |                                                        |
| <p><b>Supporting Documentation:</b></p> <p>Bid Summary</p> <p>RFP Responses</p> <p>Reference Summary (Provided at the Board meeting)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |
| <p><b>Recommended Action:</b></p> <p><b>Select Contractor to Resurface the Psychiatric Emergency Treatment Center Isolation Room</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |

## PETC ISOLATION ROOM CONTRACTOR COMPARISON

| Name of Contractor: | Cornerstone Detention                         | Padded Surfaces by B&E                                               |
|---------------------|-----------------------------------------------|----------------------------------------------------------------------|
| Address:            | 2391 NE Loop 410,<br>San Antonio, Texas 78217 | 2339 Distributors Drive,<br>Indianapolis, Indiana 46241              |
| Bid Amount:         | <b>\$37,750.00</b>                            | <b>\$45,875.00</b>                                                   |
| Warranty:           | 1 Year                                        | 3 Years                                                              |
| References:         | Atascosa County Jail<br>Jourdanton, Texas     | Hopkins County Memorial<br>Hospital<br>Sulphur Springs, Texas        |
|                     | Travis County Jail<br>Del Valle, Texas        | Mercy Hospital Behavioral<br>Health Pediatric<br>St. Louis, Missouri |
|                     | (Other references have been<br>requested)     | VA San Diego Healthcare System<br>San Diego, California              |
|                     |                                               | New Cherry Hospital<br>Goldsboro, North Carolina                     |
|                     |                                               | Rex Healthcare ED Seclusion<br>Raleigh, North Carolina               |
|                     |                                               | Boston Children's Hospital<br>ICBAT<br>Boston, Massachusetts         |

### Scope of Work:

Installation of padded surface on floors, walls and doors in seclusion room and access hallway at psychiatric building.

1. Fabricate and install padding per given materials and specifications at single story psychiatric treatment facility with 9' ceilings. Square footage combined for both areas is 140 square feet.
2. Padding to be installed in seclusion room and access hallway.
3. Padding to be installed on walls.
4. Padding to be installed on floors.
5. Padding to be installed on both sides of door.
6. Padding to be installed on access hallway side of doors.





### Bid Sheet Information

Scope of Work: Detention Padding for  
Seclusion Room at PCIC  
Location: 706 FM 2854 City: Conroe

### Bidder Information

Bid #1 - Date: \_\_\_\_\_ Company: Cornerstone Detention  
Contact Person: Brian Burlison Phone: 210-709-9080  
Comment/Price Info: \$37,750<sup>00</sup>

Bid #2 - Date: \_\_\_\_\_ Company: Padded Surfaces by B+C  
Contact Person: Mark Spray Phone: 888-243-8788  
Comment/Price Info: \$45,875<sup>00</sup>

Bid #3 - Date: \_\_\_\_\_ Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Comment/Price Info: \_\_\_\_\_

Tri-County Behavioral Healthcare  
P.O. Box 3087  
Conroe, TX 77305

Invitation to Bid

Location: 706 FM 2854  
Conroe, TX

March 2, 2016

Company Name : Cornerstone Detention

Address: 2391 NE LOOP 410 SUITE 208

Telephone: 210-709-9080

Fax: 480-753-3533

Please provide a bid for the following scope of work: Installation of padded surface on floors, walls, and doors in seclusion room and access hallway at psychiatric building. (See Attachments and Floor Plan)

1. Fabricate and install padding per attached materials and specifications at single-story psychiatric treatment facility with 9' ceilings. Square footage combined for both areas is 140 sq. ft.
2. Padding to be installed in Seclusion Room (A) and Access Hallway (B).
3. Padding to be installed on walls -- 1, 2, 3, 4, 5, 6, 7, and 8
4. Padding to be installed on floors -- 9 and 10
5. Padding to be installed on both sides of door -- 11
6. Padding to be installed on access hallway side of doors -- 12 and 13

Interested Bidders to Provide along with Bid:

- Pricing
- Warranty Information -- Parts / Labor
- Insurance / Worker's Compensation Information
- References

If meeting with maintenance manager at site is preferred, please contact Kenneth Anderson or Karen McCombs at any of the numbers listed below.

Please submit all bids to the attention of Kenneth Anderson or Karen McCombs with the Tri-County Behavioral Healthcare Maintenance department by 5:00 Wednesday, March 16, 2016. Bids should be faxed to (936) 756-8403 or emailed to karenm@tcbhc.org. If you have any questions, contact Kenny Anderson -- Maintenance Manager at (936) 828-6575 -- or Karen McCombs -- MTS Support Services Assistant at (936) 521-6161. After selected bid has been awarded, contractor will immediately be notified for scheduling and details. Tri-County Services reserves the right to refuse any and all bids, in full or in part.

Bid Price: \$37,750.00

Signature: 

To: Tri County Behavioral Healthcare

Quote #: BB001-031616

Kenny Anderson

Date: 3/14/2016

706 FM 2854 Conroe, TX

RFQ: Conroe, TX - Safety Cell

T: 936-828-6575

F: 936-756-8403

**Re: PREPARE AND INSTALL SAFE CELL COATING SYSTEM AS MANUFACTURED AND  
INSTALLED INSIDE 2 ROOMS AS OUTLINED IN THE SCOPE OF WORK**

Thank you for the opportunity to work with you on this project. For your approval, we are pleased to offer the following proposal. All materials specified herein are proprietary and have been developed, field tested, Safety Cell Systems. Installation labor is provided by Prime Coat's own trained and certified professional personnel. We trust this proposal meets your requirements and are looking forward to a successful project.

**This Lump Sum proposal is based on installing our Safe Cell Coating System to floors, wall and doors inside two (2) rooms.**

**The ceilings are to receive latex paint matching the wall and ceiling color (one color for all surfaces).**

**THIS PROPOSAL EXCLUDES ANY DEMOLITION. ALL SURFACES ARE TO BE BARE/UNCOATED SUBSTRATES.**

**Pricing is based on Standard Labor Rates. No Prevailing Wages or Union Labor included in this proposal.**

**We will require full access to both rooms at the same time in one (1) mobilization.**

**We will require access to the work areas during weekend hours for continuation of product installation.**

**There is no floor drains, plumbing fixtures or electrical components included in this proposal.**

**Should you require a Performance and Payment Bond, please ADD 1.5% to the total contract amount.**

**SCOPE OF WORK**

**SAFE CELL COATING SYSTEM**

- Prepare substrates and install Safe Cell Coating System to the inside floors, walls and doors inside one (1) Seclusion rooms and one (1) Access Hallway per the provided drawing and notes received via email Tri County Behavioral Healthcare.

**The price for work outlined above is: \$37,750.00**

**VERIFICATION OF VAPOR BARRIER.** The Customer attests that one of the following conditions exists by initialing ONE of the following:

Initial\_\_\_\_\_ Effective Vapor Barrier Present - The Customer attests that there is an effective vapor barrier under the concrete substrate for the system to be installed or that the concrete is not on grade and should not present a moisture problem. Cornerstone will not warranty the failure of the system due to vapor transmission.

