Tri-County Services Board of Trustees' Meeting

April 28, 2011

1



Serving individuals with mental illness and developmental disabilities Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, April 28, 2011. The Board meeting will convene at 9:30 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 9:30 a.m. and 9:45 a.m. Upon adjournment the Board will convene in a planning session.

AGENDA

Item

L.	Organizational Items	
	A. Chairman Calls Meeting to Order	
	B. Public Comment	
	C. Quorum	
н.	Approve Minutes – March 24, 2011	Pages 3-6
Ш.	Program Committee Action Items A. Appoint New Planning Network Advisory Committees Member	Page 7
	Information Items B. Program Presentation – Annual Board and Leadership Team Training	
IV.	Business Committee Action Items A. Approve March 2011 Financial Statements B. Approve Lease Renewal Amendment for 300/302 Campbell Street, Cleveland, Texas	.Pages 8-20 .Pages 21-23
	Information Items C. March 2011 Board of Trustees' Unit Financials	Pages 24-25

V. Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney.

Posted By:

Stacy Blake Executive Assistant Tri-County Services P.O. Box 3067

Conroe, TX 77305

BOARD OF TRUSTEES' MEETING March 24, 2011

BOARD MEMBERS PRESENT:

Cecil McKnight Len George Mark Maltsberger Brad Browder Sharon Walker Morris Johnson David Walker Patti Atkins BOARD MEMBERS ABSENT: Janet Qureshi

TRI-COUNTY STAFF PRESENT:

Cindy Sill, Executive Director Millie McDuffey, CFO Evan Roberson, Director of Organizational Support Don Teeler, Director of Operations Sandy Kelly, Director of Administrative Services Stacy Blake, Executive Assistant Shane Burks, Coordinator of Community Resources **Jamie Bartlett** Terri Newberry Maggie Inabnett Joyce Freeman Sheryl Baldwin Connie Mann Kathy Luker Kenny Anderson Jennifer Birdwell Sherri Sawyer Elliot Rivas Frani Scates David Deaton, Legal Counsel

CALL TO ORDER: Chairman, Cecil McKnight, called the meeting to order at 10:06 a.m. at 1506 FM 2854, Conroe, TX.

PUBLIC COMMENT: There were no public comments.

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

Board of Trustees' Meeting Minutes March 24, 2011

RESOLUTION #03-11-01	MOTION MADE BY: Patti Atkins SECONDED BY: Morris Johnson, with affirmative votes by Cecil McKnight, Len George, Sharon Walker, Mark Maltsberger, Brad Browder and David Walker that it be
RESOLVED:	That the Board excuse the absence of Janet Qureshi.
RESOLUTION #03-11-02	MOTION MADE BY: Morris Johnson SECONDED BY: Brad Browder, with affirmative votes by Cecil McKnight, Len George, Sharon Walker, Patti Atkins, Mark Maltsberger, and David Walker that it be
RESOLVED:	That the Board approve the minutes of the February 24, 2011 meeting of the Board of Trustees.

Presentation of longevity recognitions to Tri-County staff.

Presentation of NISH Outstanding Performance Certificate to Kenny Anderson and Jennifer Birdwell.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's report is on file.

CHIEF FINANCIAL OFFICER'S REPORT:

The Chief Financial Officer's report is on file.

PROGRAM COMMITTEE:

The February 2011 Community Resources Report was reviewed for information purposes only.

The February 2011 Consumer Services Report was reviewed for information purposes only.

The February 2011 Program Updates for were reviewed for information purposes only.

The Year to Date FY 2011 Goals & Objectives Progress report was reviewed for information purposes only.

The 2nd Quarter FY 2011 Corporate Compliance Report and 3rd Quarter Corporate Compliance Training report were reviewed for information purposes only.

Board of Trustees' Meeting Minutes March 24, 2011

Program Presentation – Frani Scates and Elliot Rivas presented information about the Assertive Community Treatment (ACT) program.

EXECUTIVE COMMITTEE:

The February 2011 Personnel Report was reviewed for information purposes only.

BUSINESS COMMITTEE:

RESOLUTION #03-11-03	MOTION MADE BY: Morris Johnson SECONDED BY: Sharon Walker, with affirmative votes by Cecil McKnight, Len George, Mark Maltsberger, Brad Browder, David Walker and Patti Atkins that it be
RESOLVED:	That the Board approve the February 2011 financial statements.
RESOLUTION #03-11-04	MOTION MADE BY: Morris Johnson SECONDED BY: Sharon Walker, with affirmative votes by Cecil McKnight, Len George, David Walker, Mark Maltsberger, Brad Browder, and Patti Atkins that it be
RESOLVED:	That the Board approve the submission of Tri-County Services' Form 990 Tax Return as prepared by David N. Miller.
RESOLUTION #03-11-04	MOTION MADE BY: Morris Johnson SECONDED BY: Patti Atkins, with affirmative votes by Cecil McKnight, Len George, David Walker, Mark Maltsberger, Brad Browder, and Sharon Walker that it be
RESOLVED:	That the Board approve the FY 2011 budget revision as of January 31, 2011.

