Tri-County Services Board of Trustees' Meeting

May 26, 2011



Serving individuals with mental illness and developmental disabilities

AGENDA

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, May 26, 2011. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

<u>ltem</u>

I.	Organizational Items	
	A. Chairman Calls Meeting to Order	
	B. Public Comment	
	C. Quorum	
II.	Approve Minutes – April 28, 2011	
III.	Executive Director's Report – Cindy Sill A. Department of State Health Services 1. Crisis Stabilization Unit/Psychiatric Emergency Treatment Center Update 2. FY 2012-2013 Contract Development 3. Additional Children's Mental Health Wait List Funding B. Department of Aging and Disabilities Services 1. Texas Home Living and Home & Community Based Services Annual Certificate 2. Texas Home Living Waiver Refinance, FY 2011 C. Texas Council Risk Management Fund Board Meeting Update D. Legislative Session Update	ition Surveys
IV.	Chief Financial Officer's Report – Millie McDuffey A. FY 2012 Budget B. Fixed Asset Inventory C. County Funding Requests D. FY 2010 HCS & ICF Cost Reports E. FY 2009 HCS & ICF Cost Reports Desk Review & Audit	
V.	Program Committee Information Items A. Community Resources Report for March & April 2011 B. Consumer Services Reports for March & April 2011 C. Program Updates for April 2011 D. Program Presentation – Youth Outpatient Substance Abuse Treatment Services	Pages 10-12
VI.	Executive Committee Information Items A. Personnel Reports for March & April 2011 B. Texas Council Quarterly Meeting Update	Pages 17-19 Page 20
VII.	Business Committee Action Items A. Approve April 2011 Financial Statements B. Consider Selection of FY 2011 Auditor C. Approve Revisions to Reduction in Force or Reconfiguration Policy	Pages 21-33 Page 34

Tri-County Services Board of Trustees' Meeting May 26, 2011 Page 2

D.	Approve Submission of Housing and Urban Development 811 Project Application and	
	Approve Resolutions Related to the Application	Pages 39-44
E.	Consider New GASB 34 Balance Sheet Presentation	Pages 45-47
F.		
	Low Income_	Pages 48-49
	ormation Items	
G.	2 nd Quarter FY 2011 Investment Report	Pages 50-54
H.	April 2011 Board of Trustees' Unit Financials	Pages 55-56
1.	Montgomery Supported Housing, Inc. Update	Page 57

VIII. 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 April 28, 2011

BOARD MEMBERS PRESENT:

BOARD MEMBERS ABSENT:

Cecil McKnight Len George Mark Maltsberger Brad Browder Sharon Walker David Walker Janet Qureshi

Morris Johnson Patti Atkins

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
Mervin Cleveland, Staff
David Deaton, Legal Counsel

GUESTS:

Tracy Sorensen

CALL TO ORDER: Chairman, Cecil McKnight, called the meeting to order at 9:36 a.m. at 1506 FM 2854, Conroe, TX.

PUBLIC COMMENT: There were no public comments.

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

RESOLUTION #04-11-01 MOTION MADE BY: Brad Browder

SECONDED BY: Sharon Walker, with affirmative votes by Cecil McKnight, Len George, Mark Maltsberger, Brad Browder

and David Walker that it be...

RESOLVED: That the Board excuse the absences of Morris Johnson and Patti

Atkins.

Morris Johnson arrived which brought the quorum to eight (8) members present.

Cont.

Board of Trustees' Meeting Minutes April 28, 2011

RESOLUTION #04-11-02

MOTION MADE BY: Len George

SECONDED BY: Janet Qureshi, with affirmative votes by Cecil McKnight, Sharon Walker, Morris Johnson, Brad Browder,

Mark Maltsberger, and David Walker that it be...

RESOLVED:

That the Board approve the minutes of the March 24, 2011

meeting of the Board of Trustees.

PROGRAM COMMITTEE:

RESOLUTION #04-11-03

MOTION MADE BY: Len George

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Janet Qureshi, Mark Maltsberger, Morris Johnson,

Brad Browder and David Walker that it be...

RESOLVED:

That the Board appoint Ms. Susan Lindsey as a member of the MH and IDD Planning Network Advisory Committees to fulfill a two year term

which expires August 31, 2012.

The Board of Trustees and Leadership Team received their Annual Update, Corporate Compliance and Cultural Diversity training.

BUSINESS COMMITTEE:

RESOLUTION #04-11-04

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by Cecil McKnight, Len George, Mark Maltsberger, Sharon Walker,

David Walker and Janet Qureshi that it be...

RESOLVED:

That the Board approve the March 2011 financial statements.

RESOLUTION #04-11-05

MOTION MADE BY: Morris Johnson

SECONDED BY: Mark Maltsberger, with affirmative votes by Cecil McKnight, Len George, David Walker, Janet Qureshi, Sharon

Walker, and Brad Browder, that it be...

RESOLVED:

That the Board approve the lease renewal amendment for 300/302 Campbell Street, Cleveland, Texas with Texas Facilities Commission and authorize the Executive Director to execute.

Board of Trustees' Meeting Minutes April 28, 2011

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

The regular meeting of the Board of Trustees recessed at 9:53 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney.

Patti Atkins arrived which brought the quorum to nine (9) members present.

The regular meeting of the Board of Trustees reconvened at 10:05 a.m., to go into regular session.

RESOLUTION #04-11-06

MOTION MADE BY: Morris Johnson

SECONDED BY: Mark Maltsberger, with affirmative votes by Cecil McKnight, Len George, Brad Browder, Patti Atkins, David

Walker, Janet Qureshi, and Sharon Walker that it be...

RESOLVED:

That the April 28, 2011 meeting of the Board of Trustees be

adjourned at 10:05 a.m.

ADJOURNMENT:		ATTEST:			
Cecil McKnight Chairman	Date	Janet Quresni Secretary	1	Date	,

Agenda Item: Community Resources Report for March & April 2011	Board Meeting Date				
Committee: Program	May 26, 2011				
Background Information:					
None					
Supporting Documentation:					
Community Resources Report for March & April 2011					
Recommended Action:					
For Information Only					

Community Resources Report March & April 2011

Volunteer Hours:

Location	March	April
Conroe	27	12
Cleveland	4	4
Liberty	12	12
Huntsville	19.5	19.5
Total	62.5	47.5

COMMUNITY ACTIVITIES:

00111111011	III ACIIVIIIES:	
4/4-4/6	Montgomery County United Way Allocation Hearings	Conroe
4/6/11	Liberty County Community Resource Coordination Group	Dayton
4/7/11	Walker County Community Resource Coordination Group	Huntsville
4/7/11	Lone Star College Job Fair	Conroe
4/7/11	Cleveland Chamber of Commerce Luncheon	Cleveland
4/7/11	Liberty/Dayton Business Expo	Liberty
4/8/11	Montgomery County Mass Fatality Incident Planning Meeting	Conroe
4/8/11	Greater Conroe/Lake Conroe Chamber of Commerce Job Fair	Conroe
	Montgomery County Women's Council Of Organizations Annual	
4/8/11	Women of Distinction Luncheon	The Woodlands
4/8/11	Montgomery County Hospital District Meeting	Conroe
4/11/11	Montgomery County Commissioner's Court	Conroe
4/12/11	Montgomery County Community Resource Coordination Group	Conroe
4/12/11	Montgomery County United Way Campaign Celebration	Conroe
	Walker County Go Blue Day – Department of Family & Protective	
4/13/11	Services	Huntsville
4/14/11	Huntsville Chamber of Commerce Breakfast	Huntsville
4/14/11	Walker County Community Resource Coordination Group	Huntsville
4/19/11	Senate Criminal Justice Committee Testimony	Austin
4/19/11	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
4/19/11	Roots of Change Coalition – Youth Substance Abuse Prevention	Shenandoah
4/20/11	Montgomery County Indigent Defense Advisory Board Meeting	Conroe
4/20/11	Careers Services Council & Veterans Affairs Center Job Fair	Conroe
4/26/11	Montgomery County Hospital District Board Meeting	Conroe
4/26/11	Montgomery County Area Business Women's Meeting	Conroe
4/27/11	Montgomery County United Way Campaign Cabinet Meeting	The Woodlands
4/27/11	Montgomery County Indigent Defense Board Meeting	Conroe
4/27/11	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
	Montgomery County Juvenile Probation Community First Offender	
4/27/11	Program	Conroe
4/29/11	Sam Houston State University Advisory Board Meeting	Huntsville

4/29/11	CDS Joint Mooting Liberty Montgomery and Walker Counties	Cleveland
4/29/11	CPS Joint Meeting – Liberty, Montgomery and Walker Counties Montgomery County Community Resource Coordination Croup	Cieveiailu
E /2 /11	Montgomery County Community Resource Coordination Group –	Copros
5/3/11	Emergency Meeting	Conroe
5/4/11	Liberty County Community Resource Coordination Group	Dayton
F /F /11	Cinco de Mayo Program – Substance Abuse Prevention – C. C.	\A (:11: -
5/5/11	Hardy Elementary	Willis
5/5/11	Walker County Community Resource Coordination Group	Huntsville
5/5/11	Cleveland Chamber of Commerce Luncheon	Cleveland
5/10/11	Montgomery County Indigent Defense Board Meeting	Conroe
5/11/11	Parents Night for Willis ISD	Willis
5/12/11	Huntsville Chamber of Commerce Breakfast	Huntsville
5/12/11	Early Childhood Intervention Presentation – Substance Abuse	Conroe
5/13/11	Mental Health Day Celebration – Tri-County Huntsville	Huntsville
	Psychiatric Emergency Treatment Center and Law Enforcement	
5/13/11	Forum	Conroe
	Montgomery County Hospital District – Provider Appreciation and	
5/13/11	Training Seminar	The Woodlands
5/13/11	Psychiatric Emergency Treatment Center Grand Opening	Conroe
5/16/11	Montgomery County Indigent Defense Board Meeting	Conroe
5/17/11	Roots of Change Coalition – Youth Substance Abuse Prevention	Shenandoah
5/17/11	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
5/17/11	Montgomery County Community Resource Coordination Group	Conroe
5/17/11	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
	Huntsville Leadership Institute – Tour Tri-County's Huntsville	
5/17/11	Facility	Huntsville
5/18/11	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
5/18/11	Homeless Coalition Meeting	Conroe
5/19/11	Adult Protective Services Task Force Meeting	Conroe
5/20/11	Montgomery County United Way Campaign Cabinet Meeting	The Woodlands
2 2	Reading of Proclamation Recognizing May as Mental Health	12 11 2 2 3 3 3 3 3 3 3
5/23/11	Month at Montgomery County Commissioner's Court	Conroe
	Reading of Proclamation recognizing May as Mental Health Month	
5/23/11	at Walker County Commissioner's Court	Huntsville
0,20,11	Reading of Proclamation Recognizing May as Mental Health	
5/24/11	Month at Liberty County Commissioner's Court	Liberty
5/26/11	Leadership Montgomery County Graduation	The Woodlands
5/20/11	Leader strip morngomery country oradiation	THE VVOCAIGINGS

UPCOMING ACTIVITIES:

5/31/11	Montgomery County Area Business Women's Meeting	Conroe
6/1/11	Liberty County Community Resource Coordination Group	Dayton
6/2/11	Walker County Community Resource Coordination Group	Huntsville
6/2/11	Cleveland Chamber of Commerce Luncheon	Cleveland
6/9/11	Huntsville Chamber of Commerce Breakfast	Huntsville
6/21/11	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
6/21/11	Montgomery County Community Resource Coordination Group	Conroe
6/21/11	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands

Agenda Item: Consumer Services Reports for March & April 2011	Board Meeting Date
	May 26, 2011
Committee: Program	
Background Information:	
None	
Supporting Documentation:	
Consumer Services Reports for March & April 2011	
Recommended Action:	
For Information Only	

