

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

**August 29, 2013**



*Serving individuals with mental illness  
and developmental disabilities*

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, August 29, 2013. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

## **AGENDA**

### **I. Organizational Items**

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

### **II. Special Recognition Presentation**

### **III. Approve Minutes - July 25, 2013**

### **IV. Executive Director's Report - Evan Roberson**

- A. DSHS
  - 1. Contract Status
  - 2. FY 2014 Service Targets
  - 3. FY 2014 Incentive Payment
  - 4. Crisis Services Award
  - 5. Housing Services Award
  - 6. MCOT Audit
- B. TCOOMMI
  - 1. FY 2014 Contract Update
- C. DADS
  - 1. Attachment G
- D. Anasazi HR & Fiscal Products

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

- A. FY 2013 Audit
- B. Fixed Asset Inventory
- C. Workers Compensation Audit
- D. 2004 Series Bond Payoff
- E. FEMA - Ike Close-Out Requests

### **VI. Program Committee**

#### **Action Items**

- A. Approve Goals & Objectives for FY 2014..... *Pages 11-12*

#### **Information Items**

- B. Community Resources Report for July 2013..... *Pages 13-14*
- C. Consumer Services Report for July 2013..... *Pages 15-16*
- D. Program Updates for July 2013..... *Pages 17-20*

### **VII. Executive Committee**

#### **Action Items**

- A. Annual Election of FY 2014 Board Officers..... *Page 21*
- B. Executive Director's Evaluation & Compensation for FY 2014..... *Page 22*

Information Items

- C. Personnel Report for July 2013..... Pages 23-24  
D. Texas Council Quarterly Board Meeting Update..... Page 25

**VIII. Business Committee**

Action Items

- A. Approve July 2013 Financial Statements..... Pages 26-38  
B. Approve FY 2013 Year End Budget Revision..... Pages 39-41  
C. Approve Proposed FY 2014 Operating Budget..... Pages 42-44  
D. Approve Purchase of Dodge Caravan..... Page 45  
E. Approve Purchase of Fleet Vehicles..... Page 46  
F. Approve Repairs to Rear Parking Lot/Sidewalk & Install Lighting at the  
Administration Building..... Pages 47-50  
G. Approve R-Panel Extension Around Perimeter of Roof at the Administration Building..... Pages 51-53  
H. Appoint Board Representative(s) to the Property Committee..... Page 54  
I. Approve the FY 2014-15 DADS Performance Contract..... Page 55  
J. Approve the FY 2014 DSHS Adult Substance Abuse Treatment (TRA)  
Contract #2014-044438-001..... Page 56  
K. Approve the FY 2014 DSHS Co-Occurring Mental Health & Substance Abuse  
Services (TCO) Contract #2014-044475-001..... Page 57  
L. Approve the FY 2014 DSHS Contract #2012-039597, Amendment #001G:  
Mental Health Performance Contract Notebook..... Page 58  
M. Approve FY 2014 Kingwood Pines Inpatient Hospital Contract..... Pages 59-60  
N. Approve FY 2014 Cypress Creek Inpatient Hospital Contract..... Pages 61-62  
O. Approve FY 2014 Avail Solutions, Inc. Contract..... Page 63  
P. Approve FY 2014 ICF/IID Services Contract with Empowerment Options..... Page 64

Information Items

- Q. Board of Trustees' Unit Financial Statement for July 2013..... Pages 65-66

**IX. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney, Section 551.072, Real Property & Section 551.074, Personnel**

Posted By:

Stephanie Eveland  
Executive Assistant

# **Tri-County Services**

**P.O. Box 3067  
Conroe, TX 77305**

## **BOARD OF TRUSTEES MEETING**

**July 25, 2013**

### **Board Members Present:**

David Walker  
Brad Browder  
Tracy Sorensen  
Morris Johnson  
Cecil McKnight  
Sharon Walker

### **Board Members Absent:**

Patti Atkins  
Janet Qureshi

### **Tri-County Staff Present:**

Evan Roberson, Executive Director  
Millie McDuffey, Chief Financial Officer  
Sandy Kelly, Director of Administrative Support  
Tanya Bryant, Director of Quality Management & Support  
Kathy Foster, Assistant Director of IDD Provider Services  
Chuck Lowman, Interim Behavioral Health Director  
Catherine Prestigiovanni, Behavioral Health Director  
Kelly Shropshire, Assistant Director of IDD Authority Services  
Stephanie Eveland, Executive Assistant  
Shane Burks, Coordinator of Resource Development  
Stella Montemayor, Administrative Assistant  
Mary Lou Flynn-DuPart, Legal Counsel  
Tabatha Abbott, Staff  
Sheryl Baldwin, Staff  
Brian Burney, Staff  
LaShonda Denman, Staff  
Jessica Hague, Staff  
Ewa Hlebowicz, Staff  
Laura Parks, Staff  
Debra Shipp, Staff  
Kyle Sommers, Staff  
Demetrius Willis, Staff

### **Guests:**

Genelle Edwards, Empowerment Options

**Call to Order:** Chairman, David Walker, called the meeting to order at 10:04 a.m. at 1506 FM 2854, Conroe, Texas.



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

**Quorum:** There being six (6) members present, a quorum was established.

**Resolution #07-13-01**

**Motion Made By:** Cecil McKnight

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

**Resolved:**

That the Board excuse the absences of Patti Atkins and Janet Qureshi.

Shining Star Awards and Longevity Recognitions were presented to Tri-County staff.

**Resolution #07-13-02**

**Motion Made By:** Brad Browder

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

**Resolved:**

That the Board approve the minutes of the May 23, 2013 meeting of the Board of Trustees.

**Executive Director's Report:**

The Executive Director's report is on file.

**Chief Financial Officer's Report:**

The Chief Financial Officer's report is on file.

**PROGRAM COMMITTEE:**

**Resolution #07-13-03**

**Motion Made By:** Tracy Sorensen

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

**Resolved:**

That the Board accept the FY 2013-14 Montgomery County United Way Awards and approve the funding agreement.

The Community Resources Report for May and June 2013 was reviewed for information purposes only.

The Consumer Services Reports for May and June 2013 were reviewed for information purposes only.

The Program Updates for May and June 2013 were reviewed for information purposes only.

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

The 3<sup>rd</sup> Quarter FY 2013 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 4<sup>th</sup> Quarter FY 2013 Corporate Compliance Training was reviewed for information purposes only.

### **EXECUTIVE COMMITTEE:**

#### **Resolution #07-13-04**

**Motion Made By:** Tracy Sorensen

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

#### **Resolved:**

That the Board approve the termination of the consultant contract with Cindy Sill effective 30 days from the date notification is given.

David Walker, Chairman, appointed members to the Nominating Committee for FY 2014 Board Officers. The committee members are as follows:

- Sharon Walker, Chair
- Patti Atkins
- Morris Johnson

David Walker, Chairman, appointed members to the Executive Director Evaluation Committee as prescribed by Board policy. The committee members are as follows:

- Cecil McKnight, Chair
- Janet Qureshi
- Tracy Sorensen

The Personnel Reports for May and June 2013 were reviewed for information purposes only.

**BUSINESS COMMITTEE:**

**Resolution #07-13-05**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the May 2013 Financial Statements.

**Resolution #07-13-06**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the June 2013 Financial Statements.

**Resolution #07-13-07**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the Engagement Letter from Scott, Singleton, Fincher and Company, P.C. for the FY 2013 Independent Financial Audit.

**Resolution #07-13-08**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the recommendation for Willard Cox, second lowest bidder, to replace the roof at Riverpoint #5. Based on the quality of Willard Cox's work on other Center buildings and Willard Cox's responsiveness to warranty issues, the Board chose the second lowest bidder as being the best value for the replacement of the Riverpoint #5 roof.

**Resolution #07-13-09**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the amendment to the Interlocal Agreement to participate in the Texas Council Risk Management Fund's Minimum Contribution Plan for worker's compensation coverage.

**Resolution #07-13-10**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the recommendation for the Tri-County Services FY 2014 Employee Health Insurance, Basic Life, Accidental Death and Dismemberment and Long Term Disability Plans.

**Resolution #07-13-11**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2012-039597, Amendment #001F: Mental Health Performance Contract Notebook.

**Resolution #07-13-12**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2012-039597, Amendment #002C: Psychiatric Emergency Service Center and Associated Projects.

**Resolution #07-13-13**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2012-039597, Amendment #003B: Veterans Services.

**Resolution #07-13-14**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2012-039597, Amendment #004C: Mental Health-Outpatient Competency Restoration.

**Resolution #07-13-15**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2012-039597-007: Preadmission Screening and Resident Review.

**Resolution #07-13-16**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2013-041973, Amendment #001A: Substance Abuse Treatment Adult Services.

**Resolution #07-13-17**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2013-041499, Amendment #001A: Youth Prevention-Selective (Child).

**Resolution #07-13-18**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2013-041499, Amendment #002A: Youth Prevention-Selective (Youth).

**Resolution #07-13-19**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Contract #2013-041817, Amendment #001A: Mental Health-Projects for Assistance in Transition from Homelessness.



**Resolution #07-13-20**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the TCOOMMI FY 2014-15 Contract #696-TC-14-15-L037.

There was no action taken on Business Committee Action Item VIII-Q, Discuss and Approve Mechanisms for Disposition of Vacant Properties, because it was deferred to the Board meeting on August 29, 2013 in which David Walker, Chairman, requested the formation of a committee.

The 3<sup>rd</sup> Quarter FY 2013 Investment Report was reviewed for information purposes only.

The Board of Trustees' Unit Financial Statements for May and June 2013 were reviewed for information purposes only.

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

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

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

**The regular meeting of the Board of Trustees adjourned at 11:40 a.m.**

**Adjournment:**

**Attest:**

David Walker  
Chairman

Date

Tracy Sorensen  
Secretary

Date



# Executive Director's Report

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*August 29, 2013*

## Announcements

- The next regularly scheduled Board meeting is September 26, 2013. Since many of the DSHS Contract documents are expected to arrive in the next couple of weeks, the agenda is likely to be quite full.
- The annual Burnham Classic was a great time, as usual. I have included a [picture and brief article](#) from the Conroe Courier about the tournament. Thanks again to the Burnham's and McKnight's for their tireless years of dedication to this fundraiser.
- The birthday cake this month is in honor of Patti Atkins.

## Department of State Health Services (DSHS)

- As we expected, we do not have the **DSHS Performance Contract for FY 2014**. I have attached a [Broadcast Message from Rod Swan](#), Manager of the Mental Health Contracts Management Unit, to this update. Mr. Swan indicates that "increased appropriations related to numerous mandates from the 83<sup>rd</sup> Legislative Session prompted an unprecedented volume of programs and initiatives that required negotiations regarding contractual requirements." In this memo, he provided us with information about the service target formulas, 10% withhold payment methodology and outcome measures that must be met to earn this 'incentive payment'. All of these items were discussed in further detail during a conference call yesterday. We expect \$1.489 million in new funding for wait list reduction, treatment surge and appropriate level of care utilization for FY 2014. The 10% holdback is \$1.19 million.
  - The **FY 2014 Service Target** formula that was developed by DSHS will take the average number of persons served in the first three quarters of FY 2013 and add persons to be served to our FY 2013 performance. I have attached the [Final FY 2014 Targets](#) document to this update. For Tri-County, this means that our service target will increase by 734 adults (or increase by 49%) and 155 children (or an increase of 70%). Of course, Tri-County has been over-serving our contract number by 500 adults and 100 or so children for many years. The intent

of this new target methodology is to ensure that Centers do not merely accept the new funding and call the clients that they are over-serving the justification for these new dollars.

The complicating factor to these new targets is that Texas Resilience and Recovery (TRR), which makes service provision more complex, is also starting in FY 2014. The persons we were historically over-serving were not receiving TRR level interventions. In summary, this service target increase is much more significant with TRR coming because of the cost associated with the new service design.

- I have attached the [DSHS 10% Withhold and Payment Methodology](#) summary to this update. DSHS has created a list of outcome measures that we must hit in order to receive our **FY 2014 Incentive Payment** (withheld General Revenue (GR)). We would obviously prefer if this mechanism was never utilized by the legislature, but Rider 78 of the appropriations bill required “the DSHS [to] withhold ten percent (10%) of the GR Revenue quarterly allocation from each Local Mental Health Authority (LMHA) for use as a performance based incentive payment.” However, we do have two concerns about the plan DSHS is implementing for this requirement:

1. All of the GR was included in the DSHS formula. This means that money which supports the PETC, Veteran’s Service, Outpatient Competency Restoration, new rental assistance funds, etc. was included. As a result, the total amount of new funds we are receiving is only slightly more than what is being withheld.
2. In addition to the formula, we also have concerns about some of the outcomes which are being used to measure our performance. I have attached the [Outcome Measures](#) document in case you want to read further. In short, five (33%) of the outcomes appear problematic based on historical performance or TRR interventions which have not yet been tested.

