

Tri-County Behavioral Healthcare Board of Trustees Meeting

August 24, 2017



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, August 24, 2017. 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 233 Sgt. Ed Holcomb Blvd S., Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:05 a.m.

AGENDA

I. Organizational Items

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

II. Approve Minutes - July 27, 2017

III. Executive Director's Report - Evan Roberson

- A. ICF/IID Sale Update
- B. FY 2018 HHSC MH Allocations and Target
- C. Property Purchase Updates
- D. Texas Council Updates

IV. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2017 Audit
- B. DADS Fiscal Monitoring Review
- C. CFO Consortium
- D. Workers' Compensation Audit

V. Program Committee

Information Items

- A. Community Resources Report..... Pages 10-12
- B. Consumer Services Report for July 2017..... Pages 13-14
- C. Program Updates..... Pages 15-18

VI. Executive Committee

Action Items

- A. Annual Election of FY 2018 Board Officers..... Page 19
- B. Executive Director's Evaluation, Compensation & Contract for FY 2018..... Page 20
- C. Approve Board Policies Pages 21-29

Information Items

- D. Personnel Report for July 2017..... Pages 30-32
- E. Texas Council Risk Management Fund Claims Summary for July 2017..... Pages 33-34
- F. Texas Council Quarterly Board Meeting Verbal Update..... Page 35

VII. Business Committee

Action Items

- A. Approve July 2017 Financial Statements..... Pages 36-50
- B. Approve FY 2017 Year End Budget Revision..... Pages 51-53
- C. Approve Proposed FY 2018 Operating Budget..... Pages 54-56
- D. Approve 302 Campbell Street, Cleveland, TX Remodel..... Pages 57-64
- E. Ratify HHSC Mental Health First Aid Program Contract #2017-049421-001B Amend No. 2..... Page 65

F. Ratify HHSC Youth Empowerment Services Contract #2016-049249-001A Amend No. 1	Page 66
G. Ratify HHSC Youth Prevention-Selective Contract #2016-048029 Amend No. 2	Page 67
H. Ratify HHSC Co-Ocrng MH & SA & Treatment Youth Serv Contract #2016-048317 Amd No 2	Page 68
I. Ratify HHSC Co-Ocrng MH & SA & Treatment Youth Serv Contract #2016-048317 Amd No. 3	Page 69
J. Ratify HHSC Treatment Adult Services Contract #2016-048497 Amend No. 3	Page 70
K. Ratify Texas Comm on Offenders with Mental & Medical Impairments # 696-TC-18-19-L016	Page 71
L. Approve FY 2018 Aspire Hospital, LLC Contract	Page 72
M. Approve FY 2018 Avail Solutions, Inc. Contract	Page 73
N. Approve FY 2018 Cypress Creek Hospital Contract	Page 74
O. Approve FY 2018 Kingwood Pines Hospital Contract	Page 75
P. Approve FY 2018 Contract for Dr. Frank Chen	Page 76
Q. Approve FY 2018 Lifetime Homecare Services Contract	Page 77
R. Approve Cancellation of the TxHmL Contract	Page 78
S. Approve FY 2018 Bonds Janitorial Contract	Page 79
T. Approve FY 2018 True Dreams Lawn Service Contract	Page 80

Information Items

U. Board of Trustees Unit Financial Statement for July 2017	Pages 81-82
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VIII. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney & Section 551.074, Personnel: Executive Director Evaluation

Posted By:

Ava Green
Executive Assistant

Tri-County Behavioral Healthcare

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

July 27, 2017

Board Members Present:

Patti Atkins
Sharon Walker
Richard Duren
Morris Johnson
Janet Qureshi

Board Members Absent:

Tracy Sorensen
Gail Page
Jacob Paschal

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Kathy Foster, Director of IDD Provider Services
Tanya Bryant, Director of Quality Management and Support
Catherine Prestigiovanni, Director of Strategic Development
Amy Foerster, Chief Compliance Officer
Kelly Shropshire, Director of IDD Authority Services
Tabatha Abbott, Cost Accountant
Ava Green, Executive Assistant
Maegan Richards, Administrative Assistant
Mary Lou Flynn-Dupart, Legal Counsel

Call to Order: Board Chair, Patti Atkins, called the meeting to order at 10:03 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX.

Public Comment:

Quorum: There being five (5) members present, a quorum was established.

Resolution #07-17-01

Motion Made By: Sharon Walker

Seconded By: Richard Duren, with affirmative votes by Morris Johnson, Janet Qureshi and Patti Atkins that it be...

Resolved:

That the Board excuse the absence of Tracy Sorensen, Jacob Paschal and Gail Page.

Resolution #07-17-02

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Janet Qureshi and Richard Duren that it be...

Resolved:

That the Board approve the minutes of the May 25, 2017 meeting of the Board of Trustees.

Program Presentations:

Essay Contest Winners – May Mental Health Month

Longevity Awards Presentation

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 #07-17-03

Motion Made By: Sharon Walker

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Morris Johnson and Janet Qureshi that it be...

Resolved:

That the Board approve the Intellectual and Developmental Disabilities Local Plan.

Resolution #07-17-04

Motion Made By: Sharon Walker

Seconded By: Morris Johnson, with affirmative votes by Patti Atkins, Janet Qureshi and Richard Duren that it be...

Resolved:

That the Board approve the Intellectual and Developmental Disabilities Quality Management Plan.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for May and June 2017 was reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The Goals and Objectives Progress Report for FY 17 Quarter 3 was reviewed for information purposes only.

The 3rd Quarter FY 2017 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 4th Quarter FY 2017 Corporate Compliance Training Report was reviewed for information purposes only.

The Autism Program Report was presented by Dr. Maria Quintero-Conk and Kelly Shropshire for information purposes only.

The Medicaid 1115 Transformation Waiver Project Status Report was reviewed for information purposes only.

EXECUTIVE COMMITTEE:

Resolution #07-17-05

Motion Made By: Patti Atkins

Seconded By: Morris Johnson, with affirmative votes by Sharon Walker, Janet Qureshi and Richard Duren that it be...

Resolved:

That the Board appoint the Nominating Committee for the FY 2018 Board Officers. Patti Atkins nominated Morris Johnson, Janet Qureshi and Gail Page to the committee with Morris Johnson being Chair.

Resolution #07-17-06

Motion Made By: Patti Atkins

Seconded By: Sharon Walker, with affirmative votes by Morris Johnson, Janet Qureshi and Richard Duren that it be...

Resolved:

That the Board appoint the Executive Director Evaluation Committee. Patti Atkins nominated Sharon Walker, Tracy Sorensen and Jacob Paschal to the committee with Sharon Walker being Chair.

The Personnel Report for May and June 2017 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for May and June 2017 was reviewed for information purposes only.

Patti Atkins, Board Chair, suspended the Agenda at 11:03 a.m. for Mike Duncum with WhiteStone Realty to move to Business Committee Action Item IX-C, Approve Cost Overruns for 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX and Business Committee Action Item IX-D, Approve Offers on Property Adjoining 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX.

BUSINESS COMMITTEE:

Resolution #07-17-07

Motion Made By: Sharon Walker

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Janet Qureshi and Morris Johnson that it be...

Resolved:

That the Board approve the Cost Overruns for 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX.

Resolution #07-17-08

Motion Made By: Sharon Walker

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Janet Qureshi and Morris Johnson that it be...

Resolved:

That the Board approve the Offers on Property Adjoining 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX. A 0.34 acre being Tract 13, lots 14 and 15, James Denward Survey, Abstract 289 and a 0.34 acre being Tract 13, lots 16 and 17, James Denward Survey, Abstract.

Resolution #07-17-09

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker and Richard Duren that it be...

Resolved:

That the Board approve the May 2017 Financial Statements.

Resolution #07-17-10

Motion Made By: Morris Johnson

Seconded By: Janet, with affirmative votes by Patti Atkins, Sharon Walker and Richard Duren that it be...

Resolved:

That the Board approve the June 2017 Financial Statements.

Resolution #07-17-11

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the FY 2017 Auditor Engagement Letter.

Resolution #07-17-12

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker and Richard Duren that it be...

- Resolved:** That the Board approve the Recommendation to declare four (4) vehicles as surplus.
- Resolution #07-17-13** **Motion Made By:** Morris Johnson
Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Janet Qureshi and Richard Duren that it be...
- Resolved:** That the Board approve the sale of 406 N. Washington and 117 N. College in Cleveland, TX.
- Resolution #07-17-14** **Motion Made By:** Morris Johnson
Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Janet Qureshi and Sharon Walker that it be...
- Resolved:** That the Board approve the recommendation for the Tri-County Employee Health Insurance and Ancillary Plans.
- Resolution #07-17-15** **Motion Made By:** Morris Johnson
Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Richard Duren and Sharon Walker that it be...
- Resolved:** That the Board approve the Texas Council Risk Management Fund minimum contribution plan for Worker's Compensation Coverage.
- Resolution #07-17-16** **Motion Made By:** Morris Johnson
Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Janet Qureshi and Sharon Walker that it be...
- Resolved:** That the Board approve the selection of Roof Roof Inc. for roof repair and gutter replacement at 2004 Truman, Cleveland, TX.
- Resolution #07-17-17** **Motion Made By:** Morris Johnson
Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Janet Qureshi and Sharon Walker that it be...
- Resolved:** That the Board approve the HHSC Contract No. 537-17-0127-00035A, Amendment No. 1.
- Resolution #07-17-18** **Motion Made By:** Morris Johnson
Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Richard Duren and Sharon Walker that it be...

Resolved:

That the Board approve the FY 2017 Lifetime Homecare Services Contract Addendum.

Resolution #07-17-19

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Richard Duren and Sharon Walker that it be...

Resolved:

That the Board approve the HHSC Contract No. 2016-048162.001B, Amendment No. 2, PATH.

Tri-County's 2015 990 Tax Return prepared by Scott, Singleton, Fincher & Company, P.C was reviewed for information purposes only.

The 3rd Quarter FY 2017 Investment Report was reviewed for information purposes only.

The Board of Trustees Unit Financial Statements for May and June 2017 were reviewed for information purposes only.

There was no need for Executive Session.

The regular meeting of the Board of Trustees adjourned at 11:50 a.m.

Adjournment:



Patti Atkins
Chair

Date

Attest:



Sharon Walker
Secretary

Date



Executive Director's Report

August 24, 2017

Announcements

- The next Regular Board meeting will be September 28th, 2017.
- The annual Burnham Classic was held on August 4-6th. It is so difficult to put on a fundraiser like this golf tournament and we are so grateful to the many wonderful volunteers that put the tournament on each year. Much thanks this year to our Board Chair Patti Atkins for her countless hours of effort and energy on the Burnham Classic.
- The birthday Cake today is in honor of Patti Atkins who had a birthday on August 5th.

Intermediate Care Facilities for Individuals with Intellectual Disabilities Sale Update

- There are lots of last minute details that we are working through as it relates to the sale of the ICF contracts to D & S Community Services and the sale of the homes to Scioto Property Management. Several surprises have occurred thus far, (e.g. a property boundary issues in Cleveland, delays in 'commercial property' surveys for three of the homes, problems with final Fire Inspections at the homes, difficulty getting answers from HHSC, etc.), but currently it appears that all of these hurdles will be cleared in time for an August 30th close on the sales.

As the Board will remember, we had community meetings with families that were affected by the sale of the homes last month after the Board meeting in July. Five (5) families showed up to the two meetings and had lots of questions as you could imagine. I believe the families were pleased with the answers to their questions and they seemed cautiously optimistic after the meeting.

D & S Community Solutions did not find appropriate space for an office, so they will sub-lease space from ResCare here in Conroe until they find a space. This will mean that the clients in Conroe will go to the same home and will receive their Day Habilitation at the same location during the transition. While this is not ideal for D & S, it will likely be an easier transition for the individuals that were affected by the sales.

Health and Human Services Commission 2018 Mental Health Allocations and Targets

- The 85th Legislature made 63 Million available, per biennium, to eliminate waiting lists and provide additional capacity for Outpatient Mental Health Services for the next two (2) years. Tri-County, 33rd of the 39 funded LMHAs in per capita funding, will receive somewhere in the neighborhood of \$550,000 dollars per year for outpatient services. We expect these dollars to be split between Adult and Child funding with approximately \$500,000 committed to Adult services and the remainder for Children's services. The new money will be provided with HHSC Performance Contract Amendment #1 which is expected to be received by the end of the calendar year.

It is the expectation of HHSC that new dollars will result in new service targets, but we have not learned anything about our new targets yet. Based on previous funding allocations, I anticipate that our targets will increase by approximately 400 adults and 30 children.

We are currently serving 490 adults in excess of our contracted target of 2694 (118% of target), and are serving 186 children in excess of our contracted target of 574 (135% of target). Both service populations continue to grow rapidly. In addition, it should be noted that summer months are slow for Child and Youth Services.

Management and I are planning to begin a waiting list for adults in FY 18, at least until new funds are received. As a reminder, the Adult Waiting List will primarily be for 'lower' need adults that enter through routine intake. Individuals in successive crises, coming out of jail, etc. that have a priority diagnosis will bypass the list. Consequently, the Adult Waiting List will grow slowly, but will not stop.

The Board approved a waiting list in May of 2016 to begin when we reached 2828 clients (105% of target). I have held off starting the list because we were hopeful that new funds would cover the costs of the additional persons served. However, it now appears that new funds may not add enough capacity to keep up with the growth that we have already had in FY 2017. If a larger percentage of our adult clients had a payer source, we might not have to start a list. However, the majority of our admissions are medically indigent.

We will not need to create Children's Waiting List because the majority of kids have medical insurance of some type (e.g. Medicaid, CHIP).

As much as I hate any waiting list, I need to do this because staffs have reached their maximum ability to serve clients, and new staff will take a while to add even if we were to proceed with the promise of dollars coming in future months.

Property Updates:

- Our facility at 103 North Thompson (William E. Hall) and the two properties in Cleveland have sold. We only have one vacant building left to sell in Liberty (Medication Clinic). We are very excited to have these property deals done.
- I have attached a copy of the plat that our building consultant, Mike Duncum, provided to us at the last meeting. The two lots in red are under contract by the Center at less than appraised value and both are expected to close in September. We have not been able to get the property owner of the lot to the north to negotiate a price further, so we have asked Mike to request a price on the two lots to the south. If they can be purchased at a reasonable price, we may bring an item to the board at an upcoming meeting.

Texas Council Executive Directors' Consortium Update:

Much of the discussion at the Texas Council Executive Directors' Consortium was about the new legislation related to how criminal defendants who are or may be a person with mental illness or intellectual disability may be treated before or after incarceration or during criminal proceedings. These bills include Senate Bill 1326 by Senator Zafarini, Senate Bill 292 by Senator Huffman, and Senate Bill 1849 by Senator Whitmier (Sandra Bland Act).

Many groups are working with Sheriffs, counties and other municipalities to work through the implications of this new legislation.

I have attached a DRAFT flow chart with of the process. The first page relates to the screening/assessment process and pages 2 and 3 are guidance about the competency restoration process. I thought you might want to see this draft information. I will be trying to visit with County representatives as more is known about the implication of these bills.