The February 2011 Board of Trustees' Unit Financials were reviewed for information purposes only.

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

The regular meeting of the Board of Trustees recessed at 11:45 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney.

Cont.

Board of Trustees' Meeting Minutes March 24, 2011

The regular meeting of the Board of Trustees reconvened at 11:53 p.m., to go into regular session.

RESOLUTION #03-11-05MOTION MADE BY: Morris Johnson
SECONDED BY: Sharon Walker, with affirmative votes by
Cecil McKnight, Len George, Brad Browder, Patti Atkins, David
Walker, and Mark Maltsberger that it be...RESOLVED:That the March 24, 2011 meeting of the Board of Trustees be

That the March 24, 2011 meeting of the Board of Trustees be adjourned at 11:53 p.m.

ADJOURNMENT: ATTEST: Cecil McKnight Date Date Date Date Date

Agenda Item: Appoint New MH & IDD Planning Network Advisory Committees Member **Board Meeting Date**

April 28, 2011

Committee: Program

Background Information:

The Department of Aging and Disability Services (DADS) contract requires that the Planning Network Advisory Committee (PNAC) "...be composed of at least nine members, fifty percent of whom shall be consumers or family members of consumers..." Three PNAC members resigned in FY 2010 (one took a new job that removed them from our service area, one moved out of state and one had other volunteer duties which frequently conflicted with PNAC meetings).

Staff are recommending one new member for appointment to both the IDDPNAC and MHPNAC:

Susan Lindsey, Community Member

- Other Organizations Texas Rehab Association (Local Chapter Board Member), TRAN Texas Rehabilitation Action Network
- Personal Highlights Opened new DARS office in Conroe to serve citizens with disabilities

Ms. Lindsey has agreed to serve on the MHPNAC and IDDPNAC for a two year term which will expire August 31, 2012.

Supporting Documentation:

None

Recommended Action:

Appoint Susan Lindsey as a Member of the MH and IDD Planning Network Advisory Committees to a Two Year Term Which Expires August 31, 2012

Agenda Item: Approve March 2011 Financial Statements	Board Meeting Date				
Committee: Business	April 28, 2011				
Background Information:					
None	None				
Supporting Documentation:					
March 2011 Financial Statements					
Recommended Action:					
Approve March 2011 Financial Statements					

March 2011 Financial Summary

Revenues for March 2011 were \$1,943,896 and operating expenses were \$1,791,094 resulting in a gain in operations of \$152,802. Capital Expenditures and Extraordinary Expenses for March were \$42,751 resulting in a gain of \$110,051. Total revenues were 128.79% of the monthly budgeted revenues and total expenses were 99.06% of the monthly budgeted expenses.

Year to date revenues are \$14,693,913 and operating expenses are \$12,972,136 leaving excess operating revenues of \$1,721,777. YTD Capital Expenditures and Extraordinary Expenses are \$1,526,080 resulting in a gain YTD of \$195,698. Total revenues are 100.66% of the YTD budgeted revenues and total expenses are 96.49% of the YTD budgeted expenses.

REVENUES

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

Revenue Source	YTD	YTD	% of	\$
	Revenue	Budget	Budget	Variance
No items to Report				

EXPENSES

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

Revenue Source	YTD	YTD	% of	\$
	Expenses	Budget	Budget	Variance
No items to Report				

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of March 31, 2011

	TOTALS COMBINED FUNDS March 2011	TOTALS COMBINED FUNDS February 2011	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	4,025	4,025	-
Cash on Deposit-General Fund	7,709,173	6,565,232	1,143,942
Cash on Deposit-Debt Fund	246,914	232,478	14,435
Accounts Receivable	1,310,859	1,408,521	(97,662)
Inventory	33,539	33,620	(81)
TOTAL CURRENT ASSETS	9,304,509	8,243,876	1,060,634
FIXED ASSETS	5,050,968	5,050,968	-
OTHER ASSETS	52,063	62,207	(10,144)
AMOUNT TO BE PROVIDED FOR THE			
RETIREMENT OF LONG TERM DEBT	1,720,257	1,720,257	-
TOTAL ASSETS	16,127,798	15,077,308	1,050,490
LIABILITIES, DEFERRED REVENUE, FUND BALANCES	1,059,656	1,141,932	(82,276)
			(02,270)
NOTES PAYABLE	407,690	407,690	-
DEFERRED REVENUE	2,761,405	1,759,292	1,002,113
LONG-TERM LIABILITIES FOR	00 507	00 507	
Capital Leases-Equipment Bond Series 1995	82,567	82,567	-
Bond Series 2004	1,230,000	1,230,000	-
	1,230,000	1,230,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	248,666	138,616	110,051
Debt Service Fund	(245,779)	(260,214)	14,435
FUND EQUITY			
Reserved for Fixed Assets	5,050,968	5,050,968	-
Reserved for Worker Comp	274,409	274,409	-
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	492,693	492,693	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Current Year Budgeted Reserve	43,165	36,998	6,167
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
Unrestricted and Undesignated TOTAL LIABILITIES/FUND BALANCE	225,690	225,690	- 1 050 404
I UTAL LIADILITIES/FUND DALANGE	16,127,798	15,077,308	1,050,491