Initial\_\_\_\_\_

Initial\_\_\_\_\_

Initial\_\_\_\_\_

**VERIFICATION OF THE PRESENCE OF CONTAMINANTS IN THE CONCRETE SUBSTRATE.** The Customer attests that one of the following conditions exists:

Initial\_\_\_\_\_ No Known Contamination - The Customer attests that there is no contamination in the concrete substrate for the system to be installed. Cornerstone will not warranty the failure of the system due to contamination discovered after installation has begun.

Initial\_\_\_\_\_

Initial\_\_\_\_\_

Initial\_\_\_\_\_

**SURFACE TEXTURE OPTION:** This shall confirm that Cornerstone has offered the Customer the opportunity to select optional products with a higher coefficient of friction and which may provide greater protection against injuries caused by slips and falls. The Customer has chosen the following surface texture for the installed system:

Initial\_\_\_\_\_ Standard Safe Cell Floor Texture

Initial\_\_\_\_\_

Initial\_\_\_\_\_

Initial\_\_\_\_\_

The Owner/General Contractor must provide the following supporting services as indicated:

- Electrical power of 240 Volts, 1 Phase and 60 Amps continuous operating current with onsite service technician to hook up and disconnect our equipment from the power source.
- 4 separate circuits with power of 110 Volts, 1 phase, and 20 Amps continuous operating current.
- Non-carbon dioxide producing heat in workspaces of not less than 65°F
- Lighted surfaces of not less than 40 foot-candles at task height.
- Free dumpster services on site for use by Installer.
- Storage space in building, securable against illegal or unauthorized entry, for product, equipment, and machinery.
- Free use of building elevators for transport of materials, equipment and workforce.
- Equipment for unloading materials and equipment to be available from the customer.
- Access to workspaces on weekends for continuity of product installation.
- Active work areas of installation will be denied to other trades and activities until product is fully cured.
- Work to be accomplished in 1 mobilization without a break in product installation. Should you require additional mobilizations this project will be re-quoted to reflect the changes.
- Material is non-returnable. Once ordered the customer is fully responsible for payment.

- 
- Cornerstone will not agree to any retention under its Agreement and payment in full is to be made within 30 days of completion of the work.
  - Protection of surfaces after completion of installation is not included in this proposal.
  - It is the Owners' responsibility to make the work environment ready for installation by removing excessive dirt, debris and other hindrances and to keep any water, oil, or other contaminants from entering the work area 24 hours before our work is to be performed and 24 hours after our work is completed.
  - Toilet facilities in building or on site for use by installers

Payment Terms Are: 50% deposit & 50% payment upon completion

## TERMS AND CONDITIONS

1. **STANDARD TERMS.** These Standard Terms are part of an Order Acknowledgment to the addressee of the Order Acknowledgment. "Services and/or Work Product" will refer to the materials, other goods and services (if any) described in the acknowledgment. The acknowledgment, including these Standard Terms, constitutes the complete Contract ("Contract") between Cornerstone Detention and the Customer concerning the sale of the Product; there are no other terms to the Contract.
  - i. **Contract Formation.** The Customer agrees to the Contract by (1) signing or allowing Cornerstone Detention to commence furnishing; (2) by making any payment for the Services and/or Work Product furnished; (3) by signifying the existence of the contract in some other writing (4) by failing to object to the Contract as printed in a quote or other material prior to shipment or commencement of work.
  - ii. **Acceptance Limited.** This Acknowledgment is conditional on Customer's assent to all terms in the Acknowledgment that are additional to or different from earlier terms.
  - iii. **Modification.** This Acknowledgment may be modified only by a writing signed by a Cornerstone Detention authorized representative. After acceptance under paragraph 1(a), the Contract may be modified only in writing, signed by an authorized representative. Customer may not rely on Installers performance, course of dealing, or other conduct as a modification of the Acknowledgment or Contract. No failure to exercise a right, and no failure to insist on strict compliance with Acknowledgment or Contract will be a waiver of Cornerstone Detention. Customer may not rely on any waiver or any failure to enforce any rights as a course of dealing. No waiver of any breach of the Acknowledgment or Contract will be a waiver of any other breach.
  - iv. **Definitions and Rules of Construction.** "Circumstances over which Cornerstone has no control" means circumstances and conditions over which Cornerstone has no reasonably cost effective control, including site conditions and third party item shortages; power and fuel shortages; unavailability of transportation, including transportation for delivery of materials and third party items; fire, floods, and other acts of God; strikes, lockouts, and shut downs; equipment failures; wars, civil riots, embargoes, blockades, trade sanctions and restrictions, and other government actions; and compliance with any law.

"Includes" and "Including" do not exclude an item not listed.

"May" signifies a right that a party may or may not exercise, without waiving the right.

"Or" and "either...or" include the conjunction of two or more of multiple elements.

"Rights" includes all rights and remedies available to Prime Coat at law, in equity and under the Contract. All rights are cumulative and may be exercised individually or concurrently.

"Terms" includes conditions.

"Third party item" means any Product supplied by third parties
2. **PRICE.** Cornerstone Detention agrees to furnish all equipment, scaffolds, ladders, canvas, and other materials, and labor necessary for the completion of the project or projects described in this Order Acknowledgment for the price as stated therein. In the event that agents, employees or subcontractors, determine that conditions exist which were unforeseen at the time of acceptance of this Order Acknowledgment and said conditions require additional labor and/or materials, not contemplated by the Order Acknowledgment, Cornerstone shall inform the customer of said unforeseen conditions and provide the Customer with an amended Order Acknowledgment reflecting any additional costs to be charged to the Customer. Said amended Order Acknowledgment, upon acceptance by the Customer, shall be appended to and made a part of this Order Acknowledgment. In the event that the Customer fails or refuses to sign and accept such amended Order Acknowledgment, Cornerstone may elect one of the following options:
  - i. proceed with the work, as outlined in the Order Acknowledgment, without any changes in the Warranties or terms set forth in this Order Acknowledgment;
  - ii. proceed with the work as outlined in the Order Acknowledgment only upon receipt of a statement prepared by Prime Coat and signed by the Customer, by which the Customer agrees to waive any claim for warranty with respect to defects which may be related to the unforeseen conditions;
  - or
  - iii. terminate its work in progress and receive payment for all work completed to date of termination, on a time and materials basis at the labor rates quoted for extras on this Order Acknowledgment or for the full amount due under this Order Acknowledgment, whichever amount is less.
3. **TERMS OF PAYMENT.** Payments due pursuant to this Order Acknowledgment and any amendments thereto shall be paid within thirty (30) days after invoice date unless otherwise stated in this document. Minor touch ups and owner caused delays shall not hinder full payment. If full payment is not received by the applicable due date, Customer agrees to

pay Cornerstone attorney's fees and other cost of collection incurred by Cornerstone, and a monthly late charge at the rate of 1.8% per month of all outstanding amounts. Customer understands that Cornerstone may refuse to perform any further work until overdue accounts are paid in full.

Cornerstone does not agree to hold back of any retention under any Contract with the Customer.

