

**Tri-County  
Behavioral Healthcare  
Board of Trustees  
Meeting**

**February 23, 2017**

## 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 - January 26, 2017**
- III. **Program Presentation - Bill Bonito**
- IV. **Program Presentation - Longevity Recognition**
- V. **Executive Director's Report - Evan Roberson**
  - A. IDD Authority Audit
  - B. ICF Sale
  - C. Legislative Updates
  - D. 1115 Updates
- VI. **Chief Financial Officer's Report - Millie McDuffey**
  - A. Mid-Year Budget Revision
  - B. Cost Accounting Methodology (CAM)
  - C. CFO Consortium
  - D. FY 2016 Audit Management Response
  - E. Fund Balance
- VII. **Program Committee**
  - Information Items
    - A. Community Resources Report ..... *Pages 8-10*
    - B. Consumer Services Reports for January ..... *Pages 11-12*
    - C. Program Updates ..... *Pages 13-16*
- VIII. **Executive Committee**
  - Action Items
    - A. Approve Board Policies ..... *Pages 17-24*
  - Information Items
    - B. Personnel Report for January 2017 ..... *Pages 25-27*
    - C. Texas Council Risk Management Fund Claims Summary for January 2017 ..... *Pages 28-29*
- IX. **Business Committee**
  - Action Items
    - A. Approve January 2017 Financial Statements ..... *Pages 30-43*
    - B. Approve .85 Acre Purchase Behind New Conroe Facility ..... *Pages 44-46*
    - C. Approve Purchase of Dodge Grand Caravan ..... *Pages 47-51*
    - D. Approve Purchase of Ford Transit 350 Wagon XL ..... *Pages 52-61*

Information Items

|   |             |
|---|-------------|
| E. 401(a) Retirement Plan Account Review .....                        | Pages 62    |
| F. Board of Trustees Unit Financial Statements for January 2017 ..... | Pages 63-64 |
| G. Building Consolidation Update .....                                | Pages 65-76 |

- X. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney; Section 551.072, Real Property.

Posted By:

Ava Green  
Administrative Assistant

# Tri-County Behavioral Healthcare

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES MEETING

January 26, 2017

### Board Members Present:

Patti Atkins  
Sharon Walker  
Richard Duren  
Gail Page  
Tracy Sorensen  
Morris Johnson  
Janet Qureshi

### Board Members Absent:

Jacob Paschal

### Tri-County Staff Present:

Evan Roberson, Executive Director  
Millie McDuffey, Chief Financial Officer  
Kathy Foster, Director of IDD Provider Services  
Catherine Prestigiovanni, Director of Strategic Development  
Breanna Robertson, Director of Crisis Services  
Kenneth Barfield, Director of Management Information Systems  
Tabatha Abbott, Cost Accountant  
Ava Green, Administrative Assistant  
Mary Lou Flynn-DuPart, Legal Counsel  
Sheryl Baldwin, Manager of Accounting  
Joyce Freeman, Public Information Coordinator

### Guests:

Tommy Nelson - Scott, Singleton, Fincher and Company, P.C.  
Mike Duncum - WhiteStone Realty

**Call to Order:** Board Chair, Patti Atkins, called the meeting to order at 10:03 a.m. at 1506 FM 2854, Conroe, TX.

**Public Comment:** Tri-County Executive Director, Evan Roberson, presented the bulletin from Board Member Cecil McKnight's funeral. It was noted that there are ideas pending for a memoriam in his honor as well as previous Board Members.

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



**Resolution #01-17-01**

**Motion Made By:** Sharon Walker

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

**Resolved:**

That the Board excuse the absence of Jacob Paschal.

**Resolution #01-17-02**

**Motion Made By:** Tracy Sorensen

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

**Resolved:**

That the Board approve the minutes of the December 8, 2016 meeting of the Board of Trustees.

**Program Presentation – From the Heart**

**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.

Board Chair, Patti Atkins, suspended the agenda to move to Business Committee Action Item VIII-C, Approval of FY 16 Independent Financial Audit. Tommy Nelson with Scott, Singleton, Fincher and Company P.C. presented the report.

**Resolution #01-17-03**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the FY 2016 Independent Financial Audit.

Business Committee Information Item VIII-F, Building Consolidation Update, was presented by Mike Duncum, from WhiteStone Realty.

### **PROGRAM COMMITTEE:**

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for November and December 2016 was reviewed for information purposes only.

The Program Updates were reviewed for information purposes only.

The FY 2017 Goals and Objectives Progress Report was reviewed for information purposes only.

The 1<sup>st</sup> Quarter FY 2017 Corporate Compliance and Quality Management Report were presented for information purposes only.

The 2<sup>nd</sup> Quarter FY 2017 Corporate Compliance and Training was presented for information purposes only.

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

### **EXECUTIVE COMMITTEE:**

#### **Resolution #01-17-04**

**Motion Made By:** Morris Johnson

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

#### **Resolved:**

That the Board approve deletion of General Administration Board Policy C.15 and revisions to C.16, C.24 and C.27.

The Personnel Reports for November and December 2016 were reviewed for information purposes only.

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

The Texas Council Quarterly Board Meeting Update was provided by Sharon Walker for information purposes only.

**BUSINESS COMMITTEE:**

**Resolution #01-17-05**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the November 2016 Financial Statements.

**Resolution #01-17-06**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the December 2016 Financial Statements.

The 1<sup>st</sup> Quarter FY 2017 Investment Report was reviewed for information purposes only.

The Board of Trustees Unit Financial Statement for November and December 2016 was reviewed for information purposes only.

There was no need for Executive Session.

The regular meeting of the Board of Trustees adjourned at 11:43 a.m.

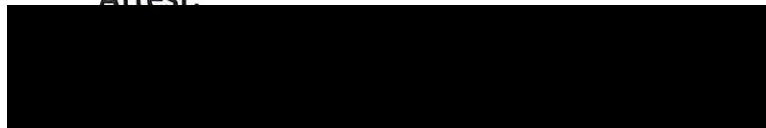
**Adjournment:**



Patti Atkins  
Chair

Date

**Attest:**



Sharon Walker  
Secretary

Date

## Executive Director's Report

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*February 23, 2017*

### **Announcements**

- After speaking with the Board Chair, we have decided to combine the March 23, 2017 Board meeting with the April 27, 2017 meeting. This March meeting is currently scheduled during our move week and we feel that it might be a bit chaotic to have a meeting at the new building. The next Regular Board meeting will be held on April 27, 2017 and it will be held at 233 Sgt. Ed Holcomb on the 3<sup>rd</sup> floor.
- As you are all aware, our Grand Opening Ceremony/Ribbon Cutting for 233 Sgt. Ed Holcomb will be on March 10, 2017 from 10 am until noon. The week of the Grand Opening (starting March 6<sup>th</sup>), staff and I are available to give the Board private tours of the facility which will be ready to be shown off. We are inviting almost 500 people and are looking forward to a good turnout on March 10<sup>th</sup>.
- The week of March 20<sup>th</sup>, services will be shut down in Conroe and we will be using paper in the rural areas and at the PETC until the network is fully restored. We will take the network down on Sunday the 19<sup>th</sup> and will move the servers and equipment to the new location. PETC doctor on-call will be handled via secure webchat via cellular signal. Consolidated Communications and our network consultant group, Datavox, will be on site at 8 am on the 20<sup>th</sup> to begin bringing the network back up. Reportedly the fiber at the new site is fully programmed and we are fairly confident that we will get the equipment up quickly. However, Consolidated is requiring the week to insure that we are back up.

Our rural locations and the PETC will have phones, but will not have internet, Anasazi or other server-based systems while we are down. The crisis line will be up in all three counties and we will be posting a number for Urgent Conroe issues while we are down (medication side-effect issues, etc.). We will also have clinical staff rotating at Admin to handle phone calls. In Conroe (outside of the PETC), we will not have phones until the new site is up.



## **IDD Authority Audit**

The Local Intellectual and Developmental Disability Authority (LIDDA) Audit was completed at approximately the same time as our Board meeting last month. I am pleased to report the following results:

|   |        |
|---|--------|
| PreAdmission Screening and Resident Review  | 97.22% |
| Texas Home Living Authority                 | 96.72% |
| Home and Community-based Services Authority | 98.11% |
| Quality Assurance                           | 94.52% |
| Community First Choice Authority            | 96.61% |

It continues to be quite rare for Centers to have all five (5) areas above the 90% requirement (never mind above 94%) and I am very proud of these results. The auditors were especially pleased with our PASRR processes, our outcomes documentation and the quality of our services. While we will have a few items which will require a Corrective Action Plan (CAP), the Board can be confident in the high quality of work being performed by Kelly Shropshire, Tanya Bryant and their staff related to our IDD Authority contract.

## **ICF/IID Sale Update**

I have had a few emails with ResCare, with the assistance of Jackson Walker, about the sale of the ICF/IID homes to D&S Community Solutions.

We have agreed to the following: 1) ResCare will form a workgroup made up of Tri-County and ResCare staff to address quality concerns for the remainder of the contract terms; 2) ResCare has agreed to work more diligently with Tri-County staff on payment for older accounts receivable; and 3) ResCare plans to fulfill the term of the contract, which expires on August 31, 2017.

I spoke with our consultant, David Southern, and he has verified that D&S and Scioto will wait until the current management contract with ResCare contract expires at the end of August to make the purchases.

## **Legislative Updates**

The Texas Council has been unable to provide Centers with a status on appropriations because there has been so much movement in the budget and they have struggled to get their questions answered by HHSC. However they are getting closer to understanding the Mental Health and Intellectual and Developmental Disability Allocations.

Mental Health:

- 63 million new dollars have been allocated for Mental Health Outpatient Treatment in both the House and Senate bills.

The House has 96 million for recommendations of the House Select Committee on Mental Health sitting in Crisis Strategy, but these dollars are not in the Senate budget.

For the inpatient care, Article 9 in the Senate includes 1 Billion dollars for state hospital replacement via bond financing (this is an initiative of Senator Nichols). In addition there are place holders in both Legislative Appropriation Requests (LAR) for facilities repair and renovation. Senator Schwertner is the head of HHSC and we may be able to communicate with him about some of these issues. Four Price, who led the House Select Committee on Mental Health, is not on appropriations any longer since he is the chair of Health and Human Services.

The proposed MH funding looks okay; however, a shortfall in both appropriations bills has been identified related to NorthSTAR funding. As the Board will remember NorthSTAR is the former state Medicaid pilot in the Dallas area that placed community Mental Health services under Value Options. The legislature discontinued the NorthSTAR project in the last legislative session. The state needed to fund the General Revenue that was previously included in the Medicaid budget for NorthSTAR, but did not budget correctly. The Texas Council has alerted the agency that they missed the GR requirement by 42 million dollars and the LBB has confirmed this total. The concern is that the funding might be taken out of the proposed new Mental Health Outpatient funding.

#### Intellectual and Developmental Disabilities:

- There has been some conversation about cutting rates for Texas Home Living and Home and Community Based Services.
  - PAS/HAB rate cuts reduce the hourly rate to \$17.73 from \$22.41, a 21% cut.

In House bill, there are rate increases in the LAR. However, on Senate side they are talking about cutting rates.

No news on Day Habilitation Setting rule at this time. The agency has not requested an extension of the deadline yet.

#### Budget Freeze:

The freeze was enacted because there was less revenue from Gas and Oil and Sales Tax revenue is down. Lifting the freeze for certain departments has been discussed, specifically as it relates to hiring at State Hospitals and State Supported Living Centers. If the freeze is not rectified soon, the Texas Council may ask us to contact our legislative staff on this issue.



## **1115 Updates**

The 1115 Medicaid Transformation Waiver (1115) is currently in Demonstration Year 6 which runs until December 31, 2017. We are currently paid for metrics that are achieved (e.g. numbers served) and for improvement in the health of those we serve (e.g. controlled blood pressure), but only for those served by the 1115 projects. Tri-County has been successful in being paid for these programs thus far and anticipates that we can continue to hit these targets for DY 6.

However, as a part of a request to extend the waiver for the next 21 months (Calendar Year 7 and Calendar Year 8), the Texas Health and Human Services Commission has proposed to the Center for Medicare and Medicaid Services (CMS) a new way of measuring success and getting paid for services which focuses almost exclusively on outcome 'bundles'. These outcome bundles will require us to measure outcome performance for our entire system of care on things like measuring Body Mass Index (which we currently do) and for making referrals and ensuring follow-up care (which we are less successful in doing).

We do not yet know what these measure 'bundles' will include, but we do know that HHSC is proposing that 85% of our future funding come from achieving these new metrics. To achieve these metrics, we will likely have to change our program design(s) for the 1115 projects and perhaps other agency processes. We will provide additional information to you as more is known.

## February 21, 2017

As you are aware, HHSC is proposing a rate cut for HCS and Texas Home Living habilitation (e.g., supported home living) services now referred to as CFC PAS/HAB. On February 6, 2017, Texas Council communicated our understanding that the proposed rate would "equalize" (i.e., reduce) the rate for habilitation services in IDD waivers to the rate for habilitation services (CFC) in the STAR+PLUS program.

Although current information indicates the proposed cut would not reduce rates to the STAR+PLUS rate, a 21% reduction (from \$22.41/hour to \$17.73/hour) is on the table.

Substantial effort is necessary to stop adoption of this rate cut, which would no doubt translate to a reduction in direct service worker wages. We ask you to reach out to your elected officials to communicate the detrimental impact any cuts would have on the quality of care for people with intellectual disabilities.

In an effort to strengthen our voice on this important issue, the Texas Council joined other associations in putting together communication materials.

- People with IDD Need Your Support Flyer. This flyer is designed as a legislative "leave behind." The flyer will be most effective when given directly to legislative staff, preferably with a personal note included (such as on a Post-It note attached to the document) from a constituent.
- People with IDD Need Your Support Talking Points. This document is designed to assist you as you craft written or spoken comments.

### NEXT STEPS:

1. If you have a member on House Appropriations Committee (HAC) and/or Senate Finance Committee (SFC), reach out to them, share information about the proposed rate cuts and ensure each office understands who would be affected and the negative impacts cuts like this would have on your ability (and the ability of other providers) to support people with intellectual disabilities in community.
2. If you do not have a legislator on HAC and/or SFC, share information about the proposed rate cuts with your legislators and ask them to contact members of HAC and SFC to ensure they understand who would be affected and the negative impacts cuts like this would have on your ability (and the ability of other providers) to support people with intellectual disabilities in community.
3. If you have local elected officials (e.g., County Judges, Commissioners, etc.) who engage on issues for people with intellectual disabilities, ask them to make these contacts.

If you have questions about the proposed rate cuts or the attached materials, contact Erin Lawler at [elawler@txcouncil.com](mailto:elawler@txcouncil.com).

**NOTE:**

The HAC Article II S/C will be hearing public testimony on **Thursday, February 23, 2017 beginning at 7:30 a.m.** Centers with members on the HAC Article II S/C should make contact with their representative prior to this hearing. Representatives serving on Article II S/C are marked with asterisks and bolded in table below.

Follow up with Lee Johnson at [ljohnson@txcouncil.com](mailto:ljohnson@txcouncil.com) after making contact with your representative.



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

### **February 23, 2017**

**Mid-Year Budget Revision** - We have started work on our first budget revision for FY 2017. This revision's main purpose is to adjust any changes in trends we have seen in the first five months of the fiscal year, as well as any new contracts or program changes that have been received since the beginning of the year. We are also making adjustments for the Board approved furniture purchases, the sale of the vacated Liberty Life Skills building, and all the restructured staffing and services that are being implemented in the new Conroe facility. We anticipate the revision will be ready by the April board meeting.

**Cost Accounting Methodology (CAM)** - We have completed the preliminary CAM process for the FY 2016 fiscal period. We are only required to provide CAM reports for DSHS services. The final report is due on February 28, 2017. Over the past month, we ran comparisons to prior year's CAM reports to identify any changes in trends and to look for any other items that may need to be adjusted before the final CAM can be submitted. We have also been answering questions received from HHSC regarding the preliminary submission.

**CFO Consortium** -The CFO meeting was held February 16<sup>th</sup> and 17<sup>th</sup> in Austin. The topics presented were as follows:

- Legislative Update from Lee Johnson
- Leveraging Technology for Enterprise Wide Data
- MACRA's Discussion
- Revenue Maximization Committee updates
- Focused Financial Ratios Discussion
- Managed Care Steering Committee Update
- RCSIG Manage Care Survey
- Business Meeting regarding future meeting dates and Treasury Report.
- Texas Council update on 1115 Waiver and BH Quality Measures
- MEI, HCS, TxHmL Cost Reports, ICF Upper Payment Limit
- Public Funds Investment Training

**FY 2016 Audit Management Response** - Last month, Tommy Nelson from Scott, Singleton, Fincher and Company, P.C. presented the FY 2016 Audited Financial statements to the Board of Trustee. With the audit, he presented a Management Letter that listed the following items to be considered for change. Here is Management's Response to the items listed:

1. **Allowance for Doubtful Accounts** - During their review of accounts receivable and the related allowance for doubtful accounts, we noted that the allowance for doubtful accounts has remained at \$60,000 for the past three years. Over the last four years, the accounts receivable balances have been increasing. We recommend the Center establish a process for evaluating the adequacy of the allowance for bad debts based on historical collection percentages by payment source. The allowance for doubtful accounts should be adjusted periodically based on this analysis.