Residue of called 165.1458 Ac.
CF 9352898

Currently have an agreement to buy at \$40,000 plus closing cost which approximates \$42,281.00. 0.85 acres

PROP. 15' LANDSCAPE SETBACK (DO NOT DISTURB)
PROP. 15' SAN SWR EASEMENT

Estate of Joan Bennett
Lots 9-13

Have spoken with son of owners but have not yet discussed price. They are willing to sell. Currently MCAD valued at \$13,600. 0.34 acres

All Lots CF 0

Levi Douglas
Lot 16
CF 8132255

REQUIRED PARKING

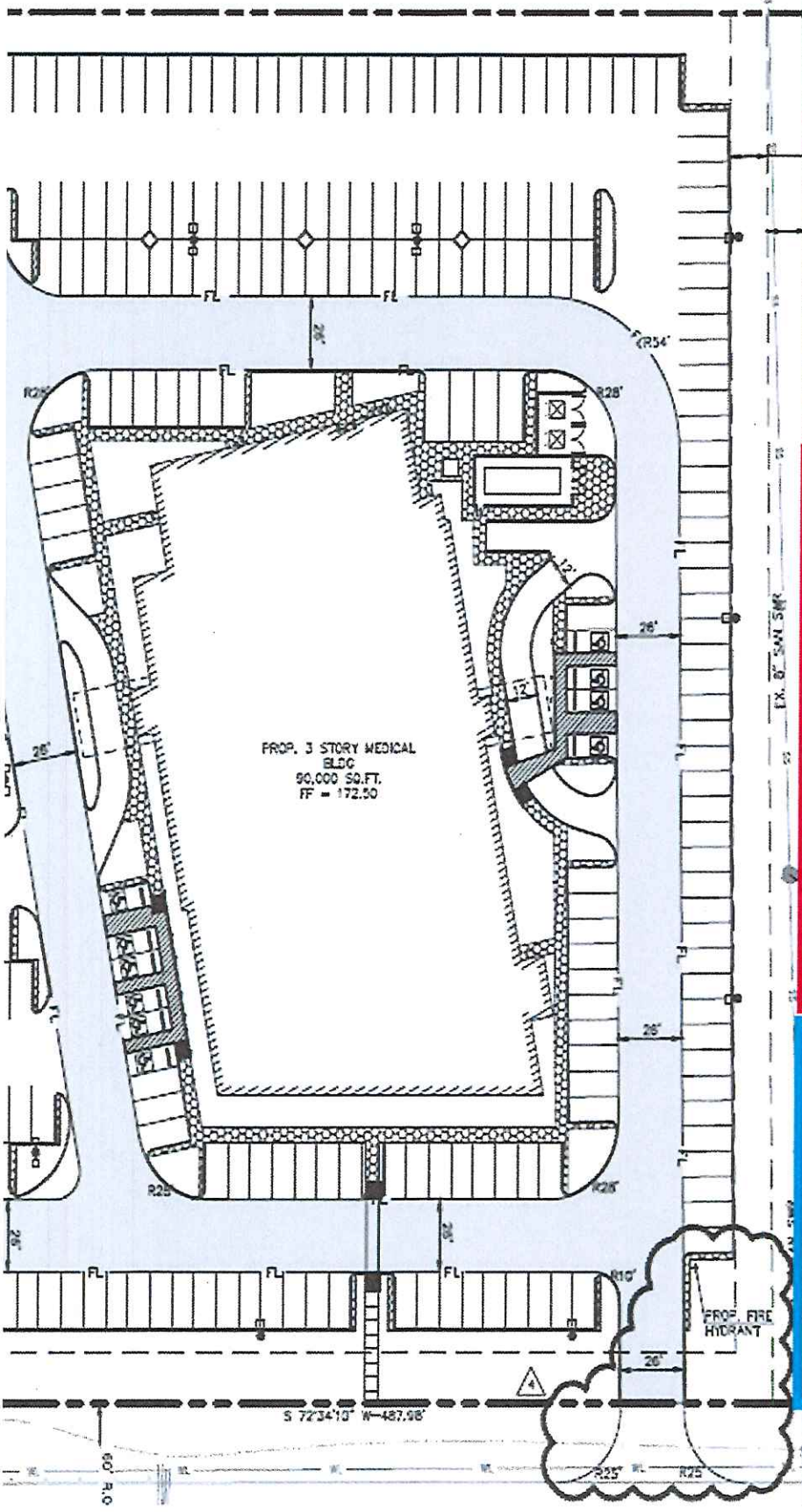
Scheduled for Tax Sale on October 3rd. Delinquent taxes are \$7,834.51 and assessed value is \$13,600. 0.34 acres

EX. SAN SWR MH
RM = 173.16'
EX. 8" FL 105.67'
EX. 8" FL 105.62'

Residue of called 162.143 Ac.
CF 9352898

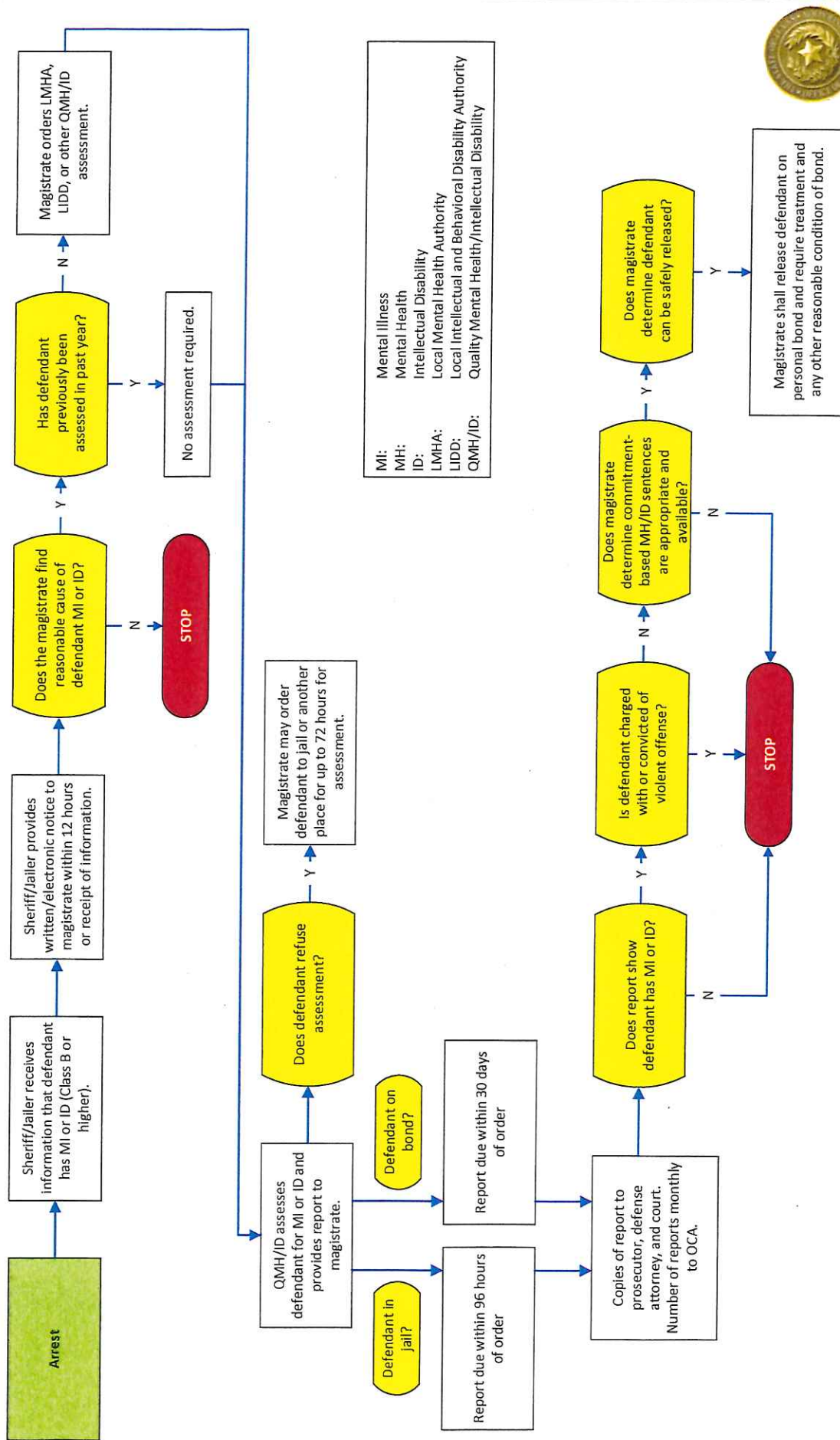
PROP. FIRE HYDRANT

EX. WATER LINE



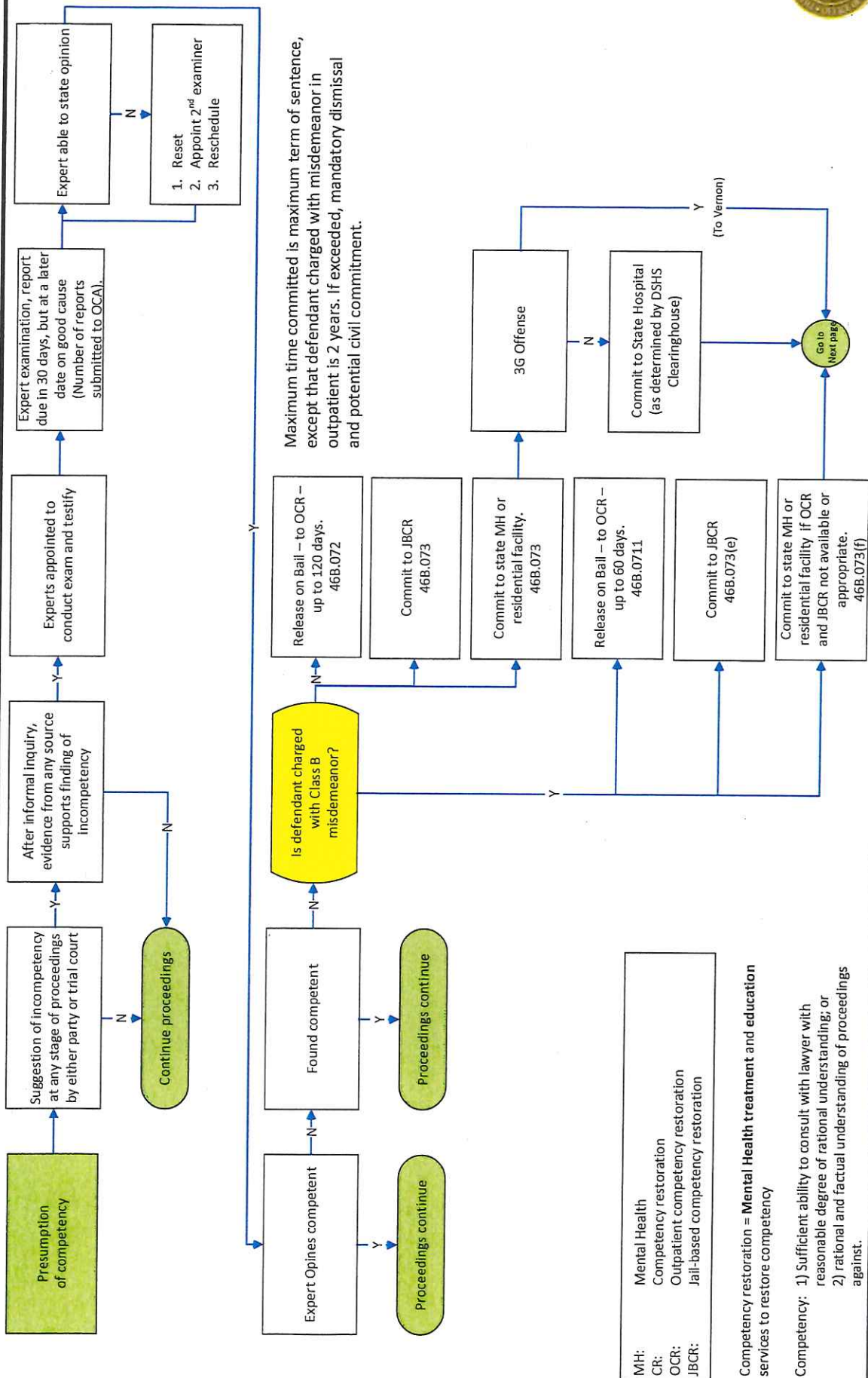
Office of Court Administration
June 2017

Screening/Assessment for Arrested Defendant with MI/ID



- DRAFT

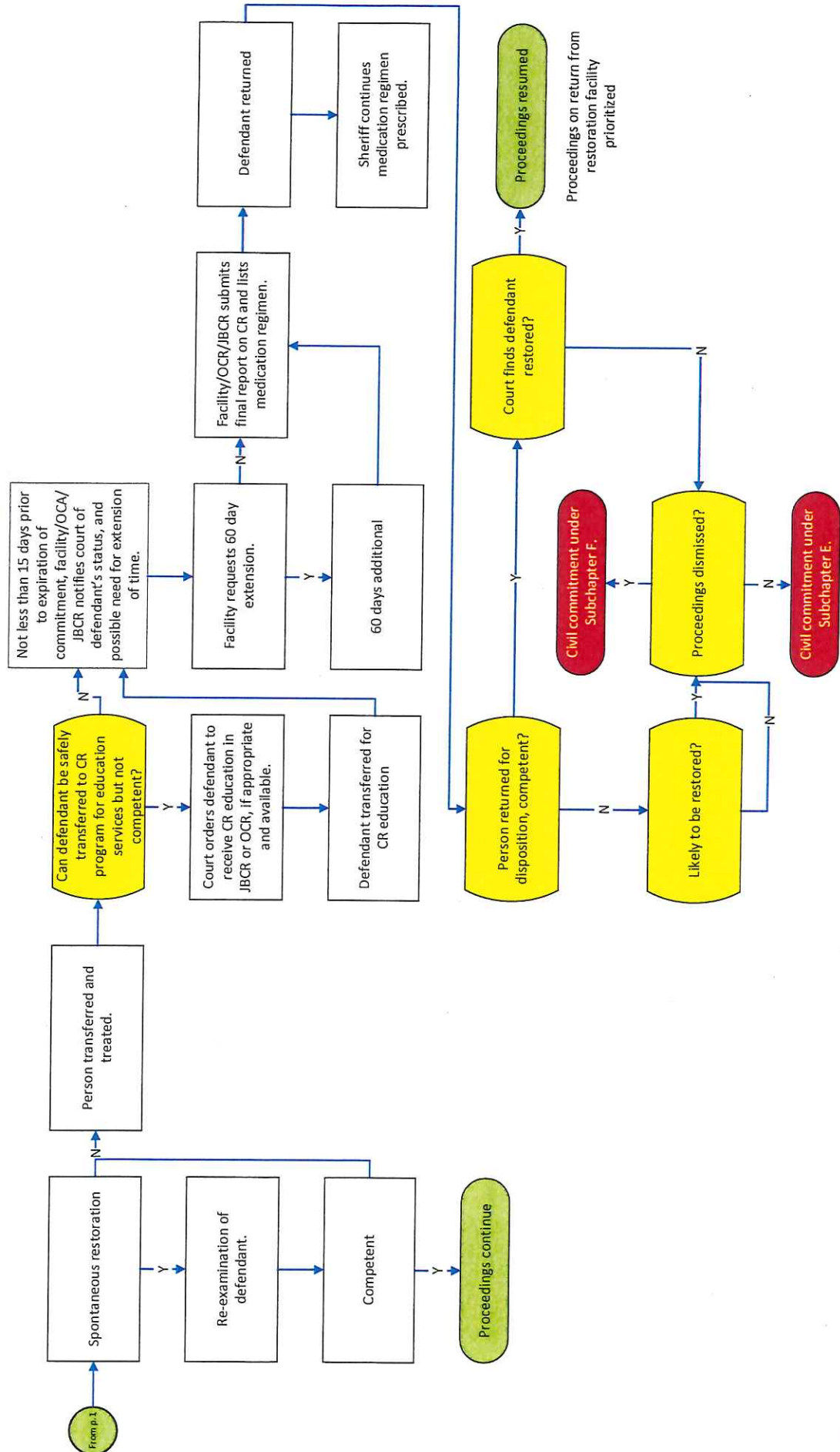
Competency Restoration Process



-DRAFT-

Competency Restoration Process

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CHIEF FINANCIAL OFFICER'S REPORT

AUGUST 24, 2017

FY 2017 Audit – We are working on our prep work for the FY 2017 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 for the week starting next Monday, August 28th and will be returning for their final visit the last part of October or early November. We have received the first listing of 20 items being requested prior to their first visit. We will continue to work on the listing until they return for the final visit. In between the on-site visits, electronic data will be sent as needed.

DADS Fiscal Monitoring Review - On August 3rd, we received an email notifying us that HHSC, Intellectual and Developmental Disability Services and Performance Contracts staff will be conducting a Fiscal Monitoring Review the week of August 21st. The review will be focusing on fiscal year 2016 and 2017 to determine financial and administrative compliance with federal and state regulations. They are on site now and should be done by tomorrow.

The two weeks prior to their arrival, we had a list of various items that were to be submitted prior to August 11th for their review before they arrived. These items included the following:

- Internal control questionnaire
- Chart of Accounts, with a legend included
- List of reporting units for IDD and Administration
- Organizational chart for IDD and Administration
- List of names and offices for each member of the Board of Trustees
- Board minutes for the previous 12 months
- Board By-Laws

Additional lists of requested items were to be available when the review team arrived at our facility on August 21st.

So far, the review is going smoothly. They had interviews with key staff regarding IDD services and have spent that last couple of days working with the Accounting staff.

CFO Consortium – The next CFO meeting is scheduled for October 5th and 6th. This CFO meeting will be the first meeting for this fiscal year and it is usually when we talk about changes in all of our contracts and such items that relate to all centers. We have not seen a preliminary agenda as of yet. So, we will report next month on what the topics of discussion will be at the meeting.