This proposal is good for 60 days from the date issued as shown on the document.

4. **CHANGE ORDERS AND ADDITIONS.** Any modifications to the work to be performed pursuant to this Order Acknowledgment which are requested by the Customer with respect to, application processes, color or material selection, and any additions requested by the Customer shall, where feasible, be honored by Cornerstone. Work on such modifications and/or additions shall not commence until such time as the Customer signs and accepts a written Change Order incorporating such modifications and/or additions and any additional charges for such work. Upon acceptance, the amended Change Order shall be appended to and made a part of this Order Acknowledgment.
5. **COATING STANDARD.** All paint and coatings applied by Prime Coat shall comply with the 22 coating standards as described by the Painting and Decorating Contractors of America P1- P22.
6. **INSURANCE.** Prime Coat agrees that it shall maintain Worker's Compensation insurance in amounts sufficient to protect itself from any liability or damage for injury (including death) to any of its employees, including any liability or damage which may arise by virtue of any statute or law. Prime Coat shall also agree to maintain liability insurance in amounts sufficient to protect itself against all risks of damage or injury (including death) to property or persons resulting from any action or operation under the Proposal or in connection with the work. Copies of certificates of insurance reflecting such insurance coverage shall be made available to the Customer upon request.
7. **WARRANTIES.** Cornerstone warrants that Services and/or Work Product provided shall be performed in a good and workmanlike manner and that the original adherence of all materials applied shall be maintained for a period of one year (unless otherwise noted in this quote) from date of substantial completion of the work and that during this period there shall be no evidence of blisters, peeling or scaling (hereinafter referred to as "defects"). To the extent that such defects are reported to Cornerstone, within one year following the completion of work, Cornerstone shall take all steps, which it determines, in its sole discretion, are reasonable and necessary to remedy the defect. Movement of substrate, damage by others, normal wear and tear, color fading or yellowing, failures due to unforeseen conditions or damage caused, not resulting from the actions of Installation, are not covered in this warranty. Cornerstone makes no express or implied warranty of merchantability. Cornerstone makes no express or implied warranty of fitness for a purpose. Cornerstone makes no express warranty except as described in this paragraph; Cornerstone makes no implied warranty of any kind. Customer is solely responsible for determining whether or not Services and/or Work Product furnished is suitable for Customer's intended uses. Any technical advice requested from the customer is only for informational purpose. This information does not relieve the Customer from ultimate liability to insure Services and/or Work Product furnished are used properly per specifications. Any information or technical advice has been given without consideration, and no such information or advice relieves Customer from sole responsibility to determine whether the Services and/or Work Product furnished is suitable for Customer's intended use, including the responsibility to the Services and/or Work Product furnished, if desirable. Cornerstone warrants that all Services and/or Work Product furnished, except third party items will conform to the description in the Contract, and to specifications and available to Customer if not previously provided.  
This warranty does not cover any failure resulting from or related to defects due to faulty construction, design or materials (other than the coating system itself); or Substrate deterioration or movement; Loss of bonding due to osmotic, hydrostatic or vapor pressure, capillary action or moisture from within, under or adjacent to the concrete surface unless specifically noted in the Contract; Application of products over pre-existing coatings without prior written consent from Cornerstone; Abrasion damage to paint film on wear surfaces; Harmful chemicals, fumes or vapors; Vandalism, physical abuse, or lack of proper maintenance; Fire, flood, earthquake, lightning strike, catastrophic or other Acts of God; Significant change in the use of the coated structure; Excessive contamination of the substrate. Unforeseen conditions or changes in the environment in under and around the coated areas.
8. **REMEDIES.** The remedies in these Standard Terms are the only remedies for any failure of the Services and/or Work Product furnished to conform to any warranty or for breach of any other obligation of any other claim against Cornerstone that may arise in connection with the Contract. Customer shall inspect the Services and/or Work Product furnished promptly upon substantial completion. Remedies are further limited in other provisions of these Standard Terms.
9. **LIABILITIES.** Cornerstone shall not be liable for any indirect, special, consequential, incidental, or penal damages, whether the damages relate to breach of Contract or warranty, tort (including negligence and strict liability), or other rights, including, but not limited to, damages attributable to loss of profits or revenues, loss of production, loss of the use, cost of substitute equipment of facilities, down time costs, increased construction costs, and claims of Customer's customers or contractors. Customer shall indemnify Cornerstone and hold Cornerstone harmless from all claims by third parties arising out of or in connection with the Contract or the Services and/or Work Product furnished, including, but not limited to, claims for personal injuries, property damages, economic loss, or costs of litigation. Customer shall reimburse Cornerstone for all attorneys' fees and other costs of litigation incurred in connection with the defense of any such claim.
10. **LIMITATION OF LIABILITY.** Legal proceedings on any claim by Customer or any other party against Cornerstone in any way related to the Contract must be brought within one year from the date of substantial completion of



Services and/or Work Product or completion of the Services and/or Work Product under a change order which ever is later. Customer waives all proceedings not brought within one year from the above stated date and all claims and defenses that could have been asserted in such proceedings. Regardless of any other provision in the Contract or in any other contract between the parties, Cornerstones liability for damages shall be limited to the consideration actually paid to Cornerstone under the Contract. This limitation covers all claims in any way arising out of or resulting from the Contract, including breach of Contract or warranty, tort (including negligence and strict liability), or otherwise.

11. **DEFAULTS.**

i. **Termination.** Cornerstone may delay the installation of Services and/or Work Product, or terminate the Contract if (1) Customer fails to make any payment promptly when due under the Contract or otherwise fails to comply with the Contract, (2) Customer ceases to conduct its operations in the normal course of business, (3) Customer is or becomes unable to pay its obligations as they mature, (4) any proceeding under the Bankruptcy Code or any other insolvency law is brought by or against customer, (5) a receiver for Customer is appointed or an application for a receiver is filed, (6) Customer makes an assignment for the benefit of creditors, or (7) Customer fails to provide adequate assurance of future performance within ten (10) days after demand by Cornerstone (which will be a repudiation by Customer of the unperformed portion of the Contract). Customer shall reimburse Cornerstone for all attorneys' fees and all other costs of litigation incurred by Cornerstone in connection with the enforcement of the Contract or any right accruing to Cornerstone as a result of the Customer's breach of the Contract.

ii. **Assurance of Performance.** Cornerstone may demand from Customer adequate assurance of future performance acceptable to Cornerstone whenever Cornerstone has reasonable grounds for insecurity concerning Customer's performance. Until it receives adequate assurance of future performance, Cornerstone may suspend its performance under the Contract. "Reasonable grounds for insecurity" includes the circumstances described in Paragraph 11(a). "Adequate assurances of future performance acceptable to Cornerstone" will depend on the circumstances.