**Management Response** - For several years, Tri-County's Reimbursement Manager and the CFO review the billing data to determine the collectability of all payer sources based on historical payments and outstanding accounts receivable amounts. We will continue to review this data on an annual basis and adjust the allowance for doubtful accounts based on the analysis.

**Fund Balance** - During last month's audit presentation, Tommy Nelson spoke about our fund balances and our policy. At next month's board meeting, we will bring a recommendation for the fund balances to be adjusted based on our current balance sheet and cash on hand.

|   |   |
|---|---|
| <b>Agenda Item:</b> Community Resources Report<br><br><b>Committee:</b> Program | <b>Board Meeting Date:</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None                                      |   |
| <b>Supporting Documentation:</b><br><br>Community Resources Report              |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                   |   |



# Community Resources Report

## January 27, 2017 – February 23, 2017

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### Volunteer Hours:

| Location     | January      |
|--------------|--------------|
| Conroe       | 240.5        |
| Cleveland    | 0            |
| Liberty      | 14.5         |
| Huntsville   | 10.5         |
| <b>Total</b> | <b>265.5</b> |

### COMMUNITY ACTIVITIES:

|            |  |               |
|------------|--|---------------|
| 1/31/17    | Grace After Fire – Women’s Veterans Support Group                        | Conroe        |
| 2/1/17     | American Legion Board meeting  | Conroe        |
| 2/1/17     | Veterans of Foreign Wars Meeting   | Conroe        |
| 2/1/17     | The Woodlands Chamber Community Outreach Team                            | The Woodlands |
| 2/1/17     | East Montgomery County Chamber of Commerce Luncheon                      | Montgomery    |
| 2/1/17     | Conroe Noon Lions Club Luncheon  | Conroe        |
| 2/2/17     | Cleveland Chamber of Commerce Luncheon                                   | Cleveland     |
| 2/6/17     | Montgomery County Homeless Coalition Board Meeting                       | Conroe        |
| 2/7/17     | Montgomery County United Way Health & Wellness Impact Council Meeting    | The Woodlands |
| 2/7/17     | Montgomery County Area Business Women’s Coffee                           | Conroe        |
| 2/8/17     | Veterans Treatment Court Graduation                                      | Conroe        |
| 2/8/17     | Conroe Noon Lions Club Luncheon  | Conroe        |
| 2/8/17     | Disaster Response Planning Meeting with Public Health                    | Conroe        |
| 2/8-2/9/17 | Lone Star College Volunteer Fair   | The Woodlands |
| 2/9/17     | Huntsville Chamber of Commerce Breakfast                                 | Huntsville    |
| 2/9/17     | Veteran planning meeting with Huntsville Probation Office                | Huntsville    |
| 2/9/17     | The Woodlands Taste of the Town Chamber Dinner Event                     | The Woodlands |
| 2/14/17    | American Legion Meeting  | Montgomery    |
| 2/14/17    | Montgomery County Community Resource Coordination Group                  | Conroe        |
| 2/15/17    | Substance Abuse Meeting with Conroe Department of State Health Services  | Conroe        |
| 2/15/17    | Conroe Noon Lions Club Luncheon  | Conroe        |
| 2/15/17    | Military Culture presentation with Hospice Company                       | Spring        |
| 2/16/17    | Montgomery County Homeless Coalition Meeting                             | Conroe        |
| 2/16/17    | Conroe Chamber of Commerce Fun After Five Event                          | Conroe        |
| 2/16/17    | Montgomery County Mental Health Court                                    | Conroe        |
| 2/17/17    | East Montgomery County Chamber of Commerce Casino Night Fundraiser Event | Montgomery    |
| 2/20/17    | Youth Mental Health First Aid – Conroe ISD School Counselors             | Conroe        |
| 2/21/17    | Montgomery County Community Resource Coordination Group                  | Conroe        |

|         |   |          |
|---------|---|----------|
| 2/22/17 | Conroe Noon Lions Club Luncheon             | Conroe   |
| 2/22/17 | Veterans Treatment Court                    | Conroe   |
| 2/23/17 | East Montgomery County Business After Hours | Kingwood |

### **UPCOMING ACTIVITIES:**

|         |  |               |
|---------|--|---------------|
| 2/24/17 | Substance Abuse Meeting with Lone Star Montgomery Campus Students      | The Woodlands |
| 2/24/17 | Liberty County Community Resource Coordination Group                   | Cleveland     |
| 2/27/17 | Outpatient Competency Restoration Hospital Meeting                     | Conroe        |
| 2/28/17 | Montgomery County Business Women's Association Luncheon                | Conroe        |
| 3/2/17  | Cleveland Chamber of Commerce Luncheon                                 | Cleveland     |
| 3/2/17  | Walker County Community Resource Coordination Group                    | Huntsville    |
| 3/9/17  | Huntsville Chamber of Commerce Breakfast                               | Huntsville    |
| 3/15/17 | Liberty/Dayton Chamber of Commerce Luncheon                            | Liberty       |
| 3/20/17 | Child and Youth Services Presentation for ADHD Group at Fusion Academy | The Woodlands |
| 3/21/17 | Montgomery County Community Resource Coordination Group                | Conroe        |
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|---|---|
| <b>Agenda Item:</b> Consumer Services Reports for January 2017<br><br><b>Committee:</b> Program | <b>Board Meeting Date:</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None  |   |
| <b>Supporting Documentation:</b><br><br>Consumer Services Reports for January 2017              |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                   |   |

## Consumer Services Report January 2017

| Consumer Services                                      | Montgomery County | Cleveland  | Liberty    | Walker County | Total       |
|--|-------------------|------------|------------|---------------|-------------|
| <b>Crisis Services, MH Adults/Children</b>             |                   |            |            |               |             |
| Persons Screened, Intakes, Other Crisis Services       | 544               | 41         | 35         | 37            | <b>657</b>  |
| Crisis and Transitional Services (LOC 0, LOC 5)        | 66                | 1          | 4          | 0             | <b>71</b>   |
| Psychiatric Emergency Treatment Center (PETC) Served   | 61                | 9          | 2          | 8             | <b>80</b>   |
| Psychiatric Emergency Treatment Center (PETC) Bed Days | 261               | 61         | 4          | 32            | <b>358</b>  |
| Contract Hospital Admissions                           | 3                 | 0          | 0          | 1             | <b>4</b>    |
| Diversion Admits                                       | 19                | 0          | 1          | 2             | <b>22</b>   |
| Total State Hospital Admissions                        | 3                 | 0          | 1          | 1             | <b>5</b>    |
|  |                   |            |            |               |             |
| <b>Routine Services, MH Adults/Children</b>            |                   |            |            |               |             |
| Adult Service Packages (LOC 1m,1s,2,3,4)               | 1117              | 156        | 94         | 79            | <b>1446</b> |
| Adult Medication Services                              | 789               | 68         | 78         | 91            | <b>1026</b> |
| Child Service Packages (LOC 1-4 and YC)                | 456               | 44         | 23         | 67            | <b>590</b>  |
| Child Medication Services                              | 227               | 14         | 9          | 22            | <b>272</b>  |
| TCOOMMI (Adult Only)                                   | 108               | 20         | 18         | 9             | <b>155</b>  |
| Adult Jail Diversions                                  | 3                 | 0          | 0          | 0             | <b>3</b>    |
|  |                   |            |            |               |             |
| <b>Persons Served by Program, IDD</b>                  |                   |            |            |               |             |
| Number of New Enrollments for IDD Services             | 6                 | 0          | 1          | 1             | <b>8</b>    |
| Service Coordination                                   | 643               | 38         | 53         | 67            | <b>801</b>  |
|  |                   |            |            |               |             |
| <b>Persons Enrolled in Programs, IDD</b>               |                   |            |            |               |             |
| Center Waiver Services (HCS, Supervised Living, TxHmL) | 39                | 5          | 19         | 22            | <b>85</b>   |
| Contractor Provided ICF-IID                            | 18                | 12         | 12         | 6             | <b>48</b>   |
|  |                   |            |            |               |             |
| <b>Substance Abuse Services</b>                        |                   |            |            |               |             |
| Children and Youth Prevention Services                 | 54                | 32         | 0          | 12            | <b>98</b>   |
| Youth Substance Abuse Treatment Services/COPSD         | 4                 | 0          | 0          | 0             | <b>4</b>    |
| Adult Substance Abuse Treatment Services/COPSD         | 26                | 0          | 0          | 0             | <b>26</b>   |
|  |                   |            |            |               |             |
| <b>Waiting/Interest Lists as of Month End</b>          |                   |            |            |               |             |
| Home and Community Based Services Interest List        | 1369              | 121        | 131        | 143           | <b>1764</b> |
|  |                   |            |            |               |             |
| <b>January Served by County</b>                        |                   |            |            |               |             |
| Adult Mental Health Services                           | 1583              | 161        | 132        | 157           | <b>2033</b> |
| Child Mental Health Services                           | 551               | 50         | 27         | 71            | <b>699</b>  |
| Intellectual and Developmental Disabilities Services   | 666               | 49         | 58         | 75            | <b>848</b>  |
| <b>Total Served by County</b>                          | <b>2800</b>       | <b>260</b> | <b>217</b> | <b>303</b>    | <b>3580</b> |
|  |                   |            |            |               |             |
| <b>December Served by County</b>                       |                   |            |            |               |             |
| Adult Mental Health Services                           | 1452              | 136        | 96         | 187           | <b>1871</b> |
| Child Mental Health Services                           | 515               | 49         | 28         | 63            | <b>655</b>  |
| Intellectual and Developmental Disabilities Services   | 655               | 50         | 53         | 77            | <b>835</b>  |
| <b>Total Served by County</b>                          | <b>2622</b>       | <b>235</b> | <b>177</b> | <b>327</b>    | <b>3361</b> |
|  |                   |            |            |               |             |
| <b>November Served by County</b>                       |                   |            |            |               |             |
| Adult Mental Health Services                           | 1472              | 133        | 107        | 184           | <b>1896</b> |
| Child Mental Health Services                           | 522               | 53         | 29         | 70            | <b>674</b>  |
| Intellectual and Developmental Disabilities Services   | 675               | 45         | 54         | 67            | <b>841</b>  |
| <b>Total Served by County</b>                          | <b>2699</b>       | <b>231</b> | <b>190</b> | <b>321</b>    | <b>3411</b> |
|  |                   |            |            |               |             |

|  |   |
|--|---|
| <b>Agenda Item:</b> Program Updates<br><br><b>Committee:</b> Program | <b>Board Meeting Date:</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None                           |   |
| <b>Supporting Documentation:</b><br><br>Program Updates              |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>        |   |

# **Program Updates**

## **January 27, 2017 – February 23, 2017**

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### **Crisis Services**

1. The Director of Crisis Services attended a monthly breakfast with Liberty County law enforcement leaders to strategize ways to increase communication and collaboration when working with the growing mental health population.
2. A point of contact for Texas Children's Hospital, The Woodlands Campus was identified. A Memorandum of Understanding was drafted and submitted so that Tri-County can deploy the Mobile Crisis Outreach Team for crisis assessments at that facility as indicated. Texas Children staff toured the Psychiatric Emergency Treatment Center (PETC) and met with the Director of Crisis Services to learn more about the services offered through Tri-County Behavioral Healthcare.
3. Several students that are currently in a Bachelor's or Master's social science program are doing their practicum at the PETC this semester. This site affords students diverse experiences in addressing individuals in a mental health crisis state. It also benefits individuals admitted to programs in the Crisis Stabilization or Intensive Evaluation and Diversion Units as they gain more opportunities for one to one interventions.

### **MH Adult Services**

1. A candidate has accepted the Director of Nursing Position and will start orientation February 27<sup>th</sup>.
2. Medication costs have remained steady across all of the clinics.
3. The Routine Assessment team has seen an increase in the number of individuals presenting for walk-ins, reaching 196 individuals screened for services in January and 138 scheduled for intake. RAC team has made improvements to the scheduling process to allow for the maximum number of walk-ins to be seen for same day evaluation.
4. Currently working with PETC/CSU to provide Peer Support Services for individuals in treatment at the CSU to increase engagement from crisis to routine services.

### **MH Child Services**

1. We are focusing on recruiting and training new staff to assist with coverage with our growing population in East Montgomery County, especially in the New Caney area.
2. More LPHAs are getting certified in Parent Child Interaction Therapy, which is an effective Evidenced-Based therapy model for young children.
3. We are growing our provider network for YES Waiver Services, including animal-assisted and music therapy providers.

### **Criminal Justice Services**

1. TCOOMMI adult caseloads are at Contracted numbers and revenue is steady.
2. Jail Liaison assessed 40 individuals and coordinated the treatment of 63 others in Montgomery County Jail in January.



3. The Jail Diversion clinician assessed 9 and screened 229 for Jail diversion program in January.
4. OCR has restored to competency, 4 individuals in FY 17.

### **Substance Abuse Services**

1. The Adult Substance Abuse program is working on making updates to the desk reference and procedural manual for the COPSD program in response to the Self-Audit. Additionally, staff are working to ensure that all treatment files are updated and contain necessary documentation in preparation for a site audit. Staff continue to monitor show rates and make adjustments to case load sizes to ensure that individuals are seen regularly.
2. In the Substance Abuse Prevention Program, we are diligently working towards establishing at least 90 Community Agreements with schools and agencies in our area to establish coordination of services for children and youth in our community.
3. Our Youth Substance Abuse Outpatient Treatment Manager is busy with responding to referrals and scheduling intakes.

### **IDD Services**

1. Provider staff is now serving 34 PASRR individuals in the area of Specialized Services within the month of January. We have doubled our enrollments in one month.
2. Consumer Advocate Advisory Committee meeting held in Huntsville office on February 9<sup>th</sup>. Our next scheduled meeting is May 11<sup>th</sup> @ the Conroe office.
3. Authority administrators are regionalizing caseloads to lower travel times and mileage when visiting individuals on their caseloads.
4. Authority staff are making adjustments to documentation, as a result of recent survey, to ensure state expectations.

### **Support Services**

1. **Quality Management:**
  - a. Results from the IDD Local Authority Audit were positive and resulted in all areas scoring above 90%. The auditors noted that they were very impressed with our Center and the quality of care being provided to individuals served.
  - b. Staff conducted training with Substance Abuse, Adult Mental Health and Child and Youth Departments to address corrective action items identified during the recent Substance Abuse and Mental Health Self Audits submitted to the State this past December.
  - c. Staff attended the Regional Planning and Network Advisory Committee meeting in Lufkin on February 16, 2017 where the group explored options currently available for IDD transportation and discussed challenges to the expansion of these services.
  - d. Staff received notification from the Public Policy Research Institute at Texas A&M that they have been contracted by HHSC to conduct face to face satisfaction surveys with individuals served by our Center. Staff are currently working to coordinate needed information to the Institute.

2. **Utilization Management:**

- a. Staff are currently participating in a series webinars held by the Texas Council on Behavioral Health Clinic Quality Measures aimed at preparing Centers to be able to better capture data needed to demonstrate improvement and quality care.

3. **Training:**

- a. Interviews are currently being conducted for the Clinical Trainer position.
- b. The Administrator of Quality Management attended training to become a backup Cardio Pulmonary Resuscitation (CPR) Instructor to the Training Coordinator.

4. **Veteran Affairs:**

- a. Staff report that they have now established Bring Everyone Into the Zone (BEITZ) groups in all three counties in our catchment area.