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of March 31, 2011

	General			тот	TALS
	Operating Funds	Debt Service Funds	General Fixed Assets		ndum Only
				March 2011	August 2010
ASSETS					Final
CURRENT ASSETS					
Imprest Cash Funds	4,025			4,025	2,975
Cash on Deposit-General Fund	7,709,173			7,709,173	4,887,535
Cash on Deposit-Debt Fund		246,914		246,914	558,805
Accounts Receivable	1,310,859			1,310,859	1,534,673
Inventory	33,539			33,539	32,515
TOTAL CURRENT ASSETS	9,057,596	246,914	-	9,304,509	7,057,981
FIXED ASSETS			5,050,968	5,050,968	5,050,968
OTHER ASSETS	52,063			52,063	44,819
AMOUNT TO BE PROVIDED FOR THE					
RETIREMENT OF LONG TERM DEBT		1,720,257		1,720,257	2,125,257
TOTAL ASSETS	9,109,659	1,967,171	5,050,968	16,127,798	14,102,677
LIABILITIES, DEFERRED REVENUE, FUND BAL	ANCES				
CURRENT LIABILITIES	1,059,656			1,059,656	1,569,628
NOTES PAYABLE		407,690		407,690	407,690
DEFERRED REVENUE	2,761,405			2,761,405	(35,546)
LONG-TERM LIABILITIES FOR					
Capitol Leases	-	82,567		82,567	82,567
Bond Series 1995	-	-		-	-
Bond Series 2004		1,230,000		1,230,000	1,635,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR					
General Fund	248,666			248,666	52,969
Debt Service Fund	-	(245,779)		(245,779)	(15,188)
FUND EQUITY					
Reserved for Fixed Assets	-		5,050,968	5,050,968	5,050,968
Reserved for Worker's Compensation	274,409			274,409	274,409
Reserved for Debt Retirement	1,230,000			1,230,000	-
Reserved for Debt Service	070 405	492,693		492,693	573,993
Reserved for Board Policy Requirements	879,405			879,405	2,109,405
Reserved for Equipment Reserve	354,290			354,290	354,290
Reserved for Current Year Budgeted Reserve	43,165			43,165	-
Reserved for Inventory Reserve	32,973			32,973	32,973
Reserved for Operations and Programs Unrestricted and Undesignated	2,000,000 225,690			2,000,000 225,690	2,000,000 144,390
TOTAL LIABILITIES/FUND BALANCE	9,109,659	1,967,171	5,050,968	16,127,798	144,390
	3,103,033	1,507,171	0,000,000	10,121,130	14,102,077

TRI-COUNTY SERVICES Revenue and Expense Summary For the Month Ended March 2011 and YTD as of March 2011

INCOME:	MONTH OF March 2011	YTD March 2011
Local Revenue Sources	130,432	2,045,061
Earned Income	840,067	5,865,965
General Revenue-Contract	973,398	6,782,887
TOTAL INCOME	1,943,896	14,693,913
EXPENSES: Salaries	918,640	6,853,708
Employee Benefits	202,286	1,448,208
Medication Expense	31,573	255,646
Travel-Board/Staff	33,304	214,907
Building Rent/Maintenance	14,694	135,396
Consultants/Contracts	403,241	2,751,043
Other Operating Expenses	187,356	1,313,227
TOTAL EXPENSES	1,791,094	12,972,136
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	152,802	1,721,777
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	4,638	1,258,406
Capital Outlay-Debt Service Bonds	38,113	267,673
TOTAL CAPITAL EXPENDITURES	42,751	1,526,080
GRAND TOTAL EXPENDITURES	1,833,846	14,498,216
Excess (Deficiency) of Revenues and Expenses	110,051	195,698

TRI-COUNTY SERVICES Revenue and Expense Summary Compared to Budgeted Year to Date as of March 2011

INCOME:	YTD March 2011	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	2,045,061	1,985,164	59,897
Earned Income	5,865,965	5,841,959	24,006
General Revenue-Contract TOTAL INCOME	6,782,887 14,693,913	6,769,769 14,596,892	13,118 97,021
EXPENSES:			
Salaries	6,853,708	6,952,568	(98,860)
Employee Benefits	1,448,208	1,534,096	(85,888)
Medication Expense	255,646	310,036	(54,390)
Travel-Board/Staff	214,907	242,460	(27,553)
Building Rent/Maintenance	135,396	139,124	(3,728)
Consultants/Contracts	2,751,043	2,814,150	(63,107)
Other Operating Expenses	1,313,227	1,417,987	(104,760)
TOTAL EXPENSES	12,972,136	13,410,421	(438,285)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles	1,721,777 1,258,406	1,186,471 1,348,402	535,306 (89,996)
Capital Outlay-Debt Service Bonds	267,673	267,151	522
TOTAL CAPITAL EXPENDITURES	1,526,080	1,615,553	(89,473)
GRAND TOTAL EXPENDITURES	14,498,216	15,025,974	(527,758)
Excess (Deficiency) of Revenues and Expenses	195.698	(429,082)	624,780
		(120,002)	
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts Bond Payments Disbursements Interest Income	267,673	267,151 -	522 -
Excess(Deficiency) of revenues over Expenses	267,673	267,151	522