12. **NO DAMAGE FOR DELAY.** Cornerstone shall not be liable for, and Customer covenants not to assert against Cornerstone in any legal or quasi-legal proceeding, claims or demands for construction or project delays, disruptions, interference hindrances, or other losses, damages, costs or expenses of any nature whatsoever, caused by or attributed to delays in engineering, shipping, delivery or other performance required of Cornerstone or caused by or attributed to missing, mis fabricated or otherwise defective or deficient drawings, parts, materials, products and installation. No written or oral representation, promise, or undertaking of Cornerstone with respect to any proposed, anticipated, planned or required date shall be construed to be an undertaking by Cornerstone to assume liability for losses, costs or damages of the type and kind disclaimed in the preceding sentence. If any portion of the foregoing disclaimer is determined to be subject to a common law or statutory exception, or is otherwise held to be unenforceable in whole or part, the remaining portion shall be unaffected. **UNDER NO CIRCUMSTANCES WHATSOEVER SHALL CORNERSTONE BE LIABLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES FROM ANY DELAY FOR ANY DAMAGES WHATSOEVER FROM DELAYS CAUSED BY FACTORS BEYOND CORNERSTONES REASONABLE CONTROL.** Customer covenants not to assert any claim against Cornerstone in any legal or quasi-legal proceeding that is inconsistent with this provision. Breach of this covenant shall entitle Cornerstone to recover damages for the costs and expenses, including attorneys' fees, Cornerstone incurs defending against such claims.

13. **FORCE MAJEURE.** Cornerstone will not be liable to Customer for any inability or delay in performing the Contract attributable to circumstances over which it has no control. If circumstances over which Cornerstone has no control occur, Cornerstones time for performance will be extended by the period of any delay attributable to the circumstances, and Cornerstone will be excused from completion of Services and/or Work Product.

14. **ASSIGNMENTS.** Customer may not assign all or any part of this Contract without the written consent of Cornerstone

15. **JURISDICTION AND GOVERNING LAW.** Customer and Cornerstone agree that any litigation initiated by either party seeking to enforce the terms and conditions of this Proposal shall be commenced in the Circuit Court of Madison, AL and shall be governed by the laws of the State of Alabama.

16. **SCHEDULING.** Cornerstone will do its best to schedule each project to accommodate customer's needs. Should the customer change the scheduled project date after it has been accepted by Cornerstone, Cornerstone will reschedule the project at the earliest possible date available on its schedule. Cornerstone will not be responsible for any losses the Customer incurs as a result of this change in schedule. Furthermore this change in schedule will not relieve the Customer from fulfilling his obligations under this agreement.

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I am looking forward to your favorable response and welcome any questions you may have regarding this proposal.

Brian Burleson  
Office: 256-560-4434  
Mobile: 210-709-9080  
Email: bburleson@cornerstonedetention.com

If this quote is acceptable please read, complete any blank spaces, sign, and transmit all pages.

Acceptance: Please initial the work you would like performed, and calculate the total purchase price.

The price for this Quote is :

\$37,250.00

\_\_\_\_\_  
(Initials)

Total Purchase Price: \_\_\_\_\_

Tri-County Behavioral Health

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                         |                                                           |  |        |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------|--|--------|
| PRODUCER<br>MCGRIFF, SEIBELS & WILLIAMS, INC.<br>P.O. Box 10265<br>Birmingham, AL 35202 | CONTACT NAME: Tonya Johnson                               |  |        |
|                                                                                         | PHONE (A/C, No, Ext): 800-476-2211 FAX (A/C, No):         |  |        |
|                                                                                         | E-MAIL ADDRESS: tjohnson@mccgriff.com                     |  |        |
| INSURED<br>Cornerstone Detention Products, Inc.<br>14000 Hwy 20<br>Madison, AL 35766    | INSURER(S) AFFORDING COVERAGE                             |  | NAIC # |
|                                                                                         | INSURER A: Liberty Mutual Fire Insurance Company          |  | 23035  |
|                                                                                         | INSURER B: Liberty Insurance Corporation                  |  | 42404  |
|                                                                                         | INSURER C: Travelers Property Casualty Company of America |  | 25674  |
|                                                                                         | INSURER D: The First Liberty Insurance Corporation        |  | 33588  |
|                                                                                         | INSURER E:                                                |  |        |
| INSURER F:                                                                              |                                                           |  |        |

## COVERAGES

CERTIFICATE NUMBER: YYKHXBQ

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                                 | ADDL SUBR INSD WYD               | POLICY NUMBER          | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Per Proj Agg as req by contract<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER |                                  | TD2-Z91-453564-005     | 06/30/2015              | 06/30/2016              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMPROP AGG \$ 2,000,000 |
| D        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS<br><input checked="" type="checkbox"/> Hired PD Limit \$50,000                                                                                   |                                  | AS6-Z91-453564-025     | 06/30/2015              | 06/30/2016              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                |
| B        | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><br>DED <input type="checkbox"/> RETENTION \$ 10,000                                                                                                                                                                                                           |                                  | TH7-Z91-453564-055     | 08/30/2015              | 06/30/2016              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000                                                                                                                                                                                   |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                                                            | Y/N <input type="checkbox"/> N/A | WC2-Z91-453564-005     | 08/30/2015              | 06/30/2016              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                 |
| C        | Contractors Equipment<br>All Risk of Direct Physical Loss<br>Barkers Risk/Installation Floater Limit: \$2,000,000, Ded, \$2500                                                                                                                                                                                                                                                                                    |                                  | QT 600 9D91766A TIL 16 | 06/30/2015              | 06/30/2016              | Sch. EQ Limit on file w/co Leased/Rented Equip. Limit \$ 250,000                                                                                                                                                                         |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

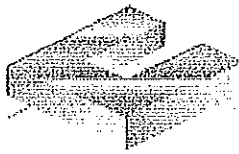
## CERTIFICATE HOLDER

## CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**CORNERSTONE**  
SERVICE & SUPPLY

Norment *ALPINE* *trentech* *ECS* EO Integrated Systems, Inc.

### Safety Cell References Cornerstone Detention: Padded Cell Projects

1. Atascosa County Jail  
Jail Lieutenant Mike Benavidez  
830-769-3434 :2246  
[Mike.benavidez@acso-tx.org](mailto:Mike.benavidez@acso-tx.org)
  
2. Travis County Jail  
Pete Trotman  
512-854-5303  
[Pete.trotman@co.travis.tx.us](mailto:Pete.trotman@co.travis.tx.us)

# **PADDED SURFACES BY B&E**

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DATE: March 14, 2016  
FAX #: 936-756-8403  
TO: Kenneth Anderson/Karen McCombs  
Tri-County Behavioral Health  
FROM: Mark Spray  
PHONE #: 936-521-6160  
Email: [KennyA@tcbh.org](mailto:KennyA@tcbh.org)

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## **TRI-COUNTY BEHAVIORAL HEALTHCARE CONROE, TX**

The following is our quote for the above project. This quote includes all labor, material, equipment and travel expenses to complete the following work.

### **Scope of Work:**

Furnish and install our Detention Surface Padding System, manufactured by Padded Surfaces by B&E Inc., on

- Seclusion Room (A) and Access Hallway (B).
- walls - 1, 2, 3, 4, 5, 6, 7, and 8
- floors - 9 and 10
- both sides of door - 11

TOTAL AMOUNT OF QUOTE..... \$ 45,875.00

If you should have any questions, please do not hesitate to contact me.