In summary, the payment methodology puts dollars at risk beyond what we expected and the incentive is not a slam dunk for our Center based on both historical performance and new measurements. I am optimistic that we can meet these new requirements, but it will be a challenging year.

- We were notified that our Crisis Needs Assessment Application, which we completed in June, was successful and we would receive a **crisis services award** in the amount of \$333,332 for the biennium. These funds will be used to provide additional hospitalization services for persons who are not appropriate for the PETC.



- We were also notified that our Housing Needs Assessment Application, also completed in June, was successful and we would receive a **housing services award** in the amount of \$420,373 for the biennium. The housing funds will provide short and long-term housing vouchers for persons who are homeless and receiving our services. We anticipate these funds will be heavily utilized by our PATH homeless services program.

### **Texas Correctional Office On Offenders with Medical or Mental Impairments (TCOOMMI)**

- We have received word from TCOOMMI that our **FY 2014 Contract** will include \$45,900 in new funding to hire an additional parole case manager to meet service demand.

### **Department of Aging and Disability Services (DADS)**

- We have received the **DADS Performance Contract for FY 2014**. The Contract did include one significant surprise associated with the Pre-Admission Screening and Resident Review (PASRR) process. As you may remember, the Center signed a contract with DADS to provide nursing facility assessments of persons with mental illness or intellectual disabilities and to determine if these persons were appropriately placed in these facilities.

Attachment G adds significant new responsibilities to the IDD Authority in the form of services to persons with IDD diagnoses who are found in the PASRR process. These services include service coordination (which is funded by Medicaid), a series of staffings and services that these persons might need to maintain their functioning level and/or transition to the community when possible. Included in this new set of expectations from DADS is the requirement to have a 'Designated Medical Professional' to work with the nursing facilities to facilitate a transfer.

As you may be aware, IDD Authority Services does not currently have any medical staff nor is there additional GR to fund this position. DADS has indicated that they will work with Centers to identify places where targets could be cut to address this funding short fall, but they are unable to provide additional GR because the session was over before the DOJ lawsuit was settled. At this time, we anticipate that we may have up to \$75,000 in new costs associated with this attachment.

## **Anasazi Human Resources and Fiscal Software Products**

- As many of you will remember, we converted to the Anasazi 'enterprise' software system (Clinical, HR, Cost Accounting and Fiscal) in early 2007. Despite its warts, I still believe that Anasazi is the best clinical product available for Texas Community Centers. We purchased HR and Fiscal systems because they are programmed to interact with the Anasazi clinical system where our billing is generated.

In November of 2012, we learned the Cerner purchased the Anasazi products. Last month, we learned that Cerner will likely be abandoning the **Anasazi HR and Fiscal products** in the next year or two. We will continue to monitor and evaluate our options, but we may be forced to move away from these software products in the near future.



## COMMUNITY CALENDAR

### BURNHAM CLASSIC GOLF TOURNAMENT



Courtesy photo

The 24th Annual Burnham Classic Golf Tournament was held at the Magnolia Ridge Country Club in Liberty on August 2-4. All proceeds from the tournament will benefit Tri-County Services clients in South Liberty County. The 24th Annual Burnham Classic Golf Tournament reception dinner, held on Friday night, was attended by over 450 community members. This year the Burnham Classic honored Mr. J. C. Burnham, who began the tournament 24 years ago and has been actively involved all these years. Bruce Burnham announced Friday night that the event has raised more than \$446,000 since its inception to support services for individuals with mental illness and intellectual/developmental disabilities. For more information about all programs provided by Tri-County Services, call 936-521-6100 or visit [www.tricountyservices.org](http://www.tricountyservices.org).





## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.  
COMMISSIONER

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
www.dshs.state.tx.us  
**Broadcast MSG0700**

August 23, 2013

To: Executive Directors, Local Mental Health Authorities

From: Rod Swan, Manager  
Mental Health Contracts Management Unit

Re: Fiscal Year (FY) 2014 Department of State Health Services (DSHS) Local Mental Health Authority (LMHA) Performance Contract

The purpose of this notification is to provide Local Mental Health Authorities with a status update on the FY14 LMHA Performance Contract. Please refer to the attachment for detailed information regarding:

- Service Targets Summary,
- Final FY 2014 Service Targets
- Outcome Measures, and
- Ten Percent Withhold and Payment Methodology.

### ***Status Update on Development and Execution***

The development of the Performance Contract is a highly collaborative process requiring input from many internal and external stakeholders. As in the past, the Texas Council Contracts Committee, in coordination with the Texas Council leadership, has provided valuable feedback on the Performance Contract via formal written recommendations and comments on proposed draft contractual requirements. Increased appropriations related to numerous mandates from the 83<sup>rd</sup> Legislative Session prompted an unprecedented volume of programs and initiatives that required negotiations regarding contractual requirements. DSHS has finalized the initial FY14 Performance Contract and attachments, but anticipates future amendments and new mental health contracts in FY14 to address additional legislative mandates.

The DSHS Client Services Contracting Unit (CSCU) is responsible for facilitating execution of DSHS contracts. Following final DSHS approvals of the Performance Contract, CSCU will email contracts to the LMHAs. In an effort to expedite Performance Contract execution and payment, CSCU will accept emailed portable document format (pdf) or faxed Performance Contracts signature pages. These will be used to initiate execution while LMHAs mail paper copies of the Performance Contract with original signatures to DSHS. Please review the submission details provided by CSCU in the email which will contain the FY14 Performance Contract. DSHS will process payments to the LMHAs immediately following contract execution.

## **Executive Directors, Local Mental Health Authorities**

August 23, 2013

Page 2 of 2

### ***Conference Call***

The scope of legislative activity has required many decisions to be made in a compressed time frame, and DSHS recognizes that LMHAs may have questions. However, it has been necessary to finalize the initial FY14 Performance Contract to ensure timely payment to the LMHAs.

DSHS has scheduled a conference call for **Wednesday, August 28 2013 at 11-12** to answer questions related to the issues identified in this notification. The intent of the call is to clarify DSHS expectations and answer questions related to the newly established contractual requirements. Instructions to participate in the call are as follows:

1. Dial the Moderator's Access Number: 1-877-820-7831
2. Enter the Participant Passcode: 934522#

<b>Final FY 2014 Targets</b> <b>Baseline: Average Served in FY 3013</b> <b>Quarters 1-3</b>	<b>Comp</b> <b>Code</b>	<b>2014 AMH</b> <b>Target</b>	<b>2014 CMH</b> <b>Target</b>
Betty Hardwick Center	10	737	159
Texas Panhandle Centers	20	1,772	417
Austin Travis County Integral Care	30	4,068	855
Central Counties Center for MHMR Services	40	1,551	239
Center for Health Care Services	50	5,350	965
Center for Life Resources	60	562	73
Central Plains Center	70	449	139
Emergence Health Network	90	3,705	667
Gulf Coast Center	100	2,550	245
Gulf Bend MHMR Center	110	900	166
Tropical Texas Behavioral Health	130	4,972	2,101
Spindletop Center	140	1,747	463
StarCare Specialty Health System	150	968	196
MHMR Services for the Concho Valley	160	543	226
Permian Basin Community Centers	170	1,658	212
Nueces County Center	180	1,405	322
Andrews Center Behavioral Healthcare System	190	2,071	471
MHMR of Tarrant County	200	7,009	1,176
Heart of Texas Region MHMR Center	220	1,169	228
Helen Farabee Regional MHMR Centers	230	2,963	372
Community HealthCore	240	2,393	689
HMR Authority of Brazos Valley	250	1,542	181
Burke Center	260	2,106	384
MHMR Authority of Harris County	280	9,781	2,468
Texoma Community Center	290	763	138
Pecan Valley Centers	350	2,168	247
Tri-County Services	380	2,220	374
Denton County MHMR Center	400	1,581	195
Texana Center	430	2,555	764
ACCESS	440	1,094	268
West Texas Centers	450	1,534	421
Bluebonnet Trails Community Services	460	2,376	520
Hill Country MHDD Centers	470	2,564	449
Coastal Plains Community Center	475	2,024	571
Lakes Regional MHMR Center	480	1,298	74
Border Region Behavioral Health Center	485	1,559	1,062
Camino Real Community Services	490	1,284	390
<b>Total</b>		<b>84,990</b>	<b>18,885</b>



## Outcome Measures

The 83rd Legislature attached a Rider to the appropriations act that requires DSHS to withhold 10% of an LMHA's funds in strategies B.2.1, B.2.2, and B.2.3 to use as a performance based incentive system.

### Rider 78

***Mental Health Outcomes and Accountability.*** *Out of funds appropriated above in Goal B, Community Health Services, Strategies B.2.1, Mental Health Services for Adults, B.2.2, Mental Health Services for Children, and B.2.3, Community Mental Health Crisis Services, the Department of State Health Services shall withhold ten percent (10%) of the General Revenue quarterly allocation from each Local Mental Health Authority (LMHA) for use as a performance based incentive payment. The payment of the funds withheld shall be contingent upon the achievement of outcome targets set by the department. Initial outcome targets shall be set by the department not later than September 1, 2013. Performance shall be assessed and payments made on a six-month interval. Funds that have been withheld for failure to achieve outcome targets will be used for technical assistance and redistributed as an incentive payment according to a methodology developed by the department.*

### Overview

**Terminology.** To avoid confusion, “withheld” funds are the dollars held in reserve and paid to the LMHA if performance targets are met. “Retained” funds are the dollars made available for technical assistance and redistribution when an LMHA does not meet performance targets.

**Measures.** DSHS identified four or five measures that represent meaningful outcomes within each strategy. Establishing an array of measures for each strategy promotes a broad focus for performance improvement and minimizes the financial risk for LMHAs. For example, an LMHA that does not meet the target for one measure in the adult strategy will lose only 2% of its adult general revenue funds, not the full 10%.

**Targets.** Whenever possible, targets were set based on current performance of LMHAs and set at the 20<sup>th</sup> percentile. Because these are new measures associated with financial risk, targets have been lowered to the 10<sup>th</sup> percentile for the first six months of the year.

**Use of retained funds.** Rider 78 specifies that retained funds are to be used for technical assistance and redistributed as an incentive payment according to a methodology developed by DSHS. This methodology will be developed during the first quarter of the year in consultation with LMHAs and other stakeholders.

**Review.** The outcomes and their associated targets will be reviewed before FY2015 to see if any revisions are warranted.



## FY14 Performance Contract Language

### **Adult Mental Health Services Outcomes**

Adult service outcomes shall be measured 37 calendar days following the close of Quarter 2 (measuring Quarter 1 and Quarter 2) and Quarter 4 (Measuring Quarter 3 and Quarter 4). For each outcome target met, Contractor will receive a percentage of withheld general revenue allocation in proportion to the number of outcome targets met. For each individual outcome measure met, Contractor may be eligible for redistribution of general revenue funds that are withheld from Centers that did not meet outcome targets.

Employment. Target- For Q1/Q2 the percent of adults in a full LOC who have independent employment shall be  $\geq 8.5$ ; in Q3/Q4 it shall be  $\geq 9.9\%$ .

Housing. Target- In Q1/Q2 the percent of adults living independently or in a group home or treatment setting will be  $\geq 96.9\%$ ; in Q3/Q4 it shall be  $\geq 97.6\%$ .

Community Tenure. Target- In Q1/Q2 a percent of adults in a full LOC that avoid DSHS purchased hospitalization will be  $\geq 95.8\%$ ; in Q3/Q4 it shall be  $96.4\%$ .

Improvement. Target- In Q1/Q2 percentage of adult population showing reliable improvement in one or more ANSA domains shall be  $\geq 15.0\%$ ; in Q3/Q4 it will be  $\geq 20.0\%$

Engagement. Target- In Q1/Q2 the average percentage of individuals each month receiving at least one encounter shall be  $\geq 51.9\%$ ; in Q3/Q4 it shall be  $\geq 54.1\%$ .

### **Child and Adolescent Services Outcomes**

Children's service outcomes shall be measured 37 calendar days following the close of Quarter 2 (measuring Quarter 1 and Quarter 2) and Quarter 4 (Measuring Quarter 3 and Quarter 4). For each outcome target met, Contractor will receive a percentage of withheld general revenue allocation in proportion to the number of outcome targets met. For each individual outcome measure met, Contractor may be eligible for redistribution of general revenue funds that are withheld from Centers that did not meet outcome targets.

Juvenile Justice Avoidance. Minimum Target –  $95.0\%$  children/youth enrolled in a full LOC (FLOC) showing no arrests (acceptable) or a reduction of arrests (improving) from time of first assessment to time of last assessment within the measurement period.

Community Tenure. Minimum Target – In Q1/Q2, the percentage of all children/youth in a full LOC avoiding psychiatric hospitalization in a DSHS purchased bed after authorization into a FLOC shall be  $> 97.5\%$ ; the target for Q3/Q4 shall be  $98.1\%$ .

Improvement. Minimum Target – The percentage of children and youth served in a FLOC in Q1/Q2 showing improvement according to the Reliable Change Index (RCI) in one or more domains on the CANS shall be  $> 15.0\%$ . In Q3/Q4 the target shall be  $> 25.0\%$ . The RCI for each domain is located in Information Item C.

