Tri-County Services Board of Trustees' Meeting

September 23, 2010



Serving individuals with mental illness and developmental disabilities

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, September 23, 2010. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

AGENDA

<u>Item</u>

Organizational Items
o gamaa nona
A. Chairman Calls Meeting to Order
B. Public Comment
C. Quorum
Approve Minutes – August 26, 2010
Longevity Recognition Presentations
Executive Director's Report – Cindy Sill A. Department of Aging and Disability Services 1. HCS Service Coordination B. Department of State Health Services 1. Crisis Services Update 2. Contract Amendment Update 3. CSU Progress Report C. Montgomery County Forensic Hospital Governing Body D. Substance Abuse Treatment Services E. East Texas Behavioral Healthcare Network 1. FY 2011 Projects/Initiatives 2. Pharmacy
Chief Financial Officer's Report – Millie McDuffey A. FY 2010 Audit B. CFO Consortium C. Worker's Compensation Audit D. JPMorgan Chase High Balance Savings Account Transition
Program Committee Action Items A. Reappoint Mental Health Planning Network Advisory Committee Members. Tab A B. Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee Members. Tab B C. Appoint New Intellectual and Developmental Disabilities Planning Network Advisory Committee Members. Tab C Information Items D. Annual Corporate Compliance Report and 1 st Quarter Corporate Compliance Training. Tab D E. Planning Network Advisory Committee Annual Reports. Tab E F. Community Resources Report for August Tab F G. Consumer Services Report August 2010. Tab G

Tri-County Services Board of Trustees Meeting September 23, 2010 Page 2

	H.	Program Updates for September 2010	Tab H
	1.	4 Quarter F1 2010 Goals & Objectives Final Report	Tab I
	J.	Program Presentation – Patient Assistance Program (PAP) - Terri Newberry	
VII.		ecutive Committee	
		ion Items	
	A.	Reappoint Texas Council Representative and Alternate	Tab J
	В.	Approve Revised Mission Statement	Tab K
	Info	ormation Items	
	SALES OF THE PARTY		Tab I
	D.	Board of Trustees Committee Appointments	Tab L
	F.	Board of Trustees Committee Appointments Personnel Report for August 2010	Tab N
	E	Analysis of Board Members Attendance at FY 2010 Regular and Called Board	1 ab 14
	•	Meetings	Tah O
		modaligo	1 ab O
VIII.	Bu	siness Committee	
	Act	ion Items	
	A.	401(a) Account Review	Tab P
	B.	Authorize Executive Director to Execute Necessary Documents Related to Securing	
		Property for Cleveland, Texas HUD 811 Application Approve Agreement with Montgomery County Clinical Services, Inc. and MCHD	Tab Q
	C.	Approve Agreement with Montgomery County Clinical Services, Inc. and MCHD	
		Termination Agreement	Tab R
	7 2		
		ormation Items	
	D.	Review August 2010 Preliminary Financial Statements	Tab S
	E.	Medicaid Rehabilitation Services Revenue Settle-Up Position Report	Tab T
	F.	Board of Trustees' August 2010 Unit Financial Statements	Tab U
	G.	Montgomery Supported Housing, Inc. Update	Tab V

IX. Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney and Section 551.072, Real Property.

Posted By:

Stacy Blake Executive Assistant

Tri-County Services

P.O. Box 3067 Conroe, TX 77305

BOARD OF TRUSTEES' MEETING

August 26, 2010

Janet Qureshi

BOARD MEMBERS PRESENT:

BOARD MEMBERS ABSENT:

Cecil McKnight

Len George

Patti Atkins

Brad Browder

Sharon Walker

Morris Johnson

David Walker

Mark Maltsberger

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

Amanda Shaw, Legal Counsel

GUESTS PRESENT:

Genelle Edwards, Empowerment Options

CALL TO ORDER: Chairman, Cecil McKnight, called the meeting to order at 10:01 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.

Cecil McKnight, Chairman, presented a check to Tri-County Services from the South Liberty County Advisory Committee.

RESOLUTION #08-10-01

MOTION MADE BY: Morris Johnson

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Len George, Patti Atkins, Brad Browder and David

Walker that it be...

RESOLVED:

That the Board excuse the absences of Janet Qureshi and Mark

Maltsberger.

RESOLUTION #08-10-02

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by Cecil McKnight, Len George, Patti Atkins, Sharon Walker and

David Walker that it be...

RESOLVED:

That the Board approve the minutes of the July 22, 2010 meeting

of the Board of Trustees.

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director's report is on file.

Board Member Mark Maltsberger arrived which brought the quorum to eight (8).

CHIEF FINANCIAL OFFICER'S REPORT:

The Chief Financial Officer's report is on file.

PROGRAM COMMITTEE:

RESOLUTION #08-10-03

MOTION MADE BY: Len George

SECONDED BY: Morris Johnson, with affirmative votes by Cecil McKnight, Sharon Walker, Patti Atkins, David Walker, Mark

Maltsberger and Brad Browder, that it be...

RESOLVED:

That the Board approve the FY 2011 Goals & Objectives.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for July was reviewed for information purposes only.

The Program Updates for August were reviewed for information purposes only.

EXECUTIVE COMMITTEE:

RESOLUTION #08-10-04

MOTION MADE BY: Morris Johnson

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Len George, Patti Atkins, David Walker, Mark

Maltsberger and Brad Browder, that it be...

RESOLVED:

That the Board approve the revised Board of Trustees By-Laws.

RESOLUTION #08-09-05

MOTION MADE BY: Brad Browder

SECONDED BY: Morris Johnson, with affirmative votes by Cecil McKnight, Len George, Sharon Walker, Patti Atkins, David

Walker and Mark Maltsberger that it be...

RESOLVED:

That the Board elects the FY 2011 Board Officers as follows:

Cecil McKnight – Chairperson

• Len George – Vice Chairperson

Janet Qureshi - Secretary

RESOLUTION #08-10-06

MOTION MADE BY: Len George

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

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

RESOLVED:

That the Board approve the nomination of incumbents for the Texas Council Risk Management Fund Board Places as follows:

Place 1 - Mary Lou Flynn-DuPart

Place 2 - Jackie Walker

Place 3 - Judge Dorothy Morgan.

The Personnel Report for July 2010 was reviewed for information purposes only.

The Texas Council Quarterly Meeting verbal update was presented.

BUSINESS COMMITTEE:

RESOLUTION #08-10-07

MOTION MADE BY: Morris Johnson

SECONDED BY: Patti Atkins, with affirmative votes by

Cecil McKnight, Len George, David Walker, Brad Browder, Mark

Maltsberger and Sharon Walker that it be...

RESOLVED:

That the Board approve the July 2010 Financial Statements.

RESOLUTION #08-10-08

MOTION MADE BY: Morris Johnson

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

Sharon Walker and David Walker that it be ...

RESOLVED:

That the Board approve the FY 2010 year end budget revision.

RESOLUTION #08-10-09

MOTION MADE BY: Morris Johnson

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

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

RESOLVED:

That the Board approve the FY 2011 operating budget.

RESOLUTION #08-10-10

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by

Cecil McKnight, Len George, Sharon Walker, Mark Maltsberger,

Patti Atkins and David Walker, that it be...

RESOLVED:

That the Board approve the FY 2011 Department of State Health

Services contract amendment related to funding.

RESOLUTION #08-10-11

MOTION MADE BY: Morris Johnson

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

Walker and Patti Atkins, that it be...

RESOLVED:

That the Board ratify the execution of the FY 2011 Department of

Aging and Disabilities contract amendment.

RESOLUTION #08-10-12

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by

Cecil McKnight, Len George, David Walker, Mark Maltsberger,

Sharon Walker and Patti Atkins, that it be...

RESOLVED:

That the Board approve the FY 2011 Department of State Health

Services Co-Occurring Psychiatric and Substance Abuse

Disorders contract.

RESOLUTION #08-10-13

MOTION MADE BY: Morris Johnson

SECONDED BY: Patti Atkins, with affirmative votes by

Cecil McKnight, Len George, David Walker, Mark Maltsberger,

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

Cont.

RESOLVED:

That the Board approve the FY 2011 Department of State Health

Services Adult Substance Abuse Treatment contract.

RESOLUTION #08-10-14

MOTION MADE BY: Morris Johnson

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

Sharon Walker and Patti Atkins, that it be...

RESOLVED:

That the Board approve the FY 2011 Department of State Health

Services Youth Prevention contract.

RESOLUTION #08-10-15

MOTION MADE BY: Morris Johnson

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

Sharon Walker and Patti Atkins, that it be ...

RESOLVED:

That the Board ratify the execution of the FY 2011 Department of

State Health Services Youth Prevention contract.

RESOLUTION #08-10-16

MOTION MADE BY: Morris Johnson

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

David Walker, and Patti Atkins, that it be...

RESOLVED:

That the Board approve the FY 2011 Department of State Health

Services Youth Substance Abuse Treatment contract.

RESOLUTION #08-10-17

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by

Cecil McKnight, Len George, Mark Maltsberger, David Walker,

Sharon Walker and Patti Atkins, that it be...