Thank You,  
Padded Surfaces by B&E

Mark Spray

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2339 Distributors Drive  
888-243-8788

Indianapolis, IN 46241 (317) 243-2233 Fax (317) 248-2832  
e-mail: [padsurf@indy.net](mailto:padsurf@indy.net) [www.padded-surfaces.com](http://www.padded-surfaces.com)

# **PADDED SURFACES BY B&E**

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## **GUARANTEE**

### **NEW INSTALLATIONS:**

A padded surface installed by **Padded Surfaces by B&E** is guaranteed impenetrable by organic human body parts for a period of three years from the of manufacturer's installation approval for use. Should penetration occur, the damage will be repaired or the surface replaced, at the manufacture's option.

### **REPAIRS:**

A padded surface repaired by **Padded Surfaces by B&E** is guaranteed as above. In case of repair of another manufacturer's product, the guarantee applies only to the padded surfaces install, and not the existing surfaces that remain from the initial installation.

### **CONDITIONS:**

This guarantee does not apply to damage caused by non-organic human body parts, or damage resulting from use prior to completion of final curing. This product is not intended to replace established management practices, but to supplement those practices, while allowing for a greater degree of protection against client self-injury.

## PETC ISOLATION ROOM CONTRACTOR REFERENCE RESPONSES

| Name of Contractor: | Cornerstone Detention                                                                                                                 | Padded Surfaces by B&E                                                                        |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| References:         | Atascosa County Jail<br>Jourdanton, Texas                                                                                             | New Cherry Hospital<br>Goldsboro, North Carolina                                              |
|                     | Contact: Mike Benavidez                                                                                                               | Contact: Neal Enevoldsen                                                                      |
|                     | Reference Response:<br><i>Is using again in additional areas of jail. Happy with their work. If repair is needed, they are quick.</i> | Reference Response:<br><i>Uses them for all padding work at this and all other locations.</i> |
|                     | Travis County Jail<br>Del Valle, Texas                                                                                                | Boston Children's Hospital<br>ICBAT<br>Boston, Massachusetts                                  |
|                     | Contact: Pete Trotman                                                                                                                 | Contact: Scott Gentzler                                                                       |
|                     | Reference Response:<br><i>Good work, having them return for work on additional cells.</i>                                             | Reference Response:<br><i>Very pleased with work.</i>                                         |
|                     |                                                                                                                                       | UVM Medical Center<br>Fletcher Allen<br>Burlington, VT                                        |
|                     |                                                                                                                                       | Contact: Joseph Voci                                                                          |
|                     |                                                                                                                                       | Reference Response:<br><i>Great work, worked well around clients, would use again.</i>        |

Note: Neither business was listed on the BBB website.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <p><b>Agenda Item:</b> Approve Contract Negotiation with David Southern to Broker ICF/IID License Sale</p> <p><b>Committee:</b> Business</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Board Meeting Date</b></p> <p>April 28, 2016</p> |
| <p><b>Background Information:</b></p> <p>From conversations with the Texas Council and another Center that recently negotiated the sale of their Intermediate Care Facility homes, both recommended working with Mr. David Southern who has sold over fifty (50) ICF/IID homes to seven (7) different Local Intellectual and Developmental Disability Authorities (LIDDA).</p> <p>As a broker, Mr. Southern would ensure that the sale of the licenses meets all governmental sale requirements.</p> <p>Educare has previously expressed interest in the homes, but staff have not yet approached them about the sale at this point.</p> <p>Mr. Southern has provided a draft contract, but staff do not believe it would meet the expectations of Jackson Walker. Staff are recommending that the Board approve the negotiation of a contract with Mr. Southern with the legal assistance from Jackson Walker.</p> |                                                        |
| <p><b>Supporting Documentation:</b></p> <p>Resume</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                        |
| <p><b>Recommended Action:</b></p> <p><b>Approve Contract Negotiation with David Southern to Broker ICF/IID License Sale</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        |



# DAVID SOUTHERN

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## EXPERIENCE

**2003-Present**

**Southern Consulting**

**Granbury, Texas**

### **BROKER/EXPERT WITNESS**

- Commission Sale of over 50 ICF/IID & HCS Contracts & programs
- Have provided services to 7 Local IDD Authorities
- Provide Expert Court Testimony
- Appraisal of Programs for Intellectually Disabled

**1980-Present**

**Southern Concepts Inc.**

**Granbury, Texas**

### **CHIEF EXECUTIVE OFFICER**

- Administrative Responsibility for Staff of 200 for HCS Program and ICF/IID Program, including twenty-nine Community Homes, Two Satellite offices, Three Day Habilitation Centers for persons with Intellectual Disabilities, and a Central Office
- Professional Staff Supervision and Training
- Budget Development, and Constraints and Supervision of Fiscal Records Administration
- Development of Policies and Procedures
- Development of Organizational Goals and Objectives
- Identification and analysis of critical issues and their effect on the Industry
- Development and Advocacy for Legislative Initiatives
- Public Relations and Advocacy with State Agencies

1981-1984

Community Living Concepts

Keene, Texas

### **CHIEF EXECUTIVE OFFICER**

- Developed and Operated Three Community Homes for persons with Intellectual Disabilities
- Opened the first small (6 bed) community ICF/IID in Texas
- Initiated & Testified in Supreme Court Landmark Zoning Case (CLC Inc. v. City of Cleburne)

1979-1980

Rock House, Inc.

Stephenville, Texas

### **QMRP/PROGRAM DIRECTOR OF ROCK HOUSE ICFMR**

- Developed one 15 bed ICF/IID
- Operated ICF/IID program
- Planned future ICF/IID development

1977-1979                      National Living Centers(ARA)                      Brownwood, Texas

**QMRP/SOUTHPARK DEVELOPMENT CENTER**

- Converted Nursing Home to ICF/IID Facility
- Operated 84 person ICF/IID Facility
- Supervised a staff of 100
- Consulted for Development and Operation of four other facilities
- Provided Psychological Services for 140 people in two facilities

1975-1977                      Abilene State School                      Abilene, Texas

**STAFF PSYCHOLOGIST**

- Provided Psychological testing services for 300 individuals
- Managed Behavioral Programs for five living units
- In-service Training for Professional and Direct Care Staff

1974-1975                      Boy Scouts of America                      Pampa, Texas

**DISTRICT EXECUTIVE**

- Troop and Den Development and Organization
- Recruitment of Adult Volunteers
- Camp Aquatics Director
- Scout Master for Troop of Scouts with Down Syndrome

**GOVERNMENT  
SERVICE**

1985-1987 & 1988-1995

**CITY COUNCIL MEMBER CITY OF GRANBURY**

- Policy and Procedure Development
- Budget Development, Approval, and Amendments
- Community Relations
- Tourism Board Council Representative/Chamber of Commerce