TRI-COUNTY SERVICES Revenue and Expense Summary Compared to Budget For the Month Ended March 2011

INCOME:	MONTH OF March 2011	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	130,432	121,073	9,359
Earned Income	840,067	741,446	98,621
General Revenue-Contract	973,398	646,865	326,533
TOTAL INCOME	1,943,896	1,509,384	434,512
EXPENSES:			
Salaries	918,640	938,549	(19,909)
Employee Benefits	202,286	237,307	(35,021)
Medication Expense	31,573	(107,748)	139,321
Travel-Board/Staff	33,304	32,760	544
Building Rent/Maintenance	14,694	26,174	(11,480)
Consultants/Contracts	403,241	440,606	(37,365)
Other Operating Expenses	187,356	230,948	(43,592)
TOTAL EXPENSES	1,791,094	1,798,596	(7,502)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	152,802	(289,212)	442,014
CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles Capital Outlay-Debt Service Bonds TOTAL CAPITAL EXPENDITURES	4,638 <u>38,113</u> 42,751	14,497 <u>38,170</u> 52,667	(9,859) (57) (9,916)
			(3,310)
GRAND TOTAL EXPENDITURES	1,833,846	1,851,263	(17,417)
Excess (Deficiency) of Revenues and Expenses	110,051	(341,879)	451,930
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income	38,113	38,170 -	(57) -
Excess(Deficiency) of revenues over Expenses	38,113	38,170	(57)

TRI-COUNTY SERVICES Revenue and Expense Summary With March 2010 Comparative Data Year to Date as of March 2011

INCOME:	YTD March 2011	YTD March 2010	Increase (Decrease)
Local Revenue Sources	2,045,061	815,635	1,229,426
Earned Income	5,865,965	5,459,615	406,350
General Revenue-Contract	6,782,887	6,851,989	(69,102)
TOTAL INCOME	14,693,913	13,127,239	1,566,674
EXPENSES:			
Salaries	6,853,708	6,364,465	489,243
Employee Benefits	1,448,208	1,348,513	99,695
Medication Expense	255,646	420,420	(164,774)
Travel-Board/Staff	214,907	201,393	13,514
Building Rent/Maintenance	135,396	179,963	(44,567)
Consultants/Contracts	2,751,043	2,589,287	161,756
Other Operating Expenses	1,313,227	1,275,885	37,342
TOTAL EXPENSES	12,972,136	12,379,926	592,210
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,721,777	747,313	974,464
Expenses before Capital Expenditures	1,721,777	141,313	974,404
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,258,406	30,155	1,228,251
Capital Outlay-Debt Service Bonds	267,673	315,290	(47,617)
TOTAL CAPITAL EXPENDITURES	1,526,080	345,445	1,180,635
GRAND TOTAL EXPENDITURES	14,498,216	12,725,371	1,772,845
Excess (Deficiency) of Revenues and Expenses	195,698	401,868	(206,170)
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	267,673	315,290	(47,617)
Bond Payments Disbursements	, -	,	-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	267,673	315,290	(47,617)
	· · ·		

TRI-COUNTY SERVICES Revenue and Expense Summary With March 2010 Comparative Data For the Month March 2011

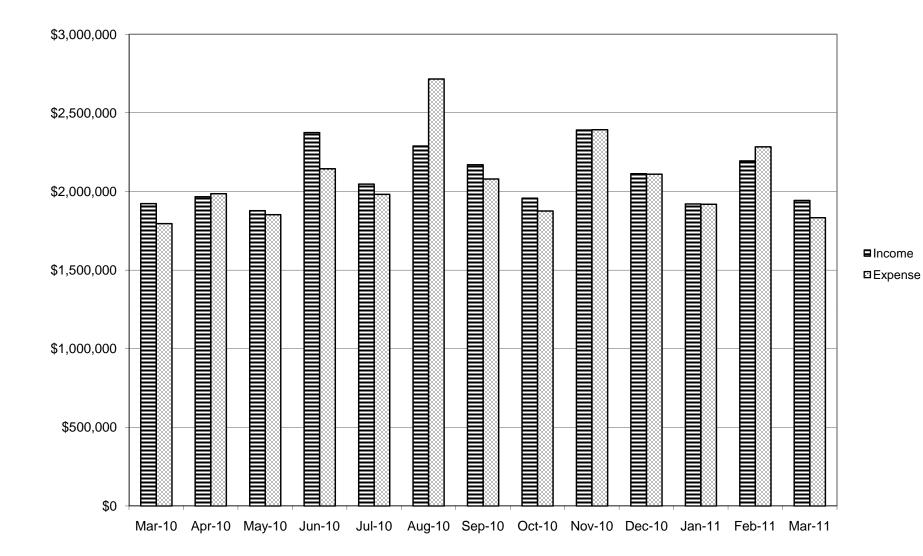
INCOME:	MONTH OF March 2011	MONTH OF March 2010	Increase (Decrease)		
Local Revenue Sources	130,432	104,724	25,708		
Earned Income	840,067	830,672	9,395		
General Revenue-Contract	973,398	987,482	(14,084)		
TOTAL INCOME	1,943,896	1,922,878	21,018		
EXPENSES:					
Salaries	918,640	868,996	49,644		
Employee Benefits	202,286	221,257	(18,971)		
Medication Expense	31,573	61,587	(30,014)		
Travel-Board/Staff	33,304	28,638	4,666		
Building Rent/Maintenance	14,694	16,418	(1,724)		
Consultants/Contracts	403,241	374,457	28,784		
Other Operating Expenses	187,356	178,280	9,076		
TOTAL EXPENSES	1,791,094	1,749,633	41,461		
Excess(Deficiency) of Revenues over	450.000	470.045	(00.140)		
Expenses before Capital Expenditures	152,802	173,245	(20,443)		
CAPITAL EXPENDITURES	4 000	1.040	0.000		
Capital Outlay-FF&E, Automobiles	4,638	1,240	3,398		
Capital Outlay-Debt Service Bonds	38,113	45,041	(6,928)		
TOTAL CAPITAL EXPENDITURES	42,751	46,281	(3,530)		
GRAND TOTAL EXPENDITURES	1,833,846	1,795,914	37,932		
Excess (Deficiency) of Revenues and Expenses	110,051	126,962	(16,913)		
Debt Service and Fixed Asset Fund: Bond Payments Receipts	38,113	45,041	(6,928)		
Bond Payments Disbursements Interest Income Excess(Deficiency) of revenues over Expenses	38,113	45.041	(6,928)		
			(0,020)		