Engagement. Minimum Target – In Q1/Q2, the average percentage of children/youth each month receiving at least one encounter shall be  $\geq 71.14\%$ ; the target for Q3/Q4 shall be  $77.8\%$ .

### **Crisis Outcomes for Adults and Children**

Crisis service outcomes for adults and children shall be measured 37 calendar days following the close of Quarter 2 (measuring Quarter 1 and Quarter 2) and Quarter 4 (Measuring Quarter 3 and Quarter 4). For each outcome target met, Contractor will receive a percentage of withheld general revenue allocation in proportion to the number of outcome targets met. For each individual outcome measure met, Contractor may be eligible for redistribution of general revenue funds that are withheld from centers that did not meet outcome targets.

Hospitalization. Target- The equity-adjusted rate of inpatient psychiatric hospital beds-days in the population of the local service area shall be  $< 2.8\%$  during the fiscal year for Q1/Q2; for Q3/Q4 it shall be  $< 1.9\%$ .

Jail Diversion. Target- The equity-adjusted percentage of valid bookings across the adult population with a match in CARE shall be  $\leq 17.6\%$  for Q1/Q2; for Q3/Q4 it shall be  $\leq 14.1\%$ .

Effective Crisis Response. Target-Percentage of adults and children/youth who receive crisis services and avoid psychiatric hospitalization within 30 days of the first day of the crisis episode will be  $\geq 75.4\%$  for Q1/Q2; for Q3/Q4 it shall be  $\geq 76.7\%$ .

Frequent Admissions. Target-Percent of adults and children/youth in a full LOC admitted 3 or more times to a DSHS purchased psychiatric hospital bed within 180 days shall be  $\leq 2.0\%$  Q1/Q2; for Q3/Q4 it will be  $\leq 1.1\%$ .

Access to Crisis Response Services. Target-The percentage of hotline calls (with CARE ID) that result in face to face encounters will be  $\geq 26.0\%$  for Q1/Q2; for Q3/Q4 it shall be  $\geq 36.2\%$ .

## **CHIEF FINANCIAL OFFICER'S REPORT AUGUST 29, 2013**

**FY 2013 Audit** – We continue the preliminary work for the FY 2013 audit. This consists of account reconciliations, copies of contracts, copies of board minutes, backup and approval for any fixed asset purchases. The auditors will be on site as scheduled on the following days, September 9<sup>th</sup> through September 12<sup>th</sup>, and then returning for their final visit on November 18<sup>th</sup> through November 22<sup>nd</sup>. They will provide us with detailed requests of items to be available for each visit and we expect the work to go smoothly. In between the on-site visits, we will be sending data electronic as needed.

**Fixed Asset Inventory** – The fixed asset inventory process is in the final stages. Furniture and equipment are complete. We are finalizing the computer inventory at this time. Reconciliations are being completed for the auditors and any recounts will occur prior to their visit. Every two years, we conduct a complete inventory which was completed last year.

**Workers Compensation Audit** – We have received our initial correspondence from the Texas Council Risk Management Fund Contractor regarding our FY 2013 Workers Compensation audit. The Contractor is scheduled to be here to review the final payroll documents for FY 13 during the week of September 12<sup>th</sup>. They will also be reviewing all contractor documents and payments to compare to the monthly payments submitted to Texas Council for Workers Compensation throughout the fiscal year. The process usually takes three to four months before we get any results from the audit.

**2004 Series Bond Payoff** – Our final payment for the 2004 Series Bonds will be paid on September 1<sup>st</sup>. The original bonds were from 1994 and refinanced in 2004 with JPMorgan Chase Bank. So this is very exciting to finally have these bonds paid off after many years.

**FEMA – IKE Close-Out Requests** – We have been in contact with the Frank Flores from Texas Division of Emergency Management in regards to final closeout documents for Hurricane IKE on FEMA projects. We have submitted the requested documents and are awaiting word back from Mr. Flores that the documents are accepted and the projects are closed out again.

<b>Agenda Item:</b> Approve Goals and Objectives for FY 2014  <b>Committee:</b> Program	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  <p>The Board of Trustees and Management Team met on July 13, 2013 for a Strategic Planning meeting. The Board provided feedback regarding strengths, weaknesses, opportunities and threats for the next fiscal year. From this analysis, goals were developed and a consensus was reached. Subsequently, the Management Team developed objectives for each of the goals. These goals are in addition to the contractual requirements of the Center's contracts with the Department of State Health Services and the Department of Aging and Disability Services.</p> <p>After adoption by the Board, staff will provide a year-to-date progress report each quarter.</p>	
<b>Supporting Documentation:</b>  Draft FY 2014 Goals and Objectives	
<b>Recommended Action:</b>  <b>Approve Goals and Objectives for FY 2014</b>	

# FY 2014 Goals and Objectives

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## *Goal Area 1: Community Awareness*

- **Objective 1:** Form a committee, which includes staff and one Board liaison, to identify 3-4 options for a new organizational name and logo for Tri-County Services by January 31, 2014.
- **Objective 2:** Present options for a new organizational name and logo to the Board of Trustees for approval by February 28, 2014.
- **Objective 3:** Develop marketing materials related to the new organizational name and logo by April 30, 2014.
- **Objective 4:** Market the new organizational name to area stakeholders during the fourth quarter of FY 2014.
- **Objective 5:** During Tri-County's Intellectual and Developmental Disabilities (IDD) Local Planning, distribute information and answer questions about Senate Bill 7 and the impact on IDD Services.

## *Goal Area 2: Technology*

- **Objective 1:** Develop a technology improvement plan by January 31, 2014.
- **Objective 2:** Identify 2 technological improvements from the improvement plan which can be implemented by the end of FY 2014.

## *Goal Area 3: Funding*

- **Objective 1:** Hire a consultant to advise the Management Team about fundraising activities which will generate revenue for the Center by January 31, 2014.
- **Objective 2:** Present options for fundraisers to the Board of Trustees for input and approval by February 28, 2014.
- **Objective 3:** Develop new relationships with at least 2 new businesses in our service area and seek their involvement in fundraising activities.

## *Goal Area 4: Staffing*

- **Objective 1:** Identify key positions by agency department for additional training and leadership opportunities by November 30, 2013.
- **Objective 2:** Establish at least 4 training opportunities for these staff by August 31, 2014.

## *Goal Area 5: Facilities*

- **Objective 1:** Hire a consultant to assist a committee, which includes staff and one Board liaison, in the development of a plan to move toward the creation of a consolidated service location for Montgomery County and the City of Liberty by February 28, 2014.
- **Objective 2:** Create a strategy for the disposition of property currently owned by the Center by February 28, 2014.



<b>Agenda Item:</b> Community Resources Report for July 2013  <b>Committee:</b> Program	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report for July 2013	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Community Resources Report

## July 26 – August 29, 2013

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### Volunteer Hours:

Location	July
Conroe	136.75
Cleveland	5
Liberty	20.5
Huntsville	27
<b>Total</b>	<b>189.25</b>

### COMMUNITY ACTIVITIES:

7/30/13	Montgomery County United Way Fact Finding Meeting	Huntsville
8/1/13	Walker County Community Resource Coordination Group	Huntsville
8/1/13	Cleveland Chamber of Commerce Luncheon	Cleveland
8/1/13	Walker County CRCG Meeting	Huntsville
8/2/13	Walker County Bar Association Meeting – OCR Program	Huntsville
8/2-8/4/13	Burnham Classic Golf Tournament	Liberty
8/6/13	Montgomery County United Way Well Being Counsel	The Woodlands
8/7/13	Liberty County CRCG Meeting	Dayton
8/8/13	Huntsville Chamber of Commerce Breakfast	Huntsville
8/12/13	Walker County Commissioners Court	Huntsville
8/14/13	Montgomery County United Way Funded Partners Meeting	The Woodlands
8/15/13	Conroe ISD Peace Officer Training and Presentation	Conroe
8/20/13	Montgomery County CRCG Meeting	Conroe
8/20/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
8/20/13	College Park High School Teacher In Service	Conroe
8/21/13	Walker County Child Fatality Review Team	Huntsville
8/22/13	Montgomery County United Way Community Health Needs Assessment Meeting	The Woodlands
8/27/13	Montgomery County Court Seminar	Conroe

### UPCOMING ACTIVITIES:

9/1/13	Liberty County Community Resource Coordination Group	Cleveland
9/3/13	Montgomery County United Way Well Being Counsel	The Woodlands
9/5/13	Cleveland Chamber of Commerce Luncheon	Cleveland
9/5/13	Walker County Community Resource Coordination Group	Huntsville
9/11/13	Montgomery County United Way Funded Partners Meeting	The Woodlands
9/12/13	Huntsville Chamber of Commerce Breakfast	Huntsville
9/17/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
9/17/13	Montgomery County Community Resource Coordination Group	Conroe
9/17/13	Montgomery County Court Seminar	Conroe
9/18/13	Walker County Child Fatality Review Team	Huntsville

<b>Agenda Item:</b> Consumer Services Report for July 2013  <b>Committee:</b> Program	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for July 2013	
<b>Recommended Action:</b>  <b>For Information Only</b>	

## Consumer Services Report – July 2013

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
<b>Crisis Services, MH Adults/Children</b>					
Persons Screened, Intakes, Other Crisis Services	517	43	48	38	<b>646</b>
Crisis and Transitional Services (SP 0, SP5)	61	0	11	0	<b>72</b>
Psychiatric Emergency Treatment Center (PETC) Served	58	2	4	5	<b>69</b>
Psychiatric Emergency Treatment Center (PETC) Bed Days	67	2	4	4	<b>77</b>
Contract Hospital Admissions	5	0	1	0	<b>6</b>
Diversion Admits	10	1	0	0	<b>11</b>
Total State Hospital Admissions	7	0	1	0	<b>8</b>
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (SP 1-4)	766	104	80	11	<b>961</b>
Adult Medication Services	608	65	64	78	<b>815</b>
Child Service Packages (SP 1.1-4)	248	19	8	36	<b>311</b>
Child Medication Services	122	7	3	17	<b>149</b>
TCOOMMI (Adult Only)	94	11	5	15	<b>125</b>
Adult Jail Diversion Services	13	0	0	0	<b>13</b>
Juvenile Detention Diversion Services	3	0	0	0	<b>3</b>
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	3	0	0	0	<b>3</b>
Service Coordination	431	30	37	49	<b>547</b>
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living, TxHmL)	53	7	24	25	<b>109</b>
Contractor Provided ICF-MR	18	11	12	6	<b>47</b>
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	0	0	0	0	<b>0</b>
Youth Substance Abuse Treatment Services/COPSD	22	0	0	0	<b>22</b>
Adult Substance Abuse Treatment Services/COPSD	28	0	0	0	<b>28</b>
<b>Waiting/Interest Lists as of Month End</b>					
Department of State Health Services-Adults	188	21	7	5	<b>221</b>
Department of State Health Services-Children	18	0	0	0	<b>18</b>
Home and Community Based Services Interest List	1288	106	114	120	<b>1628</b>
<b>Persons Served Outside of the State Contracts</b>					
Benefit Package 3 Adult	47	8	11	2	<b>68</b>
<b>July Served by County</b>					
Adult Mental Health Services	1232	135	133	153	<b>1653</b>
Child Mental Health Services	260	21	10	37	<b>328</b>
Intellectual and Developmental Disabilities Services	491	48	56	54	<b>649</b>
<b>Total Served by County</b>	<b>1983</b>	<b>204</b>	<b>199</b>	<b>244</b>	<b>2630</b>
<b>June Served by County</b>					
Adult Mental Health Services	1207	141	127	160	<b>1635</b>
Child Mental Health Services	276	21	9	38	<b>344</b>
Intellectual and Developmental Disabilities Services	496	46	59	62	<b>663</b>
<b>Total Served by County</b>	<b>1979</b>	<b>208</b>	<b>195</b>	<b>260</b>	<b>2642</b>
<b>May Served by County</b>					
Adult Mental Health Services	1293	113	122	167	<b>1695</b>
Child Mental Health Services	301	26	12	43	<b>382</b>
Intellectual and Developmental Disabilities Services	490	49	57	64	<b>660</b>
<b>Total Served by County</b>	<b>2084</b>	<b>188</b>	<b>191</b>	<b>274</b>	<b>2737</b>

<b>Agenda Item:</b> Program Updates for July 2013  <b>Committee:</b> Program	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates for July 2013	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# **Program Updates**

## **July 26 – August 29, 2013**

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

#### **A. Key Statistics:**

1. Number of new admissions during the month: 121
2. PETC average daily census: 11.8

#### **B. Program Comments:**

1. Tri-County's Needs and Capacity Assessment proposal was funded to provide rapid inpatient stabilization for an additional 38 individuals as part of the PESC expansion. DSHS awarded \$333,332 for inpatient beds over the biennium.