CONSUMER SERVICES REPORT March 2011 - FY 2011

	MONTGOMERY			WALKER	
Crisis Services, MH Adults/Children	COUNTY	CLEVELAND	LIBERTY	COUNTY	TOTAL
Persons Screened, Intakes, Other Crisis Services	292	23	28	21	364
Crisis and Transitional Services (SP 0, SP5)	133	7	16	14	170
Crisis Residential Unit (CRU) Served	42	7	6	2	57
Crisis Residential Unit (CRU) bed days	216	48	30	4	298
Total Contract Hospital Admissions	15	0	3	3	21
Total State Hospital Admissions	38	4	4	10	56
Persons Served by Program, MH Non-Crisis					
Adult Service Packages (SP 1-4)	749	111	71	112	1043
Adult Medication Services	653	75	69	103	900
Child Service Packages (SP 1.1-4)	371	14	6	55	446
Child Medication Services	158	5	0	22	185
Adult Jail Diversion Services	16	1	0	1	18
Juvenile Detention Diversion Services	4	0	0	0	4
TCOOMMI (Adult/Child)	108	4	5	12	129
Persons Served by Program, IDD	•		•		
Number of New Enrollments for IDD Services	0	0	0	0	0
Service Coordination/Case Management	366	25	29	39	459
Center Waiver Services (HCS, Supervised Living, TXHmL)	33	10	13	17	73
Contractor Provided ICF-MR	18	12	12	6	48
Autism Services	13	0	1	0	14
Substance Abuse Services		-	<u> </u>	-	
Children and Youth Prevention Services	149	6	0	0	155
Youth Substance Abuse Treatment Services/COPSD	15	0	0	0	15
Adult Substance Abuse Treatment Services/COPSD	23	0	0	0	23
	20	U	U	U	23
Waiting/Interest Lists			1		
Department of State Health Services-Adults	228	26	42	8	304
Department of State Health Services-Children	20	0	1	0	21
Home and Community Based Services Interest List	998	86	81	83	1248
Persons Served Outside of the State Contracts		,	1		
Benefit Package 3 Adult/Child	37	3	9	3	52
March Served by County					
Adult Mental Health Services	1309	154	126	167	1756
Child Mental Health Services	388	22	9	60	479
Intellectual and Developmental Disabilities Services	421	43	54	58	576
Total Served by County	2118	219	189	285	2811
February Served by County					
Adult Mental Health Services	1207	136	103	174	1620
Child Mental Health Services	396	19	7	53	475
Intellectual and Developmental Disabilities Services	416	43	50	56	565
Total Served by County	2019	198	160	283	2660
January Served by County					
	1217	141	123	155	1636
	397	21	8	51	477
Intellectual and Developmental Disabilities Services	421	43	53	56	573
•	2035	205	184	262	2686
January Served by County Adult Mental Health Services Child Mental Health Services	1217 397 421	141 21 43	123 8 53	155 51 56	1636 477 573

CONSUMER SERVICES REPORT April 2011 - FY 2011

		_			
Crisis Services, MH Adults/Children	MONTGOMERY COUNTY	CLEVELAND	LIBERTY	WALKER COUNTY	TOTAL
Persons Screened, Intakes, Other Crisis Services	273	24	34	19	350
Crisis and Transitional Services (SP 0, SP5)	119	8	9	14	150
Crisis Residential Unit (CRU) Served	51	4	4	3	62
Crisis Residential Unit (CRU) bed days	178	21	10	19	228
Total Contract Hospital Admissions	14	1	2	2	19
Total State Hospital Admissions	34	3	6	9	52
Persons Served by Program, MH Non-Crisis					
Adult Service Packages (SP 1-4)	709	96	77	100	982
Adult Medication Services	596	75	69	81	821
Child Service Packages (SP 1.1-4)	365	18	7	57	447
Child Medication Services	180	8	4	20	212
Adult Jail Diversion Services	11	2	0	0	13
Juvenile Detention Diversion Services	4	0	0	0	4
TCOOMMI (Adult/Child)	106	3	4	9	122
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	2	0	0	0	2
Service Coordination/Case Management	360	21	37	47	465
Center Waiver Services (HCS, Supervised Living, TXHmL)	31	8	14	15	68
Contractor Provided ICF-MR	18	12	12	6	48
Autism Services	13	0	1	1	15
Substance Abuse Services					
Children and Youth Prevention Services	149	6	0	0	155
Youth Substance Abuse Treatment Services/COPSD	13	0	1	0	14
Adult Substance Abuse Treatment Services/COPSD	23	0	0	0	23
Waiting/Interest Lists					
Department of State Health Services-Adults	236	28	27	11	302
Department of State Health Services-Children	28	17	0	5	50
Home and Community Based Services Interest List	1035	95	86	90	1306
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult/Child	28	1	8	5	42
April Served by County					
Adult Mental Health Services	1283	145	118	156	1702
Child Mental Health Services	403	16	11	59	489
Intellectual and Developmental Disabilities Services	419	42	51	56	568
Total Served by County	2105	203	180	271	2759
March Served by County	_				
Adult Mental Health Services	1309	154	126	167	1756
Child Mental Health Services	388	22	9	60	479
Intellectual and Developmental Disabilities Services	421	43	54	58	576
Total Served by County	2118	219	189	285	2811
February Served by County	•				
Adult Mental Health Services	1207	136	103	174	1620
Child Mental Health Services	396	19	7	53	475
Intellectual and Developmental Disabilities Services	416	43	50	56	565
Total Served by County	2019	198	160	283	2660

Agenda Item: Program Updates for April 2011	Board Meeting Date			
Committee: Program	May 26, 2011			
Background Information:				
None				
Supporting Documentation:				
Program Updates for April 2011				
Recommended Action:				
For Information Only				

Program Updates April 2011

MH Crisis and Admission Services

A. Key Statistics:

1. Number of new admissions during the month: 153

2. CRU average daily census: 9.33

B. Program Comments:

- 1. The CRU program has adjusted its staffing patterns to stabilize its RN staff, reduce turnover, and hire more qualified employees.
- We have modified our Mobile Crisis Assessment Team (MCOT) to reduce costs and currently have fewer staff scheduled on the night and weekend shifts.
- 3. Contract inpatient hospital admissions increased this month due to state hospitals being on diversion status more frequently.

MH Adult Services

A. Key Statistics:

- 1. Number of adults served during the month: 1702
- 2. Number of adults served in Medication Services: 821

B. Program Comments:

- 1. The total number of adults served continues to increase.
- 2. There has been turnover in the part time psychiatrist position and we are actively recruiting for a replacement.
- 3. We are reducing the number of rehabilitation staff to improve efficiency.

MH Child Services

A. Key Statistics:

- 1. Number of children served during the month: 489
- 2. Number of children served in Medication Services: 212

B. Program Comments:

- 1. The program has focused on admitting children off of the waiting list and trying to manage our growing census.
- 2. We have reduced the number of child rehabilitation positions to improve efficiency.
- 3. We recently added an additional Licensed Counselor to increase our ability for diagnostic and therapy services.

Criminal Justice Services

A. Key Statistics:

- 1. Number of Children and Adults Served Through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI):
 - 33 Juvenile; 92 Adults
- 2. Number of Jail/Juvenile Diversions:
 - 8 Jail Diversions in the month of March; 4 Juvenile Diversions

B. Program Comments:

- 1. We have submitted mid-year budget revisions to TCOOMMI and modified several position descriptions as part of mid-year revisions.
- 2. The Juvenile caseloads are at capacity. We will need to discharge existing clients before admitting new juvenile referrals.

Substance Abuse Services

A. Key Statistics:

- 1. Number of children served in prevention services: 155
- 2. Number of adults served in substance abuse/COPSD treatment services: 23 (COPSD 14; OUTPATIENT 21)
- 3. Number of children served in substance abuse treatment services: 14

B. Program Comments:

- 1. DSHS conducted an unscheduled audit which resulted in only minor issues to correct in the adult and youth services.
- 2. Grants were submitted to the Montgomery County United Way and presentations were made to a United Way Funding Committee.

IDD Services

A. Key Statistics:

- 1. Total number of admissions for the month: 2
- 2. Total number enrolled in the HCS program for the month: 78
- 3. Total number served in all IDD services for the month: 465

B. Program Comments:

- 1. We had a successful HCS and TxHmL audit in April.
- 2. We have begun reducing some Bachelor level positions to improve efficiency and reduce costs.
- 3. We are planning to relocate the Cleveland Life Skills Program back to Truman Street in the near future.

Support Information

A. **Veterans' Services**: The Montgomery County VSO will lead the Veteran's Summit scheduled for June 14th.

B. **Quality Management**: The QM Plan was revised to reflect the new Substance Abuse information and submitted to DSHS on April 5th.

C. Training:

- 1. The Training Department conducted Satori Alternatives to Managing Aggression (SAMA) training with the Life Skills staff on April 8th and CSU staff on May 11th.
- 2. Tri-County also conducted a Mental Health Training with Montgomery County United Way staff on May 23rd.

D. Information Services:

- 1. IT infrastructure equipment for the CSU was installed and included a redundant phone system.
- 2. Work continues on a possible electronic document storage solution with other ETBHN Centers.

Community Activities

- A. Tri-County Services' Board of Trustee member Janet Qureshi was honored as our 2011 Woman of Distinction by the Montgomery County Women's Council of Organizations at their annual luncheon on April 8, 2011. Congratulations to Janet on her dedication and recognition.
- B. On Friday, May 13th the Grand Opening Celebration for the new Psychiatric Emergency Treatment Center was held. The event was attended by many community leaders, several of our Board members as well as a number of Tri-County staff. The facility opened to services on May 13th for crisis assessments and expects to open the Crisis Stabilization Unit before the end of May.

Agenda Item: March & April 2011 Personnel Reports	Board Meeting Date			
Committee: Executive	May 26, 2011			
Background Information:				
None				
Supporting Documentation:				
March & April 2011 Personnel Reports				
Recommended Action:				
For Information Only				

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT MARCH 2011

STAFF	NEW HIRE	s	SEPAR	ATED	VOLUN' SEPARA		INVOLUN SEPARA		BUDGETED			YEARLY TURNOVER
CLASSIFICATIONS	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.	POSITIONS	POSITIONS	PERCENT	PERCENT
Bachelor's												
Qualified Mental Health Professional	1	13	2	13	2	7		6	95	83	2%	16%
Qualified Mental Retardation Professional (State Title)		1							13	12	0%	0%
Licensed Staff	1	5		1				1	13	13	0%	8%
Medical												
Physicians			1	1			1	1	5	4	25%	25%
Advanced Practice Nurse									2	1	0%	0%
RN's		1		1		1			10	9	0%	11%
LVN's									18	12	0%	0%
Techs/Aides												
МН		1	1	2		1	1	1	12	9	11%	22%
IDD		5	1	9	1	6		3	53	46	2%	20%
Supervisor/Manager												
мн		1		1				1	13	13	0%	8%
IDD				1				1	5	4	0%	25%
Program Support		2	1	4	1	3		1	39	38	3%	11%
Central Administration		4	1	4	1	4			17	16	6%	25%
Business Services									16	16	0%	0%
Maintenance/Janitorial/Lawn		1		1		1			25	24	0%	4%
GRAND TOTALS	2	34	7	38	5	23	2	15	336	300	2%	13%
Previous YTD											3%	16%

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT APRIL 2011

STAFF	NEW HIRE	s	SEPAR	ATED	VOLUN' SEPARA		INVOLUN SEPARA		BUDGETED	FILLED	MONTHLY TURNOVER	YEARLY TURNOVER PERCENT
CLASSIFICATIONS	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.	POSITIONS	POSITIONS	PERCENT	
Bachelor's												
Qualified Mental Health Professional	1	14	3	16	3	10		6	90	81	4%	20%
Qualified Mental Retardation Professional (State Title)		1							14	12	0%	0%
Licensed Staff		5		1				1	13	13	0%	8%
Medical												
Physicians	<u> </u>			1				1	5	4	0%	25%
Advanced Practice Nurse									2	1	0%	0%
RN's		1		1		1			10	9	0%	11%
LVN's			2	2			2	2	12	10	20%	20%
Techs/Aides												
МН	1	2		2		1		1	12	10	0%	20%
IDD		5	1	10		6	1	4	53	45	2%	22%
Supervisor/Manager												
МН		1		1				1	13	13	0%	8%
IDD				1				1	5	4	0%	25%
Program Support		2		4		3		1	39	38	0%	11%
Central Administration		4		4		4			17	16	0%	25%
Business Services									16	16	0%	0%
Maintenance/Janitorial/Lawn		1		1		1			25	24	0%	4%
GRAND TOTALS	2	36	6	44	3	26	3	18	326	296	2%	15%
Previous YTD											3%	17%

Agenda Item: Texas Council Quarterly Board Meeting Update	Board Meeting Date				
Committee: Executive	May 26, 2011				
Background Information:					
The Texas Council has requested that Center representatives give updates to Trustees regarding their quarterly Board meeting. A verbal update will be given.					
Supporting Documentation:					
None					
Recommended Action:					
For Information Only					

Agenda Item: Approve April 2011 Financial Statements	Board Meeting Date
Committee: Business	May 26, 2011
Background Information:	
None	
Supporting Documentation:	
April 2011 Financial Statements	
Recommended Action:	
Approve April 2011 Financial Statements	

April 2011 Financial Summary

Revenues for April 2011 were \$2,242,686 and operating expenses were \$1,906,230 resulting in a gain in operations of \$336,456. Capital Expenditures and Extraordinary Expenses for April were \$293,413 resulting in a gain of \$43,043. Total revenues were 99.81% of the monthly budgeted revenues and total expenses were 100.51% of the monthly budgeted expenses.

Year to date revenues are \$16,936,599 and operating expenses are \$14,878,366 leaving excess operating revenues of \$2,058,233. YTD Capital Expenditures and Extraordinary Expenses are \$1,819,493 resulting in a gain YTD of \$238,740. Total revenues are 100.55% of the YTD budgeted revenues and total expenses are 97.00% of the YTD budgeted expenses.

REVENUES

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
DSHS SA Treatment Youth Svs	10,674	30,852	34.60%	20,178
DSHS SA Prevention	67,838	79,744	85.07%	11,906

<u>DSHS – Substance Abuse Treatment for Youth Services</u> - This program is new this fiscal year. We are still making adjustments to this program and anticipate that the revenue will increase as the program continues to grow.