RESOLVED:

That the Board approve the FY 2011 Avail Solutions contract,

after review by Jackson Walker, L.L.P.

RESOLUTION #08-10-18

MOTION MADE BY: Morris Johnson

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

Sharon Walker and Patti Atkins, that it be...

RESOLVED:

That the Board approve the FY 2011 Kingwood Pines Inpatient

Hospital contract, after review by Jackson Walker, L.L.P.

RESOLUTION #08-10-19

MOTION MADE BY: Morris Johnson

SECONDED BY: Patti Atkins, with affirmative votes by

Cecil McKnight, Len George, Mark Maltsberger, David Walker,

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

RESOLVED:

That the Board approve the FY 2011 Cypress Creek Inpatient

Hospital contract, after review by Jackson Walker, L.L.P.

RESOLUTION #08-10-20

MOTION MADE BY: Morris Johnson

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

Walker and Brad Browder, that it be...

RESOLVED:

That the Board approve the FY 2011 ICF/MR Services contract

with Empowerment Options.

RESOLUTION #08-10-21

MOTION MADE BY: Morris Johnson

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

Walker and Brad Browder, that it be...

RESOLVED:

That the Board approve the purchase of two (2) replacement

vans for the Cleveland LifeSkills program from Anderson Ford at

a cost of \$20,162.46 each.

RESOLUTION #08-10-22

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by

Cecil McKnight, Len George, Mark Maltsberger, David Walker,

Sharon Walker and Patti Atkins, that it be...

RESOLVED:

That the Board approve the recommendation to declare two (2) existing Cleveland LifeSkills vans as surplus and approve sale to

the highest bidder.

RESOLUTION #08-10-23

MOTION MADE BY: Morris Johnson

SECONDED BY: Patti Atkins, with affirmative votes by

Cecil McKnight, Len George, Mark Maltsberger, David Walker,

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

RESOLVED:

That the Board ratify the execution and submission of the FY 2011 Department of State Health Services Children's Wait List contract amendment.

RESOLUTION #08-10-24

MOTION MADE BY: Morris Johnson

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

Walker and Brad Browder, that it be...

RESOLVED:

That the Board approve the consolidation and remodeling of 2004 Truman Street, Cleveland, Texas and select the lowest bidder, Diamond Commercial Construction, as the contractor.

RESOLUTION #08-10-25

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by

Cecil McKnight, Len George, Patti Atkins, David Walker, Sharon

Walker and Mark Maltsberger, that it be...

RESOLVED:

That the Board approve a new interest bearing account with

JPMorgan Chase Bank.

RESOLUTION #08-10-26

MOTION MADE BY: Morris Johnson

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Len George, Patti Atkins, David Walker, Mark

Maltsberger and Brad Browder, that it be...

RESOLVED:

That the Board authorize staff to close the Merrill Lynch Money

Market checking accounts.

RESOLUTION #08-10-27

MOTION MADE BY: Morris Johnson

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Len George, Patti Atkins, David Walker, Mark

Maltsberger and Brad Browder, that it be...

RESOLVED:

That the Board approve the FY 2011 Department of State Health

Services Project for Assistance in Transition from Homelessness

contract.

RESOLUTION #08-10-28

MOTION MADE BY: Morris Johnson

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Len George, Patti Atkins, David Walker, Mark

Maltsberger and Brad Browder, that it be...

RESOLVED:

That the Board approve the FY 2011 Dues Commitment and

Payment Schedule for the Texas Council of Community MHMR

Centers, Inc.

The Board of Trustees' Unit Financial Statements for July 2010 were reviewed for information purposes only.

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

The regular meeting of the Board of Trustees recessed at 11:59 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.074, Personnel.

The regular meeting of the Board of Trustees reconvened at 12:11 p.m., to go into regular session.

RESOLUTION #08-10-29

MOTION MADE BY: Len George

SECONDED BY: Sharon Walker, with affirmative votes by

Cecil McKnight, Morris Johnson, Patti Atkins, David Walker, Mark

Maltsberger and Brad Browder, that it be...

RESOLVED:

That the Board approve an increase of 3% in the Executive

Director's annual salary and that the contract be extended by one-

year with the same benefits currently received.

RESOLUTION #08-10-30

MOTION MADE BY: David Walker

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

Maltsberger and Morris Johnson that it be...

RESOLVED:

That the August 26, 2010 meeting of the Board of Trustees be

adjourned at 12:15 p.m.

ADJOURNMENT:

ATTEST:

Cecil McKnight

Chairman

Date

ahet Qureshi

Secretary

Date

Executive Director's Report September 23, 2010

INFORMATION

- The next regularly scheduled Board meeting is Thursday, October 28th.
- The Walker County Hospital District awarded Tri-County \$28,800 for 2011; their fiscal year is January 1 December 31.
- Construction of the Montgomery HUD 811 project is underway and the ceremonial groundbreaking is Wednesday, September 29th, 9:30. We hope to see you there.

OPERATIONS

 <u>Department of Aging and Disability Services (DADS)</u> – HCS service coordination continues to operate smoothly and consumers, their families and private providers are pleased with services. We are developing a satisfaction survey for consumers, families and private providers to determine if there are areas for improvement.

The HCS waiting list continues to grow at an astonishing rate compared to many other centers. We currently have more than 1100 individuals and add 20-30 persons each month. Contractually each of these persons must be contacted annually.

Our Autism Spectrum Disorders program continues to be well received by families and schools. We are only limited by our funding and we continue to research other possible funding resources. A running event fundraiser is being planned with a club in our area.

<u>Department of State Health Services (DSHS)</u> – On Tuesday, September 21st,
DSHS approved our \$51,600 proposed expenditures using some of our lapsed
crisis redesign funds for FY 2010. This approval allows us to purchase
equipment and supplies that will be used in both the Crisis Residential and Crisis
Stabilization programs.

We hosted a follow-up Medical Clearance meeting last week and continue to make progress with local officials about who is appropriate for our crisis services and not in need of a medical assessment. Meetings will Walker and Liberty Counties will be scheduled as soon to discuss these same issues.

We still have not received the FY 2011 DSHS programmatic contract amendment; however, we have been advised that the amendment will not contain significant revisions and that we can expect it soon.

The Crisis Stabilization Unit construction continues on schedule and will soon be "in the dry" according to the architect. In the last couple of weeks, we have we provided information to the architect and contractor about appliances that we previously purchased for the facility so that the millwork can be designed to accommodate these appliances. We also authorized the contractor to purchase the commercial equipment specified in the plans. The latest photos are attached.

- Forensic Hospital, Montgomery County A DSHS funded, 100 bed forensic hospital is being built in Conroe. The facility is owned by Montgomery County and the County has hired the Geo Group to operate the facility. This hospital will serve individuals with mental illness who are incarcerated and awaiting a state hospital bed; there are currently more than 300 persons waiting. DSHS required the County to have a governing body of local stakeholders and the County requested that I serve on this body along with six (6) other members, including Judge Sadler, Commissioner Meador, the County's Risk Management officer, a local physician and 2 other stakeholders. The governing body is responsible for reviewing many aspects of the hospital operations and making recommendations to the Commissioners Court. The hospital is scheduled to open no later than March 1st.
- Substance Abuse Treatment Services Three of the four funded positions have been filled and two have completed their training and are contacting referral sources about our services. We have had very positive response from all the referral sources contacted and expect that the program will be well received. When these staff are at capacity, we will fill the 4th position.
- East Texas Behavioral Healthcare Network (ETBHN) At a recent planning session, ETBHN members identified several initiatives for the coming year, including standardization of several business practices, standardization of clinical codes, standardization of medical practices, use of tele-medicine among member centers, health reform readiness review and marketing the pharmacy to other centers in Texas and private providers of compatible services. With the anticipated budget shortfall for FY 2012-13, we believe it is critical to begin these initiatives now.

The pharmacy continues to provide cost savings and provides valuable support for member centers.

 Electronic Board Book – We would like feedback at the end of the meeting about our first electronic board book.



CHIEF FINANCIAL OFFICER'S REPORT September 23, 2010

FY 2010 Audit – Work is progressing for the FY 2010 audit. We are working on confirmations to be sent out to our banking institutions and also confirmations for our bonds. Carlos Taboada is expected to start the field work the first couple of weeks in October. We continue to work on account reconciliations to ensure that all entries are made prior to the auditors working on site.

CFO Consortium – The quarterly CFO meeting is scheduled to be held in Austin on October 7th and 8th. We expect the following topics to be on the agenda: Reconciliation of the state match received from TMHP, CARE Report III issues, LPND rates, Public finance training, and updates from both DADS and DSHS.

Worker's Compensation Audit – We are scheduled to have a Workers Compensation auditor on site next week. They are reviewing our FY 2010 payroll records for Workers Compensation Insurance. We should have the final results before the October Board meeting.

<u>JPMorgan Chase High Balance Savings Account</u> – We have completed the paper work to transfer all of the direct deposits from the State into the new High Balance Savings account with JPMorgan Chase Bank.