TRI-COUNTY SERVICES Revenue and Expense Summary With February 2011 Comparative Data As of March 2011

INCOME:	MONTH OF March 2011	MONTH OF February 2011	Increase (Decrease)		
Local Revenue Sources	130,432	452,368	(321,936)		
Earned Income	840,067	773,972	66,095		
General Revenue-Contract	973,398	968,211	5,186		
TOTAL INCOME	1,943,896	2,194,551	(250,654)		
EXPENSES:					
Salaries	918.640	994,786	(76,146)		
Employee Benefits	202,286	218,723	(16,437)		
Medication Expense	31,573	39,277	(7,704)		
Travel-Board/Staff	33,304	27,858	5,446		
Building Rent/Maintenance	14,694	34,997	(20,302)		
Consultants/Contracts	403,241	396,451	6,790		
Other Operating Expenses	187,356	207,427	(20,070)		
TOTAL EXPENSES	1,791,094	1,919,519	(128,424)		
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	152,802	275,032	(122,230)		
CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles	4,638	326,939	(322,300)		
Capital Outlay-Pee, Automobiles	38,113	320,939	(322,300)		
TOTAL CAPITAL EXPENDITURES	42,751	365,052	(322,300)		
GRAND TOTAL EXPENDITURES	1,833,846	2,284,570	(450,725)		
Excess (Deficiency) of Revenues and Expenses	110,051	(90,020)	200,070		
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements	38,113	38,113	- -		
Interest Income Excess(Deficiency) of revenues over Expenses	38,113	38,113			

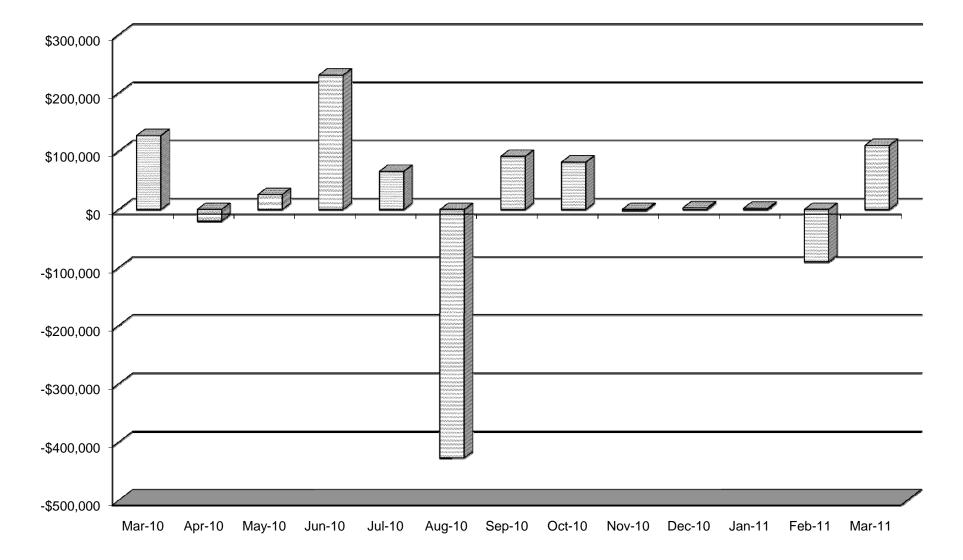
TRI-COUNTY SERVICES Revenue and Expense Summary by Service Type Compared to Budget As of YTD Ended March 31, 2011