<u>DSHS – Substance Abuse Prevention</u> – This is a cost reimbursement program. We have been understaffed in this program and have recently hired a new employee so revenue should increase. This line will be adjusted in the end of year budget revision.

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 April 30, 2011

	TOTALS COMBINED FUNDS April 2011	TOTALS COMBINED FUNDS March 2011	Increase (Decrease)
ASSETS	_		
CURRENT ASSETS			
Imprest Cash Funds	4,025	4,025	-
Cash on Deposit-General Fund	7,186,324	7,709,173	(522,849)
Cash on Deposit-Debt Fund	323,139	246,914	76,226
Accounts Receivable	901,293	1,310,859	(409,566)
Inventory	33,308	33,539	(230)
TOTAL CURRENT ASSETS	8,448,091	9,304,509	(856,419)
FIXED ASSETS	5,050,968	5,050,968	-
OTHER ASSETS	67,127	52,063	15,064
AMOUNT TO BE PROVIDED FOR THE			
RETIREMENT OF LONG TERM DEBT	1,720,257	1,720,257	<u> </u>
TOTAL ASSETS	15,286,442	16,127,798	(841,355)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES	-		
CURRENT LIABILITIES	1,044,368	1,059,656	(15,287)
NOTES PAYABLE	407,690	407,690	-
DEFERRED REVENUE	1,809,902	2,761,405	(951,503)
LONG-TERM LIABILITIES FOR	_		
Capital Leases-Equipment	82,567	82,567	-
Bond Series 1995	-	-	-
Bond Series 2004	1,230,000	1,230,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund		248,666	43,043
Debt Service Fund	(169,554)	(245,779)	76,225
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	- 0.407
Reserved for Current Year Budgeted Reserve	49,332	43,165	6,167
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs Unrestricted and Undesignated	2,000,000 225,690	2,000,000 225,690	-
TOTAL LIABILITIES/FUND BALANCE	15,286,442	16,127,798	(841,355)

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of April 30, 2011

TOTALS

	General Operating Funds	Debt Service Funds	General Fixed Assets	Memoran	dum Only
				April 2011	August 2010
ASSETS					Final
CURRENT ASSETS					
Imprest Cash Funds	4,025			4,025	2,975
Cash on Deposit-General Fund	7,186,324			7,186,324	4,887,535
Cash on Deposit-Debt Fund		323,139		323,139	558,805
Accounts Receivable	901,293			901,293	1,534,673
Inventory	33,308	200 100		33,308	32,515
TOTAL CURRENT ASSETS	8,124,951	323,139	-	8,448,091	7,057,981
FIXED ASSETS			5,050,968	5,050,968	5,050,968
OTHER ASSETS	67,127			67,127	44,819
AMOUNT TO BE PROVIDED FOR THE					
RETIREMENT OF LONG TERM DEBT		1,720,257		1,720,257	2,125,257
TOTAL ASSETS	8,192,078	2,043,397	5,050,968	15,286,443	14,102,677
LIABILITIES, DEFERRED REVENUE, FUND BAI	ANCES				
CURRENT LIABILITIES	1,044,368			1,044,368	1,569,628
NOTES PAYABLE		407,690		407,690	407,690
DEFERRED REVENUE	1,809,902			1,809,902	(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
Borid Series 2004		1,230,000		1,230,000	1,035,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR					
General Fund	291,709			291,709	52,969
Debt Service Fund	-	(169,554)		(169,554)	(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 Reserved for Debt Service	1,230,000	400.000		1,230,000	- 573.993
Reserved for Board Policy Requirements	879,405	492,693		492,693 879,405	2,109,405
Reserved for Equipment Reserve	354,290			354,290	354,290
Reserved for Current Year Budgeted Reserve	49,332			49,332	-
Reserved for Inventory Reserve	32,973			32,973	32,973
Reserved for Operations and Programs	2,000,000			2,000,000	2,000,000
Unrestricted and Undesignated	225,690			225,690	144,390
TOTAL LIABILITIES/FUND BALANCE	8,192,077	2,043,397	5,050,968	15,286,442	14,102,677

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

INCOME:	MONTH OF April 2011	YTD April 2011
Local Revenue Sources	368,963	2,414,024
Earned Income	823,877	6,689,843
General Revenue-Contract	1,049,845	7,832,732
TOTAL INCOME	2,242,686	16,936,599
EXPENSES:		
Salaries	1,033,374	7,887,082
Employee Benefits	203,527	1,651,735
Medication Expense	31,375	287,021
Travel-Board/Staff	29,673	244,580
Building Rent/Maintenance	17,686	153,082
Consultants/Contracts	374,404	3,125,447
Other Operating Expenses	216,191	1,529,418
TOTAL EXPENSES	1,906,230	14,878,366
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	336,456	2,058,233
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	255,301	1,513,707
Capital Outlay-Debt Service Bonds	38,113	305,786
TOTAL CAPITAL EXPENDITURES	293,413	1,819,493
GRAND TOTAL EXPENDITURES	2,199,643	16,697,859
Excess (Deficiency) of Revenues and Expenses	43,043	238,740

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

	YTD April 2011	APPROVED BUDGET	Increase (Decrease)
INCOME:	<u> </u>		
Local Revenue Sources	2,414,024	2,345,288	68,736
Earned Income	6,689,843	6,674,740	15,103
General Revenue-Contract	7,832,732	7,823,721	9,011
TOTAL INCOME	16,936,599	16,843,749	92,850
EXPENSES:			
Salaries	7,887,082	7,928,763	(41,681)
Employee Benefits	1,651,735	1,759,090	(107,355)
Medication Expense	287,021	360,917	(73,896)
Travel-Board/Staff	244,580	281,333	(36,753)
Building Rent/Maintenance	153,082	156,349	(3,267)
Consultants/Contracts	3,125,447	3,201,455	(76,009)
Other Operating Expenses	1,529,418	1,627,615	(98,197)
TOTAL EXPENSES	14,878,366	15,315,522	(437,156)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	2,058,233	1,528,227	530,006
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,513,707	1,593,620	(79,913)
Capital Outlay-Debt Service Bonds	305,786	305,321	465
TOTAL CAPITAL EXPENDITURES	1,819,493	1,898,941	(79,448)
GRAND TOTAL EXPENDITURES	16,697,859	17,214,463	(516,604)
Excess (Deficiency) of Revenues and Expenses	238,740	(370,714)	609,454
Debt Service and Fixed Asset Fund: Bond Payments Receipts	305,786	305,321	465
Bond Payments Necepts Bond Payments Disbursements Interest Income	300,700	-	-
Excess(Deficiency) of revenues over Expenses	305,786	305,321	465
<u> </u>			

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

INCOME:	MONTH OF April 2011	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	368,963	360,124	8,839
Earned Income	823,877	832,781	(8,904)
General Revenue-Contract	1,049,845	1,053,952	(4,107)
TOTAL INCOME	2,242,686	2,246,857	(4,171)
EXPENSES:			
Salaries	1,033,374	976,195	57,179
Employee Benefits	203,527	224,994	(21,467)
Medication Expense	31,375	50,881	(19,506)
Travel-Board/Staff	29,673	38,873	(9,200)
Building Rent/Maintenance	17,686	17,225	461
Consultants/Contracts	374,404	387,305	(12,901)
Other Operating Expenses	216,191	209,628	6,563
TOTAL EXPENSES	1,906,230	1,905,101	1,129
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	336,456	341,756	(5,300)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	255,301	245,218	10,083
Capital Outlay-Debt Service Bonds	38,113	38,170	(57)
TOTAL CAPITAL EXPENDITURES	293,413	283,388	10,025
GRAND TOTAL EXPENDITURES	2,199,643	2,188,489	11,154
Excess (Deficiency) of Revenues and Expenses	43,043	58,368	(15,325)
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements	38,113	38,170 -	(57) -
Interest Income Excess(Deficiency) of revenues over Expenses	38,113	38,170	(57)

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

Earned Income 6,689,843 6,213,096 4		YTD April 2011	YTD April 2010	Increase (Decrease)
Capital Revenue-Contract 7,832,732 7,906,004 Control 16,936,599 15,094,182 1,8	e Sources	2,414,024	975,082	1,438,942
Capital Revenue-Contract 7,832,732 7,906,004 (7,007 10,000 16,000 16,000 16,000 16,000 10,0	ie	6,689,843	6,213,096	476,747
EXPENSES: Salaries 7,887,082 7,346,857 55 Employee Benefits 1,651,735 1,546,670 11 Medication Expense 287,021 468,490 (18 Travel-Board/Staff 244,580 234,484 234,484 Building Rent/Maintenance 153,082 198,976 (6 Consultants/Contracts 3,125,447 3,000,057 13 Other Operating Expenses 1,529,418 1,440,689 3 TOTAL EXPENSES 14,878,366 14,236,223 6 Excess(Deficiency) of Revenues over 2 2 2 Expenses before Capital Expenditures 2,058,233 857,959 1,26 CAPITAL EXPENDITURES 1,513,707 115,499 1,33 Capital Outlay-Fe&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (7 TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,3	nue-Contract		7,906,004	(73,272)
Salaries 7,887,082 7,346,857 55 Employee Benefits 1,651,735 1,546,670 10 Medication Expense 287,021 468,490 (1) Travel-Board/Staff 244,580 234,484 24 Building Rent/Maintenance 153,082 198,976 (7) Consultants/Contracts 3,125,447 3,000,057 11 Other Operating Expenses 1,529,418 1,440,689 3 TOTAL EXPENSES 14,878,366 14,236,223 6 Excess(Deficiency) of Revenues over Expenses before Capital Expenditures 2,058,233 857,959 1,21 CAPITAL EXPENDITURES 2 305,786 360,332<	ME	16,936,599	15,094,182	1,842,417
Employee Benefits				
Medication Expense 287,021 468,490 (187,490) Travel-Board/Staff 244,580 234,484 Building Rent/Maintenance 153,082 198,976 (467,497) Consultants/Contracts 3,125,447 3,000,057 17 Other Operating Expenses 1,529,418 1,440,689 14 TOTAL EXPENSES 14,878,366 14,236,223 6 Excess(Deficiency) of Revenues over 2,058,233 857,959 1,21 CAPITAL EXPENDITURES 2,058,233 857,959 1,21 Capital Outlay-FF&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (6 TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,33		7,887,082	7,346,857	540,225
Travel-Board/Staff 244,580 234,484 Building Rent/Maintenance 153,082 198,976 (c Consultants/Contracts 3,125,447 3,000,057 12 Other Operating Expenses 1,529,418 1,440,689 3 TOTAL EXPENSES 14,878,366 14,236,223 6 Excess(Deficiency) of Revenues over Expenses before Capital Expenditures 2,058,233 857,959 1,21 CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (c TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,33	nefits	1,651,735	1,546,670	105,065
Building Rent/Maintenance	rpense	287,021	468,490	(181,469)
Consultants/Contracts 3,125,447 3,000,057 17 Other Operating Expenses 1,529,418 1,440,689 18 TOTAL EXPENSES 14,878,366 14,236,223 6 Excess(Deficiency) of Revenues over 2,058,233 857,959 1,26 Expenses before Capital Expenditures 2,058,233 857,959 1,26 CAPITAL EXPENDITURES 1,513,707 115,499 1,33 Capital Outlay-FF&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (9 TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,36	Staff	244,580	234,484	10,096
Other Operating Expenses 1,529,418 1,440,689 TOTAL EXPENSES 14,878,366 14,236,223 6 Excess(Deficiency) of Revenues over 2 2 Expenses before Capital Expenditures 2,058,233 857,959 1,20 CAPITAL EXPENDITURES 3 3 4 3 4 3 4 3 4 3 4 3 4 3 <td></td> <td>153,082</td> <td>198,976</td> <td>(45,894)</td>		153,082	198,976	(45,894)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures 2,058,233 857,959 1,20 CAPITAL EXPENDITURES 2,058,233 857,959 1,33 Capital Outlay-FF&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (9 TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,34				125,390
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures 2,058,233 857,959 1,20 CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (9 TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,34	ng Expenses			88,729
Expenses before Capital Expenditures 2,058,233 857,959 1,26 CAPITAL EXPENDITURES Total Outlay-FF&E, Automobiles 1,513,707 115,499 1,33 Capital Outlay-Debt Service Bonds 305,786 360,332 (9 TOTAL CAPITAL EXPENDITURES 1,819,493 475,831 1,34	:NSES	14,878,366	14,236,223	642,143
	/-FF&E, Automobiles /-Debt Service Bonds	305,786	360,332	1,398,208 (54,546)
GRAND TOTAL EXPENDITURES 16,697,859 14,712,054 1,9	TAL EXPENDITURES	1,819,493	475,831	1,343,662
	AL EXPENDITURES	16,697,859	14,712,054	1,985,805
Excess (Deficiency) of Revenues and Expenses 238,740 382,128 (14)	ciency) of Revenues and Expenses	238,740	382,128	(143,388)
Bond Payments Disbursements Interest Income	nts Receipts nts Disbursements me			(54,546) - - - (54,546)
Excess(Deficiency) of revenues over Expenses 305,786 360,332	ciency) of revenues over Expenses	305,786	360,332	(54,546)