PROGRANS (PAP)

THE FOLLOWING MEDICATIONS ARE AVAILABLE
THROUGH PATENT ASSISTANCE PROGRAMS

SEROQUEL TOPAMAX

RISPERDAL

PAP PROCESS

- Doctors and/or Nursing Staff complete PAP request
- PAP Request Form is given to Support Staff/Med Room to begin the application
- Applications are completed online through ETBHN/N&D Cares Website
- Application Signed by Client
- Supporting Documentation and Application is then sent to ETBHN for processing
- Supporting Documents
- PROOF OF INCOME
- . TAX RETURN
- 4506T: IRS FORM FOR NON-FILERS
- W-2'S
- MEDICAID DENIAL LETTER

- CREATE APPLICATION
- ADD SUPPORTING DOCUMENTS NEEDED
- WAKE COPY FOR MEDICAL CHART
- SEND COPY/ORIGINAL TO ETBHN TO BE SENT TO PHARMACEUTICAL COMPANY
- PENDING APPROVAL AVERAGE TIME 6 WEEKS

VALUE OF PAP FOR FY 2010 PROCESS APPLICATIONS and

- FY2010 Value of PAP \$197,464
- FY2010 Value of PAP \$211,408
- FY2010 Value of PAP \$307,363
- COZZOM / XMI CLZO
- FY2010 Value of PAP \$1,982,308

- WE HAVE PROCESSED APPROXIMATELY 4000 THE CONROLL OF THE THE BULK OF THESE 4000 ARE COMPLETED BY APPLICATIONS N ALL 5 TRICOUNTY CLINCS.
- BECAUSE OF THESE APPLICATIONS AND THE THEREFORE CREATING A REDUCTION OF OUR \$2,698,544.62 FOR FISCAL YEAR 2010 ROOM STAFF, TRICOUNTY HAS SAVED HARDWORK OF SUPPORT STAFF AND MED
- ETBHN PHARMACY BILL BY 35% FOR FY 2010.

- www.needyneds.org is a website available to some sort: free medications, coupons, all for medications that provide assistance of discounts, etc.
- SIGNEO and mailing once the prescribing doctor has The process involves completion of forms

Agenda Item: Reappoint Mental Health Planning Network

Advisory Committee Members

Board Meeting Date

September 23, 2010

Committee: Program

Background Information:

According to the bylaws for the Mental Health Planning Network Advisory Committee (MHPNAC), one-half of the members are to be reappointed by the Board of Trustees every year, for two year terms. There is no limit on the number of terms that a committee member can serve.

Each of the following members has an expiring term and has been contacted about their participation in the MHPNAC. They have agreed to continue serving on the MHPNAC for an additional two year term which will expire August 31, 2012.

William 'Bill' Bonito – Community Member Loretta Lilley – Family Member (Current Vice-Chair and RPNAC member) Leroy Zweifel – Family Member (Current Chair)

We currently have seven MHPNAC, but we are in need of nine members to be in compliance with the contract and would gladly accept additional members beyond contract requirements. If you know of anyone that may be interested in PNAC membership, please contact Evan Roberson.

Supporting Documentation:

None

Recommended Action:

Reappoint Mental Health Planning Network Advisory Committee Members to a Two Year Term Which Expires August 31, 2012

Agenda Item: Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee Members

Board Meeting Date

September 23, 2010

Committee: Program

Background Information:

According to the bylaws for the Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDPNAC), one-half of the members are to be reappointed by the Board of Trustees every year, for two year terms. There is no limit on the number of terms that a member can serve.

Each of the following members has an expiring term and has been contacted about their participation in the IDDPNAC. They have agreed to continue serving on the IDDPNAC for an additional two year term which will expire August 31, 2012.

Loretta Lilley – Family Member (Chair and RPNAC member) Karen Wehrle – Family Member

If the Board approves the two new appointments to the IDDPNAC, we will have eight IDDPNAC members. However, we are in need of nine members to be in compliance with the contract and would gladly accept additional members beyond contract requirements. If you know of anyone that may be interested in PNAC membership, please contact Evan Roberson.

Supporting Documentation:

None

Recommended Action:

Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee Members to a Two Year Term Which Expires August 31, 2012

Agenda Item: Appoint New Intellectual and Developmental Disabilities Planning Network Advisory Committee Members

Board Meeting Date

September 23, 2010

Committee: Program

Background Information:

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

Staff are recommending two family members of persons with Intellectual and Developmental Disabilities for appointment to the IDDPNAC:

Lisa Thompson, Family Member

- Special Interests Working with individuals with IDD and their families, advocating for them and working together with community partners to enrich their lives
- Other Organizations Conroe ISD Special Education Parent Advisory Committee, Cornelia de Lange Syndrome Awareness Coordinator and Special Olympics Texas State Family Committee Member

Pam Holak, Family Member

- Awards/Honors Family of the Year Special Olympics 2002, Head of Delegation for Woodlands Shooting Stars
- Special Interests Special Olympics and Brightside Center

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

Supporting Documentation:

None

Recommended Action:

Appoint New Intellectual and Developmental Disabilities Planning Network Advisory Committee Members to a Two Year Term Which Expires August 31, 2012

Agenda Item: Annual Corporate Compliance Report and

1st Quarter Corporate Compliance Training

Board Meeting Date

September 23, 2010

Committee: Program

Background Information:

The Corporate Compliance Officer is required by Board Policy to submit quarterly reports on Corporate Compliance activities to the Board of Trustees as well as an Annual Report at the end of each fiscal year. The Annual Corporate Compliance Report for FY 2010 is attached along with the educational information that has been provided to Center staff. The education portion is included in this packet for on-going education of the Tri-County Board of Trustees on Corporate Compliance issues.

Supporting Documentation:

FY 2010 Annual Corporate Compliance Report

FY 2011 1st Quarter Corporate Compliance Training

Recommended Action:

For Information Only

Corporate Compliance Program

FY 2010 Annual Report

General Overview:

The Board Policy on Corporate Compliance requires that the Corporate Compliance Officer present an annual report on program activities and investigations from the previous year.

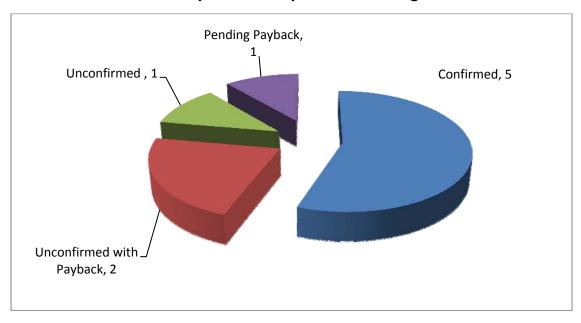
In FY 2010, training continued for all new employees in the monthly extended orientation class and quarterly training was provided to all Tri-County staff and eligible contractors. Contractors with large corporate compliance programs were reviewed by the compliance officer for compliance with federal regulations.

As the Board is likely aware, compliance regulations and auditing have increased at the state and federal level. Staff stays diligent in our pursuit of legal compliance with all regulations.

Corporate Compliance Investigation Results:

For FY 2010, there were nine corporate compliance allegations which were investigated by the Corporate Compliance Officer. Out of the nine, eight were investigated before the end of FY 2010 and one was pending at the end of the year. Of the eight cases, five were confirmed, two were unconfirmed with payback and one was unconfirmed without payback. For FY 2010, payback was complete on six of the seven cases with payback. The known payback for FY 2010, with one pending case, was \$27,715.52.

Total Corporate Compliance Investigations



Corporate Compliance Training First Quarter, FY 2011

The Importance of Medicaid Administrative Claiming

Training Goal: To understand the importance of Medicaid Administrative Claiming Worker Day Logs.

The Center for Medicaid and Medicare Services (CMS) requires that states participate in the Medicaid Administrative Claiming (MAC) program. In Texas, the Health and Human Services Commission (HHSC) requires school systems, Early Childhood Intervention Programs, Public Health Departments, Community Centers and other state funded programs to participate in MAC. MAC is designed to reimburse participating agencies for activities on behalf of persons who are eligible for Medicaid which are otherwise not reimbursed. In addition, MAC is used by HHSC to review actual cost for reimbursable services in order to set rates for these services. Each participating state department (e.g. the Department of State Health Services) must submit a plan for their MAC program to HHSC to ensure compliance with the CMS regulations. Tri-County must submit a MAC plan to DSHS to explain how the MAC program will be in compliance with HHSC and CMS requirements.

Each of the participating agencies must generate at least 1500 complete and accurate MAC Worker Day Logs each federal quarter. Employees who have consistent contact with consumers must complete a MAC Worker Day Log which records the activity for each 15-minute unit of time for each day, Monday through Friday, in the MAC study period. The employees who participate in MAC use up to 21 MAC codes to designate the activities for the 15 minute units which are being studied. At Tri-County, we currently have about 160 staff which are required to complete Worker Day Logs. Tri-County generates approximately 2800 Worker Day Logs each quarter.