Workers Compensation Audit – We received notice of our FY 2017 Workers Compensation audit. Texas Council Risk Management Fund's Contractor will be on-site in September or October. To assist with the preparation for the auditors being on site, we will be getting the following ready:

- TEC reports for all quarters during the audit period (09/01/2016 - 09/01/2017)
- Federal 941 reports for all quarters during the audit period
- General Ledger detail
- Journal of Cash Disbursements
- General liability
- List of subcontractors and copies of their certificates of insurance for general liability coverage

They will be reviewing all the above documents for FY 2017. A reconciliation will be completed by comparing the actual payroll and contractor payments to our monthly workers compensation payment submitted throughout the fiscal year. The process usually takes a couple of months before we get the final results from the audit.

Agenda Item: Community Resources Report Committee: Program	Board Meeting Date: August 24, 2017
Background Information: None	
Supporting Documentation: Community Resources Report	
Recommended Action: For Information Only	

Community Resources Report

July 28, 2017 – August 24, 2017

Volunteer Hours:

Location	July
Conroe	399.25
Cleveland	0
Liberty	11
Huntsville	5.5
Total	415.75

COMMUNITY ACTIVITIES:

7/28/17	Party Line – KSHN Radio	Liberty
7/28/17	Walker County Juvenile Justice Meeting	Huntsville
8/1/17	Veterans Air – Lone Star Community Radio	Conroe
8/1/17	E3 Steering Committee	The Woodlands
8/2/17	American Legion Executive Board Meeting	Conroe
8/2/17	Liberty County Veteran Service Officer Meeting	Liberty
8/2/17	The Woodlands Chamber Community Relations Team Meeting	The Woodlands
8/2/17	Conroe Noon Lions Club Committee Meeting	Conroe
8/2/17	Conroe Noon Lions Club Luncheon	Conroe
8/3/17	Cleveland Chamber of Commerce Luncheon	Cleveland
8/4/17	28 th Annual Burnham Golf Tournament	Liberty
8/4/17	Conroe ISD Parent Resource Center Meeting	Conroe
8/4/17	United Way of Greater Houston Program Tour	Conroe
8/5/17	Liberty County Service Officer Event	Cleveland
8/7/17	Lunch and Learn	Conroe
8/7/17	Montgomery County Homeless Coalition Board Meeting	Conroe
8/9/17	Veterans Treatment Court	Conroe
8/9/17	Conroe Noon Lions Club Luncheon	Conroe
8/9/17	Liberty County Community Resource Coordination Group Meeting	Liberty
8/10/17	Conroe ISD Community Partners Showcase	Conroe
8/10/17	Huntsville Chamber of Commerce Breakfast	Huntsville
8/10/17	Montgomery County Jail Infirmary Group Meeting	Conroe
8/11/17	United Way Executive's Quarterly Meeting	Houston
8/12/17	Star of Hope Beach Party Back to School Event	Conroe
8/15/17	North Houston Networking Group Meeting	The Woodlands
8/16/17	YMHFA – Montgomery County Risk Management Staff – Group 1	Conroe
8/16/17	Liberty Chamber of Commerce Luncheon	Liberty
8/17/17	Huntsville VAAB Meeting	Huntsville
8/17/17	Veteran Coalition Meeting for the Greater Houston Area	Houston
8/17/17	YMHFA – Montgomery County Risk Management Staff – Group 2	Conroe
8/17/17	Montgomery County Homeless Coalition Community Meeting	Conroe

8/21/17	Spiritual Care Network Meeting	The Woodlands
8/22/17	Montgomery County Business Women's Luncheon	Conroe
8/22/17	Montgomery County Community Resource Coordination Group Meeting	Conroe
8/22/17	Leadership Montgomery County Reception	The Woodlands
8/23/17	Veterans Treatment Court	Conroe
8/23/17	Conroe Noon Lions Club Luncheon	Conroe
8/23/17	Inspiration Ranch Afterhours Networking	The Woodlands

UPCOMING ACTIVITIES:

8/25/17	Walker County Juvenile Justice Meeting	Huntsville
8/31/17	Leadership Montgomery County Community Project Choice	Navasota
9/6/17	United Way of Greater Houston Panel Discussion	The Woodlands
9/7/17	Cleveland Chamber of Commerce Luncheon	Cleveland
9/13/17	Liberty County Community Resource Coordination Group Meeting	Liberty
9/14/17	Huntsville Chamber of Commerce Breakfast	Huntsville
9/19/17	Montgomery County Community Resource Coordination Group Meeting	Conroe
9/20/17	Liberty Chamber of Commerce Luncheon	Liberty
9/20/17	Outreach, Support, Assessment and Referral Quarterly Meeting	League City
9/29/17	Walker County Juvenile Justice Meeting	Huntsville

Agenda Item: Consumer Services Report for July 2017 Committee: Program	Board Meeting Date: August 24, 2017
Background Information: None	
Supporting Documentation: Consumer Services Report for July 2017	
Recommended Action: For Information Only	

Consumer Services Report July 2017

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	534	36	32	44	646
Crisis and Transitional Services (LOC 0, LOC 5)	49	0	0	0	49
Psychiatric Emergency Treatment Center (PETC) Served	68	5	3	9	85
Psychiatric Emergency Treatment Center (PETC) Bed Days	265	11	12	36	324
Contract Hospital Admissions	11	0	1	2	14
Diversion Admits	14	2	1	1	18
Total State Hospital Admissions	11	0	0	2	13
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	1233	140	91	99	1563
Adult Medication Services	740	80	80	90	990
Child Service Packages (LOC 1-4 and YC)	461	52	18	46	577
Child Medication Services	210	15	3	23	251
TCOOMMI (Adult Only)	131	21	26	5	183
Adult Jail Diversions	1	0	0	0	1
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	4	1	0	1	6
Service Coordination	621	37	44	64	766
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	39	5	18	21	83
Contractor Provided ICF-IID	18	12	12	5	47
Substance Abuse Services					
Children and Youth Prevention Services	0	0	0	72	72
Youth Substance Abuse Treatment Services/COPSD	9	0	0	0	9
Adult Substance Abuse Treatment Services/COPSD	27	0	0	0	27
Waiting/Interest Lists as of Month End					
Home and Community Based Services Interest List	1492	125	131	146	1894
July Served by County					
Adult Mental Health Services	1584	164	129	187	2064
Child Mental Health Services	553	53	19	52	677
Intellectual and Developmental Disabilities Services	635	50	49	70	804
Total Served by County	2772	267	197	309	3545
June Served by County					
Adult Mental Health Services	1672	160	130	191	2153
Child Mental Health Services	584	56	20	64	724
Intellectual and Developmental Disabilities Services	651	48	55	71	825
Total Served by County	2907	264	205	326	3702
May Served by County					
Adult Mental Health Services	1650	174	128	176	2128
Child Mental Health Services	628	55	23	72	778
Intellectual and Developmental Disabilities Services	665	49	51	74	839
Total Served by County	2943	278	202	322	3745

Agenda Item: Program Updates Committee: Program	Board Meeting Date: August 24, 2017
Background Information: None	
Supporting Documentation: Program Updates	
Recommended Action: For Information Only	

Program Updates

July 28, 2017 – August 24, 2017

Crisis Services

1. The Montgomery County Sheriff's Office received approval from the Commissioner's Court for three officers to be added to their mental health division. The officers selected will receive critical incident training and will assist with mental health calls to help divert individuals from unnecessary placement in the local jail or emergency rooms.
2. The Director of Crisis Services and the Executive Director met with the new CEO at Kingwood Pines Hospital. New programs and the complex needs of individuals in Liberty, Montgomery, and Walker counties were discussed.
3. Mobile Crisis Outreach Teams are now being deployed to two additional hospitals in Montgomery County. Methodist and Texas Children's of the Woodlands have recently signed a Memorandum of Understanding so that Tri-County can assess and provide recommendations to indigent clients with acute mental health needs.

MH Adult Services

1. The rural clinics have started a walk-in clinic, with same day intake evaluation availability, to allow for easier access to services in each clinic. The Rural Clinic Administrator has hired several of the open positions, which should lend to an increase in services.
2. The United Way grant application has been submitted for Adult and Youth Substance Abuse funding and we have completed a program tour with the United Way volunteers in August, which went well. We are preparing for the final phase of the application process including a program tour in August and discussion of the program in September. Additionally, the program is reviewing ways to increase client retention and successful outcomes.

MH Child Services

1. We are recruiting two part-time interns and a supervisor to assist with serving our rapidly growing population.
2. We are starting the new school year by gathering consents to collaborate with the school system to better ensure client success.

Criminal Justice Services

1. TCOOMMI adult caseloads are at contracted numbers. The Jail Liaison assessed 110 individuals and coordinated the treatment of 41 others in Montgomery County Jail in July. Outpatient Competency Restoration (OCR) has served 13 individuals in FY 17.

Substance Abuse Services

1. Our Program Manager is diligently working to obtain consents to collaborate with Juvenile Probation Officers in an effort to better engage clients and their families in needed youth substance abuse treatment services.
2. We are focused on training our new prevention staff so they are well prepared to provide prevention activities for the new school year.
3. The Prevention Team is starting to get required agreements signed with the various school and community sites where they will be providing prevention services in Fiscal Year 2018.

IDD Services

1. Staff are continuing to gather information for the Health and Human Services Commission autism program grant.
2. Through the IDD Authority Preadmission Screening and Resident Review (PASRR) Services, 16 IDD Individuals have been diverted from residing at nursing facilities.
3. To date, the IDD Crisis Respite program has served 20 individuals whom were experiencing a mental health crisis.
4. Due to 21% rate reduction in provider services within HCS and TxHmL Program, we are analyzing Transportation and Community Services to determine the most cost effective way to operate.

Support Services

1. **Quality Management:**
 - a. Staff completed the Program Survey for the Crisis Stabilization Unit.
 - b. Staff is currently conducting a Program Survey of Child and Youth Services.
 - c. Staff complied and submitted Pre-Site Documentation and a Self-Review audit to HHSC in preparation for the upcoming Comprehensive Quality Management review scheduled for September 19th.
 - d. Staff have begun updating quality assurance tools across the Center to ensure managers are equipped with documentation review tools that contain the most current rules and regulations.
2. **Utilization Management:**
 - a. As you may recall, we are required by contract to provide additional training to all users of the Adult Needs and Strengths Assessment (ANSA) and the Child and Adolescent Needs and Strengths Assessment (CANS) on a biannual basis. The second round of required Superuser CANS/ANSA trainings for the year are currently underway.
3. **Training:**
 - a. Staff have scheduled a Basic Trauma Informed Training (TIC) that will be available to all employees over the next month. It is the Center goal to have all staff trained in basic TIC and to be able to provide some more in depth trainings to identified positions/staff in the future.

4. **Veteran Affairs:**

- a. The Veterans Services Liaison held the final Lunch & Learn presentation for Tri-County staff for FY17. Lunch & Learn will be continued in FY18 by request.
- b. The Veterans Services Liaison participated in one of the plenary panels of the annual VA Mental Health Summit. The Tri-County logo was placed on the front page of the Summit's program and Tri-County Behavioral Healthcare was mentioned in the acknowledgements as a steering committee member.

Community Activities

1. Staff assisted at the Annual Burnham Golf Tournament.
2. The Director of Strategic Development hired a new Public Information Coordinator.
3. Staff organized a Back to School Backpack Drive for agency youth.
4. Staff began working on the 2017 United Way Campaign.
5. Staff continue preparing for the first Tri-County's Consumer Foundation fundraiser to be held on September 7, 2017.

Agenda Item: Annual Election of FY 2018 Board Officers Committee: Executive	Board Meeting Date August 24, 2017
Background Information: The By-laws for the Tri-County Board of Trustees require Board officers to be elected each fiscal year. Morris Johnson, Chair of the Nominating Committee, will present the slate of officers for election. Members of the Nominating Committee also include Janet Qureshi and Gail Page.	
Supporting Documentation: None	
Recommended Action: Elect Officers for FY 2018 Board of Trustees	

<p>Agenda Item: Executive Director's Annual Evaluation, Compensation and Contract for FY 2018</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</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 2017 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 Sharon Walker, Chair of the Evaluation Committee. Tracy Sorensen and Jacob Paschal also served on the Evaluation Committee.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Review Executive Director's Evaluation, Compensation and Contract Extension and Take Appropriate Action</p>	

<p>Agenda Item: Approve New Policies C.31 and C.32 and Revisions to Board Policies D.8, D.11 and D.13</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>As staff continue to update Board Policy statements, five (5) Policy changes are recommended for approval by the Board. In addition to formatting changes, the following modifications are recommended:</p> <p>C.31-Policy, Procedure and Desk Procedure—New Policy—This Policy was developed to guide proper administration of Center programs.</p> <p>C.32-Program Eligibility – New Policy – This policy was developed to follow HHSC program guidance about eligibility in regards to nondiscrimination requirements.</p> <p>D.8-Program Implementation-Last revised October 17, 1985—This Policy was revised to include “desk procedures” as well as formatting updates.</p> <p>D.11-Research-Last revised May 27, 1997—This Policy was revised to add Board of Trustee approval on any research regarding medication trials; requests to use data from individuals served will require ED approval; and formatting updates.</p> <p>D.13-Psychotropic Medication- <i>Formerly Psychiatric Medication</i>-Last revised July 31, 1998—This Policy was revised to include that all 3rd party insurance options be utilized to purchase medications before HHSC Indigent funding is used; all medications prescribed in line with providers Scope of Practice; and formatting updates.</p>	
<p>Supporting Documentation:</p> <p>Revised Board Policies (Markup Versions)</p>	
<p>Recommended Action:</p> <p>Approve New Board Policies C.31 and C.32 and Revisions to Board Policies D.8, D.11 and D.13.</p>	

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY

Patti Atkins, Chair

Date

Subject: Policy, Procedure and Desk Procedure

It is the policy of the Board of Trustees of Tri-County Behavioral Healthcare ('Tri-County' or 'Center') that appropriate Board Policy Statements, Center Procedure and applicable Desk Procedures be developed to guide proper administration of Center programs.

I. Policy

- A. Policy is defined as a broad statement from the Board of Trustees about the general direction of Center Procedure.
- B. Exceptions to broad statements will include anything for which the Board of Trustees has fiduciary responsibility (e.g. Corporate Compliance).
- C. All Board Policy has the implicit requirement that the Center Executive Director develops, or causes to be developed, appropriate Center Procedure.
- D. All Board Policy requires approval by the full Board of Trustees.

II. Center Procedure

- A. Center Procedure is defined as a more specific set of guidelines that incorporates Federal or State statute (e.g. non-discrimination), Texas Administrative Code, grant guidelines, Contract guidelines, including specific program information items (e.g. Information Item V, Crisis Services) and/or best practices identified as part of the program (e.g. Assertive Community Treatment).
- B. In any circumstance where the funder has developed specific guidelines or their own Procedure Manual that is intended to be followed as program guidance (e.g. YES Waiver 'Policy and Procedure Manual,' DSHS Information Item Q-Fair Hearings, DADS Attachment G: PASRR Requirements), these guidelines may be referenced as Center Procedure and/or Desk Procedure by program managers.
 - a. However, if this guidance is referenced as Center Procedure or Desk Procedure, it is expected that Center staff are in compliance with these documents as if it were Center Procedure.
- C. All Center Procedure requires approval by the Executive Director.
- D. Medical and Crisis Procedures may also require approval of the Medical Director.

III. Desk Procedure

- A. Desk Procedure is developed as interpretive guidance or the 'how to' for Center Procedures.
- B. Desk Procedure is not required if Center Procedure is sufficient in operational detail.
- C. Desk Procedure is intended to change rapidly as program needs change and as such does not require Executive Director Approval as long as it is in compliance with Executive Director approved Center Procedure.
- D. Desk Procedure requires Program Coordinator approval, which may be provided via any form of written notification as needed, but generally should be approved at the Program Director or Director level.

IV. Review

- A. The Executive Director shall review, or cause to be reviewed, all Board Policy each year. Appropriate changes to Board Policy will be recommended to the Board of Trustees.
- B. The Management Team shall review, or cause to be reviewed, all Center Procedures each year. Appropriate changes to Center Procedure will be recommended to the Executive Director.
- C. Program Coordinators shall review Desk Procedure as needed, but at least annually. Appropriate changes to Desk Procedure may be made by the Program Coordinator as long as it is in compliance with Center Procedure.

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY

Patti Atkins, Chair

Date

Subject: Program Eligibility

It is the policy of the Board of Trustees of Tri-County Behavioral Healthcare ('Tri-County' or 'Center') that services be provided in compliance with all applicable federal and state laws when determining program eligibility. In addition, it is the policy of the Board of Trustees that programs follow all Texas Health and Human Services Commission (HHSC) program guidance about eligibility.