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

MONTH OF April 2011	MONTH OF April 2010	Increase (Decrease)
368,963	159,447	209,516
823,877	753,481	70,396
1,049,845	1,054,015	(4,170)
2,242,686	1,966,943	275,743
1,033,374	982,392	50,982
203,527	198,156	5,371
31,375	48,070	(16,695)
29,673	33,091	(3,418)
17,686	19,013	(1,327)
374,404	410,770	(36,366)
216,191		51,387
1,906,230	1,856,296	49,934
220.450	440.647	225 000
336,456	110,647	225,809
255,301		169,957
38,113		(6,928)
293,413	130,385	163,028
2,199,643	1,986,681	212,962
43,043	(19,740)	62,781
		/a a
38,113	45,041	(6,928)
		-
38,113	45,041	(6,928)
	368,963 823,877 1,049,845 2,242,686 1,033,374 203,527 31,375 29,673 17,686 374,404 216,191 1,906,230 336,456 255,301 38,113 293,413 2,199,643 43,043	368,963

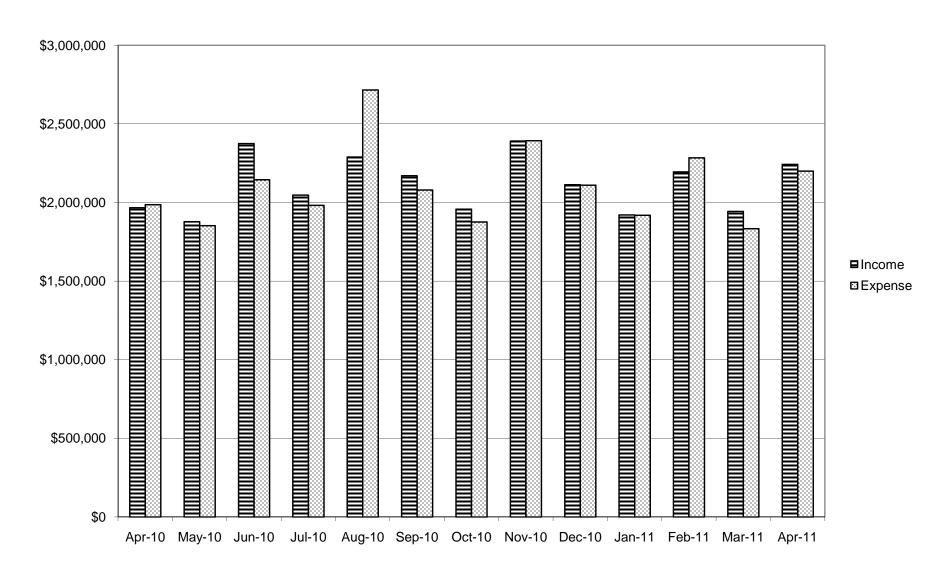
TRI-COUNTY SERVICES Revenue and Expense Summary With March 2011 Comparative Data As of April 2011

INCOME:	MONTH OF April 2011	MONTH OF March 2011	Increase (Decrease)
Local Revenue Sources	368,963	130,432	238,531
Earned Income	823,877	840,067	(16,189)
General Revenue-Contract	1,049,845	973,398	76,448
TOTAL INCOME	2,242,686	1,943,896	298,790
EXPENSES:			
Salaries	1,033,374	918,640	114,734
Employee Benefits	203,527	202,286	1,241
Medication Expense	31,375	31,573	(198)
Travel-Board/Staff	29,673	33,304	(3,631)
Building Rent/Maintenance	17,686	14,694	2,991
Consultants/Contracts	374,404	403,241	(28,837)
Other Operating Expenses	216,191	187,356	28,835
TOTAL EXPENSES	1,906,230	1,791,094	115,135
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures CAPITAL EXPENDITURES	336,456	152,802	183,654
Capital Outlay-FF&E, Automobiles	255,301	4,638	250,662
Capital Outlay-Debt Service Bonds	38,113	38,113	-
TOTAL CAPITAL EXPENDITURES	293,413	42,751	250,662
GRAND TOTAL EXPENDITURES	2,199,643	1,833,846	365,797
Excess (Deficiency) of Revenues and Expenses	43,043	110,051	(67,008)
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income	38,113	38,113	-
Excess(Deficiency) of revenues over Expenses	38,113	38,113	-

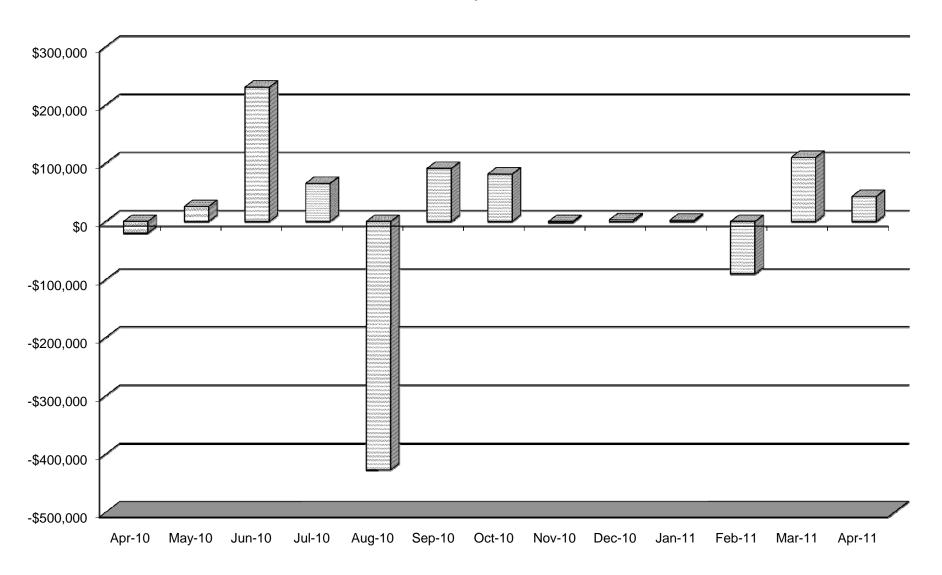
TRI-COUNTY SERVICES Revenue and Expense Summary by Service Type Compared to Budget As of YTD Ended April 30, 2011

INCOME:	YTD Mental Health April 2011	YTD IDD April 2011	YTD Other Services April 2011	YTD Agency Total April 2011	YTD Approved Budget April 2011	Increase (Decrease)
Local Revenue Sources	2,401,965	(102,712)	114,771	2,414,024	2,345,288	68,736
Earned Income	1,979,782	3,893,653	816,409	6,689,843	6,674,740	15,103
General Revenue-Contract	6,648,303	1,184,429	-	7,832,732	7,823,721	9,011
TOTAL INCOME	11,030,050	4,975,370	931,180	16,936,600	16,843,749	92,851
EXPENSES:						
Salaries	5,793,305	1,568,639	525,139	7,887,082	7,928,763	(41,681)
Employee Benefits	1,170,854	374,577	106,305	1,651,735	1,759,090	(107,355)
Medication Expense	278,235	-	8,786	287,021	360,917	(73,896)
Travel-Board/Staff	155,693	60,126	28,761	244,580	281,333	(36,753)
Building Rent/Maintenance	107,638	45,233	213	153,082	156,349	(3,267)
Consultants/Contracts	598,784	2,476,422	50,240	3,125,447	3,201,455	(76,008)
Other Operating Expenses	962,529	387,272	179,617	1,529,418	1,627,615	(98,197)
TOTAL EXPENSES	9,067,038	4,912,269	899,061	14,878,366	15,315,522	(437,157)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures CAPITAL EXPENDITURES	1,963,012	63,101	32,119	2,058,233	1,528,227	530,008
Capital Outlay-FF&E, Automobiles	1,511,558	1,005	1,144	1,513,707	1,593,620	(79,913)
Capital Outlay-Debt Service Bonds	208,151	76,716	20,919	305,786	305,321	465
TOTAL CAPITAL EXPENDITURES	1,719,709	77,721	22,063	1,819,493	1,898,941	(79,448)
GRAND TOTAL EXPENDITURES	10,786,747	4,989,990	921,124	16,697,859	17,214,463	(516,605)
Excess (Deficiency) of Revenues and Expenses	243,303	(14,620)	10,056	238,740	(370,714)	609,456
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income	208,151	76,716 - -	20,919 - -	305,786 - -	305,321 - -	(97,170) - -
Excess(Deficiency) of revenues over Expenses	208,151	76,716	20,919	305,786	305,321	(97,170)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES Income after Expenses



Agenda Item: Consider Selection of FY 2011 Auditor	Board Meeting Date
Committee: Business	May 26, 2011

Background Information:

Each year Tri-County Services is required to select an outside auditor for our financial audit. We have previously used the following auditors:

FY 1992	Pircher and Co.
FY 1988 - 1993	Kenneth Davis
FY 1999	Vetter & Taboada, P.C.
FY 2000 - 2003	David N. Miller, LLP
FY 2004 - 2006	McConnell & Jones, LLP
FY 2007 - 2010	David N. Miller, LLP

The FY 2011 DSHS and DADS Performance Contracts state that the Center shall "engage the same audit firm no more than six (6) consecutive years from the initial date of engagement".

Supporting Documentation:

None

Recommended Action:

Direct Staff to Solicit an Audit Engagement Letter from David N. Miller, LLP or Solicit Proposals for FY 2011 Independent Financial Audit

Agenda Item: Approve Revisions to Reduction-in-Force or Reconfiguration Policy

Committee: Business

Background Information:

This policy has not been revised since it was implemented in November 1992. The Center's name change and several other revisions have been made.

Supporting Documentation:

Original Policy

Revised Policy

Recommended Action:

Approve Revisions to Reduction-in-Force or Reconfiguration Policy

ORIGINAL COPY

TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES

STATEMENT OF POLICY	
	William E. Hall, Jr., Chairman
	Date

Subject: Reduction in Force or Reconfiguration

Original Effective Date: November 5, 1992

It is the policy of the Board of Trustees of Tri-County Mental Health Mental Retardation Services to establish and maintain a consistent, equitable, and non-discriminatory policy which can respond to substantial changes in levels of job responsibility as determined by the Executive Director, budget cutbacks or changes in pay of Center personnel while maintaining maximum flexibility in the provisions of quality services. Further, the following consideration will underlie the decision making process in implementing a necessary reduction in force or reconfiguration.

- 1. Positions may be changed and/or eliminated when the function has been deleted or absorbed elsewhere in Tri-County or other agencies in the community.
- 2. Positions may be changed and/or eliminated when the qualifications and credentials required for that position are no longer appropriate for changing program needs (or funding sources requirements).
- 3. Reduction in force may occur in specific program area(s) when required as a result of budget cutbacks, re-allocation, or loss of supporting funds.
- 4. Reduction in force may occur when identified needs and/or service demands are reduced or re-prioritized to a lower level.
- 5. Reduction in force may occur when indicated by performance status review.
- 6. Reduction in force decisions shall be based upon demonstrated skills, competencies and productivity levels.
- 7. In all cases of reduction in force staff shall be given due process as specified in the Tri-County Personnel Policies. Staff terminated due to reduction in force shall receive a termination notice which contains the following:
 - a. a delivery date the same as the date of the notice (not the same as the termination date);
 - b. effective date of termination:
 - c. reason for termination;
 - d. procedure for discussion of situation with immediate supervisor and others deemed appropriate.

REVISED COPY

TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES

STATEMENT OF POLICY

William E. Hall, Jr., Chairma
Cecil McKnight, Chairman
Date

Original Effective Date: November 5, 1992 Revision Date: May 26, 2011

Subject: Reduction in Force or Reconfiguration

It is the policy of the Board of Trustees of Tri-County Mental Health Mental Retardation Services to establish and maintain a consistent, equitable, and non-discriminatory policy to address Reduction-in-Force and/or Reconfiguration of the Workforce. which can respond to substantial changes in levels of job responsibility as determined by The Executive Director is authorized to respond to substantial changes in levels of job responsibility, budget cutbacks and/or changes in pay of Center personnel while maintaining maximum flexibility in the provision of quality services. Further, The following consideration will underlie the decision making process in implementing a necessary reduction in force or reconfiguration of the workforce.

- 1. Positions may be changed and/or eliminated when the function(s) has been deleted or absorbed elsewhere in Tri-County or by other agencies in the community.
- 2. Positions may be changed and/or eliminated when the qualifications and credentials required for that position are no longer appropriate for changing program needs (or funding sources requirements).
- 3. Reduction in force may occur in specific program area(s) when required as a result of budget cutbacks, re-allocation, or loss of supporting funds.
- 4. Reduction in force may occur when identified needs and/or service demands are reduced or re-prioritized to a lower level.
- 5. Reduction in force may occur when indicated by performance status review.
- 5. Reduction in force decisions shall be based upon demonstrated skills, competencies and productivity levels.
- 7. In all cases of reduction in force staff shall be given due process as specified in the Tri County Personnel Policies. Staff terminated due to reduction in force shall receive a termination notice which contains the following:

- a. The date of the termination notice; a delivery date the same as the date of the notice (not the same as the termination date);
- b. effective date of termination; and
- c. reason for termination.
- d. procedure for discussion of situation with immediate supervisor and others deemed appropriate.