MAC provides significant Medicaid revenue for Tri-County (approximately \$135,000 per quarter) for activities which are recorded on MAC logs. MAC logs are Medicaid billing documents and it is important that these logs be handled with the same effort as other Medicaid billing. Fraudulent completion of these documents can lead to Center payback of funds which are generated and can subject participants to state or federal fines. These activities are subject to oversight by the Center's Corporate Compliance Program.

Over the last few years, the Texas HHSC has required significant modification to the MAC program which includes the completion of detailed time study activity logs and requirements that each staff receive face-to-face training annually. Alternate methods of training, such as televideo, are not permitted for annual training.

It is important that the Center is in compliance with their MAC Plan and that employees treat MAC as they would any other Medicaid activity.

Agenda Item: Planning Network Advisory Committee

Annual Reports

Board Meeting Date

September 23, 2010

Committee: Program

Background Information:

According to their bylaws, both the Mental Health and Intellectual and Developmental Disabilities Planning Network Advisory Committees are required to make a written report to the Board that outlines the Committees' activities for the year and reports on committee attendance. The end of FY 2010 marks the third year since we have separated our Planning Network Advisory Committee (PNAC) into Mental Health and Intellectual and Developmental Disabilities committees. Many of our committee members continue to serve on both PNACs, but we have also added members to each group that are primarily concerned with that group's focus. The attached reports on the two committees' activities are provided for your information.

Supporting Documentation:

Mental Health PNAC Annual Report

Intellectual and Developmental Disabilities PNAC Annual Report

Recommended Action:

For Information Only

Mental Health Planning Network Advisory Committee

Annual Report

For FY 2010

Many of the activities for the Mental Health Planning Network Advisory Committee (MHPNAC) revolved around MH Local Planning and the Local Planning and Network Development (LPND) process in FY 2010. In addition, the MHPNAC set goals to understand quality management activities performed by center staff this year. As a result, a summary of each mental health program review completed by the Quality Management Department was reviewed with MHPNAC members. In addition, the committee had the opportunity to meet with Criminal Justice staff from Tri-County to discuss interactions between persons with mental illness and the criminal justice system and the new Mental Health Court which is proposed for Montgomery County.

In FY 2010, the MHPNAC met six times and had an overall attendance of 66%.

The MHPNAC will set their goals for FY 2010 at the meeting on October 6, 2010.

We currently have seven MHPNAC members after two members moved from our service area. Staff needs to find two additional members to be in compliance with contract requirements.

Intellectual and Developmental Disabilities Planning Network Advisory Committee

Annual Report

For FY 2010

The activities of the Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDPNAC) for FY 2010 involved reviewing and advising on activities related to the Home and Community-Based Services (HCS) Case Management to Service Coordination transition. The IDDPNAC provided valuable perspective to staff through the Service Coordination implementation which directly impacted several IDDPNAC members. Patricia Janek, Coordinator of Mental Retardation Authority Services, was able to review DADS Service Coordination training information with IDDPNAC members prior to offering the training to the community.

In FY 2010, the IDDPNAC set a goal of learning more about IDD service providers in the community. The IDDPNAC had the opportunity to tour the New Danville project and Empowerment Options day habilitation program. Staff also attempted to schedule a trip to the Brenham State Supported Living Center.

In FY 2010, the IDDPNAC met six times and had an overall attendance of 53%.

Including the two potential IDDPNAC members on today's Board agenda, the IDDPNAC has eight IDDPNAC members and are in need of one additional member to be in compliance with contract requirements.

Agenda Item: Community Resources Report	Board Meeting Date
Committee: Program	September 23, 2010
Background Information:	
None	
Supporting Documentation:	
Community Resources Report	
Recommended Action:	
For Information Only	

Community Resources Report August 2010

Volunteer Hours:

Location	August
Conroe	124
Cleveland	5
Liberty	12.5
Huntsville	14
Total	155.5

COMMUNITY ACTIVITIES:

0/2/	Common Chambar of Commons Livinghood	Carara
8/26	Conroe Chamber of Commerce Luncheon	Conroe
8/31	Montgomery County Hospital District Meeting	Conroe
9/3	Montgomery County United Way Meeting	The Woodlands
9/7	Aging & Disability Resource Center Meeting	Houston
9/8	Montgomery County Community Plans Meeting	Conroe
9/8	Montgomery County United Way Campaign Cabinet Meeting	The Woodlands
9/9	Huntsville Chamber of Commerce Breakfast	Huntsville
	DSHS/Montgomery County Commissioner's Court Governing	
9/13	Body Meeting – Forensic Hospital	Conroe
9/14	Montgomery County Community Resource Coordination Group	Conroe
9/15	Montgomery County United Way 2010 Kick-Off	Shenendoah
9/15	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
9/16	Adult Protective Services Task Force Meeting	Conroe
9/16	Stakeholder – Attorney General Opinion Meeting	Conroe
	Roots of Change Coalition Team Lead Meeting – Prevention of	
9/20	underage drinking in Montgomery County	Shenandoah
	The Woodlands Chamber of Commerce Annual Awards	
9/22	Luncheon	The Woodlands
9/21	Conroe Regional Medical Center Meeting-CRU Referral Process	Conroe
	Montgomery County United Way Disaster Recovery Taskforce	
9/21	Meeting	The Woodlands
9/23	Conroe Chamber of Commerce Luncheon	Conroe

UPCOMING ACTIVITIES:

9/27	Anadarko's Montgomery County United Way Campaign Kick-Off	The Woodlands
9/28	Montgomery County Area Business Women's Meeting	Conroe
9/29	Jail Diversion Executive Task Force Meeting	Conroe
9/30	Montgomery County Community Plans Focus Group	Conroe
10/5	Aging & Disability Resource Center Meeting	Houston
10/6	Liberty County Community Resource Coordination Group	Dayton

10/7	Cleveland Chamber of Commerce Luncheon	Cleveland
10/13	Montgomery County United Way Campaign Cabinet Meeting	The Woodlands
10/14	Huntsville Chamber of Commerce Breakfast	Huntsville
10/19	Conroe Regional Medical Center Meeting-CRU Referral Process	Conroe
10/19	Montgomery County Community Resource Coordination Group	Conroe
	Montgomery County United Way Disaster Recovery Taskforce	
10/19	Meeting	The Woodlands
10/21	Adult Protective Services Task Force Meeting	Conroe
10/25	ETBHN Respect Institute Training	Conroe
10/26	Montgomery County Area Business Women's Meeting	Conroe
10/28	Conroe Chamber of Commerce Luncheon	Conroe

Agenda Item: Consumer Services Report for August 2010	Board Meeting Date
	September 23, 2010
Committee: Program	
Background Information:	
None	
Supporting Documentation:	
Consumer Services Report for August 2010	
Recommended Action:	
For Information Only	

CONSUMER SERVICES REPORT August 2010- FY 2010

Crisis Services, MH Adults/Children	MONTGOMERY COUNTY	CLEVELAND	LIBERTY	WALKER COUNTY	TOTAL
Persons Screened, Intakes, Other Crisis Services	250	14	14	23	301
Crisis and Transitional Services (SP 0, SP5)	142	4	10	7	163
Crisis Residential Unit (CRU) Served	51	4	4	8	67
Crisis Residential Unit (CRU) bed days	209	22	4	56	291
Total Contract Hospital Admissions	14	1	0	2	17
Total State Hospital Admissions	36	2	4	5	47
Persons Served by Program, MH Non-Crisis					
Adult Service Packages (SP 1-4)	376	94	64	196	730
Adult Medication Services	503	59	76	87	725
Child Service Packages (SP 1.1-4)	355	14	3	51	423
Child Medication Services	203	8	0	18	229
Adult Jail Diversion Services	11	0	0	0	11
Juvenile Detention Diversion Services	4	0	0	0	4
TCOOMMI (Adult/Child)	116	4	4	9	133
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	2	0	0	0	2
Service Coordination/Case Management	324	22	35	44	425
Center Waiver Services (HCS, Supervised Living, TXHmL)	25	8	14	11	58
Contractor Provided ICF-MR	18	12	12	6	48
Autism Services	8	0	2	0	10
Addition Colvidos	Ü	0		ű	10
Substance Abuse Services					
Children and Youth Prevention Services	0	0	0	0	0
Youth Substance Abuse Treatment Services	0	0	0	0	0
Adult Substance Abuse Treatment Services	20	0	0	0	20
Waiting/Interest Lists					
	181	20	25	10	236
Department of State Health Services-Adults		0	0	0	19
Department of State Health Services-Children	19 911	75	70	72	1128
Home and Community Based Services Interest List	911	75	70	12	1120
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult/Child	42	7	5	7	61
August Served by County					
Adult Mental Health Services	1191	146	98	152	1587
Child Mental Health Services	378	16	1	54	449
Intellectual and Developmental Disabilities Services	378	38	52	58	526
Total Served by County	1947	200	151	264	2562
July Served by County					
Adult Mental Health Services	1117	141	112	147	1517
Child Mental Health Services	367	16	3	52	438
Intellectual and Developmental Disabilities Services	364	36	46	63	509
Total Served by County	1848	193	161	262	2464
June Served by County	1	1		1	
Adult Mental Health Services	1157	150	124	152	1583
Child Mental Health Services	378	15	7	68	468
Intellectual and Developmental Disabilities Services	389	34	53	55	531
Total Served by County	1924	199	184	275	2582

Agenda Item: Program Updates for September 2010

Board Meeting Date

Committee: Program

September 23, 2010

Background Information:

Staff have re-designed the Program Updates report for FY 2011 to streamline the report and provide key performance indicators for the Board members' review. If Board members would like to see additional information, staff can certainly modify the report to meet the Board members' needs.