### **MH Adult Services**

#### **A. Key Statistics:**

1. Number of adults served during the month: 1,653
2. Number of adults served in Medication Services: 815

#### **B. Program Comments:**

1. We plan to hire a full-time Psychiatrist due to the difficulty of recruiting an Advanced Nurse Practitioner.
2. We are planning to utilize ETBHN telemedicine services to assist with our prescribing shortages.
3. Staff are preparing for the upcoming change from the RDM system to the new Texas Resilience and Recovery (TRR) system that goes into effect on September 1<sup>st</sup>.

### **MH Child Services**

#### **A. Key Statistics:**

1. Number of children served during the month: 328
2. Number of children served in Medication Services: 149

#### **B. Program Comments:**

1. Our Summer Day Camp has engaged youth and families resulting in many positive outcomes for clients.
2. Staff are prepared for the multiple changes in CMH service delivery for FY 2014.

### **Criminal Justice Services**

#### **A. Key Statistics:**

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): 125
2. Number of jail diversions: 3

**B. Program Comments:**

1. Caseloads for Parole and Probation Services remain full at 117, versus a target of 107. Parole referrals continue to exceed the capacity to serve.
2. Earned revenue for the TCOOMMI Program remains at 114% of the budgeted target.
3. The Outpatient Competency Restoration Program remains at 11 served, versus a target of 15. The courts continue to order the majority of persons eligible for outpatient services into inpatient services in State Hospitals.

**Substance Abuse Services**

**A. Key Statistics:**

1. Number of children served in Substance Abuse Prevention Services: 0 (all school prevention skills training groups ended in May)
2. Number of adults served in Substance Abuse/COPSD Treatment Services:
  - a. Substance Abuse Outpatient: 31
  - b. COPSD: 13
  - c. Total unique clients served: 28
3. Number of children served in Substance Abuse Treatment Services: 22

**B. Program Comments:**

1. Staff continue to recruit candidates for the vacant LCDC position in the Adult Substance Abuse Treatment Program.
2. Staff are working together to increase the census by forming a plan that will identify referrals appropriate for treatment in the Adult Substance Abuse Treatment Program or the COPSD Program.
3. The Substance Abuse Prevention Program was notified that there will be an increase in funding for FY 2014.

**IDD Services**

**A. Key Statistics:**

1. Total number of admissions for the month: 3
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS = 69 TxHmL = 42
3. Total number served within the department: HCS = 61 TxHmL = 20
4. Total number served in all IDD Services for the month: 649

**B. Program Comments:**

1. Authority and Provider staff received training regarding the changes to service planning in the HCS Program that go into effect on September 1<sup>st</sup>.
2. DADS is in the process of conducting 1 HCS and 5 TxHmL reviews for Provider Services.
3. The HCS Program dropped under the CAP of 67 for the first time in a number of years due to 2 discharges in July. We have 1 vacant slot at this time.
4. In August, we received 3 HCS slots, which reduced the HCS interest list, and 2 TxHmL slots.

## **Support Information**

- A. **Training:** The Coordinator of Community Resources is training to become a 'back-up' training instructor.
- B. **Quality Management:** Staff are conducting an internal program review of Substance Abuse and COPSD Treatment Services. Staff are also preparing for the full transition to TRR, which will take place on September 1<sup>st</sup>.
- C. **Utilization Management:** An overview of the Utilization Management Guidelines was developed for clinical staff in preparation for the changes that will occur from the implementation of TRR.
- D. **Intellectual/Developmental Disabilities and Mental Health Planning Network Advisory Committees (IDDPNAC/MHPNAC):** The IDDPNAC met on August 14<sup>th</sup> and the MHPNAC met on August 28<sup>th</sup> to reappoint members and schedule meetings for the upcoming year. Information on the Medicaid 1115 Transformation Waiver program proposals and the Project for Assistance in Transition from Homelessness Program were provided to the committees.
- E. **Housing:** The Housing Coordinator is working with our HUD-811 consultant to make minor corrections to the Firm Commitment for Cleveland Supported Housing, Inc. We are currently working to seek amendment funds from HUD to cover the remaining balance on the project.

## **Community Activities**

- A. Representatives from the Outpatient Competency Restoration Program made a presentation to the Walker County Bar Association on August 2<sup>nd</sup>. This presentation was part of the Tri-County Speakers Bureau.
- B. The 24<sup>th</sup> Annual Burnham Classic Golf Tournament was held from August 2-4<sup>th</sup> in Liberty.



<b>Agenda Item:</b> Annual Election of FY 2014 Board Officers  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  The By-laws for the Tri-County Board of Trustees require Board officers to be elected each fiscal year. Sharon Walker, Chair of the Nominating Committee, will present the slate of officers for election. Members of the Nominating Committee also include Patti Atkins and Morris Johnson.	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>Elect Officers for FY 2014 Board of Trustees</b>	

<p><b>Agenda Item:</b> Executive Director's Annual Evaluation, Compensation and Contract for FY 2014</p> <p><b>Committee:</b> Executive</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Annually, the Board of Trustees reviews the Executive Director's performance and considers the terms of the contract and annual compensation. Performance evaluation surveys and a FY 2013 Progress Report on goals and objectives were distributed to all Trustees and members of the Management Team. The results of the surveys were compiled by Cecil McKnight, Chairman of the Evaluation Committee. Tracy Sorenson and Janet Qureshi also served on the Evaluation Committee.</p>	
<p><b>Supporting Documentation:</b></p> <p>None</p>	
<p><b>Recommended Action:</b></p> <p><b>Review Executive Director's Evaluation, Compensation and Contract Extension and Take Appropriate Action</b></p>	

<b>Agenda Item:</b> Personnel Report for July 2013  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for July 2013	
<b>Recommended Action:</b>  <b>For Information Only</b>	

**TRI-COUNTY SERVICES  
PERSONNEL BOARD REPORT  
JULY  
2013**

STAFF CLASSIFICATIONS	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED POSITIONS	FILLED POSITIONS	MONTHLY TURNOVER PERCENT	YEARLY TURNOVER PERCENT
	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.				
Bachelor's												
Qualified Mental Health Professionals	2	15	1	19	1	13		6	74	69	1%	28%
Qualified Developmental Disability Professionals (State Title)	1	8	1	5	1	5			17	14	7%	36%
Licensed Staff	1	2		2		2			15	13	0%	15%
Medical												
Physicians		3		1		1			7	6	0%	17%
Advanced Practice Nurses				1		1			2	1	0%	50%
RN's		2	2	6	1	3	1	3	12	8	25%	75%
LVN's	1	4		3		3			10	10	0%	30%
Techs/Aides												
MH		4		3		3			19	12	0%	25%
IDD	1	5	1	4	1	4		1	33	30	3%	13%
Supervisor/Manager												
MH									15	15	0%	0%
IDD				1		1			7	7	0%	14%
Program Support	1	9		5		5			41	39	0%	13%
Central Administration	1	3	1	4		2	1	2	21	20	5%	20%
Business Services		1		1				1	14	13	0%	8%
Maintenance/Janitorial/Lawn		4		3		3			23	21	0%	14%
GRAND TOTALS	8	60	6	58	4	46	2	13	310	278	2%	21%
Previous YTD											3%	25%

<b>Agenda Item:</b> Texas Council Quarterly Board Meeting Update	<b>Board Meeting Date</b>
<b>Committee:</b> Executive	August 29, 2013
<b>Background Information:</b>	
<p>The Texas Council has requested that Center representatives give updates to Trustees regarding their quarterly Board meeting. A verbal update will be given by Sharon Walker.</p>	
<b>Supporting Documentation:</b>	
None	
<b>Recommended Action:</b>	
<b>For Information Only</b>	

<b>Agenda Item:</b> Approve July 2013 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  July 2013 Financial Statements	
<b>Recommended Action:</b>  <b>Approve July 2013 Financial Statements</b>	



## July 2013 Financial Summary

Revenues for July 2013 were \$2,088,559 and operating expenses were \$1,932,278 resulting in a gain in operation of \$156,281. Capital Expenditures and Extraordinary Expenses for July were \$38,920 resulting in a gain of \$117,361. Total revenues were 100.48% of the monthly budgeted revenues and total expenses were 96.86% of the monthly budgeted expenses.

Year to date revenues are \$22,784,654 and operating expenses are \$21,161,581 leaving excess operating revenues of \$1,623,073. YTD Capital Expenditures and Extraordinary Expenses are \$515,299 resulting in a gain YTD of \$1,107,774. Total revenues are 100.85% of the YTD budgeted revenues and total expenses are 98.77% of the YTD budgeted expenses.

### **REVENUES**

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
ICF Program – Title XIX	2,345,862	2,378,777	98.61%	32,915
Rehab – Title XIX	1,704,030	1,746,776	97.55%	42,746
DSHS – Outpatient Competency	152,239	201,167	75.67%	48,928

**ICF Program** – This line item is under budget due consumers being in the hospital for the long durations throughout the year. This is a cost reimbursement program so you will see a reduction in the expense side of what we reimburse to Empowerment Options.

**Rehab – Title XIX** – This line item is still on the variance report this month but we have seen a big improvement in the number of services provided in July. We expect to continue to see our service numbers improve in August as positions are filled and training is provided to staff.

**DSHS – Outpatient Competency Restoration** – As we have reported all year, we continue to have issues with no referrals to this program. This is a cost reimbursement program so we are not losing money, but not fully funded as we were anticipating.

### **EXPENSES**

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

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Contract Hospital – Adult	1,097,850	918,835	119.48%	179,015

**Contract Hospital – Adult** – This line represents the cost of clients being served at our contract inpatient facilities. We continue to see an increase in the number of clients being diverted to these facilities based on the level of care required for the clients.

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

	<b>TOTALS COMBINED FUNDS July 2013</b>	<b>TOTALS COMBINED FUNDS June 2013</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	5,325	5,449	(124)
Cash on Deposit-General Fund	8,957,085	10,154,208	(1,197,123)
Cash on Deposit-Debt Fund	421,561	350,597	70,964
Accounts Receivable	1,624,206	1,262,035	362,171
Inventory	5,985	5,981	4
<b>TOTAL CURRENT ASSETS</b>	<b>11,014,163</b>	<b>11,778,271</b>	<b>(764,109)</b>
<b>FIXED ASSETS</b>	<b>6,084,978</b>	<b>6,084,978</b>	<b>-</b>
<b>OTHER ASSETS</b>	<b>27,826</b>	<b>39,716</b>	<b>(11,890)</b>
<b>TOTAL ASSETS</b>	<b>17,126,968</b>	<b>17,902,966</b>	<b>(775,998)</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	<b>1,317,479</b>	<b>1,195,254</b>	<b>122,225</b>
<b>NOTES PAYABLE</b>	<b>409,597</b>	<b>409,597</b>	<b>-</b>
<b>DEFERRED REVENUE</b>	<b>1,551,168</b>	<b>2,572,919</b>	<b>(1,021,751)</b>
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,195,899	1,195,899	-
Bond Series 2004	410,000	410,000	-
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	1,107,774	990,413	117,361
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(2,011,695)	(2,011,695)	-
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
<b>ASSIGNED</b>			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	67,833	61,666	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	2,141,773	2,141,773	-
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>17,126,968</b>	<b>17,902,966</b>	<b>(775,998)</b>

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

**TOTALS**  
**Memorandum Only**

	<b>General Operating Funds</b>	<b>July 2013</b>	<b>Final August 2012</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	5,325	5,325	5,125
Cash on Deposit-General Fund	8,957,085	8,957,085	6,181,561
Cash on Deposit-Debt Fund	421,561	421,561	429,586
Accounts Receivable	1,624,206	1,624,206	1,706,732
Inventory	5,985	5,985	3,600
<b>TOTAL CURRENT ASSETS</b>	<b>11,014,163</b>	<b>11,014,163</b>	<b>8,326,604</b>
<b>FIXED ASSETS</b>	<b>6,084,978</b>	<b>6,084,978</b>	<b>6,066,064</b>
<b>OTHER ASSETS</b>	<b>27,826</b>	<b>27,826</b>	<b>42,755</b>
<b>AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT</b>		-	
<b>TOTAL ASSETS</b>	<b>17,126,968</b>	<b>17,126,968</b>	<b>14,435,423</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	1,317,479	1,317,479	1,195,517
<b>NOTES PAYABLE</b>	409,597	409,597	409,597
<b>DEFERRED REVENUE</b>	1,551,168	1,551,168	157,192
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,195,899	1,195,899	1,395,837
Bond Series 2004	410,000	410,000	820,000
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	1,107,774	1,107,774	1,102,439
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt service-Restricted	(2,011,695)	(2,011,695)	(2,621,633)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
<b>ASSIGNED</b>			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	67,833	67,833	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	2,141,773	2,141,773	1,039,334
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>17,126,968</b>	<b>17,126,968</b>	<b>14,435,423</b>