Agenda Item: Approve Submission of Housing and Urban Development (HUD) Department 811 Project Application, Approve Resolutions Related to the Application and Authorize the Executive Director to Execute Necessary Documents **Board Meeting Date**

May 26, 2011

Committee: Business

Background Information:

The demand for safe, affordable housing for persons with mental illness remains high in our service area. Independence Village in Huntsville has remained full and there are in excess of forty (40) approved candidates on the waiting list for housing there. The Independence Place Apartments in Montgomery should open in June and will likely be full by the end of that same month.

In December of 2009, Tri-County applied for a HUD 811 project which would have been constructed in Cleveland, Texas. This application scored very highly, but was not funded because a property option had not been secured for the project. After extensive review of available property which would meet the requirements of the HUD application, staff have returned to the same property in Cleveland that was our target for the last application. The owner's representative for this property has indicated that the ownership group is willing to sign a long term option on the site which is zoned appropriately for a multi-family development. This property is located close to amenities which should help the application score as high as possible.

If the Board approves the submission of this application, the Board will also need to approve the 'Sponsor's Conflict of Interest Resolution' which forbids officers or trustees from having 'any prohibited interest' in the project, and the 'Sponsor's Resolution for Commitment to the Project' in which the Board agrees to make 'start-up expenses, the minimum capital investment' and other funds available for the project. Finally, the Board is asked to authorize the Executive Director to execute necessary documents for the submission of the application which is due on June 23, 2011.

Supporting Documentation:

Application for Capital Advance

Sponsor's Conflict of Interest Resolution

Sponsor's Resolution for Commitment to the Project

Recommended Action:

Approve Submission of Housing and Urban Development Department 811 Project Application, Approve Resolutions Related to the Application and Authorize the Executive Director to Execute Necessary Documents

Supportive Housing for Persons with Disabilities Section 811

U.S. Department of Housing and Urban Development

Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0462 (exp 9/30/2013)

Application for Capital Advance
Summary Information
For HUD HUD Project Number

For HUD Use Only	HU	D Proje	ct Nu	mber						PRAC Number			
	dress	(es), Co	ntact	Person, ar	id Tele	phone	Num	nber(s) of Sponsor(s)	51 p	percent of the board	nation: A minority sponsor is one in which at least members are minority.		
										is sponsor a minority	<u> </u>		
									Ethinicity	(select only one)	Hispanic or Latino Not Hispanic or Latino		
									Race (se	elect one or more)	American Indian or Alaskan Native		
											Asian Black or African American		
4- 0	- "		.,,			V		NI-			Native Hawaiian or Other Pacific Islander		
1a. Sponsor is	a "gra	assroots	orga	anization		Yes		No		ł	White Other		
3a. Location of	f site (city and	l state	e)	•			3b. Will project be located within the boundaries of a Federally-designated: (1) Empowerment Zone, (2) Enterprise Community, (3) Urban Enhanced Enterprise Community, (4) Strategic Planning Community or (5) Renewal Community? (Contact local HUD Office for information on these designated areas.)					
4a. Congression	onal D	istrict		5. Capital] [Yes		No			
4b. Census Tra	act			Amount \$	Reque	estea		If "Yes," please indica	ite approp	riate number as sno	wn above.		
6. Project Ren	tal Ass	sistance	Con	tract Amou	nt Req	uested	7.	Application Contains Evidence of Site Contains		Occupancy Type Physically Disable	9b. Restricted Occupancy Requested		
Note: For a g	roup l	nome(s) in 1	0. below, i	nclude	the		Identification of Site	Э	Developmentally	I ==		
number of dis								Type of Construction		Chronically Menta			
and the "Tota						or an	-	New Construction		Mixed Occupancy			
independent I Manager unit, category.							_	Rehabilitation Acquisition	-	Identify Catego	ries		
10. Project Typ	oe & N	lumber	of Un	its/Residen	ts Prop	osed					1		
a. Group I	lome	1			1								
Site	Disa	o. of abled dents		esident Mg Unit (Y/N)	r.			Address					
#1	17631	uents											
#2													
#3													
#4													
b. Indeper		_	-	ect			ı						
Site		ts by No edroom		Total	Disable	ad		Address					
Oile	ا ہ ا	1 2	1	Units	1	idents							
#1						-							
#2													
#3													
#4	L												
c. Condor		n ts by No	o of	I			ı						
Site		edroom		Total	Disable	ed				Addre	SS		
	0	1 2	3	Units	i	dents							
#1													
#2				1	1		-						
#3							-						
Note: If a	n elev	ator str	uctur	re in b or c	ahove	indic	ate h	by placing an "E"					
				units for ea									
Totals													
				Section 811									
				ed Resident	:S	M	lixed I	Finance or Mixed Use	-				
		Si	ites					Yes No		# of Add'l Units			

	Check utilities and services not included in the rent and to be paid directly by the tenant Electric
	Off-Site Facilities: Public At Site Ft. from Site Water Sewer Paving Gas Electric 14. Community Spaces to be included in Project: (identified by site no. indicated I 10 above): Identified by site no. indicated I 10 above): Identified by site no. indicated I 10 above):
	If Sponsor is applying for more than one HUD program from the SuperNOFA, indicate which application(s) contain the forms with original signatures. Program Name Form
	Name, Address and Telephone Number of (mark one box) Consultant Agent Authorized Representative
17.	Sponsor's Attorney (name, address and telephone number)
Ву	(signature of sponsor's authorized representative)
	Type in Name
	Title

Public reporting burden for this collection of information is estimated to average 46 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is in support of HUD's efforts to expand the supply of Supportive Housing for Persons with Disabilities under Section 811. The information is necessary to assist HUD to determine applicant eligibility and ability to develop housing for disabled with statutory and program criteria. A thorough evaluation of an applicant's qualifications and capabilities is critical to protect the Government's financial interest and to mitigate any possibility of fraud, waste or mismanagement of public funds. This application does not collect any sensitive information. HUD does not ensure confidentiality.

SPONSOR'S CONFLICT OF INTEREST RESOLUTION

U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner

OMB Approval No. 2502-0267 (exp. 11/30/2013)

Public reporting burden for this collection of information is estimated to average .40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is required for HUD's Supportive Housing for the Elderly under Section 202 and Supportive Housing for Persons with Disabilities under Section 811. The information is necessary to assist HUD in determining applicant eligibility and ability to develop housing for the elderly and for persons with disabilities within statutory and program criteria. A thorough evaluation of an applicant's qualifications and capabilities is critical to protect the Government's financial interest and to mitigate any possibility of fraud, waste, or mismanagement of public funds. This collection of information does not collect any sensitive information. HUD does not ensure confidentiality.

TO: The Secretary of Housing and Urban Development

SUBJECT: Section 202 Program - Application for Fund Reservation Section 811 Program - Application for Fund Reservation

Sponsor:

Project Location:

WHEREAS, Section 202 of the Housing Act of 1959, as amended, authorizes the making of capital advances for housing for the elderly to private, nonprofit corporations, OR Section 811 of the National Affordable Housing Act of 1990, as amended, authorizes the making of capital advances to nonprofit corporations for housing for persons with disabilities, no part of the net earnings of which inure to the benefit of any member, founder, contributor or individual;

WHEREAS, HUD has implemented this statutory requirement by promulgating a regulation providing that the Sponsor may not be controlled by or under the direction of persons or firms seeking to derive profit or gain therefrom. The regulation also prohibits any officer or director of the Sponsor from having any financial interest in any contract in connection with the rendition of services, the provision of goods or supplies, procurement of furnishings or equipment, construction of the project, procurement of the site or any other matters whatsoever, except with respect to management or supportive services contracts entered into by the Owner with the Sponsor or its nonprofit affiliate.

WHEREAS, HUD has determined that assurance of compliance with this prohibition can best be obtained by requiring that all officers and directors of the Sponsor certify that they do not have and will not have during their term of office, any prohibited financial interest.

WHEREAS, because of the time constraints imposed under the application process and difficulties in meeting these deadlines caused by such factors as large boards and unavailability of officers and directors of the board, some prospective Sponsors have been unable or experienced hardship in obtaining all of the required certifications for submission with the applications for fund reservation.

WHEREAS, HUD is willing to defer submission of the required Sponsors' Conflict of Interest and Disclosure Certifications until the submission of the firm commitment applications by those Owners for which fund reservations were approved, if such certifications are provided by all the Sponsor's officers and directors listed below, who are duly qualified and sitting in these capacities from the date of the Sponsor's fund reservation application.

form HUD-92041 (1/2003)

[LIST THE NAME, TITLE, AND THE BEGINNING AND ENDING DATES OF THE TERM OF ALL OFFICERS AND DIRECTORS]

NOW, THEREFORE, in order to induce HUD to forego requiring submission of the Conflict of Interest and Disclosure Certifications until after projects have been selected and fund reservations granted, it is hereby resolved and agreed by the Board of Directors of the Sponsor:

- 1. That it will submit an updated Incumbency Certificate, in a form prescribed by HUD, showing all changes in incumbency for submission with the Owner's Application for Firm Commitment, initial closing and final closing.
- 2. That no officer or director of the Sponsor has or will be permitted to have any prohibited interest which would prevent him or her from signing the required Conflict of Interest and Disclosure Certification.
- 3. That the fund reservation will be subject to cancellation by HUD if the officers or directors of either the Sponsor or the Owner fail to submit Conflict of Interest and Disclosure Certifications duly executed by each and all of their respective officers and directors.
- 4. That no HUD capital advance funds or project rental assistance funds will be expended on account of any contract or arrangement where a conflict of interest is determined to exist, and the Sponsor shall be responsible for the payment of any and all obligations involving its officers and directors.
- 5. That should any contract or arrangement entered into by the Owner be determined by HUD to involve a conflict of interest, involving either the Sponsor's or Owner's officers or directors, the Sponsor will exercise its best efforts to cause the Owner to promptly cancel or terminate such contract or arrangement at HUD's request.

Adopted and a	pproved by the Boa	ard of Trustee	s of the Spor	nsor on the	
day of					
-		,			
Autho	rized Signature				
Cecil McKnigh	· ·				

SPONSOR'S RESOLUTION FOR COMMITMENT TO PROJECT

U.S. Department of Housing and Urban Development

Office of Housing Federal Housing Commissioner

OMB Approval No. 2502-0267 (exp 11/30/2013)

Public reporting burden for this collection of information is estimated to average .40 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is required for HUD's Supportive Housing for the Elderly under Section 202 and Supportive Housing for Persons with Disabilities under Section 811. The information is necessary to assist HUD in determining applicant eligibility and ability to develop housing for the elderly and for persons with disabilities within statutory and program criteria. A thorough evaluation of an applicant's qualifications and capabilities is critical to protect the Government's financial interest and to mitigate any possibility of fraud, waste, or mismanagement of public funds. This collection of information does not collect any sensitive information. HUD does not ensure confidentiality.

TO: Secretary of Housing and Urban Development

SUBJECT: Section 202 Program - Application for Fund Reservation Section 811 Program - Application for Fund Reservation

Sponsor:

Project Location:

1. WHEREAS, under the Section 202 Program for Supportive Housing for the Elderly, the Sponsor acknowledges its responsibilities of sponsorship, long-term support, its willingness to assist the Owner to develop, own, manage and provide appropriate services in connection with the proposed project, and it reflects the will of its membership. The Sponsor is required to make a commitment to cover the estimated start-up expenses, the minimum capital investment of 1/2 of one percent of the HUD-approved capital advance, not to exceed \$25,000 (\$10,000 for sponsors not affiliated with a national sponsor) and the estimated cost of any amenities or features (and operating costs related thereto) which would not be covered by the approved capital advance.

OR

Whereas, under the Section 811 Program of Supportive Housing for Persons with Disabilities, the Sponsor acknowledges its responsibilities of sponsorship, long-term support, its willingness to assist the Owner to develop, own, manage and provide appropriate services in connection with the proposed project, and that it reflects the will of its membership. The Sponsor is required to make a commitment to cover the estimated start-up expenses, the minimum capital investment of 1/2 of one percent of the HUD-approved capital advance, not to exceed \$10,000 and the estimated cost of any amenities or features (and operating costs related thereto) which would not be covered by the approved capital advance.

- 2. WHEREAS, HUD has determined that assurance by the Sponsor of its commitment and willingness to provide those funds can best be assured by requiring a resolution of the Board of Directors that funds will be made available for such purposes.
- 3. NOW, THEREFORE, the Board of Directors of the Sponsor hereby resolves and agrees that funds will be available for the subject project to meet estimated start-up expenses, the minimum capital investment and the estimated cost of any amenities or features (and operating costs related thereto) which would not be covered by the approved capital advance.