- I. Nondiscrimination requirements include, but are not limited to:
 - A. Discrimination based on race, color, national origin, disability, religion, sex, national origin, age or sexual orientation, including the provision to provide effective communication and equal access to programs to person with Limited English Proficiency.
 - B. Discrimination based on the use of alcohol or drugs.
 1. Persons may be served who are currently using, or have recently used, alcohol and/or drugs.
 2. Persons may be referred to a substance use disorder service provider if they are actively using alcohol or drugs and may be denied medication if determined clinically appropriate by their prescriber.
 - C. Discrimination based on current or former involvement with the criminal justice system.
 - D. Discrimination based on HIV or other communicable disease.
 - E. Discrimination based on ability to pay for services.
- II. Program eligibility will be determined by qualified staff associated with the appropriate intake department.
 - A. At least a QMHP-CS for Adults or Children with mental illnesses as determined by the Adult Needs and Strengths Assessment (ANSA) or Child and Adolescent Needs and Strengths Assessment (CANS) for persons seeking mental health services.
 - B. By use of assessments and evaluations performed by qualified professionals for Intellectual and Development Disability Services.
 - C. By use of assessment and evaluations found in the Clinical Management for Behavioral Health Services computer system for Substance Use Disorders, YES Waiver, HCBS-AMH or other similar program.

- III. Use of a Waiting List for Mental Health Services will be approved by the Board of Trustees each time it is utilized.

**TRI-COUNTY ~~BEHAVIORAL HEALTHCARE~~ ~~MENTAL HEALTH~~ ~~MENTAL~~
~~RETARDATION SERVICES~~**

STATEMENT OF POLICY

~~Herpin, Chairman~~

Patti Atkins, Chair ~~Richard~~

Date

Subject: Program Implementation

It is the policy of the Board of Trustees that programs and services offered by Tri-County Behavioral Healthcare ('Tri-County' or 'Center') be administered using recognized management and clinical practices. Within funds available, the Board shall require staff to develop **Center** Procedures and **applicable Desk Procedures** which assure sufficient management and supervisory controls to ensure efficient and effective management and quality of services.

TRI-COUNTY ~~BEHAVIORAL HEALTHCARE~~ ~~MENTAL HEALTH~~ ~~MENTAL RETARDATION SERVICES~~

STATEMENT OF POLICY

Patti Atkins, Chair ~~William E. Hall, Jr., Chairman~~

SUBJECT: Research

Original Effective Date: ~~May 27, 1997~~

It is the policy of the Board of Trustees that Tri-County ~~Behavioral Healthcare~~ ('Tri-County' or 'Center') that any proposed research involving individuals served will be fully evaluated to ensure the research's appropriateness and safety, and ~~to ensure~~ that it does not compromise the rights of individuals ~~involved in the study~~.

Any research regarding medication trials will be approved by the Board of Trustees following Institutional Review Board approval with an analysis of risk to the Center.

Requests to use any data from individuals served for the purposes of research for a dissertation, similar process or other report will be routed through the Executive Director for approval. No research using data for individuals served by Tri-County may be used without Executive Director approval.

The Executive Director will ~~ensure execute~~ procedures reflecting this policy are developed ~~as needed~~.

TRI-COUNTY BEHAVIORAL HEALTHCARE ~~MENTAL HEALTH~~ ~~MENTAL RETARDATION SERVICES~~

STATEMENT OF POLICY

Patti Atkins, Chair ~~William E. Hall, Jr., Chairman~~

SUBJECT: **Psychotropic** ~~Psychiatric~~ Medication

Original Effective Date: ~~July 31, 1998~~

It is the policy of the Board of Trustees that Tri-County **Behavioral Healthcare** ('Tri-County' or 'Center') ~~Mental Health Mental Retardation Services~~ provide funding support for the costs of prescribed psychiatric medication to those individuals **who qualify for an ongoing level of care as determined by the Health and Human Services Commission's (HHSC) Adult Needs and Strengths Assessment (ANSA); in the target population and, individuals** who are **also** unable to bear the cost due to lack of third party insurance or other financial resources.

Tri-County ~~Mental Health Mental Retardation Services~~ utilizes funds provided by the ~~Texas Department of Mental Health Mental Retardation~~ HHSC to cover psychiatric medication costs. **All third party insurance options shall be utilized to purchase medications before HHSC indigent funding is used.** Only those consumers without ~~who have no~~ medication insurance coverage or ability to pay are eligible to have their medication paid for by the aforementioned funds.

All medications will be prescribed in line with the providers' Scope of Practice. The Scope of Practice is defined as the activities that an individual health care practitioner is permitted to perform according to their professional license(s). If the prescriber's license indicates the need for oversight in order to prescribe, these practitioners are expected to follow the guidelines set forth by their licensing agency.

Medications should be prescribed with the following principles in mind for medications covered by HHSC:

- **Alignment with the Center Formulary Procedure;**
- **Fewest number of medications to have an effective clinical response;**
- **Lowest cost medications to have an effective clinical response; and/or,**
- **Availability of Pharmacy Assistance Programs or samples to cover the cost of needed medications.**

Qualifying individuals Consumers with third party medication coverage are eligible to receive prescriptions from Tri-County ~~Mental Health Mental Retardation~~ physicians. Tri-County ~~the agency~~ will only be responsible for supplying these individuals with the necessary prescription to obtain the medication. Consumers with third party or financial resources are responsible for obtaining their prescribed psychiatric medications. In the event that medication requirements exceed the constraints of third party coverage, Tri-County ~~Mental Health Mental Retardation Services~~ staff will assist consumers in ensuring that they obtain all needed medication. Approval for **Tri-County** ~~agency~~ assistance will be on a case by case basis.

Agenda Item: Personnel Report for July 2017 Committee: Executive	Board Meeting Date: August 24, 2017
Background Information: None	
Supporting Documentation: Personnel Report for July 2017	
Recommended Action: For Information Only	

Personnel Report July 2017

Total Applications received in July = 492

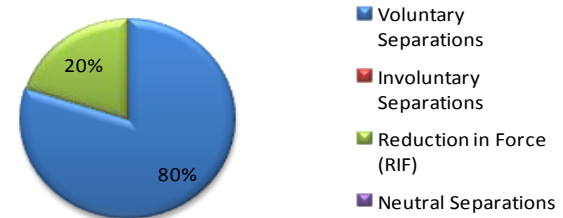
Total New Hires for the month of July = 14

Total New Hires Year to Date = 90

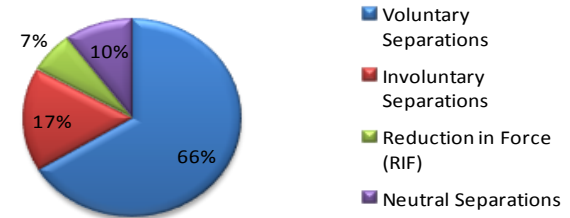
July Turnover	FY17	FY16
Number of Active Employees	338	326
Number of Monthly Separations	10	11
Number of Separations YTD	89	83
Year to Date Turnover Rate	26%	25%
July Turnover	3%	3%

Separations by Reason	July Separations	Year to Date
Retired	1	3
Involuntarily Terminated	0	15
Neutral Termination	0	9
Dissatisfied	0	0
Lack of Support from Administration	0	1
Micro-managing supervisor	0	0
Lack of growth opportunities/recognition	0	0
Difficulty learning new job	0	0
Co-workers	0	0
Work Related Stress/Environment	0	1
RIF	2	6
Deceased	0	0
Pay	0	1
Health	0	0
Family	1	6
Relocation	2	6
School	0	2
Personal	2	5
Unknown	0	4
New Job	2	30
Total Separations	10	89

July Voluntary, Involuntary, RIF and Neutral Separations



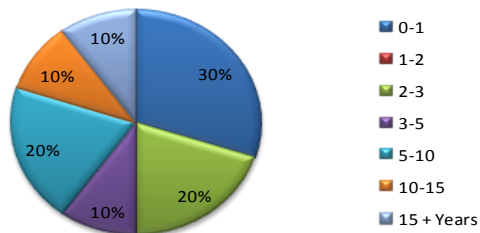
Year to Date Voluntary, Involuntary, RIF and Neutral Separations



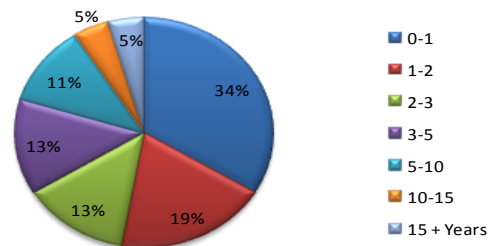
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% July	% YTD
Evan Roberson	27	1	5	4%	19%
Millie McDuffey	24	0	11	0%	46%
Amy Foerster	14	2	7	14%	50%
Tanya Bryant	11	0	0	0%	0%
Behavioral Health Director	128	4	42	3%	33%
Breanna Robertson	59	1	10	2%	17%
Kelly Shropshire	35	0	5	0%	14%
Kathy Foster	32	2	8	6%	25%
Kenneth Barfield	8	0	1	0%	13%
Total	338	10	89		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date	% July	% Year to Date
Supervisors & Managers	21	0	5	0%	24%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	46	1	11	2%	24%
Professionals (QMHP)	94	3	33	3%	35%
Professionals (QIDP)	28	0	3	0%	11%
Licensed Staff (LCDC, LPC...)	17	1	2	6%	12%
Business Services (Accounting)	14	0	0	0%	0%
Central Administration (HR, IT, Executive Director)	23	0	0	0%	0%
Program Support(Financial Counselors, QA, Training, Med. Records)	38	0	18	0%	47%
Nurse Technicians/Aides	18	1	3	6%	17%
Service/Maintenance	12	2	8	17%	67%
Direct Care (HCS, Respite, Life Skills)	27	2	6	7%	22%
Total	338	10	89		

July Separations by Tenure

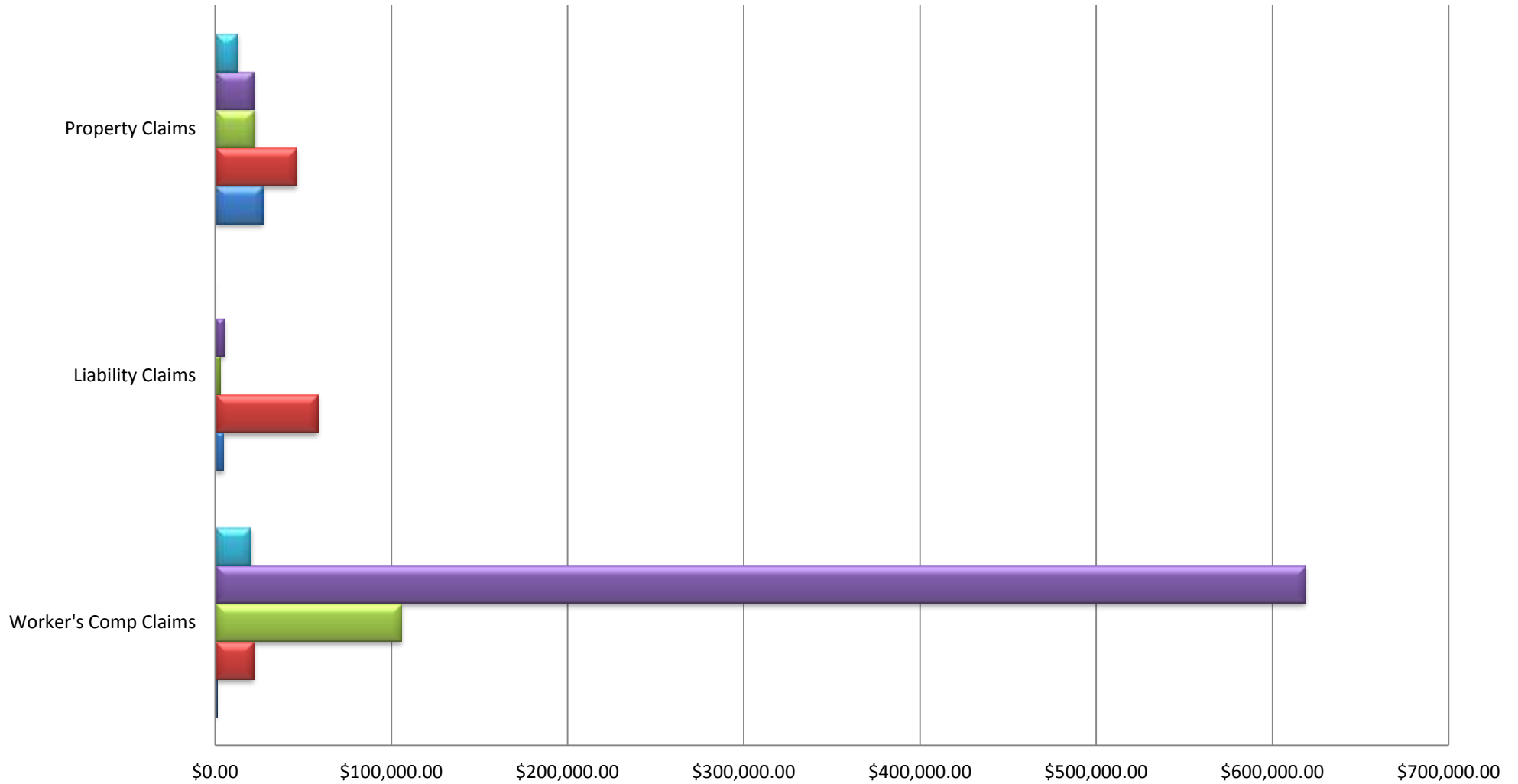


Year to Date Separations by Tenure



Agenda Item: Texas Council Risk Management Fund Claims Summary as of July 2017 Committee: Executive	Board Meeting Date: August 24, 2017
Background Information: None	
Supporting Documentation: Texas Council Risk Management Fund Claims Summary as of July 2017	
Recommended Action: For Information Only	

TCRMF Claims Summary July 2017



	Worker's Comp Claims	Liability Claims	Property Claims
2013	\$20,263.00	\$0.00	\$12,869.00
2014	\$618,699.00	\$5,295.00	\$21,931.00
2015	\$105,553.00	\$2,556.00	\$22,505.00
2016	\$21,868.00	\$58,316.00	\$46,114.00
2017	\$803.00	\$4,742.00	\$27,125.00

Agenda Item: Texas Council Quarterly Board Meeting Update Committee: Executive	Board Meeting Date August 24, 2017
Background Information: The Texas Council has requested that Center representatives give updates to Trustees regarding their quarterly Board meeting. A verbal update will be given by Sharon Walker.	
Supporting Documentation: Texas Council Staff Report	
Recommended Action: For Information Only	

Agenda Item: Approve July 2017 Financial Statements Committee: Business	Board Meeting Date August 24, 2017
Background Information: None	
Supporting Documentation: July 2017 Financial Statements	
Recommended Action: Approve July 2017 Financial Statements	

July 2017 Financial Summary

Revenues for July 2017 were \$2,537,236 and operating expenses were \$2,438,475; resulting in a gain in operations of \$98,761. Capital Expenditures and Extraordinary Expenses for July were \$124,625; resulting in a loss of \$25,865. Total revenues were 99.56% of the monthly budgeted revenues and total expenses were 101.63% of the monthly budgeted expenses.

Year to date revenues are \$31,213,907 and operating expenses are \$27,623,592; leaving excess operating revenues of \$3,590,315. YTD Capital Expenditures and Extraordinary Expenses are \$1,699,602; resulting in a gain YTD of \$1,890,712. Total revenues are 107.57% of the YTD budgeted revenues and total expenses are 100.13% 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
Medicaid – Regular – Title XIX	518,851	543,021	95.55%	24,170
Rehab – Title XIX	1,650,856	1,764,373	93.57%	113,517
DSHS – SA Treatment Adult	43,448	86,133	50.45%	42,685
DSHS – SA Treatment Youth	0	31,626	0	31,626
DSHS – SA Prevention	153,014	172,857	88.52%	19,843
DSHS - OCR	171,643	192,950	88.96%	21,307

Medicaid – Regular – Title XIX – This line item is trending under budget towards the end of the fiscal year. This has happened during the summer months over the past couple of years due to clients being unavailable for their appointments.

Rehab – Title XIX – This line item remains under budget mainly due to the decrease in our Medicaid rate in the adult rehab services. We have seen this percentage continue to decrease over the past 3+ years. We will continue to monitor our data to ensure our revenue expectations are realistic in the new year's budget.

DSHS – SA Treatment Adult – This line item represents the Substance Abuse Treatment program for adults. We are in the process of reviewing the Substance Abuse programs and will determine if the program is viable in the new fiscal year.