Supporting Documentation:

Program Updates for September 2010

Recommended Action:

For Information Only

Program Updates September 2010

MH Crisis and Admission Services

- A. Key Statistics:
 - 1. Number of new admissions during the month: 87
 - 2. Average daily census of the CRU/CSU: 11
- B. Program Comments:
 - 1. The Crisis Residential Unit operated at near capacity for the month.
 - 2. Contract Inpatient Hospital admissions increased.
 - 3. There was a meeting with a variety of Montgomery County agency representatives to discuss the Attorney General's Opinion on medical clearance issues in conjunction with crisis assessments.

MH Adult Services

- A. Key Statistics:
 - 1. Number of adults served during the month: 1587
 - 2. Number of adults served in Medication Services: 725
- B. Program Comments:
 - 1. Although we continue to serve above our target for adults, the total number is very close to previous months' service numbers.
 - 2. We have been successful in meeting our targets in the Rider 65 service area for adults.

MH Child Services

- A. Key Statistics:
 - 1. Number of children served during the month: 443
 - 2. Number of children served in Medication Services: 229
- B. Program Comments:
 - 1. Continuing to serve almost double our target number in MH Child Services.
 - 2. Successful in meeting the Rider 65 target number for children.
 - 3. Unable to meet the MH Child Waiting List target number.

Criminal Justice Services

A. Key Statistics:

1. Number of Children and Adults Served Through TCOOMMI:

34 Juvenile; 108 Adults

2. Number of Jail/Juvenile Diversions:

2 Jail Diversions; 4 Juvenile Diversions

B. Program Comments:

- 1. Montgomery County jail services have transitioned to a different system for CARE matching.
- 2. Beginning to work with the other counties with the same transition.
- 3. Caseloads for both adults and children were at capacity.

Substance Abuse Services

- A. Key Statistics:
 - 1. Number of children served in prevention services: 0
 - 2. Number of adults served in substance abuse treatment services: 43
 - 3. Number of children served in substance abuse treatment services: 0
- B. Program Comments:
 - 1. Local schools have been contacted by the Substance Abuse Prevention staff to make arrangements for training during the upcoming school year.
 - 2. Youth Substance Abuse Treatment services have started receiving referrals for services, and we began providing services in September.
 - 3. Adult Substance Abuse Treatment Services continues to serve a significant number of adults and a waiting list now exists.
 - 4. All Substance Abuse Treatment staff have gone through special training associated with the DSHS contract.

IDD Services

- A. Key Statistics:
 - 1. Total number of admissions for the month: 4
 - 2. Total number served with HCS program funding for the month: 70
 - 3. Total number served in all IDD services for the month: 509
- B. Program Comments:
 - 1. The HCS program continues to serve at capacity, and we have been receiving approval from DADS to temporarily increase our capacity as a result of family requests.

- 2. All persons on the HCS waiting list were contacted by the end of August.
- 3. We have received very complimentary feedback from families regarding summer respite services provided.
- 4. Our Autism Spectrum Disorder program now has 13 enrolled and we are receiving many new referrals.

Personnel Information

- A. Administrator of Adult Rehabilitation Services position became vacant in August, but the position was filled with a very qualified applicant.
- B. Coordinator of Rehabilitation Services position for the rural counties became vacant in August, but a very qualified applicant has been hired for the position.
- C. The Director of Nurses Position for the CRU is now being recruited.
- D. The Team Leader Position for Adult Substance Abuse Treatment is currently being recruited.

Support Information

- A. **Veterans' Services**: Both the Operation Resilient Families (family intervention) and Bring Everyone in the Zone (veterans only) groups began in the middle of September.
- B. Quality Management: The Program Review process was revised for FY 2011.
- C. **Information Services**: Staff were trained to administer the Clinical Management for Behavioral Health Services (CMBHS) for Substance Abuse Treatment programs.
- D. **Information Services**: Planning is underway for internet and phone line installation at the Crisis Stabilization Unit.
- E. **IDDPNAC**: The annual meeting was held, officers were elected and annual training was completed for all volunteers.

Survey/Audit Information

A. Tri-County Scored 100% on the Department of Aging and Disability Services' Data Verification Review for the 3rd quarter of FY 2010.

Community Activities

A. Work on the Tri-County website redesign continues.

Agenda Item: 4th Quarter FY 2010 Goals and Objectives

Final Report

Board Meeting Date

September 23, 2010

Committee: Program

Background Information:

The Board of Trustees and Leadership Team developed Center goals for FY 2010 and the Leadership Team subsequently developed objectives for each of the goals. At the August 27, 2009 Board of Trustees meeting these Goals and Objectives were approved by the Board.

This is the 4th and final report of the FY 2010 Goals and Objectives.

Supporting Documentation:

4th Quarter FY 2010 Goals and Objectives Final Report

Recommended Action:

For Information Only

FY 2010 – 4th Quarter Goals and Objectives Final Report

		GOAL #1						
ODUCCTIVES	Expand and Enhance Behavioral Health Services							
OBJECTIVES	Qtr. 1 For the 1 st quarter of FY 10, Liberty	Qtr. 2 There were 17 ICES admissions for Liberty	Qtr. 3 ICES admissions from Liberty County	Qtr. 4 ICES admissions from Liberty County				
Objective #1: Increase utilization of Intensive Crisis Evaluation Services (ICES) Program in Walker and Liberty Counties and increase number of step-down admissions from private psychiatric hospitals to the Crisis Residential Unit (CRU) and Crisis Stabilization Unit (CSU).	County had 11 admissions to ICES, and Walker County had 13 admissions. This resulted in an average of almost 4 persons per month from Liberty County and Walker Counties in FY 10 so far, compared to approximately 5 from Liberty County and 3 from Walker County per month in FY 09. Transportation issues continue to be an obstacle for increased utilization of the ICES program by the rural counties. We have started exploring alternative transportation options such as taxi vouchers and public transportation to address this obstacle. There were approximately 2 step-downs from private hospitals to the CRU per month in FY 09 and that number has remained the same so far in FY 10. The number of individuals sent to private hospitals has decreased in FY 10 compared to the number in FY 09. Increased access at state hospitals in FY 10 for persons sent from private hospitals have reduced the need for step-downs in FY 10. We continue to have an active utilization review process to prevent persons from going to private hospitals and be served in the CRU and we have also been stepping down more acutely mentally ill persons from the private hospitals in FY 10 compared to FY 09.	County in the 2 nd quarter for a total of 28 YTD admissions from Liberty County. There were 7 Walker County ICES admissions in the 2 nd quarter for a YTD total of 20 admissions. Persons from Walker County typically rely on family members for transportation to ICES. There were 6 step-downs from private contract hospitals in the 2nd quarter which is consistent with the 1 st quarter for	increased from 17 in 2 nd quarter to 20 in 3 rd quarter. Walker County ICES admissions decreased from 7 to 6 admissions for the same period. There have been occasions when law enforcement has refused to provide courtesy transports to the county line for persons without available transportation. A meeting was conducted with Walker County officials in late June to provide education about ICES/CRU services and discuss. Stepdowns from private hospitals remained consistent with quarters one and two at six persons. The ICES Program was marketed to additional private hospital facilities.	increased from 20 in quarter 3 to 23 in				

Open the CSU in FY 2010.

Bids to select a Contractor were solicited in the 1st quarter. Twelve qualified bids were received and a comparative analysis of the bids was conducted by the Architect. Interviews with the 4 lowest bidders were held and the Board selected the Contractor at their December 10th meeting. The Architect and selected Contractor are preparing value engineering options for the Center's consideration. Actual construction will likely begin in January. It is projected that the project will be completed in the fall of 2010.

Contract with Diamond Commercial Construction was signed February 25, 2010 and they indicated that they will begin as soon as possible. Materials have been ordered and stored to avoid cost increases and the groundbreaking ceremony was held March 10th. Value engineering was completed in the 2nd quarter. Final contract language was resolved with legal assistance. Construction was scheduled to begin in March.

Construction began this quarter and is progressing without delays.

Current construction schedule anticipates a December completion.

Objective #3:

Implement Substance Abuse Treatment Services, to include applying for other available funding and marketing to probation departments, parole officers and judiciary.