Adopted and approved by	of the Sponsor on the	day of
 ,		
Authorized Signature Cecil McKnight, Chairman	-	

form HUD-92042 (08/2003)

Agenda Item: Consider New GASB 34 Balance Sheet Presentation

Board Meeting Date

May 26, 2011

Committee: Business

Background Information:

As a part of the FY 2010 Audit process Carlos Taboada, from David N. Miller and Company, LLP, gave staff a management letter that listed recommendations for opportunities to strengthen our internal controls and operating efficiencies. One of the recommendations is to change the current presentation of the balance sheet to be in the Government Accounting Standards Board (GASB) Statement No. 34 format. This change will require abandoning fund accounting and eliminating account 1440 – Amount Needed to Retire Long Term Debt and transferring it to the Fund Balance group of accounts. Such a change would provide in house financial statements that more closely resemble the current guidance for financial statements.

Supporting Documentation:

Current Balance Sheet Presentation

Proposed GASB 34 Balance Sheet Presentation

Recommended Action:

Approve either the Current Balance Sheet Presentation or the Proposed GASB 34 Balance Sheet Presentation

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of April 30, 2011

TOTALS

General Operating **Debt Service** General Fixed **Funds Funds** Assets **Memorandum Only** April 2011 August 2010 Final **ASSETS CURRENT ASSETS** Imprest Cash Funds 4,025 4,025 2,975 4,887,535 Cash on Deposit-General Fund 7,186,324 7,186,324 Cash on Deposit-Debt Fund 323,139 323,139 558,805 Accounts Receivable 901,293 901,293 1,534,673 Inventory 33,308 32,515 33,308 TOTAL CURRENT ASSETS 8,124,951 323,139 7,057,981 8,448,091 FIXED ASSETS 5,050,968 5,050,968 5,050,968 OTHER ASSETS 67,127 67,127 44,819 AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT 1,720,257 1,720,257 2,125,257 TOTAL ASSETS 8,192,078 2,043,397 5,050,968 15,286,443 14,102,677 LIABILITIES, DEFERRED REVENUE, FUND BALANCES **CURRENT LIABILITIES** 1,044,368 1,044,368 1,569,628 NOTES PAYABLE 407,690 407,690 407,690 **DEFERRED REVENUE** 1,809,902 (35,546)1,809,902 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 291,709 291,709 52,969 **Debt Service Fund** (169,554) (169,554)(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 1,230,000 573,993 Reserved for Debt Service 492,693 492,693 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 49,332 49,332 Reserved for Inventory Reserve 32,973 32,973 32,973 Reserved for Operations and Programs 2,000,000 2,000,000 2,000,000 Unrestricted and Undesignated 144,390 225,690 225,690 TOTAL LIABILITIES/FUND BALANCE 8,192,077 2,043,397 5,050,968 15,286,442 14,102,677

TRI-COUNTY SERVICES PROPOSED GASB 35 CONSOLIDATED BALANCE SHEET As of April 30, 2011

ASSETS

CURRENT ASSETS		
Imprest Cash Funds	\$	4,025
Cash on Deposit-General Fund		7,186,324
Cash on Deposit-Debt Fund	\$ \$ \$	323,139
Accounts Receivable	Ś	901,293
Inventory	Ś	33,308
TOTAL CURRENT ASSETS	\$	8,448,091
FIXED ASSETS	\$	5,050,968
OTHER ASSETS	\$	67,127
AMOUNT TO BE PROVIDED FOR THE		
RETIREMENT OF LONG TERM DEBT	\$ \$	
TOTAL ASSETS	\$	13,566,185
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	\$	1,044,368
ACCRUED VACATION	\$	407,690
DEFERRED REVENUE	\$	1,809,902
LONG-TERM LIABILITIES FOR		
Capitol Leases	\$	82,567
Bond Series 2004	\$	1,230,000
EXCESS(DEFICIENCY) OF REVENUES		
OVER EXPENSES FOR General Fund	ċ	201 700
Debt Service Fund	\$ \$	291,709 -
FUND EQUITY		
v Restricted for Debt Service	Ś	323,139
Reserved for Fixed Assets	\$	-
Assets less AD less related debt (Net Assests)	\$	3,738,401
Reserved for Worker's Compensation	\$ \$ \$	274,409
Reserved for Debt Retirement	\$	1,230,000
Reserved for Debt Service- Vacation	\$	(407,690)
Reserved for Board Policy Requirements	\$	879,405
Reserved for Equipment Reserve	\$ \$	354,290
Reserved for Current Year Budgeted Reserve	\$	49,332
Reserved for Inventory Reserve	\$ \$ \$	32,973
Reserved for Operations and Programs		2,000,000
Unrestricted and Undesignated	\$	225,690
TOTAL LIABILITIES/FUND BALANCE	\$	13,566,185

Agenda Item: Approve Submission of the 2011 Texas Foundations Fund Grant for Persons With Very Low Income

Board Meeting Date

May 26, 2011

Committee: Program

Background Information:

The Texas State Affordable Housing Corporation is using funds allocated to the Texas Foundations Fund to provide grants to nonprofit organizations and rural governmental entities for the construction, rehabilitation, and/or critical repair of single family homes for Texans of very low or extremely low income, with a particular emphasis on serving people with disabilities and/or those living in rural Texas.

Tri-County, as a unit of government, will apply to serve persons in Walker County which is the only county that is designated as rural.

Tri-County will apply with the intent to make funding available to eligible clients in order to make critical repairs or rehab their home resulting in it becoming more handicapped accessible. Some examples of projects would include: wheel chair ramps, stair lifts, door widening, and bath lifts.

Supporting Documentation:

Grant Narrative

Recommended Action:

Approve Submission of the 2011 Texas Foundations Fund Grant for Persons With Very Low Income

TEXAS STATE AFFORDABLE HOUSING CORPORATION 2011 TEXAS FOUNDATIONS FUND – Due June 24, 2011 5PM

Overview

Funding Availability:

The Texas State Affordable Housing Corporation (the "Corporation") is giving Notice of Funding Availability for a cycle of the Texas Foundations Fund. Pending Board approval, funding availability for this cycle is \$300,000, comprised of up to six grants of up to \$50,000 per grant. The purpose of the Texas Foundations Fund is to improve the living standards of Texas residents of very low and extremely low income by building new single family homes, repairing existing single family homes, enhancing accessibility for persons who are elderly or disabled, and providing supportive housing services for residents of multifamily rental units.

Five percent of the grant amount may be used for administrative or technical assistance costs.

Grants to Governmental or Nonprofit Entities:

We would apply as a rural government entity.

Rural governmental entities (and their instrumentalities), to be eligible for a grant, must be 1)cities with populations less that 50,000 not located in a federal Metropolitan Statistical Area (MSA) or 2) counties with populations less than 100,000 not located in a federal MSA. Tri-County would apply with the intent to serve Walker County.

Eligible Project:

We would apply with the intent to meet the following purpose:

The construction, rehabilitation and/or critical repair of single family homes for Texas residents of very low or extremely low income

<u>Summary</u>

The purpose of applying for this grant would be to offer to our MH and IDD clients the needed rehabilitation and/or critical repairs needed to allow them to remain in their home in a safer environment. As we meet the eligibility requirements and serve individuals / families at 50% or below the AMFI, my recommendation is to apply for one of the \$50,000 awards to offer assistance with adaptations for physically disabled Tri-County consumers. The geographic focus for this grant should be in Walker County where there is a population of less than 100,000 and not located in a federal Metropolitan Statistical Area (MSA).

Agenda Item: 2nd Quarter FY 2011 Quarterly Investment Report

Board Meeting Date

May 26, 2011

Committee: Business

Background Information:

This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256: Subchapter A of the Public Funds Investment Act.

Supporting Documentation:

Quarterly TexPool Investment Report

Quarterly Interest Report

Recommended Action:

For Information Only

QUARTERLY INVESTMENT REPORT TEXPOOL FUNDS

For the Period Ending February 28, 2011

GENERAL INFORMATION

This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256; Subchapter A of the Public Funds Investment Act.

Center funds for the period have been partially invested in the Texas Local Government Investment Pool (TexPool), organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. The Comptroller of Public Accounts is the sole officer, director, and shareholder of the Texas Treasury Safekeeping Trust Company which is authorized to operate TexPool. Pursuant to the TexPool Participation Agreement, administrative and investment services to TexPool are provided by Chase Bank of Texas National Association; its parent company, The Chase Manhattan Bank; and the First Southwest Asset Management, Inc. The Comptroller maintains oversight of the services provided. In addition, the TexPool Advisory Board, composed equally of participants in TexPool and other persons who do not have a business relationship with TexPool, advises on investment policy and approves fee increases.

TexPool investment policy restricts investment of the portfolio to the following types of investments:

Obligations of the United States Government or its agencies and instrumentalities with a maximum maturity of 13 months;

Fully collateralized repurchase agreements and reverse repurchase agreements with a defined termination date not to exceed 90 days, secured by any obligation of the United States, its agencies or its instrumentalities. These agreements may be placed only with primary government securities dealers, state, or national banks doing business in the State of Texas.

No-load money market mutual funds are regulated by the Securities and Exchange Commission and rated AAA or equivalent by at least one nationally recognized rating service. The money market mutual fund must maintain a dollar-weighted average stated maturity of 60 days or less and include in its investment objectives the maintenance of a stable net asset value of \$1.00.

TexPool is governed by the following specific portfolio diversification limitations;

100% of the portfolio may be invested in obligations of the United States.

100% of the portfolio may be invested in direct repurchase agreements for liquidity purposes.

Reverse repurchase agreements will be used primarily to enhance portfolio return within a limitation of up to one-third (1/3) of total portfolio assets.

No more than 15% of the portfolio may be invested in approved money market mutual funds.

The weighted average maturity of TexPool cannot exceed 60 days and the maximum maturity for any individual security in the portfolio is limited to thirteen (13) months.

TexPool seeks to maintain a net asset value of \$1.00 and is designed to be used for investment of funds which may be needed at any time.

STATISTICAL INFORMATION

Market Value for the Period

Portfolio Summary	December	January	February
Uninvested Balance	500,028.59	27,480,172.81	(842.22)
Accrual of Interest Income	8,133,527.43	10,979,265.94	16,102,871.37
Interest and Management Fees Payable	(2,163,882.47)	(2,428,261.52)	(2,225,081.06)
Payable for Investments Purchased	0.00	(402,578,697.92)	(85,912,808.00)
Repurchase Agreements	9,640,422,000.00	11,167,197,000.00	9,361,232,000.00
Mutual Fund Investments	0.00	0.00	0.00
Government Securities	7,140,519,764.79	8,308,614,788.06	9,464,098,229.19
U.S. Treasury Bills	0.00	0.00	0.00
TOTAL	\$16,987,864,638.34	\$19,309,600,267.37	\$19,054,599,069.28

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	500,028.59	(842.22)
Accrual of Interest Income	8,133,527.43	16,102,871.37
Interest and Management Fees Payable	(2,163,882.47)	(2,225,081.06)
Payable for Investments Purchased	0.00	(85,912,808.00)
Repurchase Agreements	9,640,422,000.00	9,361,232,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	7,140,236,690.64	9,463,521,020.74
U.S. Treasury Bills	0.00	0.00
TOTAL	\$16,987,542,497.71	\$19,053,983,221.11

Portfolio By Maturity as of February 28, 2011

2 to 7 days	8 to 90 day	91 to 180 days	181 to 397 days
54.0%	32.1%	7.9%	6.0%

Portfolio By Type of Investments as of February 28, 2011

	I OF FIGURE D	y rype or in	V Cotinents at	or i cor dury	20, 2011	
Repurchase	T-Bills	Mutual Funds	Agency Notes	Agency Discounts	T-Notes	Treasury Bills
		Lands	11000	Discounts		
49.0%	None	None	49.5%	None	None	1.5%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.17% for December, 0.16% for January and 0.15% for February.

As of the end of the reporting period, market value of collateral supporting the Repurchase Agreements was at least 102% of the Book Value.

The weighted average maturity of the fund as of February 28, 2011 was 48 days.

The net asset value as of February 28, 2011 was 1.00004.

The total amount of interest distributed to participants during the period was \$61,676.87.

This quarter TexPool interest rates did exceed the 90 Day T-Bill rates during the entire reporting period.

TexPool has a current money market fund rating of AAAm by Standard and Poors.

During the reporting period, the total number of participants has increased to 2,246.

Funds assets are safekept at the State Street Bank in the name of TexPool in a custodial account.

During the reporting period, the investment portfolio was in full compliance with Tri-County Services' Investment Policy and with the Public Funds Investment Act.