DSHS – SA Treatment Youth – This line item represents the Substance Treatment program for youth. As of this time, we have not billed any services through DSHS in FY 2017. This line item will continue to be monitored and evaluated to determine if the program will continue.

DSHS – SA Prevention – This line item is a cost reimbursement program for the Substance Abuse Prevention program. The financials have an offset of expenses being below budget, as well as on the revenue side.

DSHS – OCR - This line item is a cost reimbursement program for the Outpatient Competency Restoration program. The financials have an offset of expenses being below budget, as well as on the revenue side.

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
Building Repairs & Maintenance	381,592	259,758	1.47%	121,834
Contract EduCare	2,173,134	2,128,407	1.02%	44,727
Contract Hospital - Child	144,225	125,000	1.15%	19,225
Contract - Clinical	869,157	774,885	1.45%	94,272
Consultant - Other	152,520	66,245	2.30%	86,275
Fixed Asset – Large Furn & Equip	765,274	748,371	1.02%	16,903
Insr – Errors & Omissions	53,260	39,658	1.34%	13,602
Travel – Non-Local Hotel	57,473	39,391	1.46%	18,082

Building Repairs & Maintenance – This line item continues to be over budget due to repairs to our Huntsville facility and repairs for our ICF IDD homes. We expect this expense line to be reduced significantly the next fiscal year.

Contract EduCare – We are in the final stages of selling the ICF Contracts, as well as the 8 Houses that we rent for this program. Medicaid is currently cleaning up billing, so we have an increase on the revenue side as well as the expense side.

Contract Hospital – Child – This line item is trending up due to an increase in the number of children being admitted to hospitals over the last couple of months. We will continue to track but this line is hard to budget since it is not a line that can be predicted.

Contract – Clinical – This line item's overage is mainly due to a clinical contract for doctor services in Conroe. As we continue to serve more people, the demand for more doctor time will continue to be an issue.

Consultant – Other – This line item shows the new janitorial and security contracts that are being provided at the Conroe facility. This line also reflects a reclassification of the PAP contract with ETBHN.

Fixed Asset – Large Furniture & Equip – This line shows a recent purchase of additional furniture needed for the new building which put us slightly over budget.

Insr – Errors & Omissions – This line item reflects a deductible charge on one of our current cases that has exceeded the cost limits.

Travel – Non-Local Hotel – This line item has trended up based on several required conferences happening at year end.

TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended July 31, 2017

	TOTALS COMBINED FUNDS July 2017	TOTALS COMBINED FUNDS June 2017	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	3,940	3,890	50
Cash on Deposit-General Fund	7,587,486	7,952,802	(365,316)
Cash on Deposit-Debt Fund			-
Accounts Receivable	1,740,586	1,770,979	(30,394)
Inventory	4,986	5,084	(98)
TOTAL CURRENT ASSETS	9,336,997	9,732,755	(395,758)
FIXED ASSETS	15,648,025	15,648,025	-
OTHER ASSETS	88,108	54,272	33,835
TOTAL ASSETS	\$ 25,073,130	\$ 25,435,053	\$ (361,921)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,170,672	1,278,025	(107,353)
NOTES PAYABLE	607,292	607,292	-
DEFERRED REVENUE	837,367	1,072,239	(234,872)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	204,414	225,893	(21,479)
Note Payable Prosperity Bank	463,479	476,599	(13,120)
First Financial loan tied to CD	1,008,333	1,031,250	(22,917)
First Financial Construction Loan	11,007,271	10,823,732	183,539
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,890,712	1,916,577	(25,865)
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(12,683,498)	(12,557,474)	(126,023)
Reserved for Debt Retirement	963,631	963,631	-
COMMITTED			
Net Assets-Property and Equipment	15,648,025	15,648,025	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	-	-	-
Reserved for Board Initiatives	1,464,542	1,464,542	-
Reserved for 1115 Waiver Programs	516,833	516,833	-
ASSIGNED			
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	-
Reserved for Accrued Paid Time Off	(607,292)	(607,292)	-
UNASSIGNED			
Unrestricted and Undesignated	1,460,994	1,460,994	-
TOTAL LIABILITIES/FUND BALANCE	\$ 25,073,130	\$ 25,435,053	\$ (361,923)

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended July 31, 2017**

	General Operating Funds	Memorandum Only Final August 2016
ASSETS		
CURRENT ASSETS		
Imprest Cash Funds	3,940	2,985
Cash on Deposit-General Fund	7,587,486	4,841,244
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	1,740,586	1,703,269
Inventory	4,986	6,455
TOTAL CURRENT ASSETS	9,336,997	6,553,953
FIXED ASSETS	15,648,025	15,648,025
OTHER ASSETS	88,108	68,231
	\$ 25,073,130	\$ 22,270,209
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	1,170,672	1,235,254
NOTES PAYABLE	607,292	607,292
DEFERRED REVENUE	837,367	(107,050)
LONG-TERM LIABILITIES FOR		
Line of Credit - Tradition Bank	204,414	429,919
Note Payable Prosperity Bank	463,479	606,132
First Financial loan tied to CD	1,008,333	1,100,000
First Financial Construction Loan	11,007,271	3,113,876
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	1,890,712	(1,941,141)
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt service-Restricted	(12,683,498)	(5,249,927)
Reserved for Debt Retirement	963,631	963,631
COMMITTED		
Net Assets-Property and Equipment-Committed	15,648,025	15,648,025
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	-	2,136,013
Reserved for Board Initiatives	1,464,542	1,500,000
Reserved for 1115 Waiver Programs	516,833	516,833
ASSIGNED		
Reserved for Workers' Compensation-Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	67,833	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(607,292)	(607,292)
UNASSIGNED		
Unrestricted and Undesignated	1,460,994	1,266,122
TOTAL LIABILITIES/FUND BALANCE	\$ 25,073,130	\$ 22,270,209

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended July 2017
and Year To Date as of July 2017

INCOME:	MONTH OF July 2017	YTD July 2017
Local Revenue Sources	83,751	3,861,447
Earned Income	1,229,393	13,391,341
General Revenue-Contract	1,224,091	13,961,119
TOTAL INCOME	\$ 2,537,236	\$ 31,213,907
EXPENSES:		
Salaries	1,337,239	15,108,549
Employee Benefits	175,315	2,906,041
Medication Expense	39,290	612,512
Travel-Board/Staff	39,220	424,604
Building Rent/Maintenance	66,087	404,935
Consultants/Contracts	603,342	5,751,671
Other Operating Expenses	177,982	2,415,281
TOTAL EXPENSES	\$ 2,438,475	\$ 27,623,592
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 98,761	\$ 3,590,315
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	35,958	950,014
Capital Outlay-Debt Service	88,667	749,589
TOTAL CAPITAL EXPENDITURES	\$ 124,625	\$ 1,699,602
GRAND TOTAL EXPENDITURES	\$ 2,563,101	\$ 29,323,194
Excess (Deficiency) of Revenues and Expenses	\$ (25,865)	\$ 1,890,712

Debt Service and Fixed Asset Fund:		
Debt Service	88,667	749,589
Excess(Deficiency) of revenues over Expenses	88,667	749,589

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of July 2017

	YTD July 2017	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	3,861,447	1,722,149	2,139,298
Earned Income	13,391,341	13,389,833	1,508
General Revenue-Contract	13,961,119	13,906,332	54,787
TOTAL INCOME	\$ 31,213,907	\$ 29,018,314	\$ 2,195,593
EXPENSES:			
Salaries	15,108,549	15,127,265	(18,716)
Employee Benefits	2,906,041	2,997,200	(91,159)
Medication Expense	612,512	650,877	(38,365)
Travel-Board/Staff	424,604	421,704	2,900
Building Rent/Maintenance	404,935	280,383	124,552
Consultants/Contracts	5,751,671	5,611,990	139,681
Other Operating Expenses	2,415,281	2,518,066	(102,785)
TOTAL EXPENSES	\$ 27,623,592	\$ 27,607,485	\$ 16,107
 Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	 \$ 3,590,315	 \$ 1,410,829	 \$ 2,179,486
 CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	950,014	928,516	21,498
Capital Outlay-Debt Service	749,589	747,858	1,731
TOTAL CAPITAL EXPENDITURES	\$ 1,699,602	\$ 1,676,374	\$ 23,228
 GRAND TOTAL EXPENDITURES	 \$ 29,323,194	 \$ 29,283,859	 \$ 39,335
 Excess (Deficiency) of Revenues and Expenses	 \$ 1,890,712	 \$ (265,545)	 \$ 2,156,257

Debt Service and Fixed Asset Fund:			
Debt Service	749,589	747,858	1,731
Excess(Deficiency) of revenues over Expenses	749,589	747,858	1,731

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended July 2017

INCOME:	MONTH OF July 2017	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	83,751	105,815	(22,064)
Earned Income	1,229,393	1,216,484	12,909
General Revenue-Contract	1,224,091	1,226,166	(2,075)
TOTAL INCOME	\$ 2,537,236	\$ 2,548,465	\$ (11,229)
EXPENSES:			
Salaries	1,337,239	1,364,591	(27,352)
Employee Benefits	175,315	272,400	(97,085)
Medication Expense	39,290	62,123	(22,833)
Travel-Board/Staff	39,220	33,443	5,777
Building Rent/Maintenance	66,087	7,617	58,470
Consultants/Contracts	603,342	460,085	143,257
Other Operating Expenses	177,982	220,854	(42,872)
TOTAL EXPENSES	\$ 2,438,475	\$ 2,421,113	\$ 17,362
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 98,761	\$ 127,352	\$ (28,591)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	35,958	12,971	22,987
Capital Outlay-Debt Service	88,667	87,833	834
TOTAL CAPITAL EXPENDITURES	\$ 124,625	\$ 100,804	\$ 23,821
GRAND TOTAL EXPENDITURES	\$ 2,563,101	\$ 2,521,917	\$ 41,184
Excess (Deficiency) of Revenues and Expenses	\$ (25,865)	\$ 26,548	\$ (52,413)

Debt Service and Fixed Asset Fund:

Debt Service	88,667	87,833	834
Excess(Deficiency) of revenues over Expenses	88,667	87,833	834

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With July 2016 Comparative Data
Year to Date as of July 2017

INCOME:	YTD July 2017	YTD July 2016	Increase (Decrease)
Local Revenue Sources	3,861,447	3,367,714	493,733
Earned Income	13,391,341	12,816,464	574,877
General Revenue-Contract	13,961,119	13,664,839	296,280
TOTAL INCOME	\$ 31,213,907	\$ 29,849,017	\$ 1,364,890
EXPENSES:			
Salaries	15,108,549	14,699,725	408,824
Employee Benefits	2,906,041	2,868,007	38,034
Medication Expense	612,512	644,793	(32,281)
Travel-Board/Staff	424,604	431,356	(6,752)
Building Rent/Maintenance	404,935	268,365	136,570
Consultants/Contracts	5,751,671	5,325,014	426,657
Other Operating Expenses	2,415,281	2,320,438	94,843
TOTAL EXPENSES	\$ 27,623,592	\$ 26,557,698	\$ 1,065,894
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 3,590,315	\$ 3,291,319	\$ 298,996
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	950,014	2,421,840	(1,471,826)
Capital Outlay-Debt Service	749,589	404,018	345,571
TOTAL CAPITAL EXPENDITURES	\$ 1,699,602	\$ 2,825,858	\$ (1,126,256)
GRAND TOTAL EXPENDITURES	\$ 29,323,194	\$ 29,383,556	\$ (60,362)
Excess (Deficiency) of Revenues and Expenses	\$ 1,890,712	\$ 465,461	\$ 1,425,251

Debt Service and Fixed Asset Fund:

Debt Service	749,589	404,018	345,571
Excess(Deficiency) of revenues over Expenses	749,589	404,018	345,571

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With July 2016 Comparative Data
For the Month Ended July 2017

INCOME:	MONTH OF July 2017	MONTH OF July 2016	Increase (Decrease)
Local Revenue Sources	83,751	165,222	(81,471)
Earned Income	1,229,393	1,161,620	67,773
General Revenue-Contract	1,224,091	1,155,498	68,593
TOTAL INCOME	\$ 2,537,236	\$ 2,482,340	\$ 54,896
Salaries	1,337,239	1,335,947	1,292
Employee Benefits	175,315	261,613	(86,298)
Medication Expense	39,290	55,965	(16,675)
Travel-Board/Staff	39,220	38,364	856
Building Rent/Maintenance	66,087	19,423	46,664
Consultants/Contracts	603,342	520,473	82,869
Other Operating Expenses	177,982	200,437	(22,455)
TOTAL EXPENSES	\$ 2,438,475	\$ 2,432,222	\$ 6,253
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 98,761	\$ 50,118	\$ 48,643
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	35,958	59,235	(23,277)
Capital Outlay-Debt Service	88,667	40,999	47,668
TOTAL CAPITAL EXPENDITURES	\$ 124,625	\$ 100,234	\$ 24,391
GRAND TOTAL EXPENDITURES	\$ 2,563,101	\$ 2,532,456	\$ 30,645
Excess (Deficiency) of Revenues and Expenses	\$ (25,865)	\$ (50,116)	\$ 24,251

Debt Service and Fixed Asset Fund:

Debt Service	88,667	40,999	47,668
			-
Excess(Deficiency) of revenues over Expenses	88,667	40,999	47,668

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With June 2017 Comparative Data
For the Month Ended July 2017

INCOME:	MONTH OF July 2017	MONTH OF June 2017	Increase (Decrease)
Local Revenue Sources	83,751	122,200	(38,449)
Earned Income	1,229,393	1,234,300	(4,907)
General Revenue-Contract	1,224,091	1,306,268	(82,177)
TOTAL INCOME	\$ 2,537,236	\$ 2,662,769	\$ (125,533)
EXPENSES:			
Salaries	1,337,239	1,428,021	(90,782)
Employee Benefits	175,315	282,036	(106,720)
Medication Expense	39,290	59,621	(20,331)
Travel-Board/Staff	39,220	35,575	3,645
Building Rent/Maintenance	66,087	10,870	55,217
Consultants/Contracts	603,342	526,661	76,681
Other Operating Expenses	177,982	210,612	(32,630)
TOTAL EXPENSES	\$ 2,438,475	\$ 2,553,395	\$ (114,920)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 98,761	\$ 109,374	\$ (10,613)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	35,958	928	35,030
Capital Outlay-Debt Service	88,667	89,663	(996)
TOTAL CAPITAL EXPENDITURES	\$ 124,625	\$ 90,591	\$ 34,034
GRAND TOTAL EXPENDITURES	\$ 2,563,101	\$ 2,643,986	\$ (80,886)
Excess (Deficiency) of Revenues and Expenses	\$ (25,865)	\$ 18,783	\$ (44,648)

Debt Service and Fixed Asset Fund:

Debt Service	88,667	89,663	(996)
Excess(Deficiency) of revenues over Expenses	88,667	89,663	(996)