INCOME:	YTD Mental Health March 2011	YTD IDD March 2011	YTD Other Services March 2011	YTD Agency Total March 2011	YTD Approved Budget March 2011	Increase (Decrease) 59.897	
Local Revenue Sources	2,032,532	(87,737)	100,266	2,045,061	1,985,164		
Earned Income	1,739,280	3,410,580	716,106	5,865,965	5,841,959	24,006	
General Revenue-Contract	5,745,431	1,037,456	-	6,782,887	6,769,769	13,118	
TOTAL INCOME	9,517,243	4,360,299	816,372	14,693,913	14,596,892	97,021	
EXPENSES:							
Salaries	5,031,102	1,368,403	454,204	6,853,708	6,952,568	(98,860)	
Employee Benefits	1,025,142	329,828	93,238	1,448,208	1,534,096	(85,888)	
Medication Expense	247,519	-	8,127	255,646	310,036	(54,390)	
Travel-Board/Staff	136,117	53,729	25,061	214,906	242,460	(27,554)	
Building Rent/Maintenance	94,515	40,882	-	135,396	139,124	(3,728)	
Consultants/Contracts	543,713	2,163,627	43,703	2,751,043	2,814,150	(63,107)	
Other Operating Expenses	815,531	338,011	159,685	1,313,227	1,417,987	(104,760)	
TOTAL EXPENSES	7,893,639	4,294,480	784,018	12,972,135	13,410,421	(438,287)	
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,623,604	65,819	32,354	1,721,777	1,186,471	535,308	
CAPITAL EXPENDITURES	4 050 057	4 995		4 959 499	1 0 10 100	(22, 222)	
Capital Outlay-FF&E, Automobiles	1,256,257	1,005	1,144	1,258,406	1,348,402	(89,996)	
Capital Outlay-Debt Service Bonds TOTAL CAPITAL EXPENDITURES	<u>182,224</u> 1,438,481	<u>67,147</u> 68,152	<u>18,302</u> 19,446	<u> </u>	<u> </u>	<u>522</u> (89,474)	
	1,430,401	00,132	13,440	1,520,079	1,013,335		
GRAND TOTAL EXPENDITURES	9,332,120	4,362,632	803,464	14,498,214	15,025,974	(527,761)	
Excess (Deficiency) of Revenues and Expenses	185,123	(2,333)	12,908	195,698	(429,082)	624,782	
Debt Service and Fixed Asset Fund: Bond Payments Receipts	182,224	67,147	18,302	267,673	267,151	(84,927)	
Bond Payments Disbursements Interest Income	102,227	-			-		
Excess(Deficiency) of revenues over Expenses	182,224	67,147	18,302	267,673	267,151	(84,927)	



TRI-COUNTY SERVICES Income and Expense

TRI-COUNTY SERVICES Income after Expenses



Agenda Item:	Approve Lease Renewal Amendment for	
300/302 Cam	obell Street, Cleveland, Texas	

Board Meeting Date

April 28, 2011

Committee: Business

Background Information:

Tri-County currently leases the total space within our 300/302 Campbell Street, Cleveland, Texas property to the Department of State Health Services (DSHS). The current five (5) year lease expires April 30, 2011 and a new proposed five (5) year lease amendment is attached.

Supporting Documentation:

Copy of the Texas Facilities Commission Lease Renewal Amendment

Recommended Action:

Approve Lease Renewal Amendment for 300/302 Campbell Street, Cleveland, Texas with Texas Facilities Commission and Authorize Executive Director to Execute Chair Betty Reinbeck

Commissioners Malcolm E. Beckendorff William D. Darby Douglas Hartman Virginia Hermosa Brant C. Ince



Executive Director Terry Keel

Mailing address: P. O. Box 13047 Austin, TX 78711-3047

> (512) 463-3446 www.tfc.state.tx.us

LEASE EXTENSION AMENDMENT

Lease: 1665 Cleveland Term: 05/01/1999 through 04/30/2011

This Agreement is made and entered into on this date, ______, by and between the LESSOR, TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION, and LESSEE, STATE OF TEXAS acting by and through the Texas Facilities Commission.

The occupying agency, the Department of State Health Services (DSHS), shall continue to occupy and remain in possession of the leased premises for a period of 24 months, from May 1, 2011 through April 30, 2013. This period pertains to 3,250 square feet of space at \$6.28 annual rate per square foot for a total of \$1,699.75 per month.

At Lessor's expense, the Lessor agrees to make the following upgrades to the lease space prior to May 1, 2011:

- Install new window tinting to all front windows;
- Remove former tenant signage (both attached to building and remaining monument sign);
- Touch up the paint in the interior of facility as necessary
- Professionally clean the existing carpet;
- Strip, wax and buff the tile, repair tile as necessary throughout facility; and,
- Repair and/or replace gutters and down spout connections.

Attachment "A" Section (a) of the original state lease is hereby deleted in its entirety and shall be replaced with the following provision:

(a) On each anniversary date of the lease, the total monthly cost of the resulting contract may be adjusted by changes in the Consumer Price Index reflecting percentage increases or decreases. To receive the CPI adjustment, the Lessor must submit a request in writing by certified mail, return receipt requested, and received by the Texas Facilities Commission (TFC) no later than thirty (30) days after the anniversary date for that year. In determining whether to grant Lessor's request for a CPI increase, in whole or in part, TFC may review and consider Lessor's performance under this lease and whether any issues with the leased premises remain unresolved, as provided in Section 5(n) of the state lease.