1995-2010

**MAYOR CITY OF GRANBURY**

- Budget Development for \$35,000,000 annual budget
- Development of Policies and Procedures
- Emergency Planning and Implementation
- Leadership of City Council
- Identification and Analysis of critical issues
- Public Relations with Federal, State, and Local Agencies and Citizens of the Community
- Development and Implementation of Legislative Agenda
- Appointment & Guidance of Granbury Housing Authority Board
- Providing Low Income and Senior Housing

1996-2002

**NORTH CENTRAL TEXAS  
HOUSING FINANCE CORPORATION**

- Board Member
- Hood County Representative
- North Central Texas Council of Governments Organization

2002-Present

**NORTHWEST CENTRAL TEXAS  
HOUSING FINANCE CORPORATION**

- President
- Hood County Representative
- North Central Council of Governments Organization

1998-2010

**GRANBURY/HOOD COUNTY INTERGOVERNMENTAL COALITION**

- Organized Local Government Coalition
- Public Relations between Governmental Subdivisions
- Public Relations and Advocacy with State Agencies
- Chairman of Coalition
- Appoint Sub-committees

2004-2010

**GRANBURY/HOOD COUNTY ECONOMIC DEVELOPMENT CORPORATION**

- Board Member
- Recruitment and Hiring of Staff
- Recruitment and Public Relations with Companies Development Staff
- Development of Goals and Objectives, Policies and Procedures

2008-2010

**REGIONAL TRANSPORTATION COUNCIL**

- Hood & Johnson Counties
- Alternate Representative

2016- Present

**TEXAS ASSOCIATION OF LOCAL HOUSING FINANCE AGENICES**

- Board Member

**ORGANIZATION  
AND HONORS**

1977-1997

## **AMERICAN PSYCHOLOGY ASSOCIATION**

1980-Present

### **AMERICAN ASSOCIATION ON INTELLECTUAL AND DEVELOPMENTAL DISABILITIES**

1980-Present

### **TEXAS ASSOCIATION ON INTELLECTUAL AND DEVELOPMENTAL DISABILITIES**

- At Large Board Member 1986-1990
- President 1995-1998

1998-Present

### **MASTERS OF PSYCHOLOGY ASSOCIATION**

1982-1992

### **TEXAS ASSOCIATION OF PRIVATE RESIDENTIAL RESOURCES**

- Founding Member Organization SCI
- Board Member 1983-1985

1988-1993

### **COMMUNITY RESIDENTIAL ASSOCIATION OF TEXAS**

- Board Member 1989-1990
- President 1990-1993

1993-2009

### **PRIVATE PROVIDERS ASSOCIATION OF TEXAS**

- Member Organization SCI
- President 1993-1995
- Acting Executive Director 1993
- Hired New Executive Director 1993

1995-2002

### **TEXAS DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION PLANNING AND ADVISORY COMMITTEE**

1996

### **TDMHMR COMMISSIONER'S AD-HOC COMMITTEE ON FUTURE OF MENTAL RETARDATION SERVICES**

1993-1995

### **QUALITY OF LIFE PROJECT/TXMHMR**

- Founding Member
- 1994 Conference Planner

2013-Present

**IDD SYSTEM REDESIGN ADVISORY COMMITTEE**

1990-1995 & 2005-2010

**PUBLIC PRIVATE COALITION (Texas Council & PPAT)**

- Founding Member
- Represented AAIDD Texas

**PROVIDER ALLIANCE OF COMMUNITY SERVICES TEXAS**

- Founding Member SCI
- Legislative Committee

1998-Present

**LEADERSHIP GRANBURY**

- President 2000-2002
- Board Member 1999-2004
- Alumni of the Year 2005

1999-2010

**ABILENE CHRISTIAN UNIVERSITY PSYCHOLOGY DEPARTMENT VISITING COMMITTEE**

- Committee Member
- Chairman 2006-2007

1989

**BUSINESS AWARD OF EXCELLENCE/LAKE GRANBURY CHAMBER OF COMMERCE**

1993

**PARENT OF THE YEAR/GRANBURY WOMENS CLUB**

1997

**LAKE GRANBURY AREA KIWANIS CLUB CITIZEN OF THE YEAR**

2001

**OUTSTANDING QUALITY PROVIDER AWARD BY PRIVATE PROVIDERS OF TEXAS**

2003

**QUALITY OF LIFE AWARD/LAKE GRANBURY CHAMBER OF COMMERCE**

**Education &**

**ABILENE CHRISTIAN UNIVERSITY**

- Bachelor of Science Psychology 1972 (Minors in Bible & Communication)

**Licensure**

- Practicum Abilene State School
- Masters of Science Psychology 1975
- Internship Big Spring State Hospital

**LICENSED PSYCHOLOGICAL ASSOCIATE**

- Licensed since 1976
- Minimum of 20 Hours Continuing Education Annually

**References**

PROVIDED UPON REQUEST

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <p><b>Agenda Item:</b> Approve DSHS YES Waiver Medicaid Provider Contract #2016-049249-001</p> <p><b>Committee:</b> Business</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Board Meeting Date</b></p> <p>April 28, 2016</p> |
| <p><b>Background Information:</b></p> <p>As the Board is aware, Tri-County has been contracting with the Department of State Health Services (DSHS) to provide the Youth Empowerment Services (YES) Medicaid waiver beginning in July of 2015. This waiver is designed to prevent custody relinquishment by parents (to the state) for youth with serious emotional disturbances (SED).</p> <p>The YES waiver has the following goals:</p> <ul style="list-style-type: none"> <li>• Reducing out-of-home placement and inpatient psychiatric treatment by all child-serving agencies; and,</li> <li>• Providing a more complete continuum of community-based services and supports for YES recipients and their families by providing wrap-around services including non-traditional supports.</li> </ul> <p>DSHS has designated Local Mental Health Authorities (LMHA) to coordinate waiver services locally. In addition, LMHAs are being asked to set up provider networks for the wrap-around services or to provide them to youth as the 'provider of last resort.'</p> <p>Initial contracts for YES Waiver in the urban areas were provided via a Medicaid Waiver from the Centers for Medicare and Medicaid Services (CMS); however, expansion sites, like Tri-County, have services provided with General Revenue funds. In early 2016, CMS approved DSHS to expand the Medicaid coverage for YES waiver across the state.</p> <p>In March, our General Revenue YES Waiver provider contract was cancelled by DSHS and the attached contract was issued to replace it. This contract is essentially unchanged except that the funding for the services is now through Medicaid. It should be noted that most of the requirements associated with services are actually in the YES Waiver Policy and Procedure Manual and are not attached to the contract document.</p> <p>This contract expires March 31, 2018. Funding for services are based on a fee-for-service provision basis with a maximum amount of \$412,000 during the contract term.</p> |                                                        |
| <p><b>Supporting Documentation:</b></p> <p>DSHS YES Waiver Medicaid Provider Contract #2016-049249-001</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                        |
| <p><b>Recommended Action:</b></p> <p><b>Approve DSHS YES Waiver Medicaid Provider Contract #2016-049249-001</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                        |

**SIGNATURE DOCUMENT FOR  
DEPARTMENT OF STATE HEALTH SERVICES  
CONTRACT No. 2016-049249-001**

**I. PURPOSE**

The Department of State Health Services (“System Agency”), an administrative agency within the executive department of the State of Texas and having its principal office in Austin, Texas, and Tri-County Behavioral Healthcare (“Contractor”), having its principal office at CONROE, TX (each a “Party” and collectively “the Parties”) enter into the following contract for Youth Empowerment Services Provider Agreement services (MH/YESPROV) (the “Contract”).