Submitted by:		
		4/15/2011
Millie McDuffey		Date
Chief Financial Officer / Investm	nent Officer	
		4/15/2011
Cindy Sill		Date
Evacutive Director / Investment	Officer	

TRI-COUNTY SERVICES QUARTERLY INTEREST EARNED REPORT FISCAL YEAR 2010 AS OF FEBRUARY 2011

	INTEREST EARNED					
BANK NAME	1st QTR		3rd QTR.	4th QTR.	YTD TOTAL	
First Liberty National Bank	\$ 22.	39 \$ 22.43	3		\$ 44.82	
Merrill Lynch - 07152	\$ 78.	55 \$ 31.04	ı		\$ 109.59	
Merrill Lynch - 07221	\$ 13.	80 \$ 7.93	3		\$ 21.73	
Prosperity Bank	\$ 14.	11 \$ 14.21			\$ 28.32	
TexPool Participants	\$ 337.	44 \$ 256.70)		\$ 594.14	
Texas Capital Bank	\$ 957.	00 \$ 957.00)		\$ 1,914.00	
Renewed 10/21/10 Hillcrest Bank	\$ 235.	00 \$ 705.00			\$ 940.00	
Libertad Bank	\$ 1,212.	51 \$ 1,212.51			\$ 2,425.02	
Tradition Bank	\$ 9,574.	20 \$ 9,610.21			\$ 19,184.41	
Total Earned	\$ 12,445.	00 \$ 12,817.03	3 \$ -	\$ -	\$ 25,262.03	

Agenda Item: April 2011 Board of Trustees' Unit Financial	Board Meeting Date
Statements	May 26, 2011
Committee: Business	Way 20, 2011
Background Information:	
None	
Supporting Documentation:	
April 2011 Board of Trustees' Unit Financial Statements	
Recommended Action:	
For Information Only	

			Unit I	Financial FY 20	tement				
	April 11 Actuals	April 11 Budgeted	,	/ariance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues 80103998 Allocated Revenue	\$ 3,108.00	\$ 3,108.00	\$	-	\$ 24,868.00	\$ 24,868.00	\$ -	0.00%	\$ 37,300.00
Total Revenue	\$ 3,108.00	\$ 3,108.00	\$	-	\$ 24,868.00	\$ 24,868.00	\$ -	0.00%	\$ 37,300.00
Expenses									
80105275 Food Items	\$ 10.14	\$ 208.00	\$	(197.86)	\$ 1,244.33	\$ 1,668.00	\$ (423.67)	74.60%	\$ 2,500.00
80105320 Insurance-Worker Compensation	\$ 19.77	\$ 23.00	\$	(3.23)	\$ 125.69	\$ 138.00	\$ (12.31)	91.08%	\$ 400.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$	-	\$ 12,000.00	\$ 12,000.00	\$ -	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	\$ 200.00	\$ (129.84)	35.08%	\$ 300.00
80105750 Training	\$ -	\$ 375.00	\$	(375.00)	\$ 3,894.00	\$ 3,000.00	\$ 894.00	129.80%	\$ 4,500.00
80105755 Travel - Local	\$ 70.97	\$ 100.00	\$	(29.03)	\$ 642.75	\$ 800.00	\$ (157.25)	0.00%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ 380.90	\$ 333.00	\$	47.90	\$ 1,821.41	\$ 2,668.00	\$ (846.59)	68.27%	\$ 4,000.00
80105758 Travel - Non-local Hotel	\$ -	\$ 458.00	\$	(458.00)	\$ 522.82	\$ 3,668.00	\$ (3,145.18)	14.25%	\$ 5,500.00
80105759 Travel - Meals	\$ -	\$ 75.00	\$	(75.00)	\$ 89.86	\$ 600.00	\$ (510.14)	14.98%	\$ 900.00
Total Expenses	\$ 1,981.78	\$ 3,097.00	\$	(1,115.22)	\$ 20,411.02	\$ 24,742.00	\$ (4,330.98)	82.50%	\$ 37,300.00
Total Revenue minus Expenses	\$ 1,126.22	\$ 11.00	\$	1,115.22	\$ 4,456.98	\$ 126.00	\$ 4,330.98	-82.50%	\$ -

Agenda Item: Montgomery Supported Housing, Inc. Update

Board Meeting Date

May 26, 2011

Committee: Business

Background Information:

The electrical service has been installed at the site and the project team has been able to finalize many of the tasks which needed electricity before finalization. However, at this time the project is running behind again because the phone line service has not yet been connected. Consolidated Communications, the local phone company, reports that the equipment for their new control office for this portion of the Lone Star Parkway is not yet installed and they are unable to provide us dial tone yet. This is not expected to be a long term delay, but will likely result in a delay of the completion date for the project until June 9^{th} .

The punch list meeting with the project team and HUD inspector went well with only minor items requiring correction or adjustment. The phone line issue appears to be all that remains in completing the project.

Staff are making preliminary plans for the Independence Place grand opening ceremony in early June and will finalize the date as soon as the project is complete.

Supporting Documentation:

None

Recommended Action:

For Information Only

UPCOMING MEETINGS

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
- 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
- Approve FY 2011 Audit Engagement Letter
- Approve Recommendation for Tri-County Services FY 2012 Employee Health, LTD, and AD&D
- > 3rd Quarter FY 2011 Investment Report
- ➤ May & June 2011 Board of Trustees' Unit Financials
- Montgomery Supported Housing, Inc. Update
- Other Business Committee Issues

AUGUST 25, 2011 - Board Meeting

- Approve Minutes from July 28, 2011 Board Meeting
- ➤ Longevity Recognition Presentations
- Approve Goals & Objectives for FY 2012
- Community Resources Report for July 2011
- Consumer Services Report for July 2011
- Program Updates for August 2011
- Personnel Report for July 2011
- Annual Election of FY 2012 Board Officers
- Executive Director's Evaluation, Compensation & Contract for FY 2012
- Texas Council Quarterly Meeting Report
- Approve July Financial Statements
- 401(a) Account Review
- ➤ Approve FY 2012-2013 Department of State Health Services Performance Contract
- ➤ Approve FY 2012-2013 Department of Aging & Disabilities Services Performance Contract
- Approve FY 2011 Year End Budget Revisions
- Approve Proposed FY 2012 Operating Budget
- > July 2011 Board of Trustees' Unit Financials
- Montgomery Supported Housing, Inc. Update
- Other Business Committee Issues



ADOLESCENT SUBSTANCE ABUSE TREATMENT PROGRAM

Tri-County is providing a new adolescent substance abuse treatment program for ages 13-17.

The program provides:

Motivational Enhancement Therapy

Individual Therapy

Cognitive Behavioral Therapy

Family Support

Parent Education

Group Therapy

Home Visits

Mental Health Services

Parent participation is encouraged!

This is a 12-session brief intervention program for adolescents who are in any of the 5 stages of change: pre-contemplation, contemplation, preparation, action, or maintenance. No insurance is necessary to enroll in this program!

For more information, please call or email:

Tia Parsley
LPC, LCDC

1020 Riverwood Court, Bldg. 1
Conroe, TX 77304
(936) 521-6365
tiap@tricountyservices.org







Substance Abuse Screening

1. Have you used Alcohol or Drugs in the last 30 days? If Yes, what substance?	() YES () NO
2. Have you gotten sick or had withdrawals if you quit drinking or missed taking a drug?	()YES ()NO
3. Have you used larger amounts of alcohol or drugs or used them for a longer time than you had intended?	() YES () NO
4. Have you tried to cut down on alchol or drugs and were unable to do it?	() YES () NO
5. Have you spent a lot of time getting alcohol or drugs, using them, or recovering from their use?	() YES () NO
6. Have you spent less time at work, school, or with friends so that you could drink or use drugs?	() YES () NO
7. Have you increased the amount of alcohol or drugs you were taking so that you could get the same effect as before?	() YES () NO
8. Have you continued drinking or taking a drug to avoid withdrawals or to keep from getting sick?	() YES () NO
9. Has your use of alcohol or drugs caused: a. Emotional or psychological problems? b. Problems with family, friends, work, or police?	() YES () NO
10. Have you gotten so high or sick from alcohol or drugs that it:a. Kept you from doing work, going to school, or caring for children?b. Caused an accident or became a danger to you or others?c. Caused physical health or medical problems?	() YES () NO
11. Are you interested in getting substance abuse treatment?	() YES () NO



ADOLESCENT SUBSTANCE ABUSE TREATMENT PROGRAM REFERRAL FORM

Client Information: Name:_____ Case #:____ Address: Social Security ______ Date of Birth:___/___ Female:[] Male: [] School:_____ Grade Level:_____ Brief Explanation for Referral: Medicaid: [] YES []NO [] Private Insurance Drug of Choice:_____ Age of First Use:_____ Diagnosis (if known):_____ **Guardian Information:** Name:______Phone:(_________ Relationship: Is Guardian aware of referral? [] YES []NO Referring Agency: Organization: Contact Person:_____ Phone:(___________

PLEASE SEND TO: Tia Parsley LCDC, 1020 Riverwood Ct., Bldg. #1, Conroe, TX 77304, (936)521-6365, Fax: (936) 756-8346

ADOLESCENT SUBSTANCE ABUSE TREATMENT PROGRAM

Tri-County's Adolescent Substance Abuse Treatment Program is a very intensive program and requires individual, group, and family participation. The program requires a strong commitment from not only the adolescent but from the parents and family. The appointments will be scheduled 1-3 times per week and may require the adolescent missing some school and the parents missing some time from work. The program cannot promise that all family problems will disappear, but it can improve your family's communication, and with consistent dedication, it can increase the chances that your adolescent will modify his or her substance use. The program may improve the chances of any other children in the home starting to abuse substances.

ADOLESCENT SESSIONS

Before the adolescent can begin group sessions, at least two individual sessions must be attended.

Session 1: Motivational Building

Session 2: Goal Setting, Introduction to Functional Analysis, and Preparation for Group

Adolescent Group Sessions will meet weekly:

Session 3: Refusal Skills

<u>Session 4:</u> Enhancing the Social Support Network and Increasing Healthy Pleasant Activities

Session 5: Planning for Emergencies and Coping with Relapse

Session 6: Problem Solving

Session 7: Anger Awareness

Session 8: Anger Management

Session 9: Effective Communication

Session 10: Coping with Cravings and Urges to Use

Session 11: Depression Management

Session 12: Managing Thoughts about Marijuana

Once the Adolescent Group Sessions begin, other individual sessions with a clinician will be scheduled to ensure group skills are being learned and practiced in the adolescent's everyday life. Clinicians are also required to conduct treatment plan reviews to ensure goals and objectives are being met and barriers to treatment are being addressed.

PARENT SUPPORT SESSIONS

The parent support sessions are just for parents and/or guardians of the adolescents.

Session 1: Introduction to Adolescent Development, and Functional Families

Session 2: Drugs and Adolescents

Session 3: Relapse Signs and Recovery

Session 4: Boundaries, Limits, Authority, and Discipline

Session 5: Communication, Conflict Resolution, and Fighting Fair

Session 6: The Family Context

FAMILY SESSIONS

These sessions are developed to include the family in the recovery process, improve family communication, assist in dealing with substance abuse and accompanying behaviors, and assist the family in working together to rebuild relationships. These are to be scheduled with the clinician.

<u>Session 1:</u> Discuss Progress, Develop Family Goals, Discuss Treatment Issues

Session 2: Discuss Progress, Discuss Family Rules, Fair Fighting, and Conflict Resolution

Session 3: Discuss Progress, Practice Problem Solving and Improve Communication, Develop the

Family Relapse Prevention Plan

Session 4: Discuss Progress, Address any Family-Specific Issues, and Seek Closure

Additional Required Educational Classes

As mandated by the State of Texas, your child will be asked to attend the following Educational Classes:

HIV/TB/HEP/STD: This class will meet monthly at Tri-County and is provided by the Montrose

Counseling Center in Houston, TX.

Tobacco Education: This class will be held once at Tri-County and is provided by the Tri-County

Prevention Program.

Executive Director's Report May 26, 2011

Information

- The next regularly scheduled Board meeting is Thursday, July 28th; there will not be a June meeting due to the Annual Trustee and Staff conference.
- The Center will be closed Monday, May 30th in observance of Memorial Day and Monday, July 4th in observance of this holiday; crisis services will, of course, be operational.
- The Huntsville Leadership Institute toured our facility on May 17th and the class members asked several questions about our services.
- Trish Janek and Cynthia Peterson are graduating from Leadership Montgomery County at noon today.
- The annual Burnham Golf Classic will be August 5-7th, so mark your calendars and plan to attend this great event. The Friday evening dinner is a great time to join the fun.

Operations

Department of State Health Services (DSHS) – The Psychiatric Emergency Treatment Center (PETC/CSU) had a well-attended grand opening and we had excellent press coverage in several area newspapers. We received the operating license on Wednesday, Mary 18th, via email and the original on May 25th. There were several building issues that had to be resolved prior to admitting any clients; these were resolved and we began admissions on May 25th. There are several punch list items that the contractor continues to complete and other issues that we are resolving. Overall, we had very positive feedback from stakeholders who have seen the facility.