**Community Activities**

1. Staff will be working with EXXON Mobile to organize an employee Youth Mental Health First Aid Training in the near future.
2. Staff will provide quarterly Youth Mental Health First Aid training with Montgomery County Hospital District starting in April or May.
3. Staff continues to actively work with numerous community committees, agencies, and boards.

|  |  |
|--|--|
| <b>Agenda Item:</b> Approve Board Policies<br><br><b>Committee:</b> Executive  | <b>Board Meeting Date</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br><p>As staff continues to update Board Policy statements, four (4) Policy changes are recommended for approval by the Board. In addition to formatting changes, the following modifications are recommended:</p> <p><b>C.12-Medical Advisory Committee</b>-There is not current requirement for a Medical Advisory Committee and this committee has not met in many years. This is a November 16, 1983 Board Policy and it is recommended that it be deleted.</p> <p><b>D.2-Fees for Services</b>-This policy has been updated to reflect changes to oversight by the Health and Human Services Commission and removal of specific language for the Texas Commission on Alcohol and Drug Abuse (which no longer exists).</p> <p><b>D.4-Residency of Individuals Served</b>-<i>formerly Customer Residency</i>-This an August 1991 Policy that is being updated to include clarification on serving persons in crisis and the possibility of serving persons outside of our three (3) county area with grant funds.</p> <p>In addition, staff has begun creating new Board Policy to meet contract requirements.</p> <p><b>G.2-Information Security and Privacy Standards</b>-This is a new Policy as required by the Health and Human Services Commission Data Use Agreement. All clauses in the policy are required by the DUA. Where necessary, procedure is being developed ensure compliance with the Policy.</p> |  |
| <b>Supporting Documentation:</b><br><br>Revised Board Policies (Markup Versions)   |  |
| <b>Recommended Action:</b><br><br><b>Approve Deletion of Policy C.12, Changes to Policies D.2 and D.4 and Approve the New Policy, G.2.</b>   |  |

**TRICOUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES****STATEMENT OF POLICY**

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Jim Putman, Chairman

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Date

Subject: Medical Advisory Committee

Original Effective Date: November 16, 1983

Revision Date:

Consistent with the goals of the Board of Trustees to provide the highest quality standard of care for consumers of the Tri-County Mental Health Mental Retardation Services, the Board has formed a Medical Advisory Committee. This Committee shall have six (6) members representing the medical profession. The members shall be appointed by the Board of Trustees and serve staggering three (3) year terms.

The Medical Advisory Committee shall have three specific functions with respect to assisting the Board in meeting their goals.

1. To review the methods and procedures of clinical practice to assure that the Center is at least meeting the standards of care under the Rules of the Commissioner of the Texas Department of Aging and Disability Services and the Texas Department of State Health Services.
2. To advise and assist the Board in the recruitment and retention of the best qualified medical professional needed by Center services.
3. To assist in the effective liaison between the professional staff of the Center and the private practicing physician.

The Medical Advisory Committee shall meet at least quarterly to perform these specific functions or more often when deemed necessary, by either the Board, staff or members of this committee. Moreover, the Committee will provide an annual report to the Board of its activities and any recommendations which may result.

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Patti Atkins, Chair

\_\_\_\_\_  
February 23, 2017  
Date

ORIGINAL EFFECTIVE DATE:     October 17, 1985

REVISION DATE(S):     8/1991, 1/1994, 8/1996, 3/27/1997

SUBJECT:     Fees for Services

It is the policy of the **Board of Trustees of Tri-County Behavioral Healthcare** (“Tri-County or “Center”) to make available the widest array of service possible to persons residing in the Tri-County service area at the lowest possible cost while ensuring the best possible quality of these services.

- I.     Persons utilizing Tri-County services are charged a Maximum Monthly Fee (**MMF**) **as established by the Health and Human Services Commission** which is calculated using their income, extraordinary expenses, if any, number of family members and ~~TDMHMR Monthly Ability to Pay fee schedule.~~
- II.    A rate will be established for each service Tri-County provides. Rates will be based on the cost of providing each service and the customary charge for the same in the service area.
- III.   Tri-County will maintain a reasonable method for assisting all persons in assessing their financial resources and ability to pay directly, as well as through any third party of public or private nature. ~~The Mmonthly ability to pay fee schedule, attached as Exhibit A, will be used to determine the monthly cap on fees which persons will be expected to pay.~~

**Fee collection and staff interaction with persons who are members of priority groups for service as designated by TDMHMR will be such that delivery of core services is not impaired.**

**Tri-County shall not bill the Texas Commission on Alcohol and Drug Abuse for any chemical dependency services which are paid by another Federal, State, or County entity. Internal operating procedures will verify all third part payers to ensure that double billing does not occur.**

## TRI-COUNTY BEHAVIORAL HEALTHCARE

### STATEMENT OF POLICY

\_\_\_\_\_  
Patti Atkins, Chair

\_\_\_\_\_  
February 23, 2017  
Date

ORIGINAL EFFECTIVE DATE: August 29, 1991

REVISION DATE(S):

SUBJECT: Residency of Individuals Served

It is the policy of the Board of Trustees of Tri-County Behavioral Healthcare (“Tri-County or “Center”) to use available resources to first serve individuals in Liberty, Montgomery and Walker County service areas.

- I. Persons in crisis who are in the Tri-County service area will be served by Tri-County regardless of residency.
- II. Certain grant funded programs may require that service are provided outside of the Center’s primary service area.
- III. Individuals that chose to be served by Tri-County for routine services even though they reside outside of the service area will be required to pay the full fee for services rendered.



## TRI-COUNTY BEHAVIORAL HEALTHCARE

### STATEMENT OF POLICY

\_\_\_\_\_  
Patti Atkins, Chair

\_\_\_\_\_  
February 23, 2017

Date

ORIGINAL EFFECTIVE DATE: February 23, 2017

REVISION DATE(S):

SUBJECT: Information Security and Privacy Standards

It is the Policy of the Board of Trustees of Tri-County Behavioral Healthcare (“Tri-County” or “Center”) that confidential information be protected from a security or privacy breach(es). The Executive Director will direct that Procedure, and where applicable Desk Procedure, be developed to reasonably manage security or privacy breaches of Center information as directed by the Health and Human Services Commission and industry practices. The nature of protecting electronic information is that ‘reasonable’ protections will be in flux and therefore, standards are constantly being adjusted.

- I. Storage of Electronic Information
  - A. Computers and other devices, including mobil devices which may store confidential information must be protected by a secure password and encryption where possible.
  - B. Servers will be maintained in a secure ‘server room’ which has proper security controls to ensure that no unauthorized person has access the equipment.
  - C. Confidential information on Servers will be backed up at a minimum of one Tri-County owned location.
  - D. Cloud services will not be used for HHSC confidential or any critical data system.
- II. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Business Associate Agreements will be required for all persons/organizations who disclose, create, receive, transmit or maintain protected health information.
- III. The current version of the Center’s HIPAA Privacy notice will be prominently displayed on the Center’s website at all times.

- IV. A list of authorized users and purposes to create, receive, maintain, use, disclose or access confidential information, as defined by HHSC or HIPAA, will be maintained by Center Security Officer.
- V. Confidential information, both electronic and physical information, will be disclosed to the minimum level necessary for the individual to fulfill their authorized purposes.
- VI. In the case of a breach of HHSC or HIPAA Confidential information, the Center will cause the following to be completed:
  - A. Immediate breach notifications to HHSC, regulatory authorities and other required individuals;
  - B. A documented breach response plan in accordance with applicable laws will be implemented; and,
  - C. Individuals and whose HHSC or HIPAA information has been breached will be notified.
- VII. Confidentiality training will be completed at new hire and annually thereafter. Any staff that is not in compliance with training requirements will be addressed administratively.
  - A. Training will be monitored by the Training Department.
  - B. Supervisors have the ultimate responsibility for ensuring that their staff are compliant with training requirements.
- VIII. Updates will be made to written privacy and security policies and procedures with 60 days of receipt of notification of major changes to the HHSC regulated privacy and security regulations.
- IX. Security and Privacy information that is managed by HHSC:
  - A. Will only be released for purposes authorized by HHSC;
  - B. Will not be reidentified if it has been deidentified unless authorized by HHSC; and,
  - C. Will not be offshored, disclosed, maintained or transmitted outside of the United States without authorization by HHSC.
- X. In all circumstances, staff of Tri-County Behavioral Healthcare will cooperate with HHSC agencies or federal agencies to inspect, audit or investigate compliance with the HHSC Data Use Agreement or applicable law.
- XI. All HHSC information, whether it be in paper or electronic format which includes back-up tapes, hard drives and backup servers, will be destroyed in a HIPAA compliant manner.
  - A. HHSC confidential information will be destroyed so that it is unreadable or undecipherable.

- XII. Workforce training on Privacy and Security will include:
  - A. Training before access is provided to HHSC confidential information and within 30 days of being hired;
  - B. Refresher training 1 time per year;
  - C. Training on privacy and security policies and procedures and handling of HHSC confidential information;
  - D. A written test; and,
  - E. A procedure for monitoring timely completion of training.
- XIII. A list of persons authorized to have access to written or electronic HHSC information, including contractors as applicable, will be maintained.
  - A. Persons allowed access will have up-to-date privacy and security training and will demonstrate reasonable need to have access to the data.
    - 1. Written access will be maintained by the administrator over Medical Records.
    - 2. Electronic access will be maintained by the Director of Management Information Services.
      - a. Access will be removed for any employee that is terminated.
  - B. Sanctions, up to and including termination of employment or contract may be applied to persons who access records in appropriately.
- XIV. The Management Information Services Department will use internal and contracted external security-knowledgeable persons to oversee the Center's computer systems.
- XV. Each person accessing secure information on the Center's computer system will have a unique and private password.
  - A. Passwords will be changed on a 90 day rotating basis.
  - B. Strong passwords will be required
    - 1. A minimum of 8 characters with a combination of upper, lower cases and special characters/numbers.
    - 2. Passwords will lock out after a certain number of failed attempts.
- XVI. Systems accessing Center computer systems will be through an encrypted remote access software only.
  - A. Includes both external access and access via internal wifi hotspots, intranet, etc.
- XVII. Non-essential features on computing devices will be removed or disabled to reduce the threat of breach.
- XVIII. A formal agreement between the Center, employees/contractors will be used to formally acknowledge rules for protecting HHS Confidential Information.

- A. Contracts will include the most recent version of Tri-County’s Business Associate Agreement and Data Use Agreement from HHSC.
- XIX. Equipment that is used to store HHSC Confidential information will be encrypted.
- XX. Confidential information shall not be stored on free Cloud Service or social media sites.
- XXI. All computer systems will have up to date virus and malware virus protection services.
- XXII. Server security logs will be reviewed on a regular basis.

|   |   |
|---|---|
| <b>Agenda Item:</b> Personnel Reports for January 2017<br><br><b>Committee:</b> Executive | <b>Board Meeting Date:</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None  |   |
| <b>Supporting Documentation:</b><br><br>Personnel Reports for January 2017                |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                             |   |

## Personnel Report January 2017

Total Applications received in January = 416

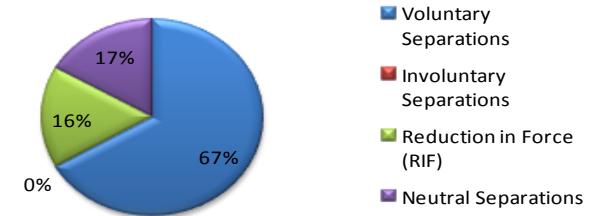
Total New Hires for the month of January = 11

Total New Hires Year to Date = 54

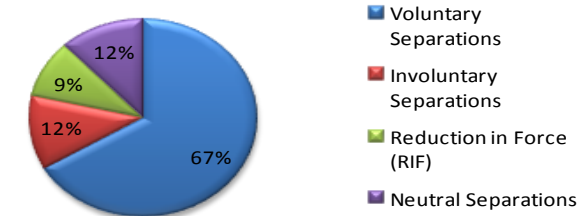
| January Turnover              | FY17 | FY16 |
|-------------------------------|------|------|
| Number of Active Employees    | 340  | 331  |
| Number of Monthly Separations | 6    | 5    |
| Number of Separations YTD     | 43   | 33   |
| Year to Date Turnover Rate    | 13%  | 10%  |
| January Turnover              | 2%   | 2%   |

| Separations by Reason                    | January Separations | Year to Date |
|--|---------------------|--------------|
| Retired                                  | 0                   | 2            |
| Involuntarily Terminated                 | 0                   | 4            |
| Neutral Termination                      | 1                   | 6            |
| Dissatisfied                             | 0                   | 0            |
| Lack of Support from Administration      | 0                   | 0            |
| Micro-managing supervisor                | 0                   | 0            |
| Lack of growth opportunities/recognition | 0                   | 0            |
| Difficulty learning new job              | 0                   | 0            |
| Co-workers                               | 0                   | 0            |
| Work Related Stress/Environment          | 0                   | 0            |
| RIF                                      | 1                   | 4            |
| Deceased                                 | 0                   | 0            |
| Pay                                      | 0                   | 0            |
| Health                                   | 0                   | 0            |
| Family                                   | 0                   | 2            |
| Relocation                               | 1                   | 2            |
| School                                   | 0                   | 0            |
| Personal                                 | 0                   | 1            |
| Unknown                                  | 1                   | 3            |
| New Job                                  | 2                   | 18           |
| <b>Total Separations</b>                 | <b>6</b>            | <b>43</b>    |

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



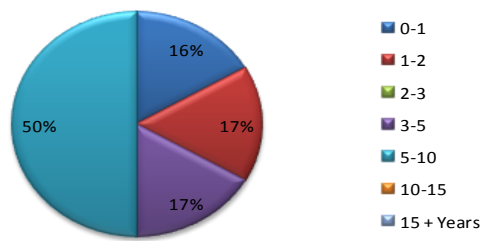
**Year to Date Voluntary, Involuntary, RIF and Neutral Separations**



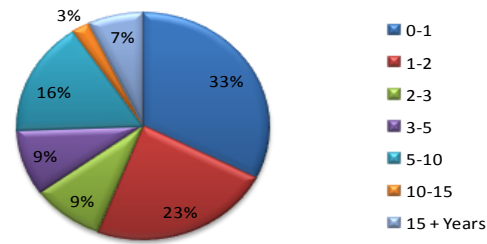
| Management Team            | # of Employees | Monthly Separations | Year to Date Separations | % January | % YTD |
|----------------------------|----------------|---------------------|--------------------------|-----------|-------|
| Evan Roberson              | 18             | 1                   | 2                        | 6%        | 11%   |
| Millie McDuffey            | 30             | 1                   | 9                        | 3%        | 30%   |
| Amy Foerster               | 19             | 0                   | 1                        | 0%        | 5%    |
| Tanya Bryant               | 7              | 0                   | 0                        | 0%        | 0%    |
| Behavioral Health Director | 127            | 2                   | 18                       | 2%        | 14%   |
| Breanna Robertson          | 57             | 2                   | 6                        | 4%        | 11%   |
| Kelly Shropshire           | 32             | 0                   | 2                        | 0%        | 6%    |
| Kathy Foster               | 41             | 0                   | 4                        | 0%        | 10%   |
| Kenneth Barfield           | 9              | 0                   | 1                        | 0%        | 11%   |
| <b>Total</b>               | <b>340</b>     | <b>6</b>            | <b>43</b>                |           |       |

| Separation by EEO Category  | # of Employees | Monthly Separations | Year to Date | % January | % Year to Date |
|---|----------------|---------------------|--------------|-----------|----------------|
| Supervisors & Managers  | 22             | 0                   | 3            | 0%        | 14%            |
| Medical (MD,DO, LVN, RN, APN, PA, Psychologist)                   | 37             | 2                   | 5            | 5%        | 14%            |
| Professionals (QMHP)  | 90             | 0                   | 15           | 0%        | 17%            |
| Professionals (QIDP)  | 27             | 0                   | 2            | 0%        | 7%             |
| Licensed Staff (LCDC, LPC...)                                     | 21             | 0                   | 0            | 0%        | 0%             |
| Business Services (Accounting)                                    | 11             | 0                   | 0            | 0%        | 0%             |
| Central Administration (HR, IT, Executive Director)               | 29             | 0                   | 0            | 0%        | 0%             |
| Program Support(Financial Counselors, QA, Training, Med. Records) | 36             | 3                   | 12           | 8%        | 33%            |
| Nurse Technicians/Aides   | 21             | 1                   | 1            | 5%        | 5%             |
| Service/Maintenance   | 19             | 0                   | 2            | 0%        | 11%            |
| Direct Care (HCS, Respite, Life Skills)                           | 27             | 0                   | 3            | 0%        | 11%            |
| <b>Total</b>  | <b>340</b>     | <b>6</b>            | <b>43</b>    |           |                |