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

<b>INCOME:</b>	<b>MONTH OF July 2013</b>	<b>YTD July 2013</b>
Local Revenue Sources	112,312	1,592,373
Earned Income	886,616	9,567,994
General Revenue-Contract	1,089,631	11,624,287
<b>TOTAL INCOME</b>	<b>2,088,559</b>	<b>22,784,654</b>
<b>EXPENSES:</b>		
Salaries	993,264	10,936,399
Employee Benefits	176,171	2,012,563
Medication Expense	32,437	291,081
Travel-Board/Staff	36,414	365,211
Building Rent/Maintenance	22,264	260,520
Consultants/Contracts	470,425	5,130,942
Other Operating Expenses	201,303	2,164,866
<b>TOTAL EXPENSES</b>	<b>1,932,278</b>	<b>21,161,581</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>156,281</b>	<b>1,623,073</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	3,438	124,996
Capital Outlay-Debt Service Bonds	35,482	390,303
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,920</b>	<b>515,299</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,971,198</b>	<b>21,676,880</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>117,361</b>	<b>1,107,774</b>

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

	YTD July 2013	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	1,592,373	1,320,114	272,259
Earned Income	9,567,994	9,706,439	(138,445)
General Revenue-Contract	11,624,287	11,566,634	57,653
<b>TOTAL INCOME</b>	<b>22,784,654</b>	<b>22,593,187</b>	<b>191,467</b>
<b>EXPENSES:</b>			
Salaries	10,936,399	10,934,452	1,947
Employee Benefits	2,012,563	2,086,508	(73,945)
Medication Expense	291,081	296,353	(5,272)
Travel-Board/Staff	365,211	376,820	(11,609)
Building Rent/Maintenance	260,520	244,667	15,853
Consultants/Contracts	5,130,942	5,237,052	(106,110)
Other Operating Expenses	2,164,866	2,249,969	(85,103)
<b>TOTAL EXPENSES</b>	<b>21,161,581</b>	<b>21,425,821</b>	<b>(264,240)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>1,623,073</b>	<b>1,167,366</b>	<b>455,707</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	124,996	210,691	(85,695)
Capital Outlay-Debt Service Bonds	390,303	390,292	11
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>515,299</b>	<b>600,983</b>	<b>(85,684)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>21,676,880</b>	<b>22,026,804</b>	<b>(349,924)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>1,107,774</b>	<b>566,383</b>	<b>541,391</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	390,303	390,292	11
Bond Payments Disbursements		-	-
Interest Income			
<b>Excess(Deficiency) of revenues over Expense:</b>	<b>390,303</b>	<b>390,292</b>	<b>11</b>

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

<b>INCOME:</b>	<b>MONTH OF July 2013</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	112,312	108,334	3,978
Earned Income	886,616	904,123	(17,507)
General Revenue-Contract	1,089,631	1,066,062	23,569
<b>TOTAL INCOME</b>	<b>2,088,559</b>	<b>2,078,519</b>	<b>10,040</b>
<b>EXPENSES:</b>			
Salaries	993,264	980,250	13,014
Employee Benefits	176,171	193,199	(17,028)
Medication Expense	32,437	28,214	4,223
Travel-Board/Staff	36,414	36,712	(298)
Building Rent/Maintenance	22,264	18,667	3,597
Consultants/Contracts	470,425	510,265	(39,840)
Other Operating Expenses	201,303	206,124	(4,821)
<b>TOTAL EXPENSES</b>	<b>1,932,278</b>	<b>1,973,431</b>	<b>(41,153)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>156,281</b>	<b>105,088</b>	<b>51,193</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	3,438	26,145	(22,707)
Capital Outlay-Debt Service Bonds	35,482	35,493	(11)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,920</b>	<b>61,638</b>	<b>(22,718)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,971,198</b>	<b>2,035,069</b>	<b>(63,871)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>117,361</b>	<b>43,450</b>	<b>73,911</b>

**Debt Service and Fixed Asset Fund:**

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



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

<b>INCOME:</b>	<b>YTD July 2013</b>	<b>YTD July 2012</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	1,592,373	1,681,379	(89,006)
Earned Income	9,567,994	8,641,753	926,241
General Revenue-Contract	11,624,287	10,179,128	1,445,159
<b>TOTAL INCOME</b>	<b>22,784,654</b>	<b>20,502,260</b>	<b>2,282,394</b>
<b>EXPENSES:</b>			
Salaries	10,936,399	10,247,591	688,808
Employee Benefits	2,012,563	2,033,609	(21,046)
Medication Expense	291,081	258,543	32,538
Travel-Board/Staff	365,211	332,288	32,923
Building Rent/Maintenance	260,520	246,139	14,381
Consultants/Contracts	5,130,942	4,218,643	912,299
Other Operating Expenses	2,164,866	2,100,344	64,522
<b>TOTAL EXPENSES</b>	<b>21,161,581</b>	<b>19,437,157</b>	<b>1,724,424</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>1,623,073</b>	<b>1,065,103</b>	<b>557,970</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	124,996	13,018	111,978
Capital Outlay-Debt Service Bonds	390,303	403,573	(13,270)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>515,299</b>	<b>416,591</b>	<b>98,708</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>21,676,880</b>	<b>19,853,748</b>	<b>1,823,132</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>1,107,774</b>	<b>648,512</b>	<b>459,262</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	390,303	403,573	(13,270)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>390,303</b>	<b>403,573</b>	<b>(13,270)</b>

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

<b>INCOME:</b>	<b>MONTH OF July 2013</b>	<b>MONTH OF July 2012</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	112,312	148,361	(36,049)
Earned Income	886,616	802,008	84,608
General Revenue-Contract	1,089,631	956,243	133,388
<b>TOTAL INCOME</b>	<b>2,088,559</b>	<b>1,906,612</b>	<b>181,947</b>
<b>EXPENSES:</b>			
Salaries	993,264	901,194	92,070
Employee Benefits	176,171	174,325	1,846
Medication Expense	32,437	31,192	1,245
Travel-Board/Staff	36,414	29,709	6,705
Building Rent/Maintenance	22,264	23,688	(1,424)
Consultants/Contracts	470,425	372,008	98,417
Other Operating Expenses	201,303	189,262	12,041
<b>TOTAL EXPENSES</b>	<b>1,932,278</b>	<b>1,721,378</b>	<b>210,900</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>156,281</b>	<b>185,234</b>	<b>(28,953)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	3,438	650	2,788
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,920</b>	<b>37,448</b>	<b>1,472</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,971,198</b>	<b>1,758,826</b>	<b>212,372</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>117,361</b>	<b>147,786</b>	<b>(30,425)</b>

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

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With June 2013 Comparative Data**  
**As of July 2013**

<b>INCOME:</b>	<b>MONTH OF July 2013</b>	<b>MONTH OF June 2013</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	112,312	107,971	4,341
Earned Income	886,616	860,703	25,913
General Revenue-Contract	1,089,631	1,115,648	(26,017)
<b>TOTAL INCOME</b>	<b>2,088,559</b>	<b>2,084,322</b>	<b>4,237</b>
<b>EXPENSES:</b>			
Salaries	993,264	1,011,458	(18,194)
Employee Benefits	176,171	180,575	(4,404)
Medication Expense	32,437	28,607	3,830
Travel-Board/Staff	36,414	33,901	2,513
Building Rent/Maintenance	22,264	24,264	(2,001)
Consultants/Contracts	470,425	477,627	(7,202)
Other Operating Expenses	201,303	207,282	(5,978)
<b>TOTAL EXPENSES</b>	<b>1,932,278</b>	<b>1,963,714</b>	<b>(31,436)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>156,281</b>	<b>120,608</b>	<b>35,673</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	3,438	1,896	1,542
Capital Outlay-Debt Service Bonds	35,482	35,482	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>38,920</b>	<b>37,378</b>	<b>1,542</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,971,198</b>	<b>2,001,092</b>	<b>(29,894)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>117,361</b>	<b>83,230</b>	<b>34,131</b>

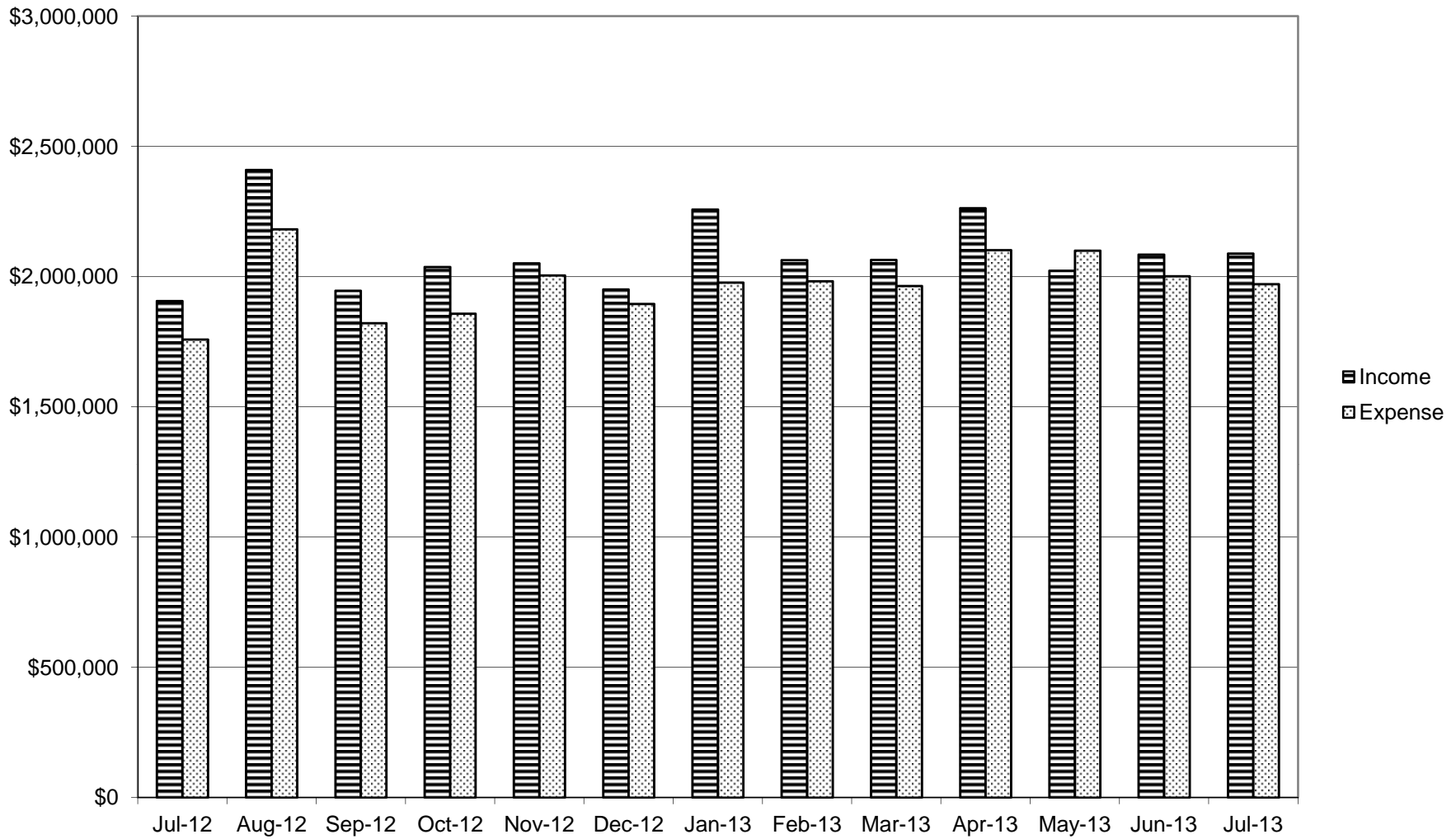
<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	35,482	35,482	-
Bond Payments Disbursements			-
Interest Income			
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>35,482</b>	<b>35,482</b>	<b>-</b>

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

	YTD Mental Health July 2013	YTD IDD July 2013	YTD Other Services July 2013	YTD Agency Total July 2013	YTD Approved Budget July 2013	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	990,287	288,475	313,611	1,592,373	1,320,114	272,259
Earned Income	2,638,332	5,748,451	1,181,211	9,567,994	9,706,439	(138,445)
General Revenue-Contract	10,319,076	1,305,211	-	11,624,287	11,566,634	57,653
<b>TOTAL INCOME</b>	<b>13,947,695</b>	<b>7,342,137</b>	<b>1,494,822</b>	<b>22,784,654</b>	<b>22,593,187</b>	<b>191,467</b>
<b>EXPENSES:</b>						
Salaries	7,746,434	2,284,262	905,703	10,936,399	10,934,452	1,947
Employee Benefits	1,402,682	430,753	179,128	2,012,563	2,086,508	(73,945)
Medication Expense	276,115	-	14,966	291,081	296,353	(5,272)
Travel-Board/Staff	231,983	90,658	42,570	365,211	376,820	(11,609)
Building Rent/Maintenance	153,641	87,517	19,362	260,520	244,667	15,853
Consultants/Contracts	1,686,255	3,388,214	56,473	5,130,942	5,237,052	(106,110)
Other Operating Expenses	1,416,355	531,792	216,720	2,164,866	2,249,969	(85,103)
<b>TOTAL EXPENSES</b>	<b>12,913,465</b>	<b>6,813,196</b>	<b>1,434,922</b>	<b>21,161,582</b>	<b>21,425,821</b>	<b>(264,239)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>1,034,230</b>	<b>528,941</b>	<b>59,900</b>	<b>1,623,072</b>	<b>1,167,366</b>	<b>455,706</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles	71,222	35,732	18,043	124,996	210,691	(85,695)
Capital Outlay-Debt Service Bonds	239,799	108,915	41,589	390,303	390,292	11
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>311,021</b>	<b>144,647</b>	<b>59,632</b>	<b>515,298</b>	<b>600,983</b>	<b>(85,684)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>13,224,486</b>	<b>6,957,843</b>	<b>1,494,554</b>	<b>21,676,880</b>	<b>22,026,804</b>	<b>(349,923)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>723,209</b>	<b>384,294</b>	<b>268</b>	<b>1,107,774</b>	<b>566,383</b>	<b>541,390</b>
<b>Debt Service and Fixed Asset Fund:</b>						
Bond Payments Receipts	239,799	108,915	41,589	390,303	390,292	(150,493)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>239,799</b>	<b>108,915</b>	<b>41,589</b>	<b>390,303</b>	<b>390,292</b>	<b>(150,493)</b>