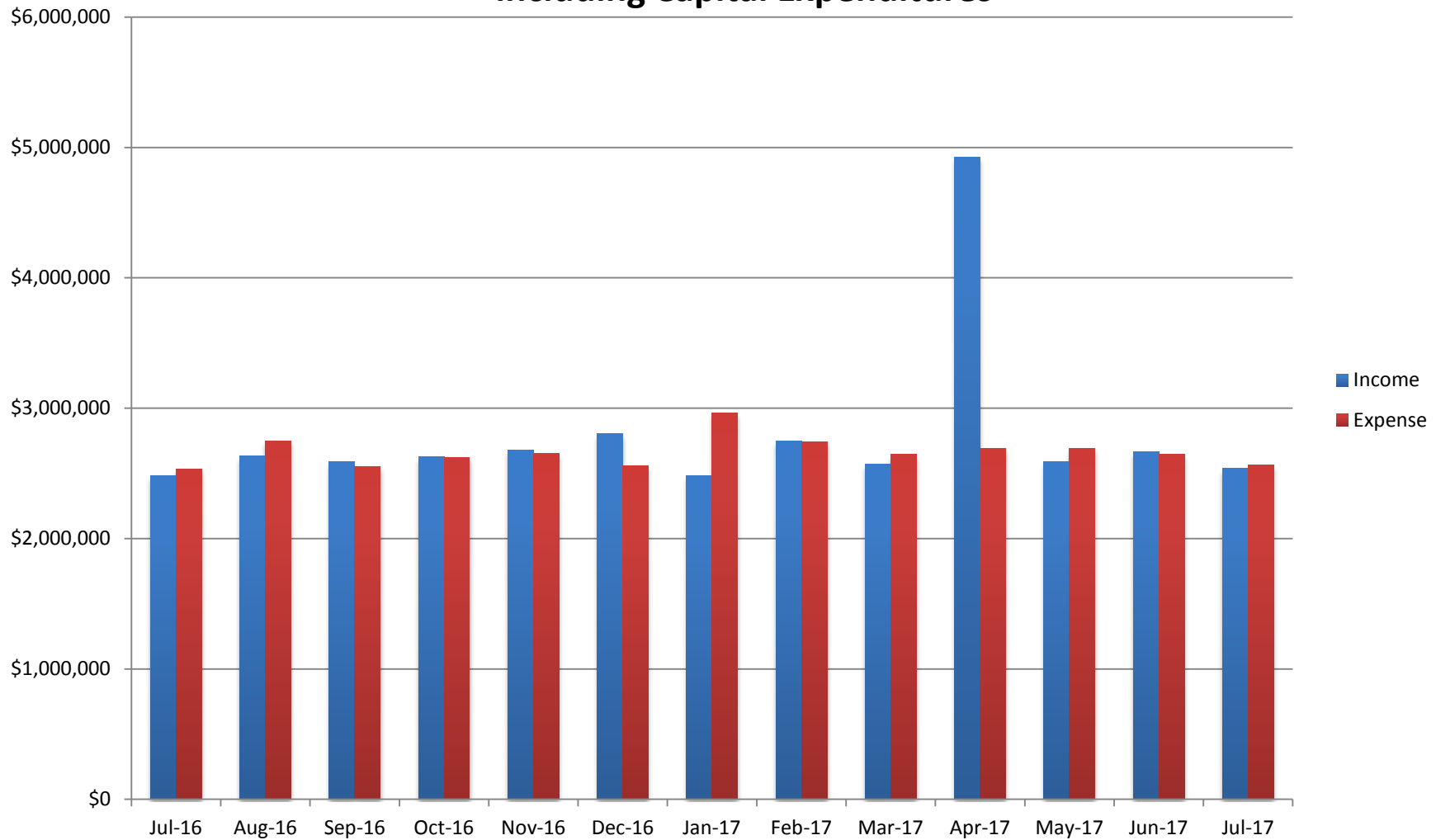
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of July 2017

	YTD Mental Health July 2017	YTD IDD July 2017	YTD Other Services July 2017	YTD Agency Total July 2017	YTD Approved Budget July 2017	Increase (Decrease)
INCOME:						
Local Revenue Sources	3,235,676	912,623	(286,851)	3,861,447	1,722,149	2,139,298
Earned Income	3,576,486	6,023,253	3,791,602	13,391,340	13,389,833	1,507
General Revenue-Contract	12,066,131	1,894,987		13,961,119	13,906,332	54,787
TOTAL INCOME	\$ 18,878,293	\$ 8,830,863	\$ 3,504,751	\$ 31,213,906	\$ 29,018,314	\$ 2,195,592
EXPENSES:						
Salaries	9,668,240	3,019,516	2,420,792	15,108,549	15,127,265	(18,716)
Employee Benefits	1,801,709	656,627	447,702	2,906,039	2,997,200	(91,161)
Medication Expense	472,906		139,606	612,512	650,877	(38,365)
Travel-Board/Staff	242,082	125,244	57,278	424,604	421,704	2,900
Building Rent/Maintenance	261,590	98,781	44,565	404,935	280,383	124,552
Consultants/Contracts	2,278,410	3,311,901	161,361	5,751,671	5,611,990	139,681
Other Operating Expenses	1,404,780	593,785	416,715	2,415,281	2,518,066	(102,785)
TOTAL EXPENSES	\$ 16,129,717	\$ 7,805,854	\$ 3,688,019	\$ 27,623,591	\$ 27,607,485	\$ 16,106
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 2,748,576	\$ 1,025,009	\$ (183,268)	\$ 3,590,315	\$ 1,410,829	\$ 2,179,486
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	513,536	287,851	148,627	950,014	928,516	21,498
Capital Outlay-Debt Service	441,230	104,627	203,732	749,589	747,858	1,731
TOTAL CAPITAL EXPENDITURES	\$ 954,766	\$ 392,478	\$ 352,359	\$ 1,699,603	\$ 1,676,374	\$ 23,229
GRAND TOTAL EXPENDITURES	\$ 17,084,483	\$ 8,198,332	\$ 4,040,378	\$ 29,323,194	\$ 29,283,859	\$ 39,335
Excess (Deficiency) of Revenues and Expenses	\$ 1,793,810	\$ 632,531	\$ (535,627)	\$ 1,890,713	\$ (265,545)	\$ 2,156,257
Debt Service and Fixed Asset Fund:						
Debt Service	441,230	104,627	203,732	749,589	747,858	(306,628)
		-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	441,230	104,627	203,732	749,589	747,858	(306,628)

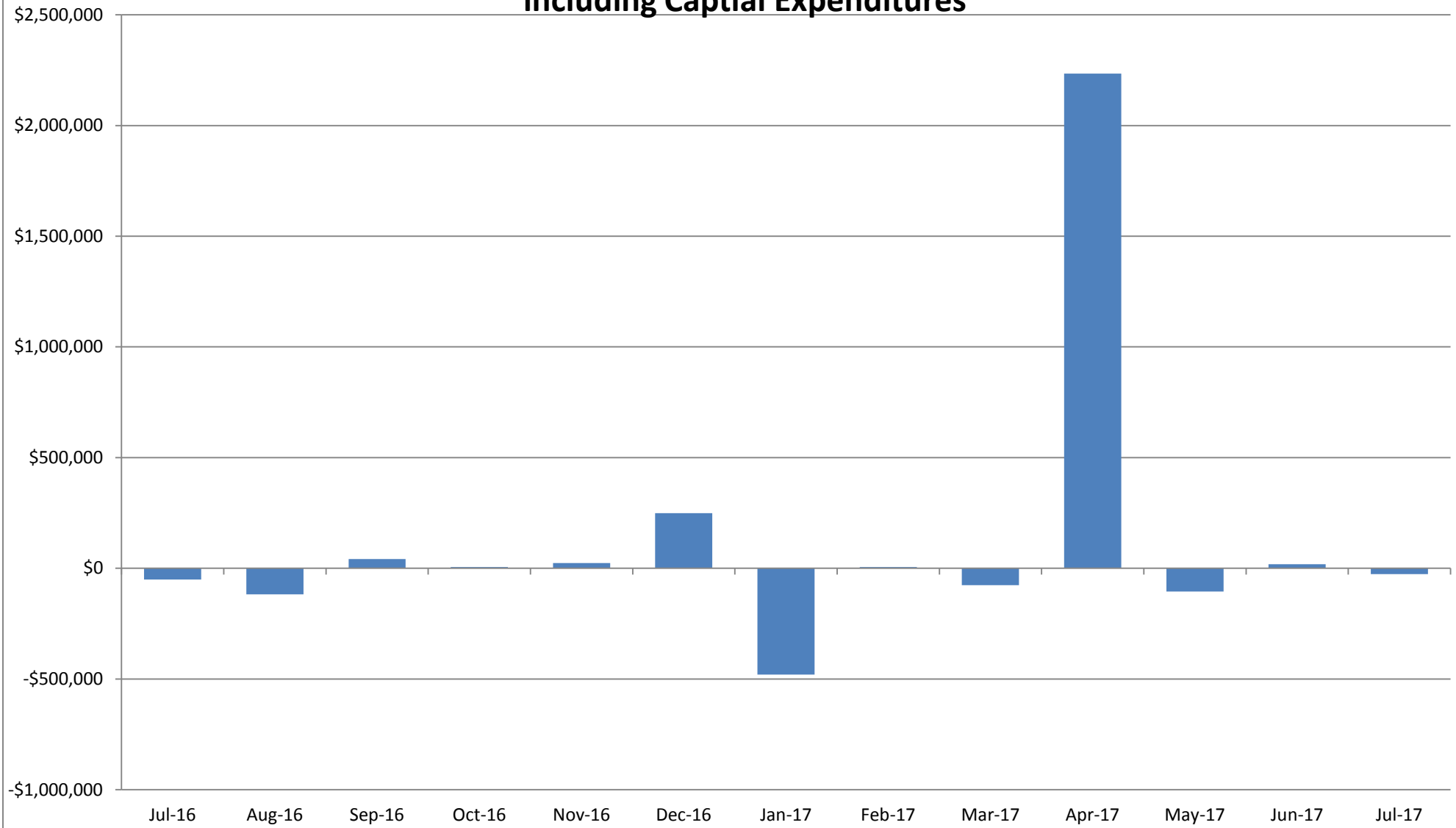
TRI-COUNTY BEHAVIORAL HEALTHCARE

Income and Expense

including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Capital Expenditures



Agenda Item: Approve FY 2017 Year End Budget Revision Committee: Business	Board Meeting Date August 24, 2017
Background Information: None	
Supporting Documentation: Summary FY 2017 Year End Budget Revision	
Recommended Action: Approve FY 2017 Year End Budget Revision	

**Tri-County Behavioral Healthcare
Proposed FY 2017 Year End Budget Revision Compared to
Current FY 2017 Approved Budget**

Explanation of line items that have material changes from Proposed FY 2017 Year End Budget Revision compared to the Current FY 2017 Approved Budget.

REVENUES:

Local Revenue – This line item shows an overall increase based on the sale of all the vacant buildings we sold when we moved to the consolidated facilities.

Earned Income – This line item shows an overall decrease mainly due to the continued issues we have with staffing in the Adult Rehabilitation service area.

General Revenue – This line item reflects a slight decrease based mainly on the substance abuse contracts and not being able to bill for the DSHS services.

EXPENSES:

Salaries – This line shows an increase based on giving staff a onetime year-end incentive payment.

Employee Benefits – This line shows a slight decrease based on the fringe for vacant positions throughout the year. We also have forfeiture of funds from staff that terminated prior to becoming 100% vested.

Travel – Board/Staff – This line shows a slight decrease based on current travel patterns and due to the closing of sold buildings.

Medication Expense – This line is trending down and we hope to continue seeing this in FY 18.

Building Rent/Maintenance – This line item shows a slight increase based on funds spent on the PETC, Huntsville and some work on our Campbell Street location.

Consultants/Contracts – This line item shows an increase mainly due to the increased need for contract doctors and also for the use of contract doctors while these clients are in the hospital.

Other Operating Expenses – This line has a slight increase based on all the moving and different activities that we had going on.

Capital Outlay-FF&E, Automobiles – This line item shows a slight increase based on year-end expenses.

Capital Outlay - Debt Service Bonds – This line item shows a slight increase based on the early payoff of the two outstanding loans on PETC and the Liberty facility.

TRI-COUNTY BEHAVIORAL HEALTHCARE
PROPOSED FY 2017 YEAR END BUDGET REVISION COMPARED TO
CURRENT APPROVED 2017 BUDGET

	PROPOSED FY 2017 YEAR END BUDGET REVISION	CURRENT FY 2017 APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	\$ 6,746,973	\$ 1,830,222	\$ 4,916,751
Earned Income	\$ 14,416,402	\$ 14,581,726	\$ (165,324)
General Revenue	\$ 15,239,683	\$ 15,151,943	\$ 87,740
TOTAL INCOME	\$ 36,403,058	\$ 31,563,891	\$ 4,839,167
EXPENSES:			
Salaries	\$ 16,708,753	\$ 16,461,856	\$ 246,897
Employee Benefits	\$ 3,072,696	\$ 3,269,600	\$ (196,904)
Travel-Board/Staff	\$ 463,204	\$ 483,107	\$ (19,903)
Medication Expense	\$ 692,867	\$ 718,200	\$ (25,333)
Building Rent/Maintenance	\$ 441,747	\$ 288,000	\$ 153,747
Consultants/Contracts	\$ 6,274,550	\$ 6,022,658	\$ 251,892
Other Operating Expenses	\$ 2,705,111	\$ 2,658,293	\$ 46,818
TOTAL EXPENSES	\$ 30,358,928	\$ 29,901,714	\$ 457,214
Excess (Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 6,044,130	\$ 1,662,177	\$ 4,381,953
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles	\$ 1,076,378	\$ 941,487	\$ 134,891
Capital Outlay - Debt Services Bonds	\$ 1,451,827	\$ 720,690	\$ 731,137
TOTAL CAPITAL EXPENDITURES	\$ 2,528,205	\$ 1,662,177	\$ 866,028
GRAND TOTAL EXPENDITURES	\$ 32,887,133	\$ 31,563,891	\$ 1,323,242
Excess (Deficiency) of Revenues and Expenses	\$ 3,515,925	\$ -	\$ 3,515,925

Agenda Item: Approve Proposed FY 2018 Operating Budget Committee: Business	Board Meeting Date August 24, 2017
Background Information: None	
Supporting Documentation: Copy of Proposed FY 2018 Operating Budget with Narrative of Increases or Decreases of More than \$10,000	
Recommended Action: Approve Proposed FY 2018 Operating Budget	

**Tri-County Behavioral Healthcare
Proposed FY 2018 Beginning Budget Compared to
FY 2017 Year End Approved Budget**

Explanation of line items that have material changes from Proposed FY 2018 Beginning Budget compared to the FY 2017 Year End Approved Budget.

REVENUES:

Local Revenue – This line item shows an overall decrease based on FY 2017 sale of all the vacant buildings.

Earned Income – This line item shows an overall decrease based mainly due to the sale of the ICF Contracts along with the ICF Homes.

General Revenue – This line item reflects an increase based on new fiscal year contracts going out and the hopes of being able to bill for all the services.

EXPENSES:

Salaries – This line shows an increase to the salary lines based on some increases in competitive positions in our service area. We have some staff changes that will be coming due to the building consolidation. This number reflects new positions and also includes positions that will have some change in scope or location.

Employee Benefits – This line shows a slight increase for fringe associated with the above referenced beginning salary budget amount.

Travel – Board/Staff – This line show a slight decrease based on current travel trends due to the decrease in the number of facilities staff travel between.

Medication Expense – This line shows slight decrease based on FY 2017 trends. We hope to see this trend continue.

Building Rent/Maintenance – This line item shows a decrease based the consolidation of our Conroe and Liberty facilities.

Consultants/Contracts – This line item shows a decrease due to the sale of the ICF contracts.

Other Operating Expenses – This line item is an overall decrease based on operational needs throughout the fiscal year.

Capital Outlay-FF&E, Automobiles – This item reflects the projected computer and technology purchases planned for FY 2018.

Capital Outlay - Debt Service Bonds – This item reflects a decrease based on the FY 2017 payoff of the PETC Loan and also the Liberty Consolidated building.