**January Separations by Tenure**



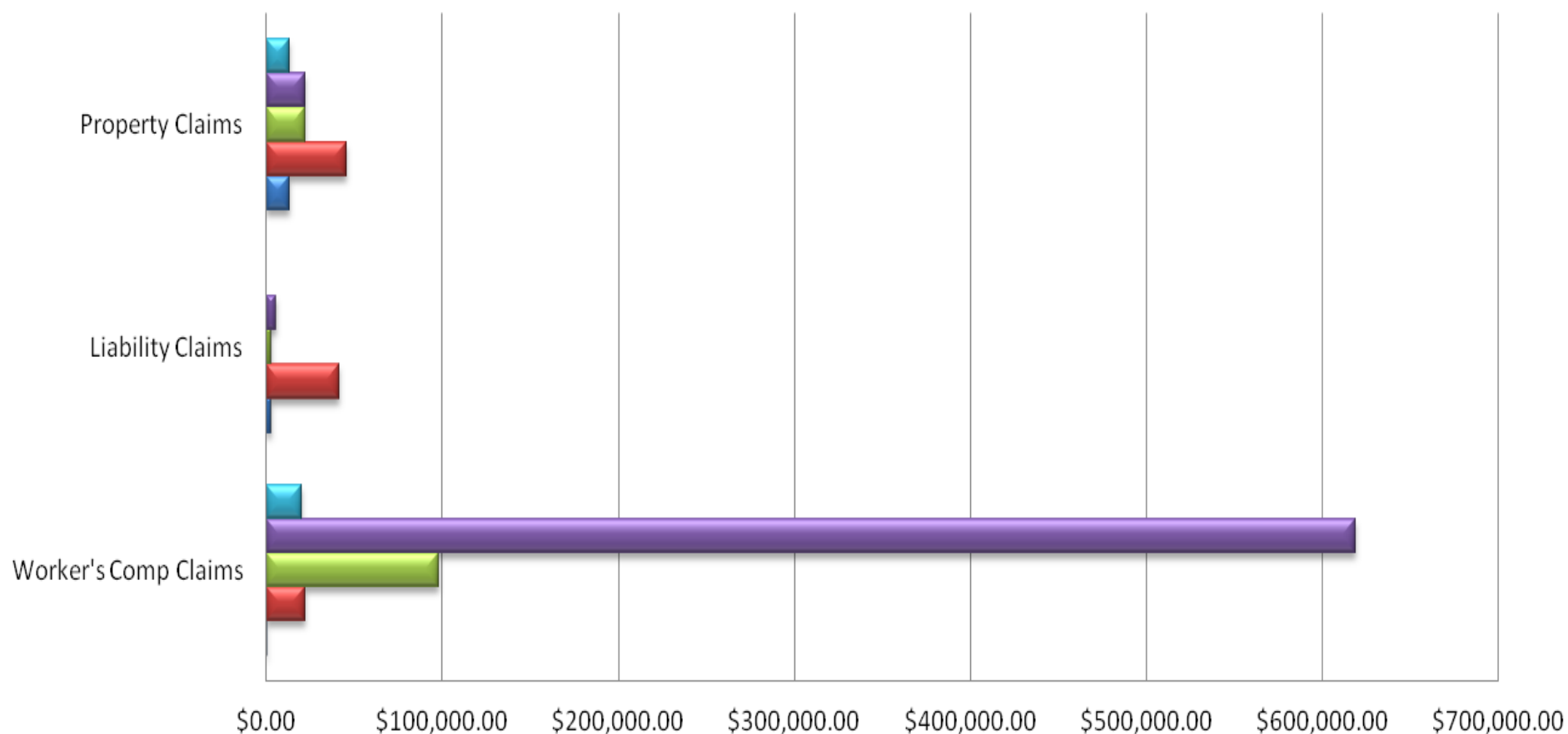
**Year to Date Separations by Tenure**



|   |   |
|---|---|
| <b>Agenda Item:</b> Texas Council Risk Management Fund Claims Summary as of January 2017<br><br><b>Committee:</b> Executive | <b>Board Meeting Date:</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None  |   |
| <b>Supporting Documentation:</b><br><br>Texas Council Risk Management Fund Claims Summary as of January 2017                |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>   |   |



## TCRMF Claims Summary January 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 | \$98,157.00          | \$2,556.00       | \$22,505.00     |
| 2016 | \$21,833.00          | \$41,640.00      | \$45,614.00     |
| 2017 | \$235.00             | \$2,624.00       | \$13,024.00     |

|   |  |
|---|--|
| <b>Agenda Item:</b> Approve January 2017 Financial Statements<br><br><b>Committee:</b> Business | <b>Board Meeting Date</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None  |  |
| <b>Supporting Documentation:</b><br><br>January 2017 Financial Statements                       |  |
| <b>Recommended Action:</b><br><br><b>Approve January 2017 Financial Statements</b>              |  |

## January 2017 Financial Summary

Revenues for January 2017 were \$2,485,261 and operating expenses were \$2,338,725 resulting in a gain in operations of \$146,536. Capital Expenditures and Extraordinary Expenses for January were \$626,289 resulting in a loss of \$479,753. Total revenues were 100.44% of the monthly budgeted revenues and total expenses were 117.20% of the monthly budgeted expenses.

Year to date revenues are \$13,185,019 and operating expenses are \$12,333,589 leaving excess operating revenues of \$851,430. YTD Capital Expenditures and Extraordinary Expenses are \$1,013,107 resulting in a loss YTD of \$161,677. Total revenues are 102.53% of the YTD budgeted revenues and total expenses are 103.44% of the YTD budgeted expenses.

### **REVENUES**

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

| <b>Revenue Source</b>      | <b>YTD Revenue</b> | <b>YTD Budget</b> | <b>% of Budget</b> | <b>\$ Variance</b> |
|----------------------------|--------------------|-------------------|--------------------|--------------------|
| Chip Income                | 26,360             | 39,831            | 66.18%             | 13,471             |
| Rehab – Title XIX          | 755,799            | 796,884           | 94.85%             | 41,085             |
| DSHS – SA Treatment Adult  | 31,427             | 46,515            | 67.57%             | 15,088             |
| DSHS – SA Treatment Youth  | 0                  | 16,288            | 0                  | 16,288             |
| Vocational Contract - NISH | 43,044             | 72,919            | 59.03%             | 29,875             |

Chip Income – This line item represents kids covered by CHIP. We have trended down in the number of kids that are covered by CHIP and have seen an increase in the number of kids covered by Medicaid.

Rehab – Title XIX – This line item remains on the narrative mainly due to a decrease in the number of adult Medicaid clients being seen for 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.

DSHS – SA Treatment Adult – This program struggles to keep clients enrolled in their treatment. We are currently increasing marketing efforts to get our name out and have started a walk-in clinic to increase service hours.

DSHS – SA Treatment Youth – We had this funding source for many years. As of this time, we have not billed any services in FY 2017. This line item will continue to be monitored and adjustments will be made during the mid-year revision if necessary.

Vocational Contract – NISH – As presented last month, the NISH contracts have decreased significantly. The Board approved the termination of these contracts at the December board meeting, but it will not be finalized until April 15<sup>th</sup>.

## **EXPENSES**

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

| <b>Expense Source</b>          | <b>YTD Expenses</b> | <b>YTD Budget</b> | <b>% of Budget</b> | <b>\$ Variance</b> |
|--------------------------------|---------------------|-------------------|--------------------|--------------------|
| Building Repairs & Maintenance | 213,004             | 78,806            | 2.70%              | 134,198            |
| Contract EduCare               | 951,372             | 888,516           | 1.07%              | 62,856             |
| Contract - Clinical            | 399,224             | 364,243           | 1.10%              | 34,981             |
| Fixed Asset – F&E              | 698,032             | 0.00              | 0%                 | 698,032            |
| Insurance                      | 47,074              | 19,280            | 2.44%              | 27,794             |

Building Repairs & Maintenance – This line item represents the Board approved Huntsville repairs. We will adjust this line in the mid-year budget revisions.

Contract EduCare – This line item represents the expense side of the ICF program. This is a cost reimbursement program; so therefore when the expense is high, it is offset with an increase on the revenue side as well.

Contract – Clinical – This line item represents contract doctor fees that were paid for coverage while Dr. Sneed was out on medical leave.

Fixed Asset – Furniture & Equipment – As approved by the Board at the September Board meeting, Tri-County purchased new furniture for our new building. These payments are now reflected in the January financials. A mid-year revision will be done to reflect the total approved cost of the furniture.

Insurance – The Texas Council sent invoices from prior year's claims and deductibles in December. These amounts were deductibles for Errors and Omissions and General Liability claims. These claims were from prior years and should have been billed sooner but fell through the cracks at the Texas Council Risk Management Fund. TCRMF has put in new procedures to prevent this from happening in the future.

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

|   | TOTALS COMBINED<br>FUNDS<br>January 2017 | TOTALS<br>COMBINED<br>FUNDS<br>December 2016 | Increase<br>(Decrease)     |
|---|--|--|----------------------------|
| <b>ASSETS</b>   |  |  |                            |
| <b>CURRENT ASSETS</b>                                       |  |  |                            |
| Imprest Cash Funds  | 3,760                                    | 3,010  | 750                        |
| Cash on Deposit-General Fund                                | 9,398,712                                | 7,496,705                                    | 1,902,006                  |
| Cash on Deposit-Debt Fund                                   |  |  | -                          |
| Accounts Receivable   | 2,195,624                                | 1,876,398                                    | 319,226                    |
| Inventory   | 5,574                                    | 5,668  | (94)                       |
| <b>TOTAL CURRENT ASSETS</b>                                 | <u>11,603,670</u>                        | <u>9,381,781</u>                             | <u>2,221,888</u>           |
| <b>FIXED ASSETS</b>   | 15,648,025                               | 15,648,025                                   | 0                          |
| <b>OTHER ASSETS</b>   | 33,813                                   | 199,501                                      | (165,688)                  |
| <b>TOTAL ASSETS</b>   | <u><u>\$ 27,285,508</u></u>              | <u><u>\$ 25,229,307</u></u>                  | <u><u>\$ 2,056,202</u></u> |
| <b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>         |  |  |                            |
| <b>CURRENT LIABILITIES</b>                                  | 874,705                                  | 1,013,328                                    | (138,623)                  |
| <b>NOTES PAYABLE</b>  | 607,292                                  | 607,292                                      | -                          |
| <b>DEFERRED REVENUE</b>                                     | 5,435,102                                | 2,766,694                                    | 2,668,409                  |
| <b>LONG-TERM LIABILITIES FOR</b>                            |  |  |                            |
| Line of Credit - Tradition Bank                             | 328,038                                  | 348,483                                      | (20,445)                   |
| Note Payable Prosperity Bank                                | 541,721                                  | 554,663                                      | (12,941)                   |
| First Financial loan tied to CD                             | 1,100,000                                | 1,100,000                                    | -                          |
| First Financial Construction Loan                           | 3,113,876                                | 3,113,876                                    | -                          |
| <b>EXCESS(DEFICIENCY) OF REVENUES<br/>OVER EXPENSES FOR</b> |  |  |                            |
| General Fund  | (161,677)                                | (1,623,065)                                  | 1,461,388                  |
| <b>FUND EQUITY</b>  |  |  |                            |
| <b>RESTRICTED</b>   |  |  |                            |
| Net Assets Reserved for Debt Service                        | (5,083,636)                              | (5,117,022)                                  | 33,386                     |
| Reserved for Debt Retirement                                | 963,631                                  | 963,631                                      | -                          |
| <b>COMMITTED</b>  |  |  |                            |
| 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                                      | -                          |
| <b>ASSIGNED</b>   |  |  |                            |
| Reserved for Workers' Compensation                          | 274,409                                  | 274,409                                      | -                          |
| Reserved for Current Year Budgeted Reserve                  | 30,831                                   | 24,664                                       | 6,167                      |
| Reserved for Insurance Deductibles                          | 100,000                                  | 100,000                                      | -                          |
| Reserved for Accrued Paid Time Off                          | (607,292)                                | (607,292)                                    | -                          |
| <b>UNASSIGNED</b>   |  |  |                            |
| Unrestricted and Undesignated                               | 1,460,994                                | 3,402,135                                    | (1,941,141)                |
| <b>TOTAL LIABILITIES/FUND BALANCE</b>                       | <u><u>\$ 27,285,508</u></u>              | <u><u>\$ 25,229,307</u></u>                  | <u><u>\$ 2,056,200</u></u> |

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

|   | General<br>Operating<br>Funds | Memorandum Only<br><br>Final<br>August 2016 |
|---|-------------------------------|---|
| <b>ASSETS</b>   |                               |   |
| <b>CURRENT ASSETS</b>                                       |                               |   |
| Imprest Cash Funds  | 3,760                         | 2,985                                       |
| Cash on Deposit-General Fund                                | 9,398,712                     | 4,841,244                                   |
| Cash on Deposit-Debt Fund                                   | -                             | -   |
| Accounts Receivable   | 2,195,624                     | 1,703,269                                   |
| Inventory   | 5,574                         | 6,455                                       |
| <b>TOTAL CURRENT ASSETS</b>                                 | <b>11,603,670</b>             | <b>6,553,953</b>                            |
| <b>FIXED ASSETS</b>   | 15,648,025                    | 15,648,025                                  |
| <b>OTHER ASSETS</b>   | 33,813                        | 68,231                                      |
|   | <b>\$ 27,285,508</b>          | <b>\$ 22,270,209</b>                        |
| <b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>         |                               |   |
| <b>CURRENT LIABILITIES</b>                                  | 874,705                       | 1,235,254                                   |
| <b>NOTES PAYABLE</b>  | 607,292                       | 607,292                                     |
| <b>DEFERRED REVENUE</b>                                     | 5,435,102                     | (107,050)                                   |
| <b>LONG-TERM LIABILITIES FOR</b>                            |                               |   |
| Line of Credit - Tradition Bank                             | 328,038                       | 429,919                                     |
| Note Payable Prosperity Bank                                | 541,721                       | 606,132                                     |
| First Financial loan tied to CD                             | 1,100,000                     | 1,100,000                                   |
| First Financial Construction Loan                           | 3,113,876                     | 3,113,876                                   |
| <b>EXCESS(DEFICIENCY) OF REVENUES<br/>OVER EXPENSES FOR</b> |                               |   |
| General Fund  | (161,677)                     | (1,941,141)                                 |
| <b>FUND EQUITY</b>  |                               |   |
| <b>RESTRICTED</b>   |                               |   |
| Net Assets Reserved for Debt service-Restricted             | (5,083,636)                   | (5,249,927)                                 |
| Reserved for Debt Retirement                                | 963,631                       | 963,631                                     |
| <b>COMMITTED</b>  |                               |   |
| 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                                     |
| <b>ASSIGNED</b>   |                               |   |
| Reserved for Workers' Compensation-Assigned                 | 274,409                       | 274,409                                     |
| Reserved for Current Year Budgeted Reserve -Assigned        | 30,831                        | -   |
| Reserved for Insurance Deductibles-Assigned                 | 100,000                       | 100,000                                     |
| Reserved for Accrued Paid Time Off                          | (607,292)                     | (607,292)                                   |
| <b>UNASSIGNED</b>   |                               |   |
| Unrestricted and Undesignated                               | 1,460,994                     | 1,266,122                                   |
| <b>TOTAL LIABILITIES/FUND BALANCE</b>                       | <b>\$ 27,285,508</b>          | <b>\$ 22,270,209</b>                        |



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

| <b>INCOME:</b>  | <b>MONTH OF<br/>January 2017</b> | <b>YTD<br/>January 2017</b> |
|---|----------------------------------|-----------------------------|
| Local Revenue Sources   | 89,463                           | 795,876                     |
| Earned Income   | 1,182,909                        | 5,954,926                   |
| General Revenue-Contract  | 1,212,889                        | 6,434,217                   |
| <b>TOTAL INCOME</b>   | <b>\$ 2,485,261</b>              | <b>\$ 13,185,019</b>        |
| <b>EXPENSES:</b>  |                                  |                             |
| Salaries  | 1,359,817                        | 6,765,702                   |
| Employee Benefits   | 298,404                          | 1,358,198                   |
| Medication Expense  | 48,416                           | 283,409                     |
| Travel-Board/Staff  | 40,632                           | 200,236                     |
| Building Rent/Maintenance   | 32,484                           | 222,406                     |
| Consultants/Contracts   | 381,204                          | 2,458,624                   |
| Other Operating Expenses  | 177,767                          | 1,045,014                   |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,338,725</b>              | <b>\$ 12,333,589</b>        |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 146,536</b>                | <b>\$ 851,430</b>           |
| <b>CAPITAL EXPENDITURES</b>   |                                  |                             |
| Capital Outlay-FF&E, Automobiles, Building  | 562,647                          | 748,185                     |
| Capital Outlay-Debt Service   | 63,642                           | 264,922                     |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 626,289</b>                | <b>\$ 1,013,107</b>         |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,965,014</b>              | <b>\$ 13,346,696</b>        |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ (479,753)</b>              | <b>\$ (161,677)</b>         |

|   |               |                |
|---|---------------|----------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |               |                |
| Debt Service  | 63,642        | 264,922        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>63,642</b> | <b>264,922</b> |