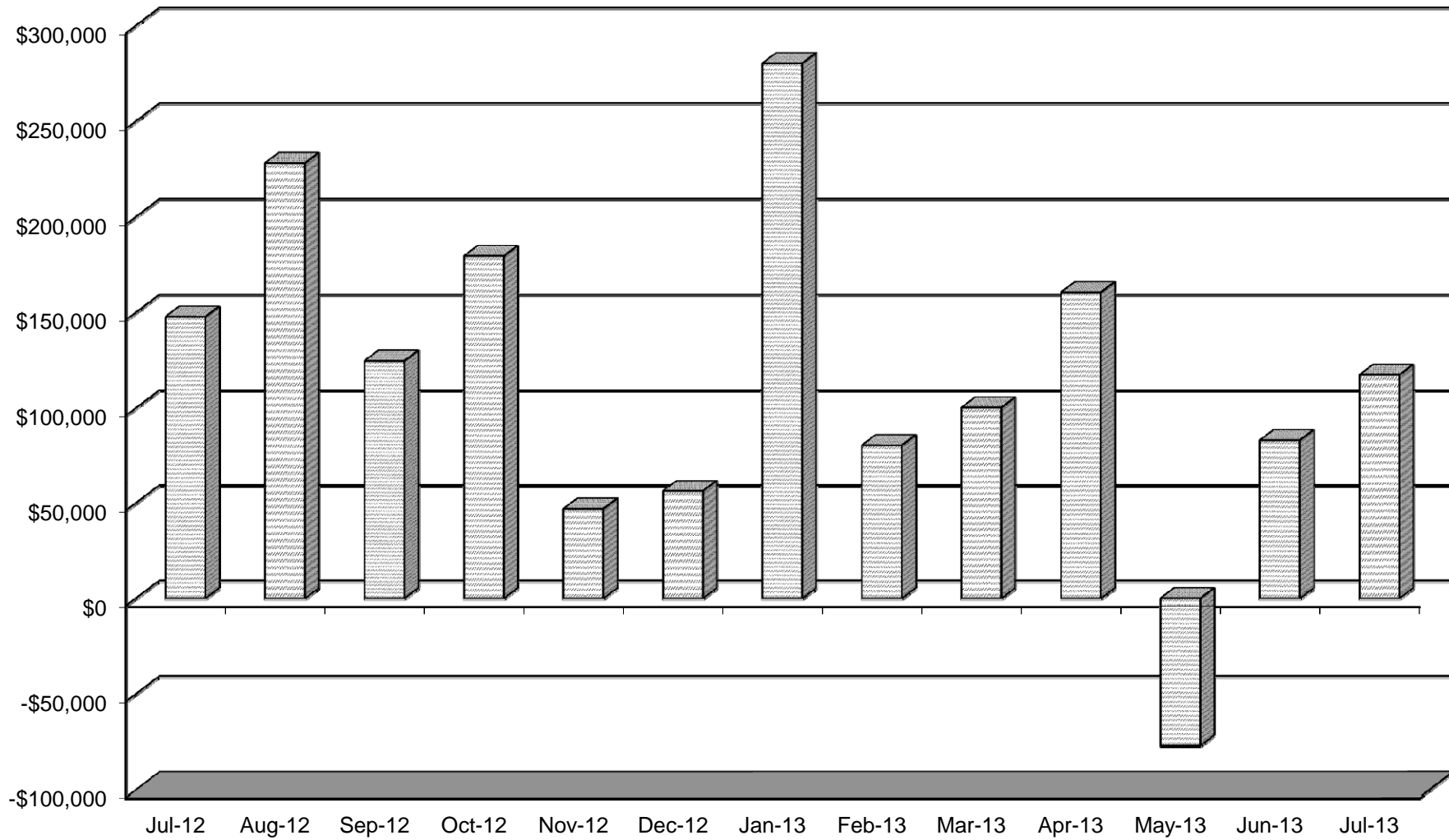


# TRI-COUNTY SERVICES Income and Expense



# TRI-COUNTY SERVICES

## Income after Expense



<b>Agenda Item:</b> Approve FY 2013 Year End Budget Revision  <b>Committee:</b> Business	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Summary and FY 2013 Year End Budget Revision	
<b>Recommended Action:</b>  <b>Approve FY 2013 Year End Budget Revision</b>	

**Tri-County MHMR Services  
Proposed FY 2013 Year End Budget Compared to  
Current FY 2013 Approved Budget**

**Explanation of line items that have material changes from Proposed FY 2013 Year End Budget compared to the Current FY 2013 Approved Budget.**

**REVENUES:**

**Local Revenue** – Local Revenue reflects an overall increase for the year end mainly due to the sale of a building at mid-year and also due to receiving the EHR Meaningful Use payment for two prescribing staff this fiscal year.

**Earned Income** – Earned Revenue reflects an overall decrease due to the trend in part in the ICF program and the HOME grant program as well as TCOOMMI being reduced due to their Medicaid earnings trending higher. We also reduced the amount of 1115 DY 1 money that we recognized this fiscal year.

**General Revenue** – This line item shows an overall increase for General Revenue for DSHS based on one time funds received the last part of the fiscal year for NGM and also SA Treatment funds that were moved from Youth to Adult program but not recognized as achievable in youth budgeted revenue.

**EXPENSES:**

**Salaries** – The salary line shows an overall increase mainly due to the year-end incentive program based on fiscal year earnings. Also, this line reflects lapse for the second part of the fiscal year.

**Employee Benefits** – This line shows an overall decrease as a result of year to date lapse of fringe from vacant positions and also the projected retirement forfeitures.

**Travel – Board/Staff** – The line shows an overall decrease mainly due to travel related to the HOGG Peer Support program that will be carried over to FY 2014.

**Medication Expense** – Slight decrease in medication budget less than \$10,000.

**Building Rent/Maintenance** – This line continues to show an increase based on required maintenance to our aging facilities which has included numerous a/c replacements this summer. This line also shows the funds to repair the Administrative building parking lot and add lighting.

**Consultants/Contracts** – This line reflects an overall decrease mainly due to the ICF vacancies and peacekeeper utilization has been down at the PETC. This line also reflects an increase in the contract hospital usage.

**Other Operating Expenses** – Slight decrease less than \$10,000.

**Capital Outlay-FF&E, Automobiles** – This line item has a budgeted increase based on planned purchased for new vehicles to replace older higher mileage vehicles.

**Capital Outlay - Debt Service Bonds** – No change.

**TRI-COUNTY MHMR SERVICES  
PROPOSED FY 2013 YEAR END BUDGET COMPARED TO  
CURRENT FY 2013 APPROVED BUDGET**

	<b>PROPOSED YEAR END FY 2013 BUDGET</b>	<b>CURRENT FY 2013 BUDGET</b>	<b>Increase (Decrease)</b>
<b>INCOME:</b>			
Local Revenue Sources	1,710,879	1,436,022	274,857
Earned Income	10,605,494	10,716,609	(111,115)
General Revenue	12,601,396	12,543,396	58,000
<b>TOTAL INCOME</b>	<b>24,917,769</b>	<b>24,696,027</b>	<b>221,742</b>
<b>EXPENSES:</b>			
Salaries	12,190,104	11,853,323	336,781
Employee Benefits	2,167,210	2,282,207	(114,997)
Travel-Board/Staff	401,871	413,582	(11,711)
Medication Expense	316,697	324,567	(7,870)
Building Rent/Maintenance	312,900	258,500	54,400
Consultants/Contracts	5,640,882	5,736,882	(96,000)
Other Operating Expenses	2,470,594	2,470,846	(252)
<b>TOTAL EXPENSES</b>	<b>23,500,258</b>	<b>23,339,906</b>	<b>160,352</b>
<b>Excess (Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>1,417,511</b>	<b>1,356,121</b>	<b>61,390</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay - FF&E, Automobiles	280,601	230,336	50,265
Capital Outlay - Debt Services Bonds	425,785	425,785	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>706,386</b>	<b>656,121</b>	<b>50,265</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>24,206,644</b>	<b>23,996,027</b>	<b>210,617</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>711,125</b>	<b>700,000</b>	<b>11,125</b>

<b>Agenda Item:</b> Approve Proposed FY 2014 Operating Budget  <b>Committee:</b> Business	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Copy of Proposed FY 2014 Operating Budget with Narrative of Increases or Decreases of More than \$10,000	
<b>Recommended Action:</b>  <b>Approve Proposed FY 2014 Operating Budget</b>	

**Tri-County MHMR Services  
Proposed FY 2014 Budget Compared to  
Final FY 2013 Approved Budget**

**Explanation of line items that have material changes from Proposed FY 2014 Budget compared to the Final FY 2013 Approved Budget.**

**REVENUES:**

**Local Revenue** – This line item shows an overall decrease from FY 2013 mainly due to the sale of a building and also funding from Montgomery County Hospital District that stopped in FY 2013.

**Earned Income** – This line item shows an overall increase which is mainly from the 1115 Waiver projects that will have staff recruited and hired and programs startup mid-year 2014. This line also reflects a decrease from Medicaid Settle-up that was received in FY 2013 for Rehab and Case Management.

**General Revenue** – This line reflects an overall increase from new DSHS programs for Rapid Crisis Beds and also Supportive Housing Program.

**EXPENSES:**

**Salaries** – This line shows an overall increase mainly from staffing for 1115 Waiver projects hiring for partial year.

**Employee Benefits** – This line shows an overall increase mainly from staffing for 1115 Waiver projects hiring for partial year.

**Travel – Board/Staff** – This line shows an overall increase for travel as required for the implementation of the new programs.

**Medication Expense** – This line shows an overall increase for travel as required for the implementation of the new programs.

**Building Rent/Maintenance** – This line item shows a decrease in building maintenance while we are researching options available for facility consolidation in our counties.

**Consultants/Contracts** – This line item shows an increase mainly due to Rapid Crisis Bed contract.

**Other Operating Expenses** – This line item shows an increase in expenses mainly for the Supportive Housing program from DSHS.

**Capital Outlay-FF&E, Automobiles** – This item reflects the purchase of the mobile unit required for one of the 1115 Waiver projects as well as budgeting for IT equipment in line with our center goal for technology advancement.

**Capital Outlay - Debt Service Bonds** – This line item has a decrease due to the pay-off of our 2004 Series Bonds in FY 2013.