**TRI-COUNTY BEHAVIORAL HEALTHCARE
PROPOSED FY 2018 BEGINNING BUDGET COMPARED TO
CURRENT APPROVED 2017 BUDGET**

	PROPOSED FY 2018 BEGINNING BUDGET	APPROVED FY 2017 YEAR END BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	\$ 1,106,687	\$ 6,746,973	\$ (5,640,286)
Earned Income	\$ 11,889,928	\$ 14,416,402	\$ (2,526,474)
General Revenue	\$ 15,362,991	\$ 15,239,683	\$ 123,308
TOTAL INCOME	\$ 28,359,606	\$ 36,403,058	\$ (8,043,452)
EXPENSES:			
Salaries	\$ 16,810,018	\$ 16,708,753	\$ 101,265
Employee Benefits	\$ 3,132,280	\$ 3,072,696	\$ 59,584
Travel-Board/Staff	\$ 434,950	\$ 463,204	\$ (28,254)
Medication Expense	\$ 649,667	\$ 692,867	\$ (43,200)
Building Rent/Maintenance	\$ 141,490	\$ 441,747	\$ (300,257)
Consultants/Contracts	\$ 3,711,742	\$ 6,274,550	\$ (2,562,808)
Other Operating Expenses	\$ 2,417,555	\$ 2,705,111	\$ (287,556)
TOTAL EXPENSES	\$ 27,297,702	\$ 30,358,928	\$ (3,061,226)
Excess (Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,061,904	\$ 6,044,130	\$ (4,982,226)
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles	\$ 319,500	\$ 1,076,378	\$ (756,878)
Capital Outlay - Debt Services Bonds	\$ 742,404	\$ 1,451,827	\$ (709,423)
TOTAL CAPITAL EXPENDITURES	\$ 1,061,904	\$ 2,528,205	\$ (1,466,301)
GRAND TOTAL EXPENDITURES	\$ 28,359,606	\$ 32,887,133	\$ (4,527,527)
Excess (Deficiency) of Revenues and Expenses	\$ -	\$ 3,515,925	\$ (3,515,925)

Agenda Item: Approve Remodel - 302 Campbell Street, Cleveland, TX Committee: Business	Board Meeting Date August 24, 2017
<p>Background Information: Tri-County leases office space (located at 302 Campbell Street, Cleveland, TX) to the Department of State Health Services (DSHS) and the University of Texas Medical Branch Women, Infants and Children (WIC) offices.</p> <p>In preparation of these leases renewing, the lessees (DSHS and WIC) have requested the following repairs or renovations to be completed:</p> <p>The WIC office has requested “touch up” painting and some minor repairs. Tri-County will handle these requested repairs.</p> <p>The DSHS office has requested the below specific renovations:</p> <ul style="list-style-type: none"> • Remodel and upgrade restrooms (two) with installation of new countertops, new sinks, new mirrors, new paint and new tile. • Remove existing carpet and install new carpet. • Remove existing VCT tile and install new VCT tile. <p>The roof and HVAC system have also been checked for needed repairs. At this time, the roof is not in need of repairs – though some very minor preventative maintenance has been recommended. (We will be completing these recommended preventive maintenance items.) As well, the HVAC (upon inspection) received certification from Mechanical 360 that all equipment is operating at 100% - with no recommended repairs needed.</p> <p>Several businesses have been contacted for bids to complete the DSHS office’s above-listed renovations and the following bids have been submitted. The companies listed below have been checked for customer satisfaction and Better Business ratings and reviews.</p> <p>Frazier’s Remodeling – Remodel - \$21,335.00</p> <p>R&L Painting and Remodeling – Remodel - \$16,950.00</p> <p>Broken T Construction – Remodel - \$21,300.00</p>	
<p>Supporting Documentation:</p> <p>Bids from Vendors</p>	
<p>Recommended Action:</p> <p>Approve Remodel 302 Campbell Street Using R&L Painting and Remodeling</p>	

Frazier's Home Repair LLC
Splendora, TX 77372

Estimate

Date	Estimate #
7/26/2017	178

Name / Address
Jennifer Tri County 300 Campbell Cleveland Tx 77327

			Project
Description	Qty	Rate	Total
strip all VCT tile remove carpet and base		3,740.00	3,740.00
install VCT tile thru-out 1300 SQ FT		8,320.00	8,320.00
install commercial carpet in main office		2,340.00	2,340.00
install 4 inch rubber base		2,080.00	2,080.00
paint 2 bathrooms		1,825.00	1,825.00
install 2 sinks with cabinets and Faucets in 2 bathrooms		2,415.00	2,415.00
install 2 medium framed mirrors		615.00	615.00
		Total	\$21,335.00

R & L Remodeling Inc.
35 S. Rainforest CT.
The Woodlands, TX. 77380
713-992-2739

Date 8/1/17

T C B H C/ Jennifer
302 Campbell St
Cleveland Tx 77327
jenniferb@tcbhc.org

Proposal

Flooring - V C T Tile

- Remove the existing VCT flooring.
- Prep the floors.
- Install V C T tile to all floors with existing VCT tile.
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- Haul off old flooring.
- Materials and labor.
- Total 6,200.00

Base cove

- Remove old base cove.
- Install back base cove.
- Materials and labor.
- Total \$1,875.00

Carpet flooring

- remove existing carpet and haul off.
- installed new carpet to match existing.
- Total \$2,300.00

Bath rooms

- Remove the old toilets, sinks and mirrors.
- Install 2 (Glacier Bay 24-1/2" wide) white prefabbed vanity units with the counter tops in each bathroom.

sinks included.

- Install 2 (Glacier Bay) faucets and connect the drains.
- Install 2 new toilets (Kohler Highline classic).
- Install 2 new mirrors (24" x 30" Glacier Bay).
- Haul off old units.

- Materials and labor.
- Total \$1,775.00

Painting

- Clean and sand all woodwork.
- Fill all nail holes and caulk all cracks.
- Move any furniture needed.
- this includes all walls in the building.
- Paint the same colors.
- Sherwin Williams paint.
- Materials and labor.
- **Total \$4,800.00**

Proposal

OWNERS INFORMATION

Name	Tri- County
Address	300 Campbell St.
City, State ZIP	Cleveland TX. 77327
Phone	936-521-6162
Email	jenniferb@tcbhc.org

Project name	Wik Office Cleveland TX
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SCOPE OF WORK

This proposal includes : Removal of 2 counter tops & replace
Replace 2 restrooms with new paint, toilet, sink, mirrors, and hard
thresholds. Hauling off and disposing of all debris in a sanitary land
remove existing VCT tile, repairing the highs and lows, scrap
vinyl wall base Clean clear coat, wax, dirt, etc.. from existing fl

Cost

Option 1. \$21,300	Option 2 \$15,500
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Terms

Half Payment Down & Half When Project Is Complete

Notes

Any unforeseen damages will be brought to the clients attention and

Bracey Thacker Wesley Hanks

Submitted by (Company Representative)

OWNER ACCEPTANCE

Bye signing this proposal I agree with the terms.

client or authorized rep.



CONTRACTOR INFORMATION

Company	Broken T Construction
Name	Bracey Thacker / Wesley Hanks
Address	506 Cr 4019
City, State ZIP	Dayton Texas 77535
Phone	Bracey 936-776-8794
	Wesley 832-262-1698
Email	brokentconstruction@gmail.com

with new. Remove toilet, sink, hard wear, mirrors, and prepare wall for paint in 2 restrooms. wear. Remove existing carpet clean floor and prepare for new carpet and install new carpet with fill. **These next 2 options will include the above: Option 1.** Take up vinyl wall base, ping, cleaning and prepare floor for new CVT tile, install new VCT tile. **Option 2.** Take up floor, smooth out the highs and lows, install new VCT tile and vinyl wall base.

id discussed before work is done.

7/14/2017

Date



Date

<p>Agenda Item: Ratify HHSC (DSHS) Mental Health First Aid Contract #2017-049421-001B Amendment No. 2</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare has contracted with the Health and Human Services Commission - Department of State Health Services (DSHS) for the Mental Health First Aid (MHFA) program for the past 3 years. The MHFA program provides training to public school district employees, public school resource officers, and other organizations working with youth; as a preventative measure to assist in early identification of children at risk of social-emotional disorders. All trainings are taught by certified Youth Mental Health First Aid instructors.</p> <p>Tri-County has seven (7) certified Mental Health First Aid instructors. Per HHSC's requirement - each trainer must provide a minimum of 3 trainings per year to school districts and other organizations and individuals linked to youth; within Tri-County's service area.</p> <p>The HHSC funding of \$11,000 for FY 2016 has increased to \$23,000 for FY 2017. The FY 2018 contract amount is \$27,000. We are required to certify one additional staff as an YMHFA trainer for FY 2018 and we are now allowed to train university staff at the same rate as public schools.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify the HHSC (DSHS) Mental Health First Aid Contract #2017-049421-001B Amendment No. 2</p>	

<p>Agenda Item: Ratify HHSC (DSHS) YES Waiver Medicaid Provider Contract #2016-049249-001A Amendment No. 1</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>April 24, 2017</p>
<p>Background Information:</p> <p>As the Board is aware, Tri-County has been contracting with the Health and Human Services Commission – Department of State Health Services (DSHS) to provide the Youth Empowerment Services (YES) Medicaid waiver beginning in July of 2015. This waiver is designed to prevent custody relinquishment by parents (to the state) for youth with serious emotional disturbances (SED).</p> <p>The YES waiver has the following goals:</p> <ul style="list-style-type: none"> • Reducing out-of-home placement and inpatient psychiatric treatment by all child-serving agencies; and, • Providing a more complete continuum of community-based services and supports for YES recipients and their families by providing wrap-around services including non-traditional supports. <p>HHSC has designated Local Mental Health Authorities (LMHA) to coordinate waiver services locally. In addition, LMHAs are being asked to set up provider networks for the wrap-around services or to provide them to youth as the 'provider of last resort.'</p> <p>This amendment will result in an estimated addition of \$256,000.00 in state fiscal year 2018 funding. It will also extend the duration of the contract for five more years, until March 31, 2023. It should be noted that most of the requirements associated with services are actually in the YES Waiver Policy and Procedure Manual and are not attached to the contract document.</p> <p>This amendment extends the duration of the contract with a new termination date of March 31, 2018. Funding for services are based on a fee-for-service provision basis with a maximum amount of \$668,000.00 during the contract term.</p>	
<p>Supporting Documentation:</p> <p>Contract available for review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify HHSC (DSHS) YES Waiver Medicaid Provider Contract #2016-049249-001A</p>	

<p>Agenda Item: Ratify HHSC Youth Prevention-Selective (YPS) Contract #2016-048029 Amendment No. 2</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County has contracted with the Health and Human Services Commission to provide substance abuse prevention education to children and youth ages 6-18. These services are primarily provided in area schools during the school year.</p> <p>There are no significant changes between the FY 2018 and the FY 2017 contracts.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify the HHSC Youth Prevention-Selective (YPS) Contract #2016-048029 Amendment No. 2</p>	

<p>Agenda Item: Ratify HHSC (DSHS) Co-Occurring Mental Health and Substance Abuse Services and Treatment Youth Services Contract #2016-048317 Amendment No. 2</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County contracts with the Health and Human Services Commission - Department of State Health Services (DSHS) to provide Co-Occurring Mental Health and Substance Abuse Services (TCO) and Treatment Youth Services (TRY) at our 233 Sgt. Ed Holcomb Blvd. S. location.</p> <p>There were a series of small updates to contract language around billing instructions and where we can provide services (newly added "other locations"), but none of the changes are deemed to be significant for program operations.</p> <p>Funding updates include decrease in HHSC share from \$46,218 to \$41,218, match is decreased from \$2,311 to \$2,061 and total is decreased from \$48,529 to \$43,279. Updates also include a decrease in the number served from 22 to 20 and decrease in Family Counseling from \$26,860 to \$21,860.</p> <p>This amendment reflects a reduction in funding because Tri-County was unable to spend the state award for TRY and TCO in FY 2017.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify HHSC (DSHS) Co-Occurring Mental Health and Substance Abuse Services and Treatment Youth Services Contract #2016-048317 Amendment No. 2</p>	

<p>Agenda Item: Ratify HHSC Co-Occurring Mental Health (TCO) and Treatment Youth (TRY) Substance Abuse Services Contract #2016-048317 Amendment No. 3</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County contracts with the Health and Human Services Commission - Department of State Health Services (DSHS) to provide Co-Occurring Mental Health and Substance Abuse Services (TCO) and Treatment Youth Services (TRY) at our 233 Sgt. Ed Holcomb Blvd. S. location.</p> <p>There were a series of small updates to contract language around billing instructions and where we can provide services (newly added "other locations"), but none of the changes are deemed to be significant for program operations.</p> <p>All three substance abuse programs have struggled financially and we have mixed feelings about continuing these contracts. However, we remain one of the only Medicaid/low income/indigent substance abuse providers in our region and staff would like to give the program a bit longer to improve financially.</p> <p>Both of our substance abuse treatment programs continue to be supported by the United Way. Without their support, the programs would not be viable.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify HHSC Co-Occurring Mental Health (TCO) and Treatment Youth (TRY) Substance Abuse Services Contract #2016-048317 Amendment No. 3</p>	

<p>Agenda Item: Ratify HHSC (DSHS) Treatment Adult Services (TRA) Contract #2016-048497 Amendment No. 3</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County contracts with the Health and Human Services Commission to provide Substance Abuse Treatment Adult Services (TRA) at our 233 Sgt. Ed Holcomb Blvd. S. location.</p> <p>All three substance abuse programs have struggled financially and we have mixed feelings about continuing these contracts. However, we remain one of the only Medicaid/low income/indigent substance abuse providers in our region and staff would like to give the program a bit longer to improve financially.</p> <p>Both of our substance abuse treatment programs continue to be supported by the United Way. Without their support, the programs would not be viable.</p> <p>There were minor updates to funding and targets, with a total reduction in funding of \$2,500 and numbers served reduced by 2. This change is not considered to be significant to program operations.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify the HHSC (DSHS) Treatment Adult Services (TRA) Contract #2016-048497 Amendment No. 3</p>	

Agenda Item: Ratify Texas Commission On Offenders with Mental and Medical Impairments (TCOOMMI) 2018 Contract, No. 696-TC-18-19-L016	Board Meeting Date August 24, 2017
Committee: Business	
<p>Background Information:</p> <p>The Texas Department of Criminal Justice (TDCJ) Reentry and Integration has a legislative mandate to reduce recidivism by offering a three-phase reentry program for releasing adult offenders in conjunction with the Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI), which coordinates the mental health and medical needs of adult offenders released on Parole or Probation. Tri-County is a contracted provider with TDCJ to provide these services.</p> <p>In the 85th Legislative Session, Criminal Justice Article V, a Rider was added which required TCOOMMI to specifically have funds to reimburse counties for medication when inmates were released from competency restoration at a state facility. TCOOMMI initially indicated that there would not be an impact to local services. However, when the renewal contract for FY 2018 was received, a \$19,000 reduction in funding was included, rent was reduced to 0 and Medicaid revenue was increased. The primary category reduced by the TCOOMMI budget was local travel.</p> <p>A number of Centers have had conference calls with TDCJ leadership to discuss funding cuts. TDCJ has indicated that it is their intention to redistribute any excess funds later in the year, on a case by case basis. TDCJ staff tried to contact Executive Director Evan Roberson while he was out recently and consequently we have not yet had a conversation about funding cuts.</p> <p>In addition to funding cuts, the contract also included two new clauses: 1) a clause requiring TDCJ approval of a new Program Manager before the center offer the position to a candidate; and 2) a requirement that Program Manager leave of over 72 hours be approved, in advance, by TDCJ prior to being granted. Both clauses appear to call our independent contractor status into question.</p> <p>All three changes are currently being discussed between the Texas Council and TDCJ and none are resolved at the time this Board packet was generated. Further updates will be provided at the Board meeting.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Ratify Texas Commission On Offenders with Mental and Medical Impairments (TCOOMMI) 2018 Contract No. 696-TC-18-19-L016</p>	

Agenda Item: Approve FY 2018 Aspire Hospital, LLC Committee: Business	Board Meeting Date August 24, 2017
Background Information: <p>Tri-County Behavioral Healthcare has contracted with Aspire Hospital, LLC for inpatient psychiatric services when programs at the Psychiatric Emergency Treatment Center (PETC) are at capacity or the individual's psychiatric and medical concerns demonstrate a need for a higher level of care. This includes persons in need of longer-term inpatient treatment than what is permitted at the PETC.</p> <p>Aspire Hospital, LLC is an inpatient psychiatric resource for Tri-County individuals with comorbid mental health and medical diagnoses. It is also a higher level of care option to utilize in excess of the state hospital diversion beds.</p> <p>The Aspire Hospital, LLC contract for FY 2018 inpatient hospital beds is \$100,000. Aspire Hospital, LLC provides inpatient psychiatric care for adult and geriatric populations.</p>	
Supporting Documentation: Contract Available for Review at the Board Meeting	
Recommended Action: Approve the FY 2018 Aspire Hospital, LLC Contract for Inpatient Psychiatric Services	

Agenda Item: Approve FY 2018 Avail Solutions, Inc. Contract Committee: Business	Board Meeting Date August 24, 2017
Background Information: <p>Avail Solutions, Inc. has performed crisis hotline assessment services for many years for Tri-County Behavioral Healthcare. They are the major contract provider of crisis hotline services for community centers in Texas. They answer the 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 2018 is \$66,000, the same amount that we paid in FY 2017.</p>	
Supporting Documentation: Contract Available for Review at the Board Meeting	
Recommended Action: Approve FY 2018 Avail Solutions, Inc. Contract for Crisis Hotline Assessment Services	

<p>Agenda Item: Approve FY 2018 Cypress Creek Inpatient Hospital Contract</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare has primarily utilized Cypress Creek Hospital for inpatient psychiatric services when programs at the Psychiatric Emergency Treatment Center (PETC) are at capacity or the individual's acuity demonstrates a need for a higher level of care. This includes persons in need of longer-term inpatient treatment than what is permitted at the PETC.</p> <p>Similar to prior years, for FY 2018 Tri-County has executed a Statement of Work with the Health and Human Services Commission (HHSC) for five private psychiatric beds intended for state hospital diversion.</p> <p>The Cypress Creek contract for FY 2018 inpatient hospital beds is \$850,000. This figure is consistent with utilization trends observed in FY 2017. Cypress Creek hospital provides inpatient psychiatric care for adult and youth populations.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve the FY 2018 Cypress Creek Hospital Contract for Inpatient Psychiatric Services</p>	