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

|   | YTD<br>January 2017         | APPROVED<br>BUDGET         | Increase<br>(Decrease)      |
|---|-----------------------------|----------------------------|-----------------------------|
| <b>INCOME:</b>  |                             |                            |                             |
| Local Revenue Sources   | 795,876                     | 577,083                    | 218,793                     |
| Earned Income   | 5,954,926                   | 5,851,141                  | 103,785                     |
| General Revenue-Contract  | 6,434,217                   | 6,430,940                  | 3,277                       |
| <b>TOTAL INCOME</b>   | <b>\$ 13,185,019</b>        | <b>\$ 12,859,164</b>       | <b>\$ 325,855</b>           |
| <b>EXPENSES:</b>  |                             |                            |                             |
| Salaries  | 6,765,702                   | 6,980,375                  | (214,673)                   |
| Employee Benefits   | 1,358,198                   | 1,433,021                  | (74,823)                    |
| Medication Expense  | 283,409                     | 292,501                    | (9,093)                     |
| Travel-Board/Staff  | 200,236                     | 190,032                    | 10,204                      |
| Building Rent/Maintenance   | 222,406                     | 88,181                     | 134,225                     |
| Consultants/Contracts   | 2,458,624                   | 2,551,593                  | (92,969)                    |
| Other Operating Expenses  | 1,045,014                   | 1,092,187                  | (47,173)                    |
| <b>TOTAL EXPENSES</b>   | <b>\$ 12,333,589</b>        | <b>\$ 12,627,890</b>       | <b>\$ (294,301)</b>         |
| <br><b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <br><b>\$ 851,430</b>       | <br><b>\$ 231,274</b>      | <br><b>\$ 620,156</b>       |
| <br><b>CAPITAL EXPENDITURES</b>   |                             |                            |                             |
| Capital Outlay-FF&E, Automobiles  | 748,185                     | 97,552                     | 650,633                     |
| Capital Outlay-Debt Service   | 264,922                     | 176,850                    | 88,072                      |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 1,013,107</b>         | <b>\$ 274,402</b>          | <b>\$ 738,705</b>           |
| <br><b>GRAND TOTAL EXPENDITURES</b>   | <br><b>\$ 13,346,696</b>    | <br><b>\$ 12,902,292</b>   | <br><b>\$ 444,404</b>       |
| <br><br><b>Excess (Deficiency) of Revenues and Expenses</b>                             | <br><br><b>\$ (161,677)</b> | <br><br><b>\$ (43,128)</b> | <br><br><b>\$ (118,549)</b> |

|   |                |                |               |
|---|----------------|----------------|---------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |                |                |               |
| Debt Service  | 264,922        | 176,850        | 88,072        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>264,922</b> | <b>176,850</b> | <b>88,072</b> |

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

|   | <b>MONTH OF<br/>January 2017</b> | <b>APPROVED<br/>BUDGET</b> | <b>Increase<br/>(Decrease)</b> |
|---|----------------------------------|----------------------------|--------------------------------|
| <b>INCOME:</b>  |                                  |                            |                                |
| Local Revenue Sources   | 89,463                           | 105,028                    | (15,565)                       |
| Earned Income   | 1,182,909                        | 1,153,763                  | 29,146                         |
| General Revenue-Contract  | 1,212,889                        | 1,215,510                  | (2,621)                        |
| <b>TOTAL INCOME</b>   | <b>\$ 2,485,261</b>              | <b>\$ 2,474,301</b>        | <b>\$ 10,960</b>               |
| <b>EXPENSES:</b>  |                                  |                            |                                |
| Salaries  | 1,359,817                        | 1,390,277                  | (30,460)                       |
| Employee Benefits   | 298,404                          | 286,599                    | 11,805                         |
| Medication Expense  | 48,416                           | 58,499                     | (10,083)                       |
| Travel-Board/Staff  | 40,632                           | 37,719                     | 2,913                          |
| Building Rent/Maintenance   | 32,484                           | 15,617                     | 16,867                         |
| Consultants/Contracts   | 381,204                          | 474,222                    | (93,018)                       |
| Other Operating Expenses  | 177,767                          | 219,294                    | (41,527)                       |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,338,725</b>              | <b>\$ 2,482,227</b>        | <b>\$ (143,502)</b>            |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 146,536</b>                | <b>\$ (7,926)</b>          | <b>\$ 154,462</b>              |
| <b>CAPITAL EXPENDITURES</b>   |                                  |                            |                                |
| Capital Outlay-FF&E, Automobiles  | 562,647                          | 12,358                     | 550,289                        |
| Capital Outlay-Debt Service   | 63,642                           | 35,369                     | 28,273                         |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 626,289</b>                | <b>\$ 47,727</b>           | <b>\$ 578,562</b>              |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,965,014</b>              | <b>\$ 2,529,954</b>        | <b>\$ 435,060</b>              |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ (479,753)</b>              | <b>\$ (55,653)</b>         | <b>\$ (424,100)</b>            |

|   |               |               |               |
|---|---------------|---------------|---------------|
| <b>Debt Service and Fixed Asset Fund:</b>           |               |               |               |
| Debt Service  | 63,642        | 35,369        | 28,273        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>63,642</b> | <b>35,369</b> | <b>28,273</b> |

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

| <b>INCOME:</b>  | <b>YTD<br/>January 2017</b> | <b>YTD<br/>January 2016</b> | <b>Increase<br/>(Decrease)</b> |
|---|-----------------------------|-----------------------------|--------------------------------|
| Local Revenue Sources   | 795,876                     | 1,203,313                   | (407,437)                      |
| Earned Income   | 5,954,926                   | 5,773,201                   | 181,725                        |
| General Revenue-Contract  | 6,434,217                   | 5,944,129                   | 490,088                        |
| <b>TOTAL INCOME</b>   | <b>\$ 13,185,019</b>        | <b>\$ 12,920,643</b>        | <b>\$ 264,376</b>              |
| <b>EXPENSES:</b>  |                             |                             |                                |
| Salaries  | 6,765,702                   | 6,615,677                   | 150,025                        |
| Employee Benefits   | 1,358,198                   | 1,254,821                   | 103,377                        |
| Medication Expense  | 283,409                     | 280,102                     | 3,307                          |
| Travel-Board/Staff  | 200,236                     | 196,385                     | 3,851                          |
| Building Rent/Maintenance   | 222,406                     | 141,355                     | 81,051                         |
| Consultants/Contracts   | 2,458,624                   | 2,251,999                   | 206,625                        |
| Other Operating Expenses  | 1,045,014                   | 1,136,360                   | (91,346)                       |
| <b>TOTAL EXPENSES</b>   | <b>\$ 12,333,589</b>        | <b>\$ 11,876,699</b>        | <b>\$ 456,890</b>              |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 851,430</b>           | <b>\$ 1,043,944</b>         | <b>\$ (192,514)</b>            |
| <b>CAPITAL EXPENDITURES</b>   |                             |                             |                                |
| Capital Outlay-FF&E, Automobiles  | 748,185                     | 768,415                     | (20,230)                       |
| Capital Outlay-Debt Service   | 264,922                     | 176,611                     | 88,311                         |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 1,013,107</b>         | <b>\$ 945,026</b>           | <b>\$ 68,081</b>               |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 13,346,696</b>        | <b>\$ 12,821,725</b>        | <b>\$ 524,971</b>              |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ (161,677)</b>         | <b>\$ 98,918</b>            | <b>\$ (260,595)</b>            |

**Debt Service and Fixed Asset Fund:**

|   |                |                |               |
|---|----------------|----------------|---------------|
| Debt Service  | 264,922        | 176,611        | 88,311        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>264,922</b> | <b>176,611</b> | <b>88,311</b> |

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

| <b>INCOME:</b>  | <b>MONTH OF<br/>January 2017</b> | <b>MONTH OF<br/>January 2016</b> | <b>Increase<br/>(Decrease)</b> |
|---|----------------------------------|----------------------------------|--------------------------------|
| Local Revenue Sources   | 89,463                           | 134,225                          | (44,762)                       |
| Earned Income   | 1,182,909                        | 1,124,110                        | 58,799                         |
| General Revenue-Contract  | 1,212,889                        | 1,215,538                        | (2,649)                        |
| <b>TOTAL INCOME</b>   | <b>\$ 2,485,261</b>              | <b>\$ 2,473,873</b>              | <b>\$ 11,388</b>               |
| Salaries  | 1,359,817                        | 1,363,010                        | (3,193)                        |
| Employee Benefits   | 298,404                          | 262,912                          | 35,492                         |
| Medication Expense  | 48,416                           | 78,207                           | (29,791)                       |
| Travel-Board/Staff  | 40,632                           | 39,381                           | 1,251                          |
| Building Rent/Maintenance   | 32,484                           | 24,460                           | 8,024                          |
| Consultants/Contracts   | 381,204                          | 437,123                          | (55,919)                       |
| Other Operating Expenses  | 177,767                          | 237,520                          | (59,753)                       |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,338,725</b>              | <b>\$ 2,442,613</b>              | <b>\$ (103,888)</b>            |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 146,536</b>                | <b>\$ 31,260</b>                 | <b>\$ 115,276</b>              |
| <b>CAPITAL EXPENDITURES</b>   |                                  |                                  |                                |
| Capital Outlay-FF&E, Automobiles  | 562,647                          | 35,618                           | 527,029                        |
| Capital Outlay-Debt Service   | 63,642                           | 35,322                           | 28,320                         |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 626,289</b>                | <b>\$ 70,940</b>                 | <b>\$ 555,349</b>              |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,965,014</b>              | <b>\$ 2,513,553</b>              | <b>\$ 451,461</b>              |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ (479,753)</b>              | <b>\$ (39,680)</b>               | <b>\$ (440,073)</b>            |

**Debt Service and Fixed Asset Fund:**

|   |               |               |               |
|---|---------------|---------------|---------------|
| Debt Service  | 63,642        | 35,322        | 28,320        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>63,642</b> | <b>35,322</b> | <b>28,320</b> |

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

| <b>INCOME:</b>  | <b>MONTH OF<br/>January 2017</b> | <b>MONTH OF<br/>December 2016</b> | <b>Increase<br/>(Decrease)</b> |
|---|----------------------------------|-----------------------------------|--------------------------------|
| Local Revenue Sources   | 89,463                           | 305,063                           | (215,600)                      |
| Earned Income   | 1,182,909                        | 1,194,606                         | (11,696)                       |
| General Revenue-Contract  | 1,212,889                        | 1,302,117                         | (89,229)                       |
| <b>TOTAL INCOME</b>   | <b>\$ 2,485,261</b>              | <b>\$ 2,801,786</b>               | <b>\$ (316,525)</b>            |
| <b>EXPENSES:</b>  |                                  |                                   |                                |
| Salaries  | 1,359,817                        | 1,345,088                         | 14,729                         |
| Employee Benefits   | 298,404                          | 267,898                           | 30,506                         |
| Medication Expense  | 48,416                           | 55,879                            | (7,463)                        |
| Travel-Board/Staff  | 40,632                           | 34,274                            | 6,359                          |
| Building Rent/Maintenance   | 32,484                           | 28,849                            | 3,636                          |
| Consultants/Contracts   | 381,204                          | 515,448                           | (134,244)                      |
| Other Operating Expenses  | 177,767                          | 253,200                           | (75,433)                       |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,338,725</b>              | <b>\$ 2,500,635</b>               | <b>\$ (161,910)</b>            |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 146,536</b>                | <b>\$ 301,151</b>                 | <b>\$ (154,615)</b>            |
| <b>CAPITAL EXPENDITURES</b>   |                                  |                                   |                                |
| Capital Outlay-FF&E, Automobiles  | 562,647                          | 3,431                             | 559,216                        |
| Capital Outlay-Debt Service   | 63,642                           | 55,090                            | 8,552                          |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 626,289</b>                | <b>\$ 58,520</b>                  | <b>\$ 567,768</b>              |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,965,014</b>              | <b>\$ 2,559,156</b>               | <b>\$ 405,858</b>              |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ (479,753)</b>              | <b>\$ 242,630</b>                 | <b>\$ (722,383)</b>            |

**Debt Service and Fixed Asset Fund:**

|   |               |               |              |
|---|---------------|---------------|--------------|
| Debt Service  | 63,642        | 55,090        | 8,552        |
| <b>Excess(Deficiency) of revenues over Expenses</b> | <b>63,642</b> | <b>55,090</b> | <b>8,552</b> |



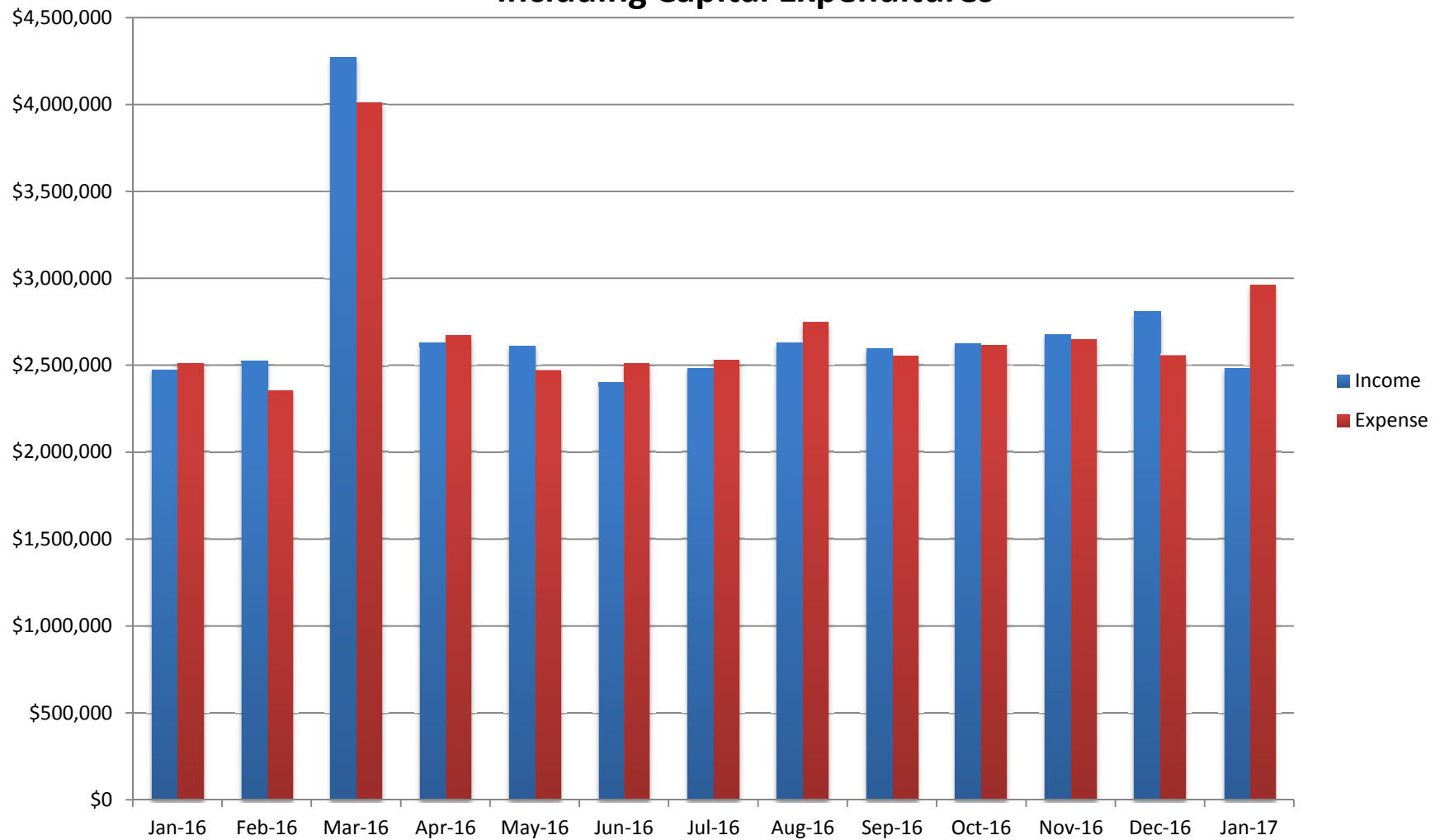
**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**Year To Date as of January 2017**