**TRI-COUNTY MHMR SERVICES  
PROPOSED FY 2014 BUDGET COMPARED TO  
FINAL FY 2013 APPROVED BUDGET**

	<b>PROPOSED FY 2014 BUDGET</b>	<b>FINAL FY 2013 APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
<b>INCOME:</b>			
Local Revenue Sources	1,402,838	1,710,879	(308,041)
Earned Income	11,339,343	10,605,494	733,849
General Revenue	12,917,125	12,601,396	315,729
<b>TOTAL INCOME</b>	<b>25,659,306</b>	<b>24,917,769</b>	<b>741,536</b>
<b>EXPENSES:</b>			
Salaries	13,168,978	12,190,104	978,874
Employee Benefits	2,558,457	2,167,210	391,247
Travel-Board/Staff	446,090	401,871	44,219
Medication Expense	401,250	316,697	84,553
Building Rent/Maintenance	239,283	312,900	(73,617)
Consultants/Contracts	5,686,173	5,640,882	45,291
Other Operating Expenses	2,671,741	2,470,594	201,147
<b>TOTAL EXPENSES</b>	<b>25,171,971</b>	<b>23,500,258</b>	<b>1,671,713</b>
<b>Excess (Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>487,335</b>	<b>1,417,511</b>	<b>(930,177)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay - FF&E, Automobiles	487,335	280,601	206,734
Capital Outlay - Debt Services Bonds	-	425,785	(425,785)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>487,335</b>	<b>706,386</b>	<b>(219,051)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>25,659,306</b>	<b>24,206,644</b>	<b>1,452,662</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>(0)</b>	<b>711,125</b>	<b>(711,126)</b>

<b>Agenda Item:</b> Approve Purchase of Dodge Grand Caravan  <b>Committee:</b> Business	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  <p>The Management Team has reviewed the status of existing vehicles this summer. It was determined that there is a need for vehicles for use by staff to provide direct services out of the office as well as provide transportation of our clients. Staff recommends the purchase of a Dodge Grand Caravan to be purchased at the dealership chosen by the Board.</p> <p>Listed below are the bids received for the purchase of a Dodge Grand Caravan:</p> <ul style="list-style-type: none"> <li>• Liberty-Dayton Chrysler – Liberty, Texas - \$20,796.27</li> <li>• Martin Chrysler – Cleveland, Texas - \$20,975.26</li> </ul>	
<b>Supporting Documentation:</b>  Copy of Bids Available for Review at the Board Meeting	
<b>Recommended Action:</b>  <b>Approve the Purchase of a Dodge Grand Caravan as Recommended</b>	

<b>Agenda Item:</b> Approve Purchase of Fleet Vehicles  <b>Committee:</b> Business	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  <p>The Management Team has reviewed the status of existing vehicles this summer. It was determined that there is a need for vehicles for use by staff to provide direct services out of the office as well as provide transportation of our clients. Staff recommends the purchase of a Ford Focus and a Ford E-350 XL Passenger Van to be purchased at the dealership chosen by the Board.</p> <p>Listed below are the bids received for the purchase of a <b>Ford Focus</b>:</p> <ul style="list-style-type: none"> <li>• Anderson Ford – Cleveland, Texas - \$14,053.75</li> <li>• BJ Ford – Liberty, Texas - \$13,123.75</li> <li>• Gullo Ford – Conroe, Texas - \$15,916.80</li> <li>• Hillcrest Ford – Huntsville, Texas - \$14,961.00</li> </ul> <p>Listed below are the bids received for the purchase of a <b>Ford E-350 Passenger Van</b>:</p> <ul style="list-style-type: none"> <li>• Anderson Ford – Cleveland, Texas - \$23,284.50</li> <li>• BJ Ford – Liberty, Texas - \$24,947.50</li> <li>• Gullo Ford – Conroe, Texas - \$26,948.75</li> <li>• Hillcrest Ford – Huntsville, Texas - \$27,261.29</li> </ul>	
<b>Supporting Documentation:</b>  Copy of Bids Available for Review at the Board Meeting	
<b>Recommended Action:</b>  <b>Approve the Purchase Fleet Vehicles as Recommended</b>	

**Agenda Item:** Approve Repairs to Rear Parking Lot and Sidewalk and Install Lighting at Administration Building

**Board Meeting Date**

August 29, 2013

**Committee:** Business

**Background Information:**

Due to the fault line extending through the property at the Administration Building, the rear parking lot and sidewalk have been compromised and are posing a safety risk. In addition, there is no lighting that extends to the middle or back of the parking lot. This also creates a safety issue for staff in the evening, especially in the winter months.

We have been able to obtain two estimates from the following general contractors to complete the work that is requested:

<b>Company</b>	<b>Amount</b>
Cordova Construction Co., Inc.	\$23,917
Arnold Construction Company, Inc.	\$69,000

**Supporting Documentation:**

Cordova Construction Co., Inc. Estimate

Arnold Construction Company, Inc. Estimate

**Recommended Action:**

**Approve Repairs to Rear Parking Lot and Sidewalk and Install Lighting at Administration Building**

# CORDOVA CONSTRUCTION CO., INC.

320 E. STATE HWY 7  
NACOGDOCHES, TEXAS 75961  
PHONE: 936.564.0485  
FAX: 936.560.3312

August 8, 2013

Mr. Kenny Anderson  
Tri-County Services  
P.O. Box 3067  
Conroe, TX 77305

Re: Parking Lot Resurfacing, Drainage, Sidewalk Repairs, and Security Lighting at 1506 FM 2854 Conroe, TX – Revision 1

Dear Mr. Anderson,

For the sum of \$102,988.00 we hereby propose to furnish the following:

Repair the damaged section in the parking lot, to include: removing a 10' wide section of the existing asphalt along the current failed area, moisture condition and re-compact the sub-grade in this 10' wide area to a depth of 2', install 12" of compacted limestone road base and repave with 2" of type D asphalt to make a smooth transition. - \$12,750.00

Remove and replace a section of sidewalk at the north entrance to remove the tripping hazard and make more accessible. This will include improving the sub-grade in this area in an effort to prevent this from happening again in the future. - \$750.00

Install approximately 150LF of 36" drainage pipe, inlet boxes, and 330 LF of earthen swell as drawn and detailed by American Civil Engineering Services, L.P. dated 5-9-13. - \$79,071.00

Install 4 – 400 watt metal halide area light on a 20' straight steel pole with a structural concrete base. Run all necessary underground electric and controls from your existing breaker panel. - \$8,279.00

# CORDOVA CONSTRUCTION CO., INC.

320 E. STATE HWY 7  
NACOGDOCHES, TEXAS 75961  
PHONE: 936.564.0485  
FAX: 936.560.3312

Raise existing wall pack lights from the 2<sup>nd</sup> floor to the 4<sup>th</sup> floor. Install weather proof junction box at the current light location and run exposed EMT conduit to the new 4<sup>th</sup> floor location. The exposed conduit will be painted to blend in with building. - \$2,138.00

Assuring you of our appreciation, I am

Sincerely,

Billy H. Cordova Sr.  
President

# ARNOLD CONSTRUCTION COMPANY, INC.

Revised Proposal #2

June 27, 2013

Tri-County MHMR  
1506 FM 2854  
Conroe, Texas

Attn: Kenny Anderson

Re: Paving and Lights

Paving:

- Materials to add base to roadway cut.
- Level up parking lot using hot mix asphalt and base material.
- Mill and lower asphalt at tie-in areas, sidewalks, curb, gutter, and entrance road tie-in.
- **Clean, sweep, and tack 7,200 sq. ft. and lay 1.5" of compacted Type D Asphalt.**  
• **This is where the lower part is raised to match the higher part.**
- Stripe original layout upon completion of asphalt with all Handicap & Parking Areas.
- Repair damaged sidewalk in front of door area.

Light Pole with Fixtures (6):

- 25' 5" X 5" 7 gauge pole
- 400 Watt Fixture per pole.
- Concrete shaft in ground 8' with anchor bolts.
- All spoils to be hauled off.

Miscellaneous:

- We are fully insured with both General Liability and Workers Comp. Insurance.
- All clean up and debris haul off included.
- Design, Engineering, and Soil testing if required will be the responsibility of owner.
- Permit by Contractor if any Engineered drawing is required the owner has to supply.

Alternate #1:

- Use wooden poles deduct .....(\$1,000.00)

Total...\$69,000.00

Thank you,



Gene McDowell

<p><b>Agenda Item:</b> Approve R-Panel Extension Around Perimeter of Roof at Administration Building</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Century Construction &amp; Consulting Company replaced the roof on the Administration Building and that work is still under warranty. Due to recent flooding in several of the first floor offices, they were asked to identify the cause of the problem and propose a solution.</p> <p>Century stated that the existing gutters are overflowing during heavy downpours and draining between the inner and outer walls causing flooding in the offices. Century recommends adding an R-Panel extension around the perimeter of the roof on the first floor to extend past the exterior wall to cover and eliminate the existing gutter system. The water will then drain off the roof onto the ground instead of into the offices.</p> <p>The other theory regarding office flooding involves rising water from an underground aquifer. The construction costs for this project will not be considered at this time.</p> <p>Century quoted a cost of \$7,000. If another company were to add the extension, the warranty would be invalid.</p>	
<p><b>Supporting Documentation:</b></p> <p>Century Construction &amp; Consulting – Scope of Work and Cost</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve R-Panel Extension Around Perimeter of Roof at Administration Building</b></p>	





July 10, 2013

Attn: Karen McCombs

**Project Address: 1506 FM 2854 Conroe TX 77304**

CENTURY PORPOSES TO FURNISH ALL LABOR, MATERIALS, EQUIPMENT, SERVICES, INSURANCE, AND SUPERVISION REQUIRED FOR A COMPLETE JOB GENERALLY DESCRIBED AS FOLLOWS:

**Project Description: R-Panel extension around perimeter of roof to extend past exterior wall**

**Materials: As necessary to carry out below scope of work.**

**Scope:** *The below scope of work is to correct issue with leaking gutter system by abandoning existing gutter.*

1. Cut back 1-2 feet of existing R-panel
2. Install new additional r-panel underneath existing roof to extend out past cap flashing and create new overhang
3. Seal all joints around perimeter where new/old r-panel meet

**\*\* Exclusions/ Assumptions:**

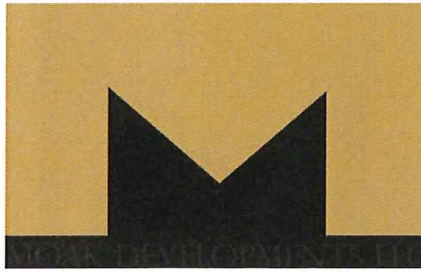
1. This system will cover/abandon existing internal gutter system – a new external gutter system will be required.
2. **New gutter system is not included in this bid.**
3. All construction related debris will be cleanup up and removed from site.
4. Any and all additional work outside of the above scope of work must be executed through a signed change order and additional expenses may be incurred.
5. This bid does not include any electrical, mechanical, and or plumbing work.
6. Century will make every attempt to protect but will not be held responsible for any damages incurred to landscaping, property grounds during construction.
7. If any permits are required by the city/county, Century will obtain them but owner will be responsible for any additional fees incurred.

Century Construction Services agrees to perform the above scope of work in timely manner for the following price:

**\$7,000.00**

**\*\*Payment to be net 15 days from invoice or as agreed prior to starting work.**

**Moak Developments Family of Companies  
Century Construction & Consulting / ServiceMaster Restoration by Century  
32014 Tamina Rd. Magnolia, TX 77354**



#### ACCEPTANCE OF PROPOSAL

The undersigned on behalf of the owner and agent accepts the terms and conditions above and agrees to the price and terms as quoted plus any agreed to and authorized additional work. \*Please note a formal contract will be required before work commences.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Agenda Item:</b> Appoint a Board Representative(s) to the Property Committee</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>At the Strategic Planning meeting on July 13<sup>th</sup>, the Board gave staff permission to begin exploring options for a consolidated service location in both Montgomery County and Liberty, Texas, and to begin looking at options for sale of facilities that are no longer being used by the Center.</p> <p>After discussing this item further at the Board meeting on July 25<sup>th</sup>, a decision was made to form a Property Committee, made up of one or more Board members and a few staff, which will review properties and make decisions about their disposition.</p>	
<p><b>Supporting Documentation:</b></p> <p>None</p>	
<p><b>Recommended Action:</b></p> <p><b>Appoint a Board Representative(s) to the Property Committee</b></p>	

<p><b>Agenda Item:</b> FY 2014-15 Department of Aging and Disability Services (DADS) Contract</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>The Center received its FY 2014-15 DADS contract on August 12<sup>th</sup> with an increase in general revenue of \$5,708.</p> <p>Substantive contract changes include:</p> <ol style="list-style-type: none"> <li>1. The Center is no longer required to use the Cost Accounting Methodology Manual (CAM) process. However, the Center must continue to use a form of cost accounting methodology and DSHS still requires the CAM, so we will likely continue it.</li> <li>2. The Center's Local Authority (LA) responsibility was expanded to include the assistance to families that want to transfer Texas Home Living (TxHmL) providers. This could be significant because most TxHmL providers are using this service as a lost leader for their Home and Community-based Services (HCS) program and therefore, are not investing many resources into these services.</li> <li>3. The most significant changes to the contract are related to Nursing Facility Diversion for IDD persons that are identified in the Pre-Admission Screening and Resident Review (PASRR) activity. <ul style="list-style-type: none"> <li>• The LA must provide Service Coordination to these individuals and this may add 50% to our overall Service Coordination caseload.</li> <li>• There is a requirement for the IDD Authority to designate a medical staff (i.e. Doctor, Physician's Assistant or RN) to work with nursing homes and other providers on placement issues associated with these individuals. This requirement is not funded by the contract, but DADS indicates that they will make accommodations in other parts of the contract so Centers can shift general revenue to cover this requirement.</li> <li>• There are a series of Service Coordination planning requirements which must coordinate care in the nursing facilities.</li> </ul> <p>Although the center must provide PASRR screenings for persons with mental illness and IDD, the Service Coordination requirements are only for IDD consumers at this time.</p> </li> </ol>	
<p><b>Supporting Documentation:</b></p> <p>Copy of FY 2014-15 DADS Contract Available for Review at the Board Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve FY 2014-15 DADS Contract and Authorize the Executive Director to Execute Necessary Documents</b></p>	