Tri-County received its Adult Outpatient License for Substance Abuse Treatment and services began in the 1st quarter. Our license capacity is 12 adults and we were at 10 adults at the end of the 1st guarter. We submitted an application for a license for Youth Outpatient Substance Abuse Treatment at the end of the 1st quarter, and we are awaiting state approval of that license to begin services to children in the 2nd quarter. We have submitted an application to serve as a counseling intern training site which would allow us to increase our capacity on approval. We have also submitted an application to be approved for court commitments and emergency detentions and have been marketing to local judges who are interested in referring individuals to us once we are approved. Marketing continues for these services and we are preparing to apply for additional funding from the state to increase substance abuse treatment and expand our service.

Tri-County applied for Substance Abuse funding from the Department of State Health Services (DSHS) in January 2010. The funding from DSHS will provide Adult and Youth Outpatient Services as well as Co-Occurring Psychiatric and Substance Abuse Disorder (COPSD) treatment to Adults and Youth. DSHS funding in the amount of \$778,810 and will allow Tri-County to serve up to 589 individuals. In February of 2010, Tri-County applied to the Montgomery County United Way for \$113,000 to serve Adults and Youth in Outpatient Substance Abuse Treatment.

We continue to dialogue with both iuvenile and adult probation departments to discuss referrals for the outpatient. The United Way of Montgomery County provided funding in the amount of \$79.012 for FY 2011. allowing the expansion of the program to provide adolescent treatment services. We also received preliminary notice of outpatient substance abuse funding from DSHS for adult and adolescent outpatient services and COPSD. However, the funding award was much less than requested. The amount received was \$82,280 for Youth Outpatient Services; \$48,000 for Adult Outpatient Services; and \$43,250 for COPSD.

Adult Outpatient Substance Abuse Services – Number Served:

March – 24, April – 26, and May - 24

Youth 3rd Quarter Outpatient Substance Abuse Services -- 9 The Department of State Health Services (DSHS) contract was received to provide Co-Occurring Psychiatric and Substance Abuse Disorders (COPSD), Youth Outpatient Treatment and Adult Outpatient Treatment. A Team Leader position was created to manage the Youth Outpatient Treatment Services program manager and the position was filled in August. The COPSD Specialist position was posted. Staff were trained on the new, web-based substance abuse record system, Clinical Management for Behavioral Health Services (CMBHS) scheduled implementation September 1st. Marketing was provided to adult and juvenile probation, inpatient contract hospitals, drug courts, TCOOMMI and schools.

Objective #4:	The Prevention Program Team Leader	Prevention skills training groups	Prevention skills training groups	For FY 11, MOUs to provide Prevention
•	spoke with school officials in both	continued in Cleveland ISD during the 2nd	continued in Cleveland ISD during the	Skills Training Groups must be with the
Expand Youth Substance Abuse	Liberty and Walker Counties. Cleveland	quarter. All Cleveland schools served	3rd quarter. Additionally, a group was	individual schools rather than the school
Prevention Services in Walker and Liberty	ISD was very eager to implement the	have expressed interest in continuing the	completed at Mance Park Middle School	districts. The Prevention Program Team
Counties.	skills training curriculum in elementary	program during the next school year.	in Walker County. There was a problem	Leader focused efforts during the 4th
	through junior high schools. Groups	Prevention staff participated in meetings	with consistent participation at Mance	quarter on reaching out to individual school
	were completed during the fall	with Huntsville ISD officials and reached	Park due to other demands on student	principals, counselors, and nurses to
	semester and plans to serve new	an agreement to implement the	schedules; however, the group was	establish more groups in Walker and
	students in the spring are in process.	prevention skills training at Mance Park	completed.	Liberty County for FY 11. Several schools in
	Additionally, the Team Leader is	Middle School, scheduled to begin in		Cleveland ISD, including Cleveland High
	working with school counselors in an	March of 2010.		School, expressed interest. New Waverly
	effort to implement some Alternative			High School has also responded positively.
	Activities within Cleveland ISD. These			MOUs are expected to be signed by the
	activities would be designed to offer			schools by the end of September.
	drug and alcohol free activities for			
	students and their families. Cindy Sill			
	had a meeting with school district			
	officials in Huntsville ISD, and they again			
	expressed interest in participating.			
	HISD contacted the Center after the			

holidays.

GOAL #2					
	Expand and Enhance Inte	ellectual and Developme	ntal Disability (IDD) Servi	ces	
OBJECTIVES	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	
Objective #1:	Several meetings were held to develop	A meeting was held with the providers to	The new Service Coordinators were hired	The transfer of case management to service	
•	standard practices with the Centers	start developing our working relationship.	and trained to begin services June 1st. The	coordination became effective this quarter.	
Successfully implement changes to	associated with ETBHN. A PowerPoint	Additional meetings were scheduled	staff met with our local HCS providers and	The process appears to be going well and	
the Home and Community Based	presentation was developed for use with the	through June so that we can work on the	met new consumers and their families. Staff	we have received positive feed back from	
(HCS) program.	private providers in understanding the new	process and keep well informed of the	attending training sponsored by DADS to	several of the private providers. There have	
	rules and responsibilities for both Tri-County	expectations and processes that will be	learn the new processes and forms that will	been several clarifications in rules from the	
	and the private sector. Reports were created	put into place. The new Service	be used. All providers were responsible to	Department of Aging and Disability Services	
	that are updated weekly for the individuals	Coordinator positions have been posted	submit annual paperwork on each	(DADS) that we have implemented on an	
	who are enrolled in our service area and the	and interviewing has begun.	participant in the program; this process	on-going basis.	
	providers who have active participation.		went well and we were able to develop		
			medical records for each individual.		

Objective #2: Evaluate LifeSkills training programs and recommend quality improvement plans.

recommendations for improvement for all of the LifeSkills training programs, was completed at the end of October and presented to the Leadership Team. The following areas were identified for improvement: quality of the client training, monitoring of training in the programs, cleanliness of the facilities, and develop educational and support group activities for parents and significant others for all LifeSkills programs. Special training programs will be developed to improve the skill level of staff. In Conroe, it was decided to approach Empowerment Options about providing the day training responsibilities for their clients who currently attend the Conroe LifeSkills program. There are plans to improve the

physical facilities, either through cosmetic

improvements or facility repairs.

evaluation,

with

comprehensive

Over the past quarter several areas were | Staff received a full day of training with focused on within this objective: The LifeSkills Program staff received 2 full days of training provided by external presenters and internal staff. Topics focused on were customer service. medications, supervision οf documentation of services in Anasazi, day habilitation services and state expectations when auditing the program. The Conroe LifeSkills site received improvements on interior and exterior that includes the installation of monitoring windows into the class rooms, roof repair, painting inside, new cove base throughout, gate replaced and landscaping. The exterior is also being painted. Empowerment Options assumed the responsibility of day habilitation services to those consumers living in Montgomery County ICF homes effective March 1st. In addition training opportunities at the sites are being reviewed and revised as needed to improve the quality of services to individuals.

topics covering; working with individuals with Autism disorder, team building exercise, and as a result of the HCS survey, focused training was provided on incident reporting, physician assessment, use of restraint and critical incidents. Supervisors participated in Supervisory training sponsored by Texas Risk Council Risk Management Fund. New managers have been hired at both the Huntsville and Cleveland. Training continues to improve at each site. Renovations at the Liberty Life Skills site included the installation of monitoring windows and the ladies restroom remodeling. Brochures will be revised to incorporate the new Center name and logo.

Staff received training from Texas Council Risk Management Fund on Intergenerational diversity. We plan to continue over the next year with at least 4 additional training sessions. Facility improvements over this quarter consisted of interior painting at Liberty site and the patio area in Huntsville with the installation of rails.

A new vehicle for Huntsville was purchased and consumers and staff are very pleased. Two new vehicles were ordered for Cleveland. Services are going well at all the LifeSkills locations.

Our brochures are being revised to incorporate the new logo. Customer satisfaction has improved as evidenced on satisfaction surveys.

Objective #3:

Develop and implement specialized services for persons with Autism Spectrum disorders.

A Behavior Specialist position was approved by the Leadership Team early in the 1st quarter. After extensive recruiting, no qualified applications were received. The position was modified in November and recruitment for the modified position has begun. The modified position no longer requires certification in applied behavior analysis, but there will be clinical oversight by our contract psychologist.

Our Behavior Specialist began work in the 2nd quarter. The focus of her work is meeting with consumers and families and starting the development of a functional analysis. Meetings have been held with Sam Houston State University to work together in collaboration with interns at the school.

Eight (8) consumers and their families are currently being served; services focus on development of behavioral strategies. We are using a program called Rethink Autism to track our training curriculum and the consumer's progress of learning appropriate behavior. The families have been very pleased with the program and the support they have received.

Thirteen individuals are being served in the autism program. Our Behavior Specialist has developed strategies for our consumers and their families to implement on an ongoing basis in the home and the community. We continue to use the Re-think Autism program for our curriculum development and base line data.

Objective #4:

Initiate and facilitate education and support groups for families.