<p>Agenda Item: Approve FY 2018 Kingwood Pines Inpatient Hospital Contract</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare has utilized Kingwood Pines Hospital for inpatient psychiatric services when programs at the Psychiatric Emergency Treatment Center (PETC) are at capacity or the individual's acuity demonstrates a need for a higher level of care. This includes persons in need of longer-term inpatient treatment than what is permitted at the PETC.</p> <p>Similar to prior years, for FY 2018 Tri-County has executed a Statement of Work (SOW) with the Health and Human Services Commission (HHSC) for five private psychiatric beds intended for state hospital diversion.</p> <p>The Kingwood Pines contract for FY 2018 inpatient hospital beds is \$700,000. This figure is consistent with utilization trends observed in FY 2017. Kingwood Pines Hospital is unique in that it not only serves adults and youth but children under the age of 12. In the last year, hospital level of care need for children in Liberty, Montgomery, and Walker catchment areas has continued to increase.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve the FY 2018 Kingwood Pines Hospital Contract for Inpatient Psychiatric Services</p>	

<p>Agenda Item: Approve FY 2018 Contract for Dr. Frank Chen</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare has utilized Dr. Frank Chen, a psychiatrist affiliated with Cypress Creek Hospital for many years. Dr. Chen provides inpatient psychiatric care to youth and adult populations.</p> <p>Dr. Chen is the primary contractor at Cypress Creek Hospital that works with individuals that are funded through the Department of State Health Services (DSHS) for state hospital diversion.</p> <p>Dr. Chen's contract maximum allowance for FY 2018 is \$98,000 for physician services. This figure is consistent with his utilization trends observed in FY 2017.</p> <p>Tri-County's standard Community-based Services Agreement was used to draft this contract.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve the FY 2018 Contract for Dr. Frank Chen</p>	

<p>Agenda Item: Approve FY 2018 Lifetime Homecare Services Contract</p> <p>Committee: Business</p>	<p>Board Meeting Date:</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Health and Human Services Commission (HHSC) requires each Center to provide or contract out-of-home crisis respite services for persons with intellectual or developmental disabilities. Crisis respite is a short-term service provided in a 24-hour supervised environment for individuals demonstrating a crisis that cannot be stabilized in a less intensive setting. This service ultimately is to assist someone in maintaining community living in the least restrictive environment possible. Through funds allotted by HHSC, these crisis services are provided.</p> <p>The out-of-home crisis respite is required to be provided in a setting for which the state oversees. Lifetime Homecare Services is a Home and Community-based Services (HCS) provider that is willing to utilize space in their licensed homes for IDD crises.</p> <p>In FY 2017, Lifetime Homecare Services was responsive in working with our individual's in crisis. They offered the opportunity for skills training to providers and families on strategies which they found useful while working with the individual.</p> <p>Lifetime Homecare Services receives \$1,500 per month to ensure space is available in their homes along with trained staff. Once someone is in their crisis respite, they receive \$250 per day.</p> <p>Currently, there have been 20 individuals that have received IDD Crisis Respite. Of the 20, there were 2 individuals who received services twice.</p> <p>The contract with Lifetime Homecare Services is for \$100,000.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve the FY 2018 Lifetime Homecare Services Contract for IDD Crisis Respite Services</p>	

<p>Agenda Item: Approve Cancellation of Texas Home Living (TxHmL) Contract</p> <p>Committee: Business Committee</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare has contracted with HHSC/DADS for Texas Home Living (TxHmL) contract since 2004. TxHmL provides supports to persons who are waiting on the Home and Community-based Services (HCS) waiting list.</p> <ul style="list-style-type: none"> • Our TxHmL program is currently capped by the state at 12, but we have 18 enrolled and receiving various levels of services. • This program has never had the administrative rate built necessary to operate within the cost. • In FY 2011 TxHmL sustained a rate cut further reducing the program's ability to cover cost. • In FY 2017 we operated the TxHmL program at a 38% loss. • In the 85th Session, Personal Attendant Services/Habilitation and transportation funding were cut by 21% within TxHmL and HCS. • The TxHmL program is projected to lose 59% in FY 2018. <p>For several years, the center has covered TxHmL losses with excess revenue from the HCS program. However, as rates are cut in both programs, it is becoming increasingly difficult to cover the cost of the TxHmL with HCS revenue.</p> <p>Staff would like to visit with the Board about ending our participation in the TxHmL program. If the Board approves this direction, staff will begin working with the Department on a transition plan which could take some time to complete.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Approve cancellation of Texas Home Living waiver contract with HHSC</p>	

<p>Agenda Item: Approve FY 2018 Bonds Janitorial Contract</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>August 24, 2017</p>
<p>Background Information:</p> <p>Due to the consolidation of our Conroe buildings, there is a need for a professional janitorial service for the Conroe Facility.</p> <p>Three professional companies were contacted and each provided estimates. Each company with met with individually to discuss needs for the building.</p> <p>The following bids have been submitted:</p> <p>VanGuard Cleaning Services – \$100,298.00/year - \$8,358.00/month</p> <p>Bonds Janitorial – \$99,540.00/year - \$8,295.00/month</p> <p>Rustic Elite – \$100,620.00/year - \$8,385.00/month</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at The Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve the FY 2018 Bonds Janitorial Contract</p>	

Agenda Item: Approve FY 2018 True Dreams Lawn Service Contract	Board Meeting Date August 24, 2017																				
Committee: Business																					
Background Information: Due to recent changes in staffing, Tri-County Behavioral Healthcare has the need for lawn maintenance service at its seven (7) properties. Several businesses were contacted to provide bids for professional lawn maintenance to include mowing, edging, blowing, flower bed maintenance and shrub trimming. The following bids were submitted:																					
<table><tr><th>Company</th><th>Property</th><th>Price Per Month</th><th>Price Per Year</th></tr><tr><td>True Dreams Lawn Service</td><td>All Properties</td><td>\$5,274.77</td><td>\$63,297.24</td></tr><tr><td>Heritage Landscaping Incorporated</td><td>All Properties</td><td>\$9,205.00</td><td>\$110,460.00</td></tr><tr><td>MBT Lawn Specialist</td><td>Only Conroe and Huntsville Properties</td><td>\$2,033.33</td><td>\$24,400.00</td></tr><tr><td>Precision Lawns</td><td>Only Liberty and Cleveland Properties</td><td>\$2,701.25</td><td>\$32,415.00</td></tr></table>		Company	Property	Price Per Month	Price Per Year	True Dreams Lawn Service	All Properties	\$5,274.77	\$63,297.24	Heritage Landscaping Incorporated	All Properties	\$9,205.00	\$110,460.00	MBT Lawn Specialist	Only Conroe and Huntsville Properties	\$2,033.33	\$24,400.00	Precision Lawns	Only Liberty and Cleveland Properties	\$2,701.25	\$32,415.00
Company	Property	Price Per Month	Price Per Year																		
True Dreams Lawn Service	All Properties	\$5,274.77	\$63,297.24																		
Heritage Landscaping Incorporated	All Properties	\$9,205.00	\$110,460.00																		
MBT Lawn Specialist	Only Conroe and Huntsville Properties	\$2,033.33	\$24,400.00																		
Precision Lawns	Only Liberty and Cleveland Properties	\$2,701.25	\$32,415.00																		
True Dreams Lawn Service has the ability to maintain all properties with equal care and value.																					
Supporting Documentation: Contract Available for Review at the Board Meeting																					
Recommended Action: Approve the FY 2018 Contract with True Dreams Lawn Service																					

Agenda Item: Board of Trustees Unit Financial Statement as of July 2017 Committee: Business	Board Meeting Date August 24, 2017
Background Information: None	
Supporting Documentation: July 2017 Board of Trustees Unit Financial Statement	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2017

	July 2017 Actuals	July 2017 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,600.00	\$ 2,600.00	\$ -	\$ 28,595.00	\$ 28,595.00	\$ -	100.00%	\$ 31,195.00
Total Revenue	\$ 2,600.00	\$ 2,600.00	\$ -	\$ 28,595.00	\$ 28,595.00	\$ -	100.00%	\$ 31,195.00
Expenses								
Employee Recognition	\$ -	\$ -	\$ -	\$ 65.00	\$ -	\$ 65.00	0.00%	\$ -
Food Items	\$ -	\$ 200.00	\$ (200.00)	\$ 1,462.74	\$ 1,800.00	\$ (337.26)	81.26%	\$ 2,400.00
Insurance-Worker Compensation	\$ -	\$ 17.00	\$ (17.00)	\$ 50.08	\$ 183.00	\$ (132.92)	27.37%	\$ 200.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 16,500.00	\$ 16,500.00	\$ -	100.00%	\$ 18,000.00
Postage-Express Mail	\$ -	\$ 4.00	\$ (4.00)	\$ -	\$ 46.00	\$ (46.00)	0.00%	\$ 50.00
Supplies-Office	\$ -	\$ 20.00	\$ (20.00)	\$ 12.00	\$ 225.00	\$ (213.00)	0.00%	\$ 245.00
Training	\$ -	\$ 300.00	\$ (300.00)	\$ 1,960.00	\$ 3,300.00	\$ (1,340.00)	59.39%	\$ 3,600.00
Travel - Local	\$ -	\$ 75.00	\$ (75.00)	\$ 199.00	\$ 525.00	\$ (326.00)	37.90%	\$ 900.00
Travel - Non-local Mileage/Air	\$ 214.70	\$ 150.00	\$ 64.70	\$ 2,096.12	\$ 1,650.00	\$ 446.12	127.04%	\$ 1,800.00
Travel - Non-local Hotel	\$ 40.00	\$ -	\$ 40.00	\$ 4,523.12	\$ 3,000.00	\$ 1,523.12	150.77%	\$ 3,000.00
Travel - Meals	\$ 22.16	\$ 83.00	\$ (60.84)	\$ 92.84	\$ 917.00	\$ (824.16)	10.12%	\$ 1,000.00
Total Expenses	\$ 1,776.86	\$ 2,349.00	\$ (572.14)	\$ 26,960.90	\$ 28,146.00	\$ (1,185.10)	95.79%	\$ 31,195.00
Total Revenue minus Expenses	\$ 823.14	\$ 251.00	\$ 572.14	\$ 1,634.10	\$ 449.00	\$ 1,185.10	4.21%	\$ -

UPCOMING MEETINGS

September 28, 2017 – Board Meeting

- Approve Minutes from August 24, 2017 Board Meeting
- 4th Quarter FY 2017 Investment Report
- FY 2017 Dues Commitment and Payment Schedule for Texas Council
- Review and Approve FY 2018 Goals and Objectives
- Reappoint Mental Health Planning Network Advisory Committee Members
- Reappoint Intellectual/Developmental Disabilities Planning Network Advisory Committee Members
- Annual PNAC Reports
- Appoint Texas Council Representative and Alternate for FY 2018
- Nomination for TCRMF Board of Trustees
- Annual Corporate Compliance & Quality Management Report
- 1st Quarter FY 2018 Corporate Compliance Training
- Annual Planning Network Advisory Committee Reports
- Final FY 2017 Goals & Objectives Progress Report
- Board of Trustees Reappointments & Oaths of Office
- Board of Trustee Committee Appointments
- Reappoint TC Consumer Foundation Board of Directors
- Analysis of Board Members Attendance for FY 2017 Regular & Special Called Board Meetings
- Community Resources Report
- Consumer Services Report for August 2017
- Program Updates
- Personnel Report for August 2017
- Texas Council Risk Management Fund Claims Summary for August 2017
- Approve August 2017 Financial Statements
- 401(a) Account Review
- Board of Trustees Unit Financial Statement for August 2017
- Foundation Board Updates
- Cleveland, Montgomery and Independence Place Supported Housing Updates
- Building Consolidation Update
- Other Business Committee Issues

October 26, 2017 – Board Meeting

- Longevity Presentations
- Approve Minutes from September 28, 2017 Board Meeting
- Community Resources Report
- Consumer Services Report for September 2017
- Program Updates

- Medicaid 1115 Transformation Waiver Project Status Report
- Cast Election Ballot for TCRMF Board of Trustees
- Board of Trustees Oath of Office
- Consider Dates of Scheduled Board Meetings for Next Year
- Approve Financial Statements for September 2017
- Personnel Report for September 2017
- Texas Council Risk Management Fund Claims Summary for September 2017
- 401(a) Retirement Plan Account Review
- Board of Trustees Unit Financial Statement for September 2017
- Building Consolidation Update
- Other Business Committee Issues

Tri-County Acronyms	
1115	Medicaid 1115 Transformation Waiver
ACT	Assertive Community Treatment
APS	Adult Protective Services
ADRC	Aging and Disability Resource Center
ANSA	Adult Needs and Strengths Assessment
APRN	Advanced Practice Registered Nurse
ARDS	Assignment Registration and Dismissal Services
BJA	Bureau of Justice Administration
BMI	Body Mass Index
C&Y	Child & Youth Services
CAM	Cost Accounting Method
CANS	Child and Adolescent Needs and Strengths
CARE	Client Assignment Registration & Enrollment
CBT	Computer Based Training & Cognitive Based Therapy
CC	Corporate Compliance
CFRT	Child Fidelity Review Team
CHIP	Children's Health Insurance Program
CPS	Child Protective Service
CRCG	Community Resource Coordination Group
CSHI	Cleveland Supported Housing, Inc.
DADS	Department of Aging and Disability Service
DOB	Date of Birth
DRPS	Department of Protective and Regulatory Services
DSHS	Department of State Health Services
Dx	Diagnosis
ETBHN	East Texas Behavioral Healthcare Network
FLSA	Fair Labor Standards Act
FY	Fiscal Year
HCBS-AMH	Home and Community based Services - Adult Mental Health
HCS	Home and Community based Services
HHSC	Health & Human Services Commission
HIPAA	Health Insurance Portability & Accountability Act
HR	Human Resources
ICAP	Inventory for Client and Agency Planning
ICF-IID	Intermediate Care Facility - for Individuals w/Intellectual Disabilities
ICI	Independence Communities, Inc.
IHP	Individual Habilitative Plan
IPP	Individual Program Plan
ITP	Individual Transition Planning (schools)
JUM	Junior Utilization Management Committee
LAR	Legally Authorized Representative
LCDC	Licensed Chemical Dependency Counselor
LCSW	Licensed Clinical Social Worker
LIDDA	Local Intellectual & Developmental Disabilities Authority
LMC	Leadership Montgomery County
LOC	Level of Care (MH)
LOC-TAY	Level of Care - Transition Age Youth
LON	Level Of Need (IDD)

LOSS	Local Outreach for Suicide Survivors
LPHA	Licensed Practitioner of the Healing Arts
LPC	Licensed Professional Counselor
LMSW	Licensed Masters Social Worker
LSFHC	Lone Star Family Health Center
LTD	Long Term Disability
MAC	Medicaid Administrative Claiming
MCHC	Montgomery County Homeless Coalition
MCHD	Montgomery County Hospital District
MCOT	Mobile Crisis Outreach Team
MD	Medical Director/Doctor
MHFA	Mental Health First Aid
MIS	Management Information Services
MOU	Memorandum of Understanding
MSHI	Montgomery Supported Housing, Inc.
MTP	Master Treatment Plan
MVPN	Military Veteran Peer Network
NAMI	National Alliance for the Mentally Ill
NEO	New Employee Orientation
NGM	New Generation Medication
NGRI	Not guilty for Reason of Insanity
PA	Physician's Assistant
PAP	Patient Assistance Program
PASRR	Pre-Admission Screening and Resident Review
PATH	Projects for Assistance in Transition from Homelessness (PATH)
PNAC	Planning Network Advisory Committee
PRS	Psychosocial Rehab Specialist
PQI	Partnership for Quality Improvement
QIDP	Qualified Intellectual Disabilities Professional
QM	Quality Management
QMHP	Qualified Mental Health Professional
RN	Registered Nurse
RPNAC	Regional Planning & Network Advisory Committee
SAMA	Satori Alternatives to Managing Aggression
TAC	Texas Administrative Code
TCBHC	Tri-County Behavioral Healthcare
TCOOMMI	Texas Correction Office on Offenders with Medical & Mental Impairments
TCO	Treatment Co-Occurring Mental Health and Substance Abuse Services
TCRMF	Texas Council Risk Management Fund
TRA	Treatment Adult Services (Substance Abuse)
TRR	Texas Resilience and Recovery
TxHML	Texas Home Living
TRY	Treatment Youth Services (Substance Abuse)
UM	Utilization Management
UW	United Way
YES	Youth Empowerment Services
YMHFA	Youth Mental Health First Aid
YPS	Youth Prevention Services

Updated 4/17/17