Lease #1665 Cleveland – Lease Renewal Amendment Page 2 of 2 April 11, 2011

All other terms and conditions of the lease agreement remain the same. This amendment is by mutual agreement between Lessee and Lessor.

TEXAS FACILITIES COMMISSION APPROVED: Approved By:

Michael J. Lacy Deputy Executive Director of Planning and Asset Management Tri-County Mental Health Mental Retardation By: <u>Cindy Sill, Executive Director</u> Printed Name

cc: Jim Newman, Health and Human Services Commission Ginna Harris, Texas Department of Licensing and Regulation

jdw

Agenda Item: March 2011 Board of Trustees' Unit Financial Statements Committee: Business	Board Meeting Date April 28, 2011					
Background Information:						
None						
Supporting Documentation:						
March 2011 Board of Trustees' Unit Financial Statements						
Recommended Action:						
For Information Only						

Unit Financial Statement FY 2011														
	March Actual		March 1 ⁻ Budgete		v	ariance		YTD Actual		YTD Budget	Variance	Percent		Budget
Revenues 80103998 Allocated Revenue	\$ 3,108	.00	\$ 3,108.	00	\$	-	\$	21,760.00	\$	21,760.00	\$ -	0.00%	\$	37,300.00
Total Revenue	\$ 3,108	.00	\$ 3,108.	00	\$	-	\$	21,760.00	\$	21,760.00	\$ -	0.00%	\$	37,300.00
Expenses														
80105275 Food Items	\$ 464	.84	\$ 208.	00	\$	256.84	\$	1,234.19	\$	1,460.00	\$ (225.81)	84.53%	\$	2,500.00
80105320 Insurance-Worker Compensation	\$ 18	.12	\$ (87.	00)	\$	105.12	\$	105.92	\$	115.00	\$ (9.08)	92.10%	\$	400.00
80105388 Legal Fees	\$ 1,500	.00	\$ 1,500.	00	\$	-	\$	10,500.00	\$	10,500.00	\$ -	100.00%	\$	18,000.00
80105415 Miscellaneous Expense	\$	-	\$-		\$	-	\$	-	\$	-	\$ -	0.00%	\$	-
80105605 Postage-Express Mail	\$	-	\$-		\$	-	\$	-	\$	-	\$ -	0.00%	\$	-
80105715 Supplies - Office	\$	-	\$ 25.	00	\$	(25.00)	\$	70.16	\$	175.00	\$ (104.84)	40.09%	\$	300.00
80105750 Training	\$	-	\$ 375.	00	\$	(375.00)	\$	3,894.00	\$	2,625.00	\$ 1,269.00	148.34%	\$	4,500.00
80105755 Travel - Local	\$ 69	.46	\$ 100.	00	\$	(30.54)	\$	571.78	\$	700.00	\$ (128.22)	0.00%	\$	1,200.00
80105757 Travel - Non-local Mileage/Air	\$ 1,158	.07	\$ 333.	00	\$	825.07	\$	1,440.51	\$	2,335.00	\$ (894.49)	61.69%	\$	4,000.00
80105758 Travel - Non-local Hotel	\$	-	\$ 458.	00	\$	(458.00)	\$	522.82	\$	3,210.00	\$ (2,687.18)	16.29%	\$	5,500.00
80105759 Travel - Meals	\$	-	\$ 75.	00	\$	(75.00)	\$	89.86	\$	525.00	\$ (435.14)	17.12%	\$	900.00
Total Expenses	\$ 3,210	.49	\$ 2,987.	00	\$	223.49	\$	18,429.24	\$	21,645.00	\$ (3,215.76)	85.14%	\$	37,300.00
Total Revenue minus Expenses	\$ (102	49)	\$ 121.	00	\$	(223.49)	\$	3,330.76	\$	115.00	\$ 3,215.76	-85.14%	\$	-

UPCOMING MEETINGS

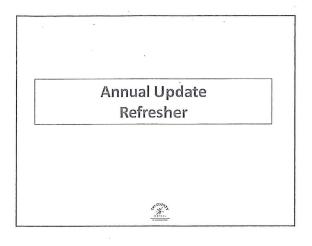
MAY 26, 2011 – Board Meeting

- > Approve Minutes from April 28th, 2011 Board Meeting
- > Community Resources Report for March & April 2011
- > Consumer Services Reports for March & April 2011
- Program Updates for March & April 2011
- > Program Presentation Youth Outpatient Substance Abuse Treatment Services
- > Personnel Reports for March & April 2011
- > Approve April 2011 Financials
- Consider Selection of FY 2011 Auditor
- > April 2011 Board of Trustees' Unit Financials
- > 2nd Quarter FY 2011 Investment Report
- > Montgomery Supported Housing, Inc. Update
- > Other Business Committee Issues

There will be no Board meeting in June due to the 26th Annual Texas Council Conference.