DSHS stated that the Contract Committee would have the draft FY 2012-13 contract to review by end of May or early June and as yet, we have not received a draft. The committee is attempting to negotiate several revisions to the contract that would streamline our operations and remove some of the non-value added reporting and process requirements. DSHS has removed some of the requirements regarding following the Texas Implementation Medication Algothrims (TIMA) effective June $\mathbf{1}^{\text{st}}$. Unfortunately, DSHS is also adding more requirements regarding monitoring of the waiting list and requirements that individuals who become eligible for Medicaid be removed from the waiting list

and enrolled in services within 60 days of the effective date of their Medicaid. The challenge is that the DSHS report regarding Medicaid eligibility is frequently not updated in a timely manner; we are developing other processes to monitor Medicaid eligibility so that we can admit these individuals as quickly as possible.

DSHS has notified us informally that we will be receiving additional Children's MH Waiting List funds for the balance of this fiscal year. We expect at least \$12,500 and perhaps more to finance children that we have already removed from the waiting list; i.e., we have already met the increased target associated with these additional funds.

We had an unannounced DSHS Substance Abuse Treatment contract review in late March and there were only minor findings: replace faucet in one restroom for ADA compliance, revise consent for treatment forms and revise postings placed in our licensed facilities. Staff are commended for this very positive survey.

Department of Aging and Disability Services (DADS) — Both the Texas Home Living (TxHmL) and Home and Community Based Services (HCS) waiver programs had their annual survey and certification reviews in April and the TxHmL program had zero deficiencies and the HCS had a few minor (non-life/safety findings). Kathy Luker and her staff continue to provide outstanding services and supports to individuals with intellectual and developmental disabilities (IDD) in these two (2) programs and their efforts were once again validated by the annual review results.

As a result of the current biennium budget shortfall, the Legislature instructed all state agencies to propose strategies to reduce current spending. One of DADS' solutions is to refinance fully funded general revenue services into the Medicaid funded TxHmL services; this strategy uses about \$.41/\$1 general revenue and the remaining \$.59 is paid with federal Medicaid funds. Our allocation from DADS will be reduced by the amount of general funds refinanced. Earlier this month, we were given the names of eighteen (18) individuals who are being offered TxHmL waiver slots and we must enroll all of them within 75 days. If the individual and family do not accept the TxHmL program, they must be discharged from all services. The TxHmL program covers a variety of services, including day habilitation and respite.

• At the recent Texas Council Risk Management Fund (TCRMF) Board and Advisory Committee meeting, several strategies to reduce member contributions for all lines of coverage were discussed for the upcoming fiscal year. Realizing that centers are facing significant funding reductions from DSHS, DADS and other state agencies, the fund has adopted actions that will reduce member "premiums" for the upcoming year, including using a portion of the rate

stabilization reserve fund. Tri-County is also discussing the impact on our rates if we increase our deductibles for several of the lines of coverage. We will present our recommendations at the August Board meeting. A copy of the TCRMF Board update is attached.

 82nd Legislative Session – It's almost over! The budget Conference Committee is meeting today to vote on several items that have been left pending in various Articles. Once adopted, then the House and the Senate must consider the budget bill and vote prior to midnight, May 30th.

The adopted Article II (Health and Human Services) budget for DSHS has small reductions in funding for adult, children, crisis and hospital mental health funding. The reductions in mental health funding are a result of the loss of one time "stimulus funding" and the enhanced Medicaid federal match that expires on June 30th. The DADS funding did not fare as well.

The Conference Committee has adopted funding includes the following approximate reductions, pending final approval by the Committee, perhaps today:

DSHS

- Adult MH <4%
- Children's MH − <2%
 </p>
- Substance Abuse Services -- <8%

TCOOMMI

Adult and Children's services – <8%

DADS

- IDD Community Services <27% and assumes refinancing an additional 3,000 individuals into TxHmL so there is a large increase in state funding to match the anticipated enrollment and federal funds earned
- In-Home and Family Support <100%
- HCS rate <1%, plus additional <1% reduction for foster home and supported home living rates
- ICF rate − <9%
- The HCS and ICF rate reductions are in addition to the 2% reductions during the last 12 months

The Texas Council's preliminary analysis of DSHS and DADS funding is attached.

Several MH riders that related to our business have also been adopted by the Conference Committee, including:

- <u>"Flexibility"/Local Planning</u> allows centers flexibility in use of funds between Community Mental Health budget strategies based upon local needs and priorities.
- <u>Study of mental health system</u> directs DSHS to contract with an independent entity no later than December 1, 2011 to conduct a study of the state mental health system and recommend "best value" practices that maximize the use of federal, state and local funds. The final report shall be submitted not later than September 1, 2012.
- <u>State Hospital Privatization</u> directs DSHS to develop an RFP to privatize one (1) state hospital by September 1, 2012, requires approval by LBB and Governor's office and at least 10% annual savings compared to FY 2011 levels for a minimum of four (4) years.
- Outpatient Competency Restoration Pilot Program directs DSHS to allocate \$4 million (GR) per year out of funds appropriated in Crisis Services to expand Outpatient Competency Restoration programs.

SB 931 by Senator Williams is not likely to be adopted as it has not been placed on calendars; this is the bill to ensure that individuals who have been charged with misdemeanors and deemed incompetent to stand trial do not spend more time incarcerated and in the state hospital than the sentence for their crime.

HB 1481 by Rep. Truitt, "respectful language" was adopted; this is the bill to eliminate "retardation" from all statutes, rules and regulations and endorse the use of people first language.



Board Update May 2011

The Board of Trustees and Advisory Committee held a planning session on May 5 and conducted a regular Board meeting on May 6. Following are some highlights of these sessions.

- The agenda for the planning session on May 5 included discussions on environmental issues affecting centers and on budget and funding issues facing the Fund over the next two years. During the morning, Trustees and Advisory Committee members heard presentations on the appropriations process in the current Texas legislature, the economic outlook for the next few years, and the outlook for investments. In the afternoon session, Board and Advisory Committee members heard a presentation on the Fund's actuarial projections. Members then discussed recommendations for reductions in expenses and strategies for the use of some of the Fund's surplus in order to reduce rates for members.
- ➤ The Board received an update on the status of the special project related to the employment status of contract service providers. This issue has now been resolved in favor of community centers. In response to a request for further assistance, the Board authorized the expenditure of an additional \$2,500 for the preparation of a sample contract and guidelines. This information will assist member centers avoid questions in the future about whether contractors used by centers for MR/IDD services could be considered as employees.
- ➤ The Board reviewed recommendations made by the Fund Administrator for changes in the methodology for development of rates and contribution levels for workers' compensation and liability. These changes are designed to tie center contributions more closely to the loss experience and equity levels of members. The changes include a modification to the minimum contribution plan (MCP) for workers' compensation so that there is only one option range (80 to 100 percent). This change in the MCP will reduce the potential for members to pay additional amounts in future years because of adverse loss experience.
- ➤ The Board approved the proposed rate development methodology and the new rate options for workers' compensation, liability, and property coverages. These changes will result in an average overall rate decrease of about 15 percent for 2011-2012. Actual changes in contributions for each member will vary up or down from the average, depending upon their prior claims experience, change in exposures, equity position, etc.
- The Board reviewed a preliminary budget for the 2011-2012 Fund year. The budget reflects a decrease in expenditures for claims and other expenses, and it includes a 15 percent reduction in member contributions compared to the current budget. The budget also assumes the use of approximately \$1.5 million in surplus for the purpose of rate stabilization. The final budget for 2011-2012 will be approved at the August Board meeting.

- ➤ The Board approved reinsurance renewal quotations for workers' compensation and liability coverages for 2011-2012. The renewal rate for workers' compensation will increase by 1 percent and the renewal rate for liability will decrease by 3 percent. The renewal rates for property coverage are still being negotiated, but are expected to reflect about a 10 percent increase.
- > The Board received an actuarial report that indicates an overall increase in surplus of \$553,079 compared to August 2010.

The next Board of Trustees meeting will be held on August 12, 2011 in Austin.

Status of Appropriations - DSHS	Base Funding FY10/11	Introduced HB1 & SB1 FY12/13	Conference Adopted A FY	nce Committee 1 Appropriation FY 2012	Conference Committee Adopted Appropriation FY 2012 FY 2013	Conference Committee Adopted Appropriation FY 12/13	Percent Difference to Base FY 10/11
Community MH - Adults (Strategy B.2.1)	\$ 578,919,568	\$ 462,885,012	\$	270,615,444	\$ 282,513,627	\$ 553,129,071 [1]	4%
Community MH - Children (Strategy B.2.2)	\$ 132,932,210	\$ 107,593,466	\$	63,842,181	\$ 66,232,291	\$ 130,074,472 [2]	-2%
MH Crisis & Transitional Services (Strategy B.2.3)	\$ 164,953,850	\$ 155,868,614	⋄	82,494,196	\$ 82,459,654	\$ 164,953,850	%0
NorthSTAR (Strategy B.2.4)	\$ 201,509,432	\$ 181,415,141	\$	95,843,217	\$ 105,990,302	\$ 201,833,519	0.2%
Substance Use Disorder (Strategy B.2.5)	\$ 306,882,698	\$ 283,285,699	\$	141,642,850	\$ 141,642,849	\$ 283,285,699	%8-
MH State Hospitals (Strategy C.1.3)	956′806′82/2 \$	\$ 746,784,327	\$	394,061,469	\$ 389,339,514	\$ 783,400,983	1%
Community MH Hospitals (Stategy C.2.1)	\$ 60,236,154 [3]	\$ 58,478,192	₩	53,703,096	\$ 53,703,096	\$ 107,406,192 [4]	78%
Total	\$ 2,224,342,868 \$	\$ 1,996,310,451	\$ 	1,102,202,453 \$	\$ 1,121,881,333	\$ 2,224,083,786	

[1,2] Fully restores. Difference reflects reduction of one-time ARRA and stimulus FMAP.

[4] Fully funds Sunrise Canyon, Gulf Coast, Hill Country, HCPC, Montgomery forensic hospital in Strategy C.2.1. Adds \$9.9M to increase Harris County forensic capacity.

^[3] Included six (6) months funding for Montgomery County forensic facility.

Status of Appropriations - DADS & DARS		Base Funding FY10/11	Introduced & SB1	ed HB1 FY12/13	Co	Conference Committee Adopted Appropriation FY 12/13	Percent Difference to Base FY 10/11
Intake, Access and Eligiblity (Strategy A.1.1)	\$	363,837,132	↔	389,678,588	٠	389,678,588	%0
HCS (Strategy A.3.2)	ş	\$ 1,552,778,820	\$ 1,1	1,100,912,466	Ϋ́	\$ 1,566,162,907 [1]	1%
Texas Home Living (Strategy A.3.7)	٠	12,813,641	❖	7,432,596	Ϋ́	78,300,000 [2]	511%
MR Community Services (Strategy A.4.2)	❖	204,288,960	\$	102,228,334	•	\$ 150,017,886 [3]	-27%
MR In-Home Services (Strategy A.4.5)	⋄	11,443,480	\$	5,721,740	\$	1	-100%
ICFMR (Strategy A.7.1)	\$	653,466,927	\$ 4	433,534,061	\$	594,164,976 [4]	%6-
SSLC (Strategy A.8.1)	\$	\$ 1,288,257,844	\$	1,076,024,191	❖	1,287,127,025	%1:0-
DARS ECI Services (Strategy A.1.1.)	\$	373,933,535	\$	302,919,002	↔	322,175,892	-14%

[1] Assumes a 1% HCS rate reduction (on top of 2% already incurred) and targeted rate reductions to Foster Care and Supported Home Living.

[2,3] Assumes refinancing up to 5,000 people to Texas Home Living waiver.

[4] Assumes a 2% rate reduction (on top of 3% already incurred).

CHIEF FINANCIAL OFFICER'S REPORT May 26, 2011

FY 2012 Budget — We have started the FY 2012 budgeting process. We are conducting budget meetings and trainings for all cost center managers. We have some new cost center managers this year and are taking the extra time to help them through this complicated process. Part of this process is to review all the building and utility allocations and making appropriate changes due to staff relocation changes throughout the past year. We expect to have the first budget packet submission from the managers by the middle of June. We will be close to final budget numbers by the July Board meeting.

Fixed Asset Inventory – We are in the process of setting up the Anasazi fixed asset module. This was one of the suggestions mentioned by Carlos during our FY 2010 Independent Audit. During the summer months we will also be doing various spot checks of inventory items as well as complete inventories of the new Psychiatric Emergency Treatment Center (PETC) and other locations where staff have moved from.

County Funding Requests – We have submitted the Montgomery County annual funding request. We anticipate receiving the funding requests from both Liberty and Walker County by the middle of June. We should be receiving dates for the scheduled budget hearings during late June and will notify the Board of Trustees as soon as possible for the hearings in their counties.

FY 2010 HCS & ICF/MR Cost Reports — The HCS, ICF/MR and Texas Home Living cost reports are in progress. We have a new audit entry system this year for these reports and it was supposed to help simplify the process, however we have not found that to be true. The reports are due at the end of June, but will be completed well before that date ensuring we have plenty of time for quality review of the completed reports.

FY 2009 HCS & ICF/MR Cost Report Desk Review and Audit — The final reports for both the desk review of the HCS cost report and the actual audit of the ICF/MR have been received. We have completed all the requested information and will carry forward with the changes that were recommended.