|   | YTD<br>Mental<br>Health<br>January 2017 | YTD<br>IDD<br>January 2017 | YTD<br>Other<br>Services<br>January 2017 | YTD<br>Agency<br>Total<br>January 2017 | YTD<br>Approved<br>Budget<br>January 2017 | Increase<br>(Decrease) |
|---|---|----------------------------|--|--|---|------------------------|
| <b>INCOME:</b>  |   |                            |  |  |   |                        |
| Local Revenue Sources   | 915,562                                 | 140,106                    | (259,792)                                | 795,876                                | 577,083                                   | 218,793                |
| Earned Income   | 1,575,209                               | 2,658,668                  | 1,721,049                                | 5,954,926                              | 5,851,141                                 | 103,785                |
| General Revenue-Contract  | 5,577,554                               | 856,662                    |  | 6,434,216                              | 6,430,940                                 | 3,276                  |
| <b>TOTAL INCOME</b>   | <b>\$ 8,068,325</b>                     | <b>\$ 3,655,436</b>        | <b>\$ 1,461,257</b>                      | <b>\$ 13,185,018</b>                   | <b>\$ 12,859,164</b>                      | <b>\$ 325,854</b>      |
| <b>EXPENSES:</b>  |   |                            |  |  |   |                        |
| Salaries  | 4,306,712                               | 1,352,208                  | 1,106,783                                | 6,765,702                              | 6,980,375                                 | (214,673)              |
| Employee Benefits   | 854,983                                 | 295,974                    | 207,240                                  | 1,358,198                              | 1,433,021                                 | (74,823)               |
| Medication Expense  | 216,933                                 |                            | 66,476                                   | 283,409                                | 292,501                                   | (9,092)                |
| Travel-Board/Staff  | 116,282                                 | 58,960                     | 24,994                                   | 200,236                                | 184,032                                   | 16,204                 |
| Building Rent/Maintenance   | 135,253                                 | 57,965                     | 29,188                                   | 222,406                                | 88,181                                    | 134,225                |
| Consultants/Contracts   | 937,127                                 | 1,455,336                  | 66,161                                   | 2,458,624                              | 2,551,593                                 | (92,969)               |
| Other Operating Expenses  | 606,093                                 | 267,599                    | 173,722                                  | 1,045,014                              | 1,092,187                                 | (47,173)               |
| <b>TOTAL EXPENSES</b>   | <b>\$ 7,173,383</b>                     | <b>\$ 3,488,042</b>        | <b>\$ 1,674,564</b>                      | <b>\$ 12,333,589</b>                   | <b>\$ 12,621,890</b>                      | <b>\$ (288,301)</b>    |
| <b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b> | <b>\$ 894,942</b>                       | <b>\$ 167,394</b>          | <b>\$ (213,307)</b>                      | <b>\$ 851,429</b>                      | <b>\$ 237,274</b>                         | <b>\$ 614,155</b>      |
| <b>CAPITAL EXPENDITURES</b>   |   |                            |  |  |   |                        |
| Capital Outlay-FF&E, Automobiles  | 425,082                                 | 198,169                    | 124,934                                  | 748,185                                | 97,552                                    | 650,633                |
| Capital Outlay-Debt Service   | 127,361                                 | 47,574                     | 89,987                                   | 264,922                                | 176,850                                   | 88,072                 |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 552,443</b>                       | <b>\$ 245,743</b>          | <b>\$ 214,921</b>                        | <b>\$ 1,013,107</b>                    | <b>\$ 274,402</b>                         | <b>\$ 738,705</b>      |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 7,725,826</b>                     | <b>\$ 3,733,785</b>        | <b>\$ 1,889,485</b>                      | <b>\$ 13,346,696</b>                   | <b>\$ 12,896,292</b>                      | <b>\$ 450,404</b>      |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                             | <b>\$ 342,499</b>                       | <b>\$ (78,349)</b>         | <b>\$ (428,228)</b>                      | <b>\$ (161,677)</b>                    | <b>\$ (37,128)</b>                        | <b>\$ (124,550)</b>    |
| <b>Debt Service and Fixed Asset Fund:</b>                                       |   |                            |  |  |   |                        |
| Debt Service  | 127,361                                 | 47,574                     | 89,987                                   | 264,922                                | 176,850                                   | (49,489)               |
|   |   | -                          | -  | -                                      | -   | -                      |
| <b>Excess(Deficiency) of revenues over Expenses</b>                             | <b>127,361</b>                          | <b>47,574</b>              | <b>89,987</b>                            | <b>264,922</b>                         | <b>176,850</b>                            | <b>(49,489)</b>        |

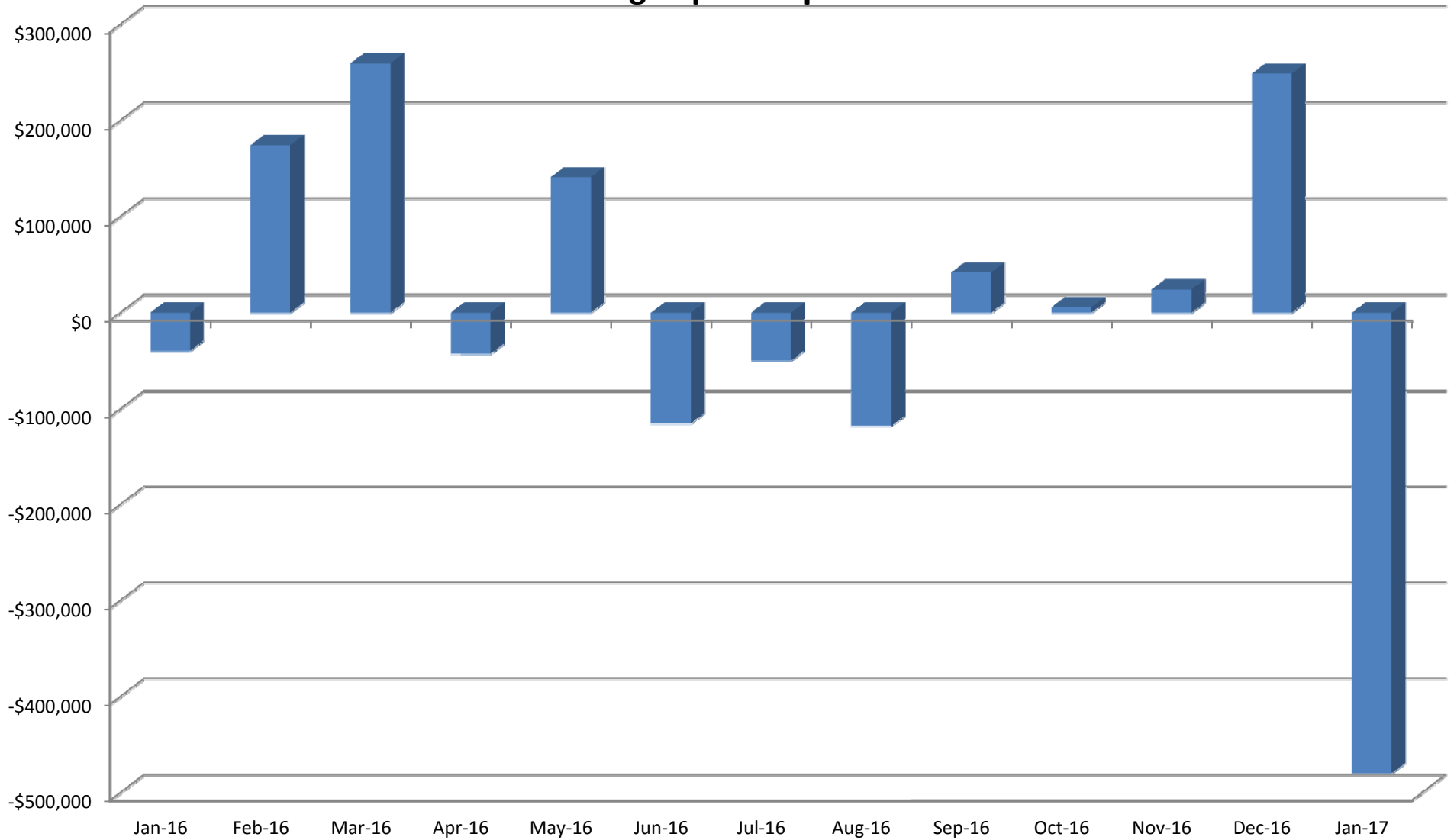
# TRI-COUNTY BEHAVIORAL HEALTHCARE

## Income and Expense

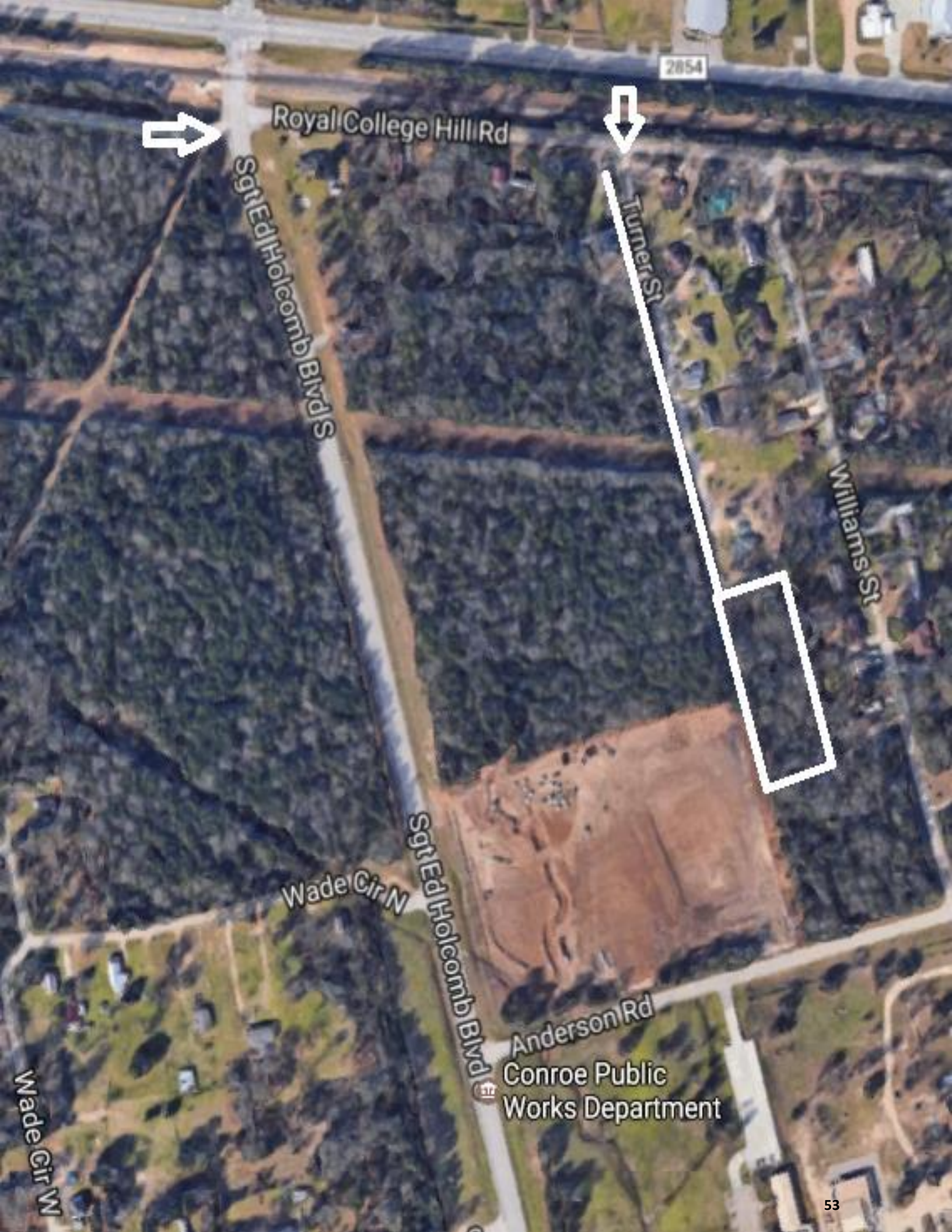
### including Capital Expenditures



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



|   |  |
|---|--|
| <p><b>Agenda Item:</b> Purchase of a .85 Acre Expansion Site Adjacent to 233 Sgt. Ed Holcomb in Conroe</p> <p><b>Committee:</b> Business</p>  | <p><b>Board Meeting Date:</b></p> <p>February 23, 2017</p> |
| <p><b>Background Information:</b></p> <p>Initially, our site plan for the 233 Sgt. Ed Holcomb site included a 1 acre 'expansion site' which would be available if Tri-County needed to establish a new service type (e.g. Day Habilitation, Substance Abuse Detoxification, etc.). However, to control for water flow on adjacent property, the City of Conroe required that our retention pond be doubled to the current 1.97 acre size.</p> <p>Staff asked Mike Duncum to begin looking for vacant property that was adjacent to our new facility to replace the lost expansion site.</p> <p>Mike has located a .85 acre tract that is east and north of our current site. The property has access from Turner Street and would have access from our current location.</p> <p>The owner has agreed to sell the property for \$40,000 or \$1.09 per square foot. In comparison, our new building tract was \$4 per square foot. In addition, the current owner has requested that we pay all closing costs. The attached cost estimate from Mike includes the cost of the title policy and survey and would bring the total cost up to approximately \$1.15 per square foot.</p> <p>Chapter 534 of the Texas Health and Safety Code requires us to notify the department and our county judges if we intend to purchase real property. This process will take at least 30 days. As a result, it may be necessary to put a deposit down on the property while we work through these steps. We are asking for Board approval of a non-refundable deposit of up to \$5,000.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Overhead Map of Possible Expansion Site<br/>Cost Estimate</p>  |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve the Purchase of a .85 Acre Expansion Site Adjacent to 233 Sgt. Ed Holcomb Blvd. S, in Conroe, Texas, authorize a non-refundable deposit up to \$5,000 to hold the property and authorize the Executive Director to sign all necessary documents for the deposit and sale, with review by Jackson Walker.</b></p>  |  |



2854

Royal College Hill Rd

Sgt Ed Holcomb Blvd

Turner St

Williams St

Wade Cir N

Sgt Ed Holcomb Blvd

Anderson Rd

Conroe Public Works Department

Wade Cir W

## **Proposed Purchase Cost**

### **0.85 Acres**

|                |              |
|----------------|--------------|
| Purchase Price | \$ 40,000.00 |
|----------------|--------------|

Closing Cost:

|              |           |
|--------------|-----------|
| Title Policy | \$ 450.00 |
|--------------|-----------|

|        |        |
|--------|--------|
| Survey | 700.00 |
|--------|--------|

|                |        |
|----------------|--------|
| Settlement Fee | 175.00 |
|----------------|--------|

|               |       |
|---------------|-------|
| Recording Fee | 56.00 |
|---------------|-------|

|                |        |
|----------------|--------|
| Attorney's Fee | 900.00 |
|----------------|--------|

|                    |                   |
|--------------------|-------------------|
| Total Closing Cost | <hr/> \$ 2,281.00 |
|--------------------|-------------------|

|                    |                     |
|--------------------|---------------------|
| <b>Total Price</b> | <b>\$ 42,281.00</b> |
|--------------------|---------------------|

\* Title Policy and Settlement Fees confirmed by  
Chicago Title

\*\* Survey cost confirmed with Texas

Professional Surveying

\*\*\* Recording and Attorney's fees are estimates



|  |  |
|--|--|
| <b>Agenda Item:</b> Approve Purchase of Dodge Grand Caravan<br><br><b>Committee:</b> Business  | <b>Board Meeting Date</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>Due to the total loss of a 2013 Dodge Grand Caravan used in our Assertive Community Treatment (ACT) program, staff recommends the purchase of a Dodge Grand Caravan to be purchased at the dealership chosen by the Board. We received \$13,024 from Texas Council Risk Management Fund for totaled Grand Caravan. All bids are available for review.<br><br>Listed below are the bids received: <ul style="list-style-type: none"> <li>• Liberty-Dayton Chrysler Dodge – Liberty, Texas – \$24,730.00 (2017)</li> <li>• Martin Chrysler Dodge – Cleveland, Texas – \$23,450.69 (2016)<br/>\$25,214.69 (2017)</li> <li>• Team Chrysler Dodge – Huntsville, Texas – \$25,911.75 (2017)</li> </ul> |  |
| <b>Supporting Documentation:</b><br><br>Bids from Dealerships  |  |
| <b>Recommended Action:</b><br><br><b>Approve the Purchase of a Dodge Grand Caravan</b>   |  |



## **LIBERTY-DAYTON CHRYSLER-DODGE-JEEP, INC.**

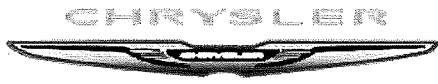
320 HWY. 148 BY-PASS - P.O. BOX 10205 - LIBERTY, TEXAS 77575 - LOCAL (936) 336-8841 - WWW.LIBERTYDAYTONCHRYSLER.COM

### **Bid for Tri-County Behavioral Healthcare**

**2017 Dodge Grand Caravan**  
**6 Speed automatic transmission**  
**3.6L V6 24Valve engine**  
**White exterior**  
**Black/ Light Graystone interior**  
**AM/FM/CD Touch Screen Radio**  
**Back-up Camera**  
**Cruise Control**  
**Power Windows**  
**2<sup>nd</sup> Row Power Windows**  
**Power Locks**  
**Keyless Entry**  
**Air Conditioning with Rear Air and Heater**

**Price \$24,730.00**

# MARTIN



DODGE

Jeep RAM

BUSINESS LINK

## Invoice

|              |                                    |         |            |
|--------------|------------------------------------|---------|------------|
| From         | Martin Chrysler – Commercial Sales | RO #    | 568166     |
| Contact      | Brandi Kelley (713)-206-4103 Cell  | Date    | 02/15/2017 |
| Requested By | Millie McDuffey                    | Stock # | 568166     |

**Description of desired vehicle:** 2016 DODGE GRAND CARAVAN EQUIPPED WITH AN AUTOMATIC TRANSMISSION. EXTERIOR COLOR IS WHITE. EXTRA OPTIONS INCLUDE: UCONNECT HANDS-FREE GROUP, 2ND ROW BUCKETS WITH FOLD IN FLOOR SEAT, COMPACT SPARE, FLEX FUEL VEHICLE.

|                         |           |
|-------------------------|-----------|
|                         |           |
| SELLING PRICE           | 26,857.00 |
| LESS REBATES/INCENTIVES | <3800.00> |
| SUB TOTAL               | 23,057.00 |
| TITLE FEE'S             | 393.69    |
| TOTAL PRICE AFTER TL    | 23,450.69 |

Manager Appro

Date

Customer Sign

Date

Disclaimer: Price expires on last day of current month, subject to availability, may be affected by cost of fuel and other unforeseen changes. Martin Chrysler makes every attempt to be as accurate as possible.