<p><b>Agenda Item:</b> Approve FY 2014 Department of State Health Services (DSHS) Adult Substance Abuse Treatment (TRA) Contract #2014-044438-001</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Tri-County contracts with the DSHS to provide Adult Outpatient Substance Abuse Services at our Riverpoint facility.</p> <p>Staff received a renewal contract for FY 2014 which includes an increase in funding from \$48,000 to \$74,000 and a corresponding increase in service targets. We have over-served our contract each year and believe that the additional targets are attainable.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Available for Review at the Board Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve FY 2014 DSHS Adult Substance Abuse Treatment (TRA) Contract #2014-044438-001</b></p>	

<p><b>Agenda Item:</b> Approve FY 2014 Department of State Health Services (DSHS) Co-Occurring Mental Health and Substance Abuse Services (TCO) Contract #2014-044475-001</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Tri-County contracts with DSHS to provide Co-Occurring Mental Health and Substance Abuse Services at our Riverpoint facility.</p> <p>Staff received a renewal contract for FY 2014 which includes the same terms from FY 2013.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Available for Review at the Board Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve FY 2014 DSHS Co-Occurring Mental Health and Substance Abuse Services (TCO) Contract #2014-044475-001</b></p>	

<p><b>Agenda Item:</b> Approve Department of State Health Services (DSHS) Contract #2012-039597, Amendment #001G: Mental Health Performance Contract Notebook</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>DSHS has issued a contract amendment to our primary contract with them for mental health services, the Mental Health Performance Contract Notebook, for the purpose of correcting the New Generation Medication (NGM) target from 306 to 315 in the program attachment.</p> <p>This revision has a retroactive effective date of June 1, 2013 due to a data entry error that did not update the new targets into the revised program attachment that was previously provided with Contract #2012-039597, Amendment #001F.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Amendment Available for Review at the Board Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve DSHS Contract #2012-039597, Amendment #001G: Mental Health Performance Contract Notebook</b></p>	

<p><b>Agenda Item:</b> Approve FY 2014 Kingwood Pines Inpatient Hospital Contract</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Tri-County Services has utilized Kingwood Pines for inpatient contract services for several years. This service is utilized for individuals with psychiatric acuity levels that exceed the resources and service capabilities for our Psychiatric Emergency Treatment Center (PETC) program. This includes persons who are aggressive and a threat to others, and who need longer term inpatient treatment than that permitted in the PETC.</p> <p>This year, FY 2013, Tri-County Services has executed a Statement of Work (SOW) with the Department of State Health Services (DSHS) for five private psychiatric beds intended for state hospital diversion. This additional attachment to specify psychiatric services for those beds is included in the FY 2014 Kingwood Pines contract.</p> <p>The Kingwood Pines contract for FY 2014 state hospital diversion beds is \$300,000. The contract for additional beds in FY 2014 is \$50,000 which is the same as last year in FY 2013.</p> <p>Due to the lengthy corporate review process, it is not anticipated that the contract will be available for review at the board meeting in August. An addendum to extend the FY 2013 Kingwood Pines contract will be reviewed.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Addendum</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve Addendum to Extend the FY 2013 Kingwood Pines Hospital Contract for Psychiatric Inpatient Services, a Period of One Month for an Additional Contract Maximum of \$80,000</b></p>	



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

Effective 8/13/13, the undersigned agree to the following modifications to the Community Based Services Agreement between Kingwood Pines Hospital and Tri-County Services dated 8/31/12:

Page 3 of the FY 2013 Community Based Service Contract outlines the effective contract period as commencing on September 1, 2012 and terminating on August 31, 2013. This contract amendment shall extend the contract period from September 1, 2012 to September 30, 2013. This is an additional one month extension of the contract period. For the time period of September 1, 2013 to September 30, 2013, the authority agrees to pay the contractor, in accordance with the fee schedule, for an amount not to exceed \$80,000.

\_\_\_\_\_  
Evan Roberson  
Executive Director

Date

\_\_\_\_\_  
Contractor

Date

<p><b>Agenda Item:</b> Approve FY 2014 Cypress Creek Inpatient Hospital Contract</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Tri-County Services has utilized Cypress Creek for inpatient contract services for several years. This service is utilized for individuals with psychiatric acuity levels that exceed the resources and service capabilities for our Psychiatric Emergency Treatment Center (PETC) program. This includes persons who are aggressive and a threat to others, and who need longer term inpatient treatment than that permitted in the PETC.</p> <p>At the end of FY 2012, Tri-County Services executed a Statement of Work (SOW) with the Department of State Health Services (DSHS) for five private psychiatric beds intended for state hospital diversion. This additional attachment to specify psychiatric services for those beds is included in the FY 2013 Cypress Creek contract.</p> <p>The Cypress Creek contract for FY 2014 state hospital diversion beds is \$600,000. The contract for additional beds in FY 2014 is \$50,000 which is the same as last year in FY 2013.</p> <p>Due to the lengthy corporate review process, it is not anticipated that the contract will be available for review at the board meeting in August. An addendum to extend the FY 2013 will be reviewed.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Addendum</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve Addendum to Extend the FY 2013 Cypress Creek Hospital Contract for Psychiatric Inpatient Services, a Period of One Month for an Additional Contract Maximum of \$80,000</b></p>	

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

Effective 8/13/13, the undersigned agree to the following modifications to the Community Based Services Agreement between Cypress Creek Hospital and Tri-County Services dated 8/31/12:

Page 3 of the FY 2013 Community Based Service Contract outlines the effective contract period as commencing on September 1, 2012 and terminating on August 31, 2013. This contract amendment shall extend the contract period from September 1, 2012 to September 30, 2013. This is an additional one month extension of the contract period. For the time period of September 1, 2013 to September 30, 2013, the authority agrees to pay the contractor, in accordance with the fee schedule, for an amount not to exceed \$80,000.

\_\_\_\_\_  
Evan Roberson  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

<b>Agenda Item:</b> Approve FY 14 Avail Solutions, Inc. Contract  <b>Committee:</b> Business	<b>Board Meeting Date</b>  August 29, 2013
<b>Background Information:</b>  <p>Avail Solutions, Inc. has performed crisis hotline assessment services for many years for our Center. They are the major contract provider of crisis hotline services for community centers in Texas. They answer our crisis hotline 24 hours per day, 7 days per week and have bilingual Spanish speaking staff available at all times. When a face-to-face crisis assessment is required, they contact our Center staff to conduct the assessment.</p> <p>The total contract amount for FY 2014 is \$66,000, the same amount that we paid in FY 2013.</p>	
<b>Supporting Documentation:</b>  Contract Available for Review at the Board Meeting	
<b>Recommended Action:</b>  <b>Approve FY 2014 Avail Solutions, Inc. Contract for Crisis Hotline Assessment Services</b>	

<p><b>Agenda Item:</b> Approve the FY 2014 ICF/IID Services Contract with Empowerment Options</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>August 29, 2013</p>
<p><b>Background Information:</b></p> <p>Tri-County Services has eight Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) homes for persons with intellectual and developmental disabilities in our service area. There are three homes in Montgomery County, four in Liberty County and one in Walker County. Empowerment Options has been the provider of these services under contract with Tri-County for many years.</p> <p>Each year, staff has revised the contract to reflect changes in law and modify existing language to address any areas of concern. Tri-County and Empowerment Options staff have agreed upon contract language for the FY 2014 contract period.</p> <p>There are no changes in the payment for services.</p> <p>These contract changes have been made in consultation with legal counsel from Jackson Walker.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Available for Review at the Board Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve the FY 2014 ICF/IID Services Contract with Empowerment Options</b></p>	

<b>Agenda Item:</b> Board of Trustees' Unit Financial Statement for July 2013	<b>Board Meeting Date</b>
<b>Committee:</b> Business	August 29, 2013
<b>Background Information:</b>	
None	
<b>Supporting Documentation:</b>	
July 2013 Board of Trustees' Unit Financial Statement	
<b>Recommended Action:</b>	
<b>For Information Only</b>	

# Unit Financial Statement

FY 2013

	July 13 Actuals	July 13 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
<b>Revenues</b>								
80103998 Allocated Revenue	\$ 6,408.00	\$ 6,408.00	\$ -	\$ 53,983.00	\$ 53,983.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 6,408.00	\$ 6,408.00	\$ -	\$ 53,983.00	\$ 53,983.00	\$ -	100.00%	\$ 32,395.00
<b>Expenses</b>								
80105030 Application Fees	\$ -	\$ 1.00	\$ (1.00)	\$ -	\$ 14.00	\$ (14.00)	0.00%	\$ 15.00
80105199 Consultant - Other	\$ -	\$ 3,598.00	\$ (3,598.00)	\$ 18,007.11	\$ 21,602.00	\$ (3,594.89)	83.36%	\$ -
80105210 Dues & Memberships	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00	0.00%	\$ -
80105275 Food Items	\$ 241.81	\$ 183.00	\$ 58.81	\$ 1,939.27	\$ 2,017.00	\$ (77.73)	96.15%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 17.99	\$ 19.00	\$ (1.01)	\$ 115.54	\$ 211.00	\$ (95.46)	54.76%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 16,500.00	\$ 16,500.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 13.00	\$ (13.00)	\$ -	\$ 137.00	\$ (137.00)	0.00%	\$ 150.00
80155605 Postage-Express Mail	\$ 5.80	\$ -	\$ 5.80	\$ 14.56	\$ -	\$ 14.56	0.00%	\$ -
80105715 Supplies-Office	\$ -	\$ -	\$ -	\$ 44.40	\$ 12.00	\$ 32.40	370.00%	\$ -
80105736 Telephone - Air cards	\$ 39.99	\$ -	\$ 39.99	\$ 199.95	\$ -	\$ 199.95	0.00%	\$ -
80105738 Telephone - Mobile Service	\$ 50.01	\$ -	\$ 50.01	\$ 524.02	\$ -	\$ 524.02	0.00%	\$ -
80105750 Training	\$ -	\$ -	\$ -	\$ 2,410.00	\$ 3,000.00	\$ (590.00)	80.33%	\$ 3,000.00
80105755 Travel - Local	\$ 158.55	\$ 100.00	\$ 58.55	\$ 873.24	\$ 1,100.00	\$ (226.76)	79.39%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ 371.70	\$ 400.00	\$ (28.30)	\$ 2,430.13	\$ 4,600.00	\$ (2,169.87)	52.83%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ 58.00	\$ 383.00	\$ (325.00)	\$ 3,501.42	\$ 4,217.00	\$ (715.58)	83.03%	\$ 4,600.00
80105759 Travel - Meals	\$ 49.75	\$ 83.00	\$ (33.25)	\$ 861.90	\$ 917.00	\$ (55.10)	93.99%	\$ 1,000.00
Total Expenses	\$ 2,493.60	\$ 6,280.00	\$ (3,786.40)	\$ 47,431.54	\$ 54,327.00	\$ (6,895.46)	87.31%	\$ 32,395.00
Total Revenue minus Expenses	\$ 3,914.40	\$ 128.00	\$ 3,786.40	\$ 6,551.46	\$ (344.00)	\$ 6,895.46	12.69%	\$ -

# UPCOMING MEETINGS

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## **September 26<sup>th</sup>, 2013 – Board Meeting**

- Approve Minutes from August 29, 2013 Board Meeting
- Reappoint Mental Health Planning Network Advisory Committee Members
- Reappoint Intellectual & Developmental Disabilities Planning Network Advisory Committee Members
- Community Resources Report for August 2013
- Consumer Services Report for August 2013
- Program Updates for August 2013
- Annual Corporate Compliance & Quality Management Report
- 1<sup>st</sup> Quarter FY 2014 Corporate Compliance Training
- Annual Planning Network Advisory Committee Reports
- Final FY 2013 Goals & Objectives Progress Report
- Program Presentation – Texas Home Living Program
- Appoint Texas Council Representative and Alternate for FY 2014
- Board of Trustees Reappointments and Oaths of Office
- Board of Trustees Committee Appointments
- Personnel Report for August 2013
- Analysis of Board Members Attendance for FY 2013 Regular & Called Board Meetings
- Review Preliminary August 2013 Financial Statements
- 401(a) Account Review
- Approve 6<sup>th</sup> Payment of Non-Refundable Option Money to the Property Owner for the Independence Oaks Project Site in Cleveland, Texas
- Board of Trustees' Unit Financial Statement for August 2013
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues

## **October 24<sup>th</sup>, 2013 – Board Meeting**

- Longevity Recognition Presentations
- Approve Minutes from September 26, 2013 Board Meeting
- Community Resources Report for September 2013
- Consumer Services Report for September 2013
- Program Updates for September 2013
- Regional Planning Network Advisory Committee's FY 2014 Budget Review
- Personnel Report for September 2013
- Program Presentation
- Approve September 2013 Financial Statements
- Cast Election ballot for the Texas Council Risk Management Fund Board of Trustees
- 4<sup>th</sup> Quarter FY 2013 Investment Report
- Board of Trustees' Unit Financial Statement for September 2013
- Other Business Committee Issues