A family survey has been distributed to individuals receiving services funded by general revenue and HCS regarding topics that families would like more information on. A meeting has also been scheduled with the Executive Director of Disability 101 regarding education needs of families. We continue

Counseling continues with interns for our consumers. We have fifteen (15) individuals and their families that receive weekly counseling. Staff has attended several meetings with the school to increase education on what our service delivery is and how to access the needed

Interns from Sam Houston State University began another session of counseling. A training day for families and staff to learn the resources in our community and how to access them is being developed. This training is being planned in correlation with the Aging and Disability Resource Center.

One counselor from Sam Houston State University is conducting counseling for our consumers. Work continues on the cross training event for the Aging and Disability Care Connections Resource Center that will take place on October 5th. There are several support groups in the community

working with our intern st	cudents to provide services. Disability 101 is	developing a list The training will be h	neld on Oct. 5th. Tri- that our parents have been	able to access.
counseling to individuals a	and their families. of training topics that we	e will be able to County staff has taken	to lead on setting up A staff member is attending t	he meetings as
We have 11 individuals in	counseling at this present to our families ar	nd host trainings the training and secur	ring speakers for the well to further assist the	family where
time.	in the upcoming months.	event.	needed.	

		GOAL #3		
	Enhance Co	ommunity Awareness of C	enter and Services	
OBJECTIVES	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Objective #1: Update public information materials for consumers and their families, professionals and community organizations.	The Center's name change to Tri-County Services was approved at the December Board meeting and work will now begin on public information materials.	We have begun revising our brochures to best serve our communities and to be inclusive and informative in the services we provide.	The website development continues with the help and supervision of a website design group and brochures are being revised and prepared for production.	This project is still incomplete and will be worked on when Coordinator of Resource Development returns to work.
Objective #2: Update promotional video and use at all public relations venues.	Work will begin in the 2nd quarter.	A local video company is updating and shortening our promotional video, updates include adding information regarding autism spectrum disorders and substance abuse treatment as well as the change in our name and logo.	The promotional video is being edited and should be completed by mid-August.	The video is in final stages editing phase and will be completed soon.
Objective #3: Prepare to launch new branding for logo, PR materials, website, consumers and their families and Community Stakeholders.	Plans are being developed to make all the necessary changes related to the change of the Center's name.	The Website team has reviewed all Texas MHMR Center sites along with several other healthcare providers to determine which components of these sites that we would like to use in our rewrite. The team has a mock-up of the new site which will be shared with website designers in March.	New branding & PR materials are here and available to assist with the rebranding process. We are also working on a consistent look/feel with companywide emails and voicemails.	The website is under construction and should be operational in the near future.
Objective #4: Develop and distribute PR materials for Hispanic individuals.	Work will begin on this objective later in the fiscal year. Bilingual and bi-cultural staff were hired late in the 1st quarter.	We are in the process or revising all English and Spanish promotional materials and are working on this completion so the translation of the Spanish materials is communicated equally. This will be completed by early 3rd quarter.	This is in the process of being completed with the brochures.	These materials cannot be completed unti the English versions are completed. This initiative will resume upon the return of Coordinator of Resource Development staff.

GOAL #4Increase Diversity of Center Revenues

interedes Biroreity of Content Revenues				
OBJECTIVES	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Objective #1: Determine feasibility and advantages of establishing a separate foundation Board and report to the Board of Trustees no later than January 31, 2010.	Initial investigation has begun and a formal recommendation will be made at the February Board meeting.	Continued investigation into referrals for members of a new separate Board. After consideration, this seems the best way to begin raising additional funds for Tri-County Services.	After further review with both legal counsel and our independent auditor, it was determined that a separate foundation would not benefit the Center at this time. Our current 501(c)3 status provides our potential donors the tax benefits for donating to an organization such as Tri-County.	Completed in 3rd quarter.
Objective #2: Submit at least 8 grant and/or contract proposals.	The Tenant Based Rental Assistance (TBRA), United Way of Walker County and HUD 811 grants were submitted in the 1st quarter of FY 10.	Substance Abuse Treatment grant applications were submitted to the Department of State Health Services (DSHS) for Outpatient Adult Treatment, Outpatient Youth Treatment and Co-Occurring Psychiatric and Substance Abuse Disorder (COPSD) Treatment. The Veterans Incentive Services grant application was also submitted to DSHS. In addition, an application to the Montgomery County United Way was made for Crisis Residential Unit Day Treatment, Adult and Youth Outpatient Substance Abuse Treatment, Intellectual and Developmental Disability Summer Camp and Respite Services and for Autism Services. Finally, an Emergency Food and Shelter Grant (EFSG-28) was submitted to the MCUW.	An application was submitted to Walmart in Montgomery for audio/video equipment for the Substance Abuse Treatment Program. Another Walmart application was submitted to the store in Huntsville for furniture and/or TV/DVD appliances for Independence Village. Tri-County assisted in the ETBHN application for a SAMHSA grant to provide comprehensive counseling for active and veteran service members and their families.	For FY 10, Tri-County applied for 12 grants, including 2 grants for multiple requests (United Way & DSHS Substance Abuse). This year marked renewed interest in writing grants as a region including 2 grants in collaboration with ETBHN.
Objective #3: Submit new HUD 811 application.	A HUD 811 application for Cleveland, Texas was prepared in the 1st quarter for submission in the 2nd quarter of FY 10.	Staff have been informed that there will likely be another HUD 811 funding cycle in FY 2010. If the initial application for the Cleveland project is not acceptable, staff will plan to submit another application this year.	There was no announcement of an additional funding cycle made in the 3rd quarter. Staff will continue to watch for additional opportunities in the 4th quarter.	There was no announcement of an additional funding cycle made in the 4th quarter. Staff have been searching for property for the next funding cycle and have located a potential site. The HUD SuperNOFA is expected to be released in September of 2010.

GOAL #5					
Recruit and Retain Competent Staff					
OBJECTIVES	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	
Objective #1: Recruit Hispanic staff that are bilingual.	In an effort to attract Hispanic, bilingual applicants, HRS contacted the Hispanic Chamber of Commerce who referred us to the Lone Star College website due to their website not being functional. We have also spoken with the Hispanic Liaison for the City of Conroe and the Montgomery County National Hispanic Assembly who referred us to the following: Workforce Solutions (WorkinTexas.com), Montgomery Area Jobs Employment Center (Majec.com) and the Woodlands Church (jobsupportministry.com). As a result, we have received several applications and were able to hire 3 Hispanic bilingual employees in various locations and positions in the IDD area. We will continue to pursue hiring	The Leadership Team is in the process of identifying additional positions that will require hiring bilingual staff. We have also been in touch with the Greater Latino Chamber of Commerce and the Hispanic Outreach Professional Enrichment organization.	The Leadership Team determined that when the following positions become available, we will advertise for bilingual only: support staff at RP, LVN, Case Coordinator, Crisis and Access, QMHP level, Child and Adult Rehab services and the CRU. Additionally, the Spanish speaking calls and applications at Admin will be monitored. Since May 3rd, we have received no applications and have received eight (8) phone calls.	Tri-County is advertising in numerous places, including many free locations, to attract Hispanic, bilingual applicants. A bilingual Service Coordinator was hired.	
Objective #2: Analyze feasibility of flexible benefit plan for employees and make recommendation to Board by February 28, 2010.	bilingual staff for other areas as well. Tri-County currently offers flexible health insurance benefit options to staff. We continue to explore more options that Tri-County can offer to enhance staff recruiting and retention.	The Leadership Team researched the option of allowing employees to utilize the money Tri-County pays for their Life Insurance, AD&D and LTD. However, it was found that the risk outweighed the benefit. We are currently researching the possibility of allowing vested employees to use a portion of their match to purchase ancillary benefits or contribute to their Health Savings Accounts.	On April 22, the Board of Trustees approved the Pathways Platform for the 401(a) Retirement plan and the 457 and 403(b) plans. ISC, Inc. met with each employee during the week of July 12, 2010 with implementation scheduled for Sept. 1, 2010. This will give employees the opportunity to manage their own investments if they choose or to have ISC manage them.	Tri-County has a variety of benefits for employees to choose from and has a flexible benefit plan. Under the Section 125 Plan employees may participate and contribute funds for unreimbursed of medical expenses and dependent care. The Pathways plan was effective on September 1st and representatives from ISC, Inc. presented an additional guaranteed life insurance to employees in the event they choose to participate.	

~ !			
()h	IDCT	IVΔ	#3:
UD	ICLL	IVC	πэ.

Analyze feasibility of flexible work schedule, locations and implement.

Tri-County currently has a procedure for a modified work schedule that has already been implemented for most field-based and program positions. Other options for flexible work schedules, such as working 80 hours in 9 days and 4-ten hour day schedules for various positions and locations continue to be evaluated by the Gen-Y and Operational Efficiencies Committees.

The Operational Efficiencies Team continues to review the feasibility of flexible work schedules for various locations. Information has been gathered for further Leadership Team discussion in the 3rd quarter.