# MARTIN



DODGE



Jeep

RAM

**BUSINESS LINK**

## Invoice

|              |                                    |         |            |
|--------------|------------------------------------|---------|------------|
| From         | Martin Chrysler – Commercial Sales | RO #    | 568166     |
| Contact      | Brandi Kelley (713)-206-4103 Cell  | Date    | 02/15/2017 |
| Requested By | Millie McDuffey                    | Stock # | 568166     |

**Description of desired vehicle:** 2017 DODGE GRAND CARAVAN EQUIPPED WITH AN AUTOMATIC TRANSMISSION. EXTERIOR COLOR IS WHITE. THIS VEHICLE WILL HAVE TO BE TRANSPORTED TO OUR DEALERSHIP. ETA IS DETERMINED UPON FINAL APPROVAL FOR VEHICLE. THIS QUOTE IS GOOD THROUGH FEBRUARY 28TH 2017.

|                         |           |
|-------------------------|-----------|
| SELLING PRICE           | 27,071.00 |
| LESS REBATES/INCENTIVES | <2250.00> |
| SUB TOTAL               | 24,821.00 |
| TITLE FEE'S             | 393.69    |
| TOTAL PRICE AFTER TL    | 25,214.69 |

Manager Appro

Date

15 Feb. 17'

Customer Signature

Date

Disclaimer: Price expires on last day of current month, subject to availability, may be affected by cost of fuel and other unforeseen changes. Martin Chrysler makes every attempt to be as accurate as possible.



130 Interstate I-45 South  
Huntsville, TX 77340  
(888) 702-8969

Cash Deal

Date: 1/17/2017

Salesperson: Chase Cooper

#### GUEST INFORMATION

Name: Millie Moduffey

Address: City: State: Zip:

Home #: Work #: Cell #:

E-Mail: maeganr@tcbhc.org Driver's License No: /

#### VEHICLE DESCRIPTION

Make: Dodge Model: Grand Caravan SE Year: 2017 Color: White

Mileage: 10 Stock No: HR547490 VIN: 2C4RDGBG3HR547490

#### TRADE DESCRIPTION

Trade Make: Trade Model: Trade Year:

Trade Color: Trade Mileage: Trade VIN:

|                     |           |
|---------------------|-----------|
| Market Value        | 29,680.00 |
| Discount            | 1,685.00  |
| Rebate              | 2,250.00  |
| Accessories         | 0.00      |
| Adjusted Sale Price | 25,745.00 |
| Trade Value         | 0.00      |
| Trade Difference    | 25,745.00 |
|                     |           |
| Tax                 | 0.00      |
| Tag Doc Inspection  | 125.00    |
| Trade Balance       | 0.00      |
| Tag Fee Est         | 41.75     |
| Net Sales Price     | 25,911.75 |

Guest Approval

Management Approval with Dealer Approval

RYAN GIMPEL FLEET MGR.

|  |   |
|--|---|
| <p><b>Agenda Item:</b> Approve Purchase of Ford Transit 350 Wagon XL</p> <p><b>Committee:</b> Business</p>   | <p><b>Board Meeting Date</b></p> <p>February 23, 2017</p> |
| <p><b>Background Information:</b></p> <p>Huntsville Intellectual and Developmental Disability Services is in need of a new 12 passenger van to replace a high mileage van which is traveling approximately 4,000 miles a month and has over 325,000 miles currently. The van that is being replaced will be used for local trips in Huntsville and will replace a 2013 Ford Focus that needed repairs in excess of its current value. Staff requested bids for a 12 passenger Ford Transit 350 Wagon XL to be purchased at the dealership chosen by the Board. All bids are available for review.</p> <p>Listed below are the bids received:</p> <ul style="list-style-type: none"> <li>• BJ Ford – Liberty, Texas – New                      \$28,225.31 (2017)</li> <li>   Used                      \$23,491.25 (2016)</li> <li>• Anderson Ford – Cleveland, Texas                      \$32,534.00 (2017)</li> <li>• Gullo Ford – Conroe, Texas                      \$36,543.48 (2017)</li> </ul> |   |
| <p><b>Supporting Documentation:</b></p> <p>Bids from Dealerships</p>   |   |
| <p><b>Recommended Action:</b></p> <p><b>Approve the Purchase of a Ford Transit 350 Wagon XL as Recommended</b></p>   |   |

# BJ FORD

3560 Hwy 90 - P.O. Box 2080 - Liberty, Texas 77575  
(936) 36-2215 - (800) 374-7646 - Fax: (936) 336-2503 - bjford.com

|   |  |                  |                                       |                               |          |
|---|--|------------------|---------------------------------------|-------------------------------|----------|
| <b>Buyer:</b>                           |  | <b>Co Buyer:</b> |                                       | <b>Deal #:</b> 38050          |          |
| TRI-COUNTY MHMR SERVICES                |  |                  |                                       | <b>Deal Date:</b> 08/19/2016  |          |
| 1506 FM 2854 RD                         |  |                  |                                       | <b>Print Time:</b> 11:15am    |          |
| CONROE, TX 77304                        |  |                  |                                       |                               |          |
| Home #:                                 |  | Home #:          |                                       |                               |          |
| Work #: (936) 756-8331                  |  | Work #:          |                                       | Salesperson: ROY W POINDEXTER |          |
| <b>Vehicle</b>                          |  |                  |                                       |                               |          |
| New <input checked="" type="checkbox"/> |  | Stock #:         | Description:                          | VIN:                          | Mileage: |
| Used <input type="checkbox"/>           |  |                  | 2017 FORD TRANSIT                     |                               |          |
| Demo <input type="checkbox"/>           |  |                  |                                       |                               |          |
| <b>Trade</b>                            |  |                  |                                       |                               |          |
| <b>Aftermarkets:</b>                    |  |                  | Sale Price: \$ 28,196.56              |                               |          |
|   |  |                  | Total Financed Aftermarkets: \$ 0.00  |                               |          |
|   |  |                  | Total Trade Allowance: \$ 0.00        |                               |          |
|   |  |                  | <b>Trade Difference: \$ 28,196.56</b> |                               |          |
|   |  |                  | Documentary Fee: \$ 0.00              |                               |          |
|   |  |                  | State & Local Taxes: \$ 0.00          |                               |          |
|   |  |                  | Total License and Fees: \$ 28.75      |                               |          |
|   |  |                  | <b>Total Cash Price: \$ 28,225.31</b> |                               |          |
|   |  |                  | Total Trade Payoff: \$ 0.00           |                               |          |
|   |  |                  | <b>Delivered Price: \$ 28,225.31</b>  |                               |          |
|   |  |                  | Cash Down Payment + Deposit: \$ 0.00  |                               |          |
|   |  |                  | <b>Unpaid Balance: \$ 28,225.31</b>   |                               |          |
|   |  |                  | Service Agreement: \$ 0.00            |                               |          |
|   |  |                  | Maintenance Agreement: \$ 0.00        |                               |          |
|   |  |                  | GAP Insurance: \$ 0.00                |                               |          |
| Credit Life, Accident & Health: \$ 0.00 |  |                  |                                       |                               |          |
| Other: \$ 0.00                          |  |                  |                                       |                               |          |
| <b>Amount Financed: \$ 28,225.31</b>    |  |                  |                                       |                               |          |
| <b>Total Aftermarkets: \$ 0.00</b>      |  |                  |                                       |                               |          |
| Rate:                                   |  |                  |                                       |                               |          |
| Amount Financed: \$ 28,225.31           |  |                  |                                       |                               |          |

CUSTOMER: \_\_\_\_\_ SALESPERSON: \_\_\_\_\_

SALES MGR: \_\_\_\_\_

# BJ FORD

3560 Hwy 90 - P.O. Box 2080 - Liberty, Texas 77575  
(936) 36-2215 - (800) 374-7646 - Fax: (936) 336-2503 - bjford.com

|                                      |                                     |                  |  |                                      |          |
|--------------------------------------|-------------------------------------|------------------|--|--------------------------------------|----------|
| <b>Buyer:</b>                        |                                     | <b>Co Buyer:</b> |  | <b>Deal #:</b> 38050                 |          |
| TRI-COUNTY MHMR SERVICES             |                                     |                  |  | <b>Deal Date:</b> 08/19/2016         |          |
| 1506 FM 2854 RD                      |                                     |                  |  | <b>Print Time:</b> 11:15am           |          |
| CONROE, TX 77304                     |                                     |                  |  |                                      |          |
| <b>Home #:</b>                       |                                     | <b>Home #:</b>   |  |                                      |          |
| <b>Work #:</b> (936) 756-8331        |                                     | <b>Work #:</b>   |  | <b>Salesperson:</b> ROY W POINDEXTER |          |
| <b>Vehicle</b>                       |                                     |                  |  |                                      |          |
| New                                  | <input type="checkbox"/>            | Stock #:         | Description:                                       | VIN:                                 | Mileage: |
| Used                                 | <input checked="" type="checkbox"/> | 11066P           | 2016 FORD TRUCK TRANSIT WAGON                      | 1FBZX2ZM6GKA85613                    | 26,191   |
| Demo                                 | <input type="checkbox"/>            |                  |  |                                      |          |
| <b>Trade</b>                         |                                     |                  |  |                                      |          |
| <b>Aftermarkets:</b>                 |                                     |                  | <b>Sale Price:</b> \$ 23,444.00                    |                                      |          |
|                                      |                                     |                  | <b>Total Financed Aftermarkets:</b> \$ 0.00        |                                      |          |
|                                      |                                     |                  | <b>Total Trade Allowance:</b> \$ 0.00              |                                      |          |
|                                      |                                     |                  | <b>Trade Difference:</b> \$ 23,444.00              |                                      |          |
|                                      |                                     |                  | <b>Documentary Fee:</b> \$ 0.00                    |                                      |          |
|                                      |                                     |                  | <b>State &amp; Local Taxes:</b> \$ 0.00            |                                      |          |
|                                      |                                     |                  | <b>Total License and Fees:</b> \$ 47.25            |                                      |          |
|                                      |                                     |                  | <b>Total Cash Price:</b> \$ 23,491.25              |                                      |          |
|                                      |                                     |                  | <b>Total Trade Payoff:</b> \$ 0.00                 |                                      |          |
|                                      |                                     |                  | <b>Delivered Price:</b> \$ 23,491.25               |                                      |          |
| <b>Total Aftermarkets:</b> \$ 0.00   |                                     |                  | <b>Cash Down Payment + Deposit:</b> \$ 0.00        |                                      |          |
|                                      |                                     |                  | <b>Unpaid Balance:</b> \$ 23,491.25                |                                      |          |
| <b>Rate:</b>                         |                                     |                  | <b>Service Agreement:</b> \$ 0.00                  |                                      |          |
| <b>Amount Financed:</b> \$ 23,491.25 |                                     |                  | <b>Maintenance Agreement:</b> \$ 0.00              |                                      |          |
|                                      |                                     |                  | <b>GAP Insurance:</b> \$ 0.00                      |                                      |          |
|                                      |                                     |                  | <b>Credit Life, Accident &amp; Health:</b> \$ 0.00 |                                      |          |
|                                      |                                     |                  | <b>Other:</b> \$ 0.00                              |                                      |          |
|                                      |                                     |                  | <b>Amount Financed:</b> \$ 23,491.25               |                                      |          |

CUSTOMER: \_\_\_\_\_ SALESPERSON: \_\_\_\_\_

SALES MGR: \_\_\_\_\_



2017 TRANSIT NA TRAN 350 LR WAG

\$41,770<sup>MSRP</sup>

VIN: 1FBZX2ZM0 HKA0 1268

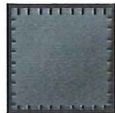
Stock ID: HKA01268

Delivered Price \$32,534.00 6 speed automatic transmission standard!

Mike Weisinger  
Anderson Ford  
281-433-4762



Exterior Color  
OXFORD WHITE



Interior Color  
PEWTER VINYL

Window Sticker

Invoice



EPA Estimated MPG

0 city

0 hwy

Packages

301A

Power & Handling

3.7L TIVCT V6 ENGINE  
6-SPD AUTO SELECT SHIFT TR ANSMISSION STANDARD

Standard Features

Exterior

- BLACK GRILLE/BUMPERS
- HINGED SIDE CARGO DOORS
- INTERVAL WIPERS
- SPARE TIRE AND WHEEL

Interior

- CENTER CONSOLE
- CLOTH HEADLINER
- POWERPOINTS - 12V (2)

Functional

- 25.0 GALLON FUEL TANK
- AIR CONDITIONING
- POWER LOCKS AND WINDOWS
- POWER STEERING
- REAR VIEW CAMERA

Safety/Security

- 3 POINT SAFETY BELTS
- 4-WHEEL DISC BRAKES W/ABS
- ADVANCETRAC W/RSC
- AIRBAGS - SAFETY CANOPY
- DRIVER/PASSENGER AIR BAGS
- SIDE AIRBAGS
- TIRE PRESSURE MONITOR SYS

Warranty

- 3YR/36000 BUMPER TO BUMPER
- 5YR/100,000 DIESEL ENGINE
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST

Optional Features

- 148" WHEELBASE
- 2017 MODEL YEAR
- OXFORD WHITE
- PEWTER VINYL
- PREFERRED EQUIPMENT PKG.301A
- XL TRIM
- MANUAL AIR CONDITIONER

- 6-SPD AUTO SELECT SHIFT TR
- 235/65R16 BSW ALL-SEASON
- 3.73 RATIO REGULAR AXLE X73
- JOB #1 ORDER
- FRONT LICENSE PLATE BRACKET
- 9000# GVWR PACKAGE
- 50 STATE EMISSIONS

- CRUISE CONTROL
- HEAVY DUTY ALTERNATOR
- 15 PASSENGER
- KEYS 2 ADDITIONAL



Gullo Ford of Conroe  
925 I-45 South, Conroe, Texas, 77301  
Office: 936-756-5500 Fax: 936-788-2683

## Customer Proposal

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**Prepared for:**

Ms. Maegan Richards  
Tri-County

**Prepared by:**

GARRY MOORE  
Office: 936-756-5500  
Email: gmoore@gulloford.com

**Date:** 01/17/2017

**Vehicle:** 2017 Transit-350 XLT  
Medium Roof Wagon 148" WB





Gullo Ford of Conroe  
925 I-45 South, Conroe, Texas, 77301  
Office: 936-756-5500

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Ms. Maegan Richards  
Tri-County

*Re: Vehicle Proposal*

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Dear Ms. Richards,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

**GARRY MOORE**

936-756-5500  
gmoore@gulloford.com



Gullo Ford of Conroe  
925 I-45 South, Conroe, Texas, 77301  
Office: 936-756-5500

**2017 Transit-350, Medium Roof Wagon**  
Medium Roof Wagon 148" WB XLT(X2C)  
Price Level: 745

## Warranty - Standard Equipment & Specs

### Warranty

#### *Basic*

|          |             |        |           |
|----------|-------------|--------|-----------|
| Distance | 36000 miles | Months | 36 months |
|----------|-------------|--------|-----------|

#### *Powertrain*

|          |             |        |           |
|----------|-------------|--------|-----------|
| Distance | 60000 miles | Months | 60 months |
|----------|-------------|--------|-----------|