**II. LEGAL AUTHORITY**

This Contract is authorized by and in compliance with the provisions of Health and Safety Code, Section 12.051.

**III. DURATION**

The Contract is effective on 04/01/2016 and terminates on 03/31/2018 unless renewed, extended, or terminated pursuant to the terms and conditions of the Contract. System Agency, at its own discretion, may extend this Contract subject to terms and conditions mutually agreeable to both Parties.

**IV. BUDGET**

The total amount of this Contract will not exceed \$412,000.00.

The total amount for state fiscal year 2016 will not exceed \$100,000.00.

The total amount for state fiscal year 2017 will not exceed \$312,000.00.

All expenditures under the Contract will be in accordance with **ATTACHMENT A, STATEMENT OF WORK**.

**V. CONTRACT REPRESENTATIVES.**

The following will act as the Representative authorized to administer activities under this Contract on behalf of their respective Party.

**System Agency**

The Department of State Health Services  
P.O. Box 149347, Mail Code 2058  
Austin, Texas, 78714-9347  
Attention: Christopher Dickinson

System Agency Contract No. 2016-049249-001

Page 1



**Contractor**

TRI-COUNTY BEHAVIORAL HEALTHCARE  
PO BOX 3067  
CONROE, TX 77305  
Attention: **Evan Roberson**

**VI. LEGAL NOTICES**

Any legal notice required under this Contract shall be deemed delivered when deposited by the System Agency either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:

**System Agency**

The Department of State Health Services  
1100 49<sup>th</sup> Street  
Austin, Texas 78756-3199  
Attention: Lisa Hernandez

**Contractor**

TRI-COUNTY BEHAVIORAL HEALTHCARE  
PO BOX 3067  
CONROE, TX 77305  
Attention: **Evan Roberson**

Legal notice given by Contractor shall be deemed effective when received by the System Agency. Either Party may change its address for notice by written notice to the other Party.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR SYSTEM AGENCY CONTRACT No. 2016-049249-001**

**SYSTEM AGENCY**

**TRI-COUNTY BEHAVIORAL  
HEALTHCARE**

\_\_\_\_\_  
Lauren Lacefield  
Assistant Commissioner  
Date of execution: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date of execution: \_\_\_\_\_

**THE FOLLOWING ATTACHMENTS TO SYSTEM AGENCY CONTRACT No. 2016-049249-001 ARE HEREBY ATTACHED AND INCORPORATED BY REFERENCE:**

**ATTACHMENT A – STATEMENT OF WORK  
ATTACHMENT A-1 – QUARTERLY EXPENDITURES  
ATTACHMENT A-2 – TMHP & ERS AGREEMENT  
ATTACHMENT A-3 – SECURITY ADMINISTRATOR ATTESTATION & AUTHORIZED USER LIST  
ATTACHMENT B – UNIFORM TERMS AND CONDITIONS  
ATTACHMENT C – GENERAL AFFIRMATIONS  
ATTACHMENT D – SUPPLEMENTAL AND SPECIAL CONDITIONS  
ATTACHMENT E – FEDERAL AFFIRMATIONS AND ASSURANCE  
ATTACHMENT F – DATA USE AGREEMENT  
ATTACHMENT G – NON-EXCLUSIVE LIST OF APPLICABLE LAWS**

**ATTACHMENTS FOLLOW**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <p><b>Agenda Item:</b> Approve FY 2016 Cypress Creek Hospital Contract Amendment</p> <p><b>Committee:</b> Business</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>Board Meeting Date</b></p> <p>April 28, 2016</p> |
| <p><b>Background Information:</b></p> <p>Tri-County Behavioral Healthcare has utilized Cypress Creek Hospital for inpatient psychiatric services when programs at the Psychiatric Emergency Treatment Center (PETC) are at capacity or the individual's acuity demonstrates a need for a higher level of care. This includes persons in need of longer-term inpatient treatment than what is permitted in the Crisis Stabilization Unit (CSU).</p> <p>Similar to prior years, Tri-County executed a Statement of Work with the Department of State Health Services (DSHS) for five private psychiatric beds intended for state hospital diversion.</p> <p>The maximum contract allowance for Cypress Creek Hospital in FY 2016 was initially set at \$650,000 for behavioral health inpatient stabilization. However, due to an increase in demand for adolescent and adult hospital level of care services, an amendment revision is requested for the amount of \$675,000. This is not a reflection of a budget increase but rather a re-allocation of funding due to hospitalization utilization trends. This will permit Tri-County individuals in crisis to continue to use Cypress Creek Hospital as a resource for mental health stabilization.</p> |                                                        |
| <p><b>Supporting Documentation:</b></p> <p>Contract Amendment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |
| <p><b>Recommended Action:</b></p> <p><b>Approve Addendum to Extend the FY 2016 Cypress Creek Hospital Contract for an Additional Contract Maximum of \$25,000 for a Total of \$675,000 for Inpatient Psychiatric Services</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |



**TRI-COUNTY BEHAVIORAL HEALTHCARE  
COMMUNITY BASED SERVICES AGREEMENT ADDENDUM**

Effective 4/04/16, the undersigned agree to the following modifications to the Community Based Services Agreement between Cypress Creek Hospital and Tri-County Behavioral Healthcare for fiscal year 2016:

The maximum annual amount of \$650,000 will be increased to \$675,000 for the remainder of fiscal year 2016. This is an additional \$25,000 dollar allowance from the contracted amount. The authority agrees to pay the contractor, in accordance with the fee schedule, for an amount not to exceed \$675,000.