JULY 28, 2011 – Board Meeting

- > Approve Minutes from May 26, 2011 Board Meeting
- Longevity Recognition Presentations
- Community Resources Report for May & June 2011
- Consumer Services Reports for May & June 2011
- Program Updates for May & June 2011
- 3rd Quarter Corporate Compliance Report and 4th Quarter Corporate Compliance Training Report
- > Year to Date FY 2011 Goals & Objectives Progress Report
- Program Presentation Psychiatric Emergency Treatment Center (CSU)
- Personnel Reports for May & June 2011
- > Appoint Nominating Committee for FY 2012 Board Officers
- > Appoint Executive Director Evaluation Committee
- > Approve May 2011 Financials
- > Approve June 2011 Financials
- > 401(a) Account Review
- > Approve FY 2011 Audit Engagement Letter
- > 3rd Quarter FY 2011 Investment Report
- > May & June 2011 Board of Trustees' Unit Financials
- > Montgomery Supported Housing, Inc. Update
- > Other Business Committee Issues



Question: 1) Mental IIIness

Mental illness is defined as "a diagnosed distrutence in thinking or feeling." It is a health anothion that is characterized by shifts in thinking, mood, or behaviar (or any combination of the three) related to distress and/or impoired functioning.

There are many events that happen in everyday life that may disturb thoughts and feelings. Sometimes these disturbances in thinking or feelings are long term and become serious enough to get in the way of normal living. When this happens and the person seeks treatment, a licensed dinician may diagnose mental illness. 1) Mental Illness can be caused by which factor?

a) Biological/genesb) Psychologicalc) Environmentald) All of the above

<u>.</u>

Psychiatric Disorders Psychiatric disorders refer to mental illnesses, There are many types of psychiatric disorders. The most common types are— > Major Depressive Disorder > Bipolar Disorder

>Psychotic/Thought Disorders



2) Which of the following is true?

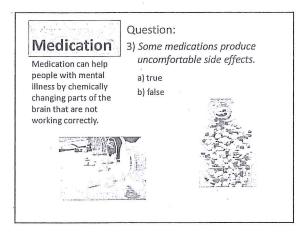
Question:

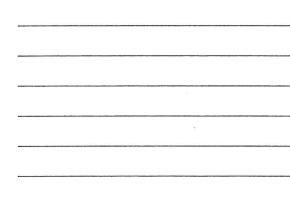
 a) Major depressive disorder might be described as depressed, sad, hopeless, discouraged, or "down in the dumps."

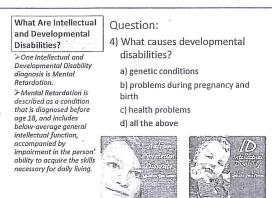
b) Bipolar disorder cycles between episodes of mania and depression.
c) Schizophrenia and schizoaffective disorders center on problems of thinking.

d) All of the above.

1







Question:

Understanding HIPAA

Privacy Rule under HIPAA...

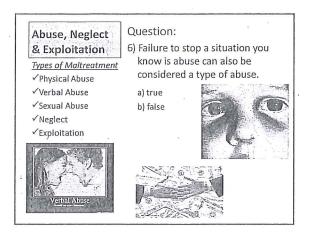
*Ensures the protection of medical records and that consumers have control of the use, disclosure of and access to their medical records

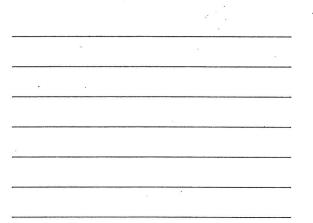
In order to share information with interested parties regarding a consumer, a release of information (authorization) form must be signed by a competent adult 5) What information is considered confidential, as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA):

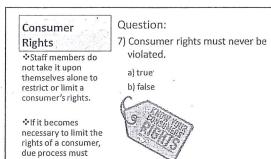
a) social security numbersb) name, address, phone numbersc) diagnosis (past, present or future)

d) all of the above Protect Patient Information

2







occur before the rights are limited.

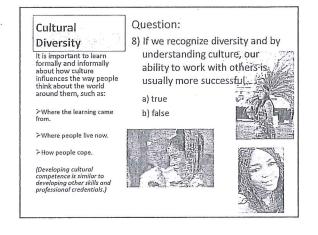
Rights Protection Officer Heather Hensley

Toll Free Number: 1-866-828-1942

Office Number: 1-936-521-6239

E-Mail: heatherh@tricountyservices.org

> Mail To: P.O. Box 3067 Conroe, Texas 77305



Question:



Corporate Compliance refers to comprehensive program of internal controls designed to prevent and detect fraud and abuse within healthcare facilities.

>The goal of the Tri-County compliance program is to create an atmosphere within the agency that promotes ethical conduct and compliance with State and Federal regulations.

- 9) The most common situation involving false claims is______
- a) providing medically unnecessary servicesb) billing for a service that was not

provided c) filing false cost reports d) all of the above



Corporate Compliance Officer Evan Roberson

Toll Free Number: 1-866-243-9252

Office Number: 1-936-521-6116

E-Mail: <u>corporatecompliance@tricountyservices.org</u>

> Mail To: P.O. Box 3067 Conroe, Texas 77305