#### *Corrosion Perforation*

|          |                 |        |           |
|----------|-----------------|--------|-----------|
| Distance | Unlimited miles | Months | 60 months |
|----------|-----------------|--------|-----------|

#### *Roadside Assistance*

|          |             |        |           |
|----------|-------------|--------|-----------|
| Distance | 60000 miles | Months | 60 months |
|----------|-------------|--------|-----------|

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Prepared for: Ms. Maegan Richards, Tri-County  
By: GARRY MOORE Date: 01/17/2017





Gullo Ford of Conroe  
925 I-45 South, Conroe, Texas, 77301  
Office: 936-756-5500

**2017 Transit-350, Medium Roof Wagon**  
Medium Roof Wagon 148" WB XLT(X2C)  
Price Level: 745

## Selected Options

| Code              | Description   | MSRP        | Invoice     |
|-------------------|---|-------------|-------------|
| Base Vehicle      |   |             |             |
| X2C               | Base Vehicle Price (X2C)  | \$40,770.00 | \$38,528.00 |
| Packages          |   |             |             |
| 302A              | Order Code 302A   | N/C         | N/C         |
|                   | <i>Includes:</i><br>- Transmission: 6-Speed Automatic w/OD & SelectShift<br>- Tires: 235/65R16C AS BSW<br>- Wheels: 16" Steel w/Full Black/Silver Cover<br>- Cloth Front Bucket Seats<br>- Exterior Upgrade Package<br>Includes chrome headlamp trim, chrome grille and grille surround.<br>- Cruise Control w/Message Center<br>Includes full trip computer and engine-hour meter.<br>- Vinyl Sun Visors<br>Includes illuminated vanity mirrors. |             |             |
| Powertrain        |   |             |             |
| 99G               | Engine: 3.5L EcoBoost V6  | \$1,865.00  | \$1,716.00  |
|                   | <i>Includes SEIC capability.</i><br><i>Includes:</i><br>- 3.31 Axle Ratio   |             |             |
| 446               | Transmission: 6-Speed Automatic w/OD & SelectShift  | Included    | Included    |
| X31               | 3.31 Axle Ratio   | Included    | Included    |
| NONGV1            | GVWR: TBD   | Included    | Included    |
| Wheels & Tires    |   |             |             |
| STDTR             | Tires: 235/65R16C AS BSW  | Included    | Included    |
| 64H               | Wheels: 16" Steel w/Full Black/Silver Cover   | Included    | Included    |
| Seats & Seat Trim |   |             |             |
| 21F               | Dual Bucket Seats w/Power Driver Seat (21F)   | \$475.00    | \$437.00    |
|                   | <i>Includes 10-way power driver seat, 2-way manual passenger seat and inboard armrests. Includes heated driver seat only. Rear passenger seat rows also cloth.</i><br><i>Includes:</i><br>- Driver & Front Passenger-Side Front Airbags<br>- Safety Canopy Side-Curtain Airbags   |             |             |
| C                 | Cloth Front Bucket Seats  | Included    | Included    |
| 765               | 15-Passenger Seating  | \$1,495.00  | \$1,376.00  |
|                   | <i>Includes:</i><br>- GVWR: TBD   |             |             |

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Prepared for: Ms. Maegan Richards, Tri-County  
By: GARRY MOORE Date: 01/17/2017



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2017 Transit-350, Medium Roof Wagon  
Medium Roof Wagon 148" WB XLT(X2C)  
Price Level: 745

## Selected Options (cont'd)

| Code               | Description   | MSRP        | Invoice     |
|--------------------|---|-------------|-------------|
| PAINT              | Monotone Paint Application  | STD         | STD         |
| 148WB              | 148" Wheelbase  | STD         | STD         |
| 153                | Front License Plate Bracket   | N/C         | N/C         |
|                    | Standard in states requiring 2 license plates and optional to all others.   |             |             |
| 43R                | Reverse Sensing System  | \$295.00    | \$272.00    |
| 544                | Heated Power Mirrors w/Turn Signals & Long Arm  | \$220.00    | \$203.00    |
| 57N                | Rear Window Defogger  | Included    | Included    |
| 92E                | Privacy Glass   | \$675.00    | \$621.00    |
|                    | Includes:<br>- Rear Window Defogger   |             |             |
| 58Y                | Radio: AM/FM Stereo w/CD/HD/SiriusXM/SYNC   | \$540.00    | \$496.00    |
|                    | Includes 4" multi-function display, message center (level 1 instrument cluster) and 8 speakers (4 front / 4 rear). Subscriptions to all SiriusXM services are sold by SiriusXM after 6-month trial expires. Subscriptions are governed by SiriusXM Customer Agreement; see www.siriusxm.com. SIRIUS U.S. Satellite Service is available in the 48 contiguous United States, D.C. and P.R. SiriusXM and all related marks and logos are trademarks of SiriusXM Radio Inc. SiriusXM cannot be activated if not factory installed. |             |             |
|                    | Includes:<br>- SYNC Communications & Entertainment System<br>Includes 911 Assist, VHR, SYNC Services, AppLink, Bluetooth, steering wheel controls, USB port and auxiliary input jack.<br>- Leather-Wrapped Steering Wheel<br>Includes controls for audio and multifunction display.   |             |             |
| Emissions          |   |             |             |
| 425                | 50-State Emissions System   | STD         | STD         |
| Interior Colors    |   |             |             |
| CB_02              | Charcoal  | N/C         | N/C         |
| Primary Colors     |   |             |             |
| YZ_01              | Oxford White  | N/C         | N/C         |
| SUBTOTAL           |   | \$46,335.00 | \$43,649.00 |
| Fuel Charge        |   | \$0.00      | \$53.48     |
| Destination Charge |   | \$1,195.00  | \$1,195.00  |
| TOTAL              |   | \$47,530.00 | \$44,897.48 |

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Prepared for: Ms. Maegan Richards, Tri-County  
By: GARRY MOORE Date: 01/17/2017



Gullo Ford of Conroe  
925 I-45 South, Conroe, Texas, 77301  
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**2017 Transit-350, Medium Roof Wagon**  
Medium Roof Wagon 148" WB XLT(X2C)  
Price Level: 745

## Pricing - Single Vehicle

|                 | MSRP        | INVOICE     | DEALER      |
|-----------------|-------------|-------------|-------------|
| Vehicle Pricing | \$47,530.00 | \$44,897.48 | \$43,043.48 |
| Total           | \$47,530.00 | \$44,897.48 | \$43,043.48 |

*your price after Govt. Incentive*  
*\$ 36,543.48*

Customer Signature

Acceptance Date

*Municipal Fin Code QL 778*

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Prepared for: Ms. Maegan Richards, Tri-County  
By: GARRY MOORE Date: 01/17/2017

|   |  |
|---|--|
| <b>Agenda Item:</b> 401(a) Retirement Plan Account Review<br><br><b>Committee:</b> Business   | <b>Board Meeting Date</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>A representative from ISC Group will present an update of the 401(a) Retirement Plan account activity and will provide a forecast for the future. |  |
| <b>Supporting Documentation:</b><br><br>Information to be Distributed by an ISC Representative at the Board Meeting   |  |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>   |  |



|   |  |
|---|--|
| <b>Agenda Item:</b> Board of Trustees Unit Financial Statement as of January 2017<br><br><b>Committee:</b> Business | <b>Board Meeting Date</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>None  |  |
| <b>Supporting Documentation:</b><br><br>January 2017 Board of Trustees Unit Financial Statements                    |  |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>   |  |

# Unit Financial Statement

FY 2017

|   | January 2017<br>Actuals | January 2017<br>Budgeted | Variance    | YTD<br>Actual | YTD<br>Budget | Variance    | Percent | Budget       |
|---|-------------------------|--------------------------|-------------|---------------|---------------|-------------|---------|--------------|
| <b>Revenues</b>                         |                         |                          |             |               |               |             |         |              |
| 80103998 Allocated Revenue              | \$ 2,599.00             | \$ 2,599.00              | \$ -        | \$ 12,995.00  | \$ 12,995.00  | \$ -        | 100.00% | \$ 31,195.00 |
| Total Revenue                           | \$ 2,599.00             | \$ 2,599.00              | \$ -        | \$ 12,995.00  | \$ 12,995.00  | \$ -        | 100.00% | \$ 31,195.00 |
| <b>Expenses</b>                         |                         |                          |             |               |               |             |         |              |
| 80105275 Food Items                     | \$ -                    | \$ 200.00                | \$ (200.00) | \$ 905.09     | \$ 1,000.00   | \$ (94.91)  | 90.51%  | \$ 2,400.00  |
| 80105320 Insurance-Worker Compensation  | \$ 9.67                 | \$ 17.00                 | \$ (7.33)   | \$ 27.24      | \$ 81.00      | \$ (53.76)  | 33.63%  | \$ 200.00    |
| 80105388 Legal Fees                     | \$ 1,500.00             | \$ 1,500.00              | \$ -        | \$ 7,500.00   | \$ 7,500.00   | \$ -        | 100.00% | \$ 18,000.00 |
| 80155605 Postage-Express Mail           | \$ -                    | \$ 4.00                  | \$ (4.00)   | \$ -          | \$ 22.00      | \$ (22.00)  | 0.00%   | \$ 50.00     |
| 80105715 Supplies-Office                | \$ -                    | \$ 21.00                 | \$ (21.00)  | \$ 22.00      | \$ 105.00     | \$ (83.00)  | 0.00%   | \$ 245.00    |
| 80105750 Training                       | \$ -                    | \$ 300.00                | \$ (300.00) | \$ 2,625.00   | \$ 1,500.00   | \$ 1,125.00 | 175.00% | \$ 3,600.00  |
| 80105755 Travel - Local                 | \$ -                    | \$ 75.00                 | \$ (75.00)  | \$ 199.00     | \$ 375.00     | \$ (176.00) | 53.07%  | \$ 900.00    |
| 80105757 Travel - Non-local Mileage/Air | \$ 160.50               | \$ 150.00                | \$ 10.50    | \$ 410.20     | \$ 750.00     | \$ (339.80) | 54.69%  | \$ 1,800.00  |
| 80105758 Travel - Non-local Hotel       | \$ 363.40               | \$ 250.00                | \$ 113.40   | \$ 716.90     | \$ 1,250.00   | \$ (533.10) | 57.35%  | \$ 3,000.00  |
| 80105759 Travel - Meals                 | \$ 14.37                | \$ 83.00                 | \$ (68.63)  | \$ 70.68      | \$ 419.00     | \$ (348.32) | 16.87%  | \$ 1,000.00  |
| Total Expenses                          | \$ 2,047.94             | \$ 2,600.00              | \$ (552.06) | \$ 12,476.11  | \$ 13,002.00  | \$ (525.89) | 95.96%  | \$ 31,195.00 |
| Total Revenue minus Expenses            | \$ 551.06               | \$ (1.00)                | \$ 552.06   | \$ 518.89     | \$ (7.00)     | \$ 525.89   | 4.04%   | \$ -         |

|  |   |
|--|---|
| <b>Agenda Item:</b> Building Consolidation Update<br><br><b>Committee:</b> Business  | <b>Board Meeting Date:</b><br><br>February 23, 2017 |
| <b>Background Information:</b><br><br>As a standing information item on the agenda, Tri-County staff, Mike Duncum and/or contractors will continue to provide updates to the Board regarding progress made throughout the construction phase until we have officially moved into the new consolidated facility in Montgomery County. |   |
| <b>Supporting Documentation:</b><br><br>Project Pictures   |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>  |   |



**Front**



**Rear**



**1<sup>st</sup> Floor Financial Specialists Area**



**2<sup>nd</sup> Floor Child and Youth Workstations**



**1<sup>st</sup> Floor TCOOMMI & ACT Reception**



**2<sup>nd</sup> Floor File/Chart Room**





**1<sup>st</sup> Floor Waiting**



**1<sup>st</sup> Floor Substance Abuse Group Room**



**3<sup>rd</sup> Floor Elevator**



**First Floor Reception**





**1<sup>st</sup> Floor WEH Adult Workstations**



**3<sup>rd</sup> Floor Executive Area Lobby**



**3<sup>rd</sup> Floor CFO Office**



**2<sup>nd</sup> Floor Children's Play Area**





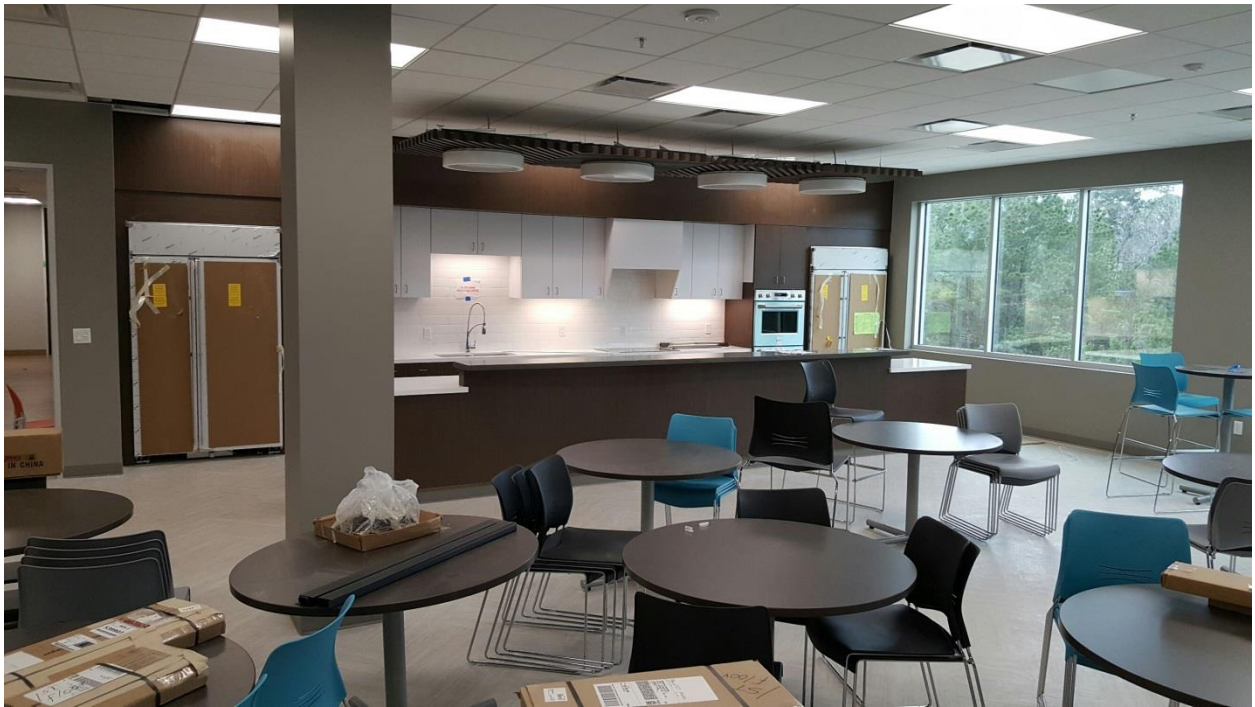
**3<sup>rd</sup> Floor HR New Employee Orientation Room**



**Restrooms**



**3<sup>rd</sup> Floor Staff Training Area**



**3<sup>rd</sup> Floor Staff Kitchen/Lunchroom**





**3<sup>rd</sup> Floor Board Room**



**2<sup>nd</sup> Floor Reception**



**3<sup>rd</sup> Floor Reception**

# UPCOMING MEETINGS

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## **March 23<sup>th</sup>, 2017 – Board Meeting**

- Approve Minutes from February 23, 2017 Board Meeting
- Community Resources Report
- Consumer Services Report for February 2016
- Program Updates
- FY 2017 Goals & Objectives Progress Report
- 2<sup>nd</sup> Quarter FY 2017 Corporate Compliance & Quality Management Report
- 3<sup>rd</sup> Quarter FY 2017 Corporate Compliance Training
- Program Presentation
- Personnel Report for February 2017
- Texas Council Risk Management Fund Claims Summary for February 2017
- Approve February 2017 Financial Statements
- 2<sup>nd</sup> Quarter FY 2017 Investment Report
- Board of Trustees Unit Financial Statement for February 2017
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues

## **April 27<sup>th</sup>, 2017 – Board Meeting**

- Approve Minutes from March 23, 2017 Board Meeting
- Community Resources Report
- Consumer Services Report for March 2017
- Program Updates
- Annual Board & Management Team Training
- Personnel Report for March 2017
- Texas Council Risk Management Fund Claim Summary for March 2017
- Texas Council Quarterly Board Meeting Update
- Approve March 2017 Financial Statements
- Board of Trustees Unit Financial Statement for March 2017
- Medicaid 1115 Transformation Waiver Project Status Report
- Other Business Committee Issues