Evan Roberson  
Executive Director

Date

Contractor

Date

04-05-2016

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        |
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| <p><b>Agenda Item:</b> Approve Two Additional Tri-County Consumer Foundation Board of Directors</p> <p><b>Committee:</b> Business</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Board Meeting Date</b></p> <p>April 28, 2016</p> |
| <p><b>Background Information:</b></p> <p>On January 29, 2015, the Tri-County Board approved the formation of a foundation that would exist to support Tri-County consumers. We currently have 3 directors and are requesting to add the following 2 directors for a total of 5.</p> <p>Mrs. Pat Seward is a retired Federal Employee with extensive experience in grant and contract writing with the USDA Center for Nutrition Policy and Promotion. Mrs. Seward also has over 30 years of community volunteerism. Mrs. Seward is committed to increasing community awareness on mental health issues as has a grown son who is diagnosed with a severe mental illness and has fought the red tape for years on his behalf.</p> <p>Mrs. Seward has been contacted and is willing to serve a two-year term, which would expire in August 2017.</p> <p>Mrs. Meredith Heimsoth has been a community volunteer and advocate in The Woodlands for the past 10 years for numerous agencies that work with autism and related disorders. Mrs. Heimsoth moved to Conroe 1 year ago and wanted to bring her volunteerism closer to her home. Mrs. Heimsoth has a 13 year old step-son who is on the Autism Spectrum disorder and has a passion for increasing awareness and funding for individuals diagnosed with developmental disabilities.</p> <p>Mrs. Heimsoth has been contacted and is willing to serve a two-year term, which would expire in August 2016.</p> |                                                        |
| <p><b>Supporting Documentation:</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                        |
| <p><b>Recommended Action:</b></p> <p><b>Approve Mrs. Pat Seward and Mrs. Meredith Heimsoth as Directors of the Tri-County Consumer Foundation</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                        |

|                                                                                                                  |                                                 |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Board of Trustees' Unit Financial Statement for March 2016<br><br><b>Committee:</b> Business | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>None                                                                       |                                                 |
| <b>Supporting Documentation:</b><br><br>Board of Trustees' Unit Financial Statement for March 2016               |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                                    |                                                 |

# Unit Financial Statement

FY 2016

|                                | March 2016<br>Actuals | March 2016<br>Budgeted | Variance    | YTD<br>Actual | YTD<br>Budget | Variance      | Percent | Budget       |
|--------------------------------|-----------------------|------------------------|-------------|---------------|---------------|---------------|---------|--------------|
| Revenues                       |                       |                        |             |               |               |               |         |              |
| Allocated Revenue              | \$ 2,596.00           | \$ 2,596.00            | \$ -        | \$ 18,170.00  | \$ 18,170.00  | \$ -          | 100.00% | \$ 31,150.00 |
| Total Revenue                  | \$ 2,596.00           | \$ 2,596.00            | \$ -        | \$ 18,170.00  | \$ 18,170.00  | \$ -          | 100.00% | \$ 31,150.00 |
| Expenses                       |                       |                        |             |               |               |               |         |              |
| Food Items                     | \$ 238.84             | \$ 208.00              | \$ 30.84    | \$ 1,174.86   | \$ 1,460.00   | \$ (285.14)   | 80.47%  | \$ 2,500.00  |
| Insurance-Worker Compensation  | \$ 10.44              | \$ 17.00               | \$ (6.56)   | \$ 53.94      | \$ 115.00     | \$ (61.06)    | 46.90%  | \$ 200.00    |
| Legal Fees                     | \$ 1,500.00           | \$ 1,500.00            | \$ -        | \$ 10,500.00  | \$ 10,500.00  | \$ -          | 100.00% | \$ 18,000.00 |
| Postage-Express Mail           | \$ -                  | \$ 4.00                | \$ (4.00)   | \$ -          | \$ 30.00      | \$ (30.00)    | 0.00%   | \$ 50.00     |
| Supplies-Office                | \$ -                  | \$ 153.00              | \$ (153.00) | \$ 244.77     | \$ 205.00     | \$ 39.77      | 0.00%   | \$ 100.00    |
| Training                       | \$ -                  | \$ 300.00              | \$ (300.00) | \$ 1,850.00   | \$ 2,100.00   | \$ (250.00)   | 88.10%  | \$ 3,600.00  |
| Travel - Local                 | \$ -                  | \$ 75.00               | \$ (75.00)  | \$ 242.36     | \$ 525.00     | \$ (282.64)   | 46.16%  | \$ 900.00    |
| Travel - Non-local Mileage/Air | \$ 186.73             | \$ 150.00              | \$ 36.73    | \$ 1,561.76   | \$ 1,050.00   | \$ 511.76     | 148.74% | \$ 1,800.00  |
| Travel - Non-local Hotel       | \$ 432.39             | \$ 250.00              | \$ 182.39   | \$ 967.05     | \$ 1,750.00   | \$ (782.95)   | 55.26%  | \$ 3,000.00  |
| Travel - Meals                 | \$ 187.57             | \$ 83.00               | \$ 104.57   | \$ 227.73     | \$ 585.00     | \$ (357.27)   | 38.93%  | \$ 1,000.00  |
| Total Expenses                 | \$ 2,555.97           | \$ 2,740.00            | \$ (184.03) | \$ 16,822.47  | \$ 18,320.00  | \$ (1,497.53) | 91.83%  | \$ 31,150.00 |
| Total Revenue minus Expenses   | \$ 40.03              | \$ (144.00)            | \$ 184.03   | \$ 1,347.53   | \$ (150.00)   | \$ 1,497.53   | 8.17%   | \$ -         |

|                                                                                                                                                                                                                                                                                                                                      |                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Agenda Item:</b> Building Consolidation Update<br><br><b>Committee:</b> Business                                                                                                                                                                                                                                                  | <b>Board Meeting Date</b><br><br>April 28, 2016 |
| <b>Background Information:</b><br><br>As a standing information item on the agenda, Tri-County staff, Mike Duncum and/or contractors will continue to provide updates to the Board regarding progress made throughout the construction phase until we have officially moved into the new consolidated facility in Montgomery County. |                                                 |
| <b>Supporting Documentation:</b><br><br>Project Pictures                                                                                                                                                                                                                                                                             |                                                 |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                                                                                                                                                                                                                                                        |                                                 |

















# UPCOMING MEETINGS

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## **May 26<sup>th</sup>, 2016 – Board Meeting**

- Approve Minutes from April 28, 2016 Board Meeting
- Longevity Recognition Presentations – February through April 2016
- Community Resources Report
- Consumer Services Report for April 2016
- Program Updates
- Program Presentation
- Personnel Report for April 2016
- Texas Council Risk Management Fund Claim Summary for April 2016
- Texas Council Quarterly Board Meeting Verbal Update
- Approve April 2016 Financial Statements
- Board of Trustees Unit Financial Statement for April 2016
- Building Consolidation Update
- Other Business Committee Issues

## **June 2016 – No Board Meeting**

## **July 28<sup>th</sup>, 2016 – Board Meeting**

- Approve Minutes from May 26, 2016 Board Meeting
- Longevity Recognition Presentations – May through July 2016
- Community Resources Report
- Consumer Services Reports for May & June 2016
- Program Updates
- FY 2016 Goals & Objectives Progress Report
- 3<sup>rd</sup> Quarter FY 2016 Corporate Compliance & Quality Management Report
- 4<sup>th</sup> Quarter FY 2016 Corporate Compliance Training
- Medicaid 1115 Transformation Waiver Project Status Report
- Appoint Nominating Committee for FY 2017 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Reports for May & June 2016
- Texas Council Risk Management Fund Claim Summaries for May & June 2016
- Approve May 2016 Financial Statements
- Approve June 2016 Financial Statements
- Approve FY 2016 Audit Engagement Letter
- Approve Recommendation for Tri-County Employee Health Insurance & Ancillary Plans
- 3<sup>rd</sup> Quarter FY 2016 Investment Report
- Board of Trustees Unit Financial Statements for May & June 2016
- Building Consolidation Update
- Other Business Committee Issues