A Flexible Benefits committee was formed to discuss the opportunities in this area. The committee agreed that the flexible schedule should include a modified work schedule and an alternate work schedule.

schedule should include a modified work schedule and an alternate work schedule. The modified work schedule procedure currently exists and can be used by the supervisor for a permanent or temporary change in an employee's work hours to attract and/or retain an employee as long as the change will benefit the Center and the client's served. An alternate work schedule procedure is being finalized to allow direct service staff to alter their hours of work as necessary each day, with supervisory approval, to accommodate the clients they service. It was decided that the Center should be open at least five (5) days per week to serve clients. Therefore, a modified work week was not approved.

The modified work schedule procedure was revised slightly and an alternate work schedule was developed with implementation to begin in September. The modified work schedule allows the Executive Director to approve a permanent change for an employee's work schedule in order to recruit and retain quality staff. The alternate work schedule allows supervisors to modify work schedules for employees in order to meet the needs of the clients they serve. Both are found in the Time and Attendance procedure.

Agenda Item: Appoint Texas Council of Community Centers, Inc. Representative and Alternate for FY 2011

Board Meeting Date

September 23, 2010

Committee: Executive

Background Information:

The Representative attends the quarterly Board meetings of the Texas Council of Community Centers, Inc. and gives a verbal update to the Tri-County Board at their subsequent Board meetings. The alternate attends and reports if the representative is unable to do so.

Supporting Documentation:

None

Recommended Action:

Appoint Texas Council of Community Centers, Inc. Representative and Alternate for FY 2011

Agenda Item: Approve Revised Mission Statement

Board Meeting Date

Committee: Executive September 23, 2010

Background Information:

The Board of Trustees and Leadership Team met on July 10, 2010 for the annual Strategic Planning for the upcoming fiscal year. At that meeting, revisions were made to Tri-County's Mission Statement. The revisions are italicized and underlined:

"Our Mission is to ensure the provision of quality services for individuals with mental illness, substance abuse disorders and intellectual developmental disabilities to enhance the quality of life in our community."

Supporting Documentation:

None

Recommended Action:

Approve Revised Mission Statement

Agenda Item: Board of Trustees Reappointments and

Oaths of Office

Board Meeting Date

September 23, 2010

Committee: Executive

Background Information:

The Commissioners Courts of their respective counties reappointed those Trustees whose terms expired August 31, 2010. Oaths of Office will be recited at the Board meeting.

Supporting Documentation:

Montgomery County Trustees – Copy of Signed Motion from Montgomery County Commissioner's Court Docket

Janet Qureshi

David Walker

Walker County Trustees – Letter from Walker County Judge Danny Pierce

Len George

Liberty County Trustees – Letter from Liberty County Judge Phil Fitzgerald

Cecil McKnight

Patti Atkins

Recommended Action:

Trustees Will Recite Oaths of Office

COMMISSIONERS' COURT DOCKET, AUGUST 23, 2010 SPECIAL SESSION

THE STATE OF TEXAS	()	KNOW ALL MEN BY THEIR PRESENTS:
COUNTY OF MONTGOMERY	()	

COUNTY JUDGE - AGENDA ITEM 9H

- 1. REAPPOINTMENT approved, of the following to the Tri-County Services Board of Trustees:
 - a. Janet Qureshi
 - b. David Walker

as per Request on file.

Motion carried.

I, Mark Turnbull, Clerk, County Court, in and for said County and State, hereby certify that the above and foregoing is a true and correct excerpt of the Commissioners' Court Minutes of Montgomery County, Texas, sitting in Special Session on the 23rd day of August, 2010.

WITNESS MY HAND AND SEAL this the 25th day of August, 2010.

Mark Turnbull, County Clerk and Ex-Officio Clerk Commissioners' Court Montgomery County, Texas



By Aime Kemp Deputy Clerk

OFFICE OF THE COUNTY JUDGE

DANNY PIERCE Walker County Judge (936) 436-4910 (936) 436-4914 FAX Walker County Courthouse 1100 University Avenue Huntsville, Texas 77340

Sept 14, 2010

Tri-County MHMR P.O. Box 3067 Conroe, TX 77305

Dear Stacey:

The Walker County Commissioners' Court met during regular session on August 23, 2010. During this session it was unanimously approved to reappoint Mr. Len George to the Tri-County MHMR Board of Trustees. I would like to take this opportunity to give thanks to those who work so diligently for the betterment of Tri-County MHMR's clients. If I can be of further service please let me know.

Sincercly,

Danny Pierce County Judge Walker County

DP/sp

PHIL FITZGERALD COUNTY JUDGE



1923 SAM HOUSTON LIBERTY, TEXAS 77575

THE COUNTY OF LIBERTY Est. 1836

September 16, 2010

Tri-County Services Attn: Cindy Sill P.O. Box 3067 Conroe, TX 77305

Re: Appointment to Tri-County Service Board of Trustees

Dear Ms. Sill:

On August 24, 2010, the Liberty County Commissioners Court reappointed Cecil McKnight and Patti Atkins to serve on the Tri-County Services Board of Trustees.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Phil Fitzgerald County Judge

PF/dh



Agenda Item: Board of Trustees' Committee	Board Meeting Date
Appointments	
	September 23, 2010
Committee: Executive	
Background Information:	
Cecil McKnight, Chairman of the Board, will appoint Co their respective Chairs during the regular meeting.	ommittee members and
Supporting Documentation:	
None	
Recommended Action:	
For Information Only	

Agenda Item: Personnel Report for August 2010	Board Meeting Date		
Committee: Executive	September 23, 2010		
Background Information:			
None			
Supporting Documentation:			
N			
Personnel Report for August 2010			
Personnel Report for August 2010 Recommended Action:			

H

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT

AUGUST 2010

STAFF	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED	FILLED	MONTHLY TURNOVER	YEARLY TURNOVER
CLASSIFICATIONS	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.	POSITIONS	POSITIONS	PERCENT	PERCENT
Bachelor's		1										
Qualified Mental Health Professional	2	42	4	35	4	22		13	100	88	5%	40%
Qualified Mental Retardation Professional (State Title)		5	1	2	1	2			13	12	8%	17%
Licensed Staff	1	2							12	11	0%	0%
Medical												
Physicians		1							5	5	0%	0%
Advanced Practice Nurse									1	1	0%	0%
RN's	1	3		3		2		1	11	9	0%	33%
LVN's	1	1		0		0		0	13	13	0%	0%
Techs/Aides												
мн		1		2		1		1	11	10	0%	20%
IDD		17		19		12		7	53	51	0%	37%
Supervisor/Manager												
мн		1	2	3	2	3			12	10	20%	30%
IDD		2		1		1			6	6	0%	17%
Program Support		2	1	1	1	1			42	42	2%	2%
Central Administration		2		2		1		1	17	16	0%	13%
Business Services		1		1		1			16	16	0%	6%
Maintenance/Janitorial/Lawn	1	7		8		6		2	25	24	0%	33%
GRAND TOTALS	6	87	8	77	8	52	0	25	337	314	3%	25%
Previous YTD											3%	26%

Agenda Item: Analysis of Board Members' Attendance at Regular and Called Board Meetings in FY 2010

Committee: Executive

Background Information:

None

Supporting Documentation:

Analysis of Board Members' Attendance at Regular and Called Board Meetings for FY 2010

Recommended Action:

For Information Only

Analysis of Board Members' Attendance Regular Board Meetings and Special Called Meetings

FY 2010

Board Member	Regular Board Meetings	Percentage of Attendance at Regular Meetings	Special Called Board Meetings (incl. Strategic Planning)	Percentage of Attendance at Special Called Meetings	Percentage of Total Attendance
Cecil McKnight	_				
Chair	8/10	80%	1/1	100%	82%
Len George Vice-Chair	10/10	100%	1/1	100%	100%
Janet Qureshi Secretary	4/10	40%	0/1	0%	36%
Morris Johnson	10/10	100%	1/1	100%	100%
David Walker	9/10	90%	1/1	100%	91%
Brad Browder	10/10	100%	0/1	0%	91%
Mark Maltsberger	6/10	60%	1/1	100%	64%
Sharon Walker	10/10	100%	1/1	100%	100%
Patti Atkins Sworn in March 2010 To Complete Jack Hartel's Term	4/5	80%	1/1	100%	83%
Jack Hartel Temp. Leave - Resigned November 2009	N/A	N/A	N/A	N/A	N/A

Summary of Attendance	<u>2008</u>	<u> 2009</u>	<u> 2010</u>
Total Regular Meetings Held:	11	9	10
Average Attendance at Reg. Meetings:	79%	80%	81%
Total Special Called Meetings Held:	2	2	1
Average Attendance at Called Meetings:	50%	93%	78%
Total Number of Meetings Held:	13	11	11
Average Attendance at Meetings:	74%	82%	81%
Average Number of Members Present:	6.69	6.36	7.09

NOTE: All absences are excused absences.

Agenda Item: 401(a) Retirement Plan Account Review

Board Meeting Date

Committee: Business

September 23, 2010

Background Information:

Terry Hill, ISC, will present a review of the 401(a) Retirement Plan account activity for the 2nd quarter of FY 2010 and will provide a forecast for the future.

Supporting Documentation:

Information to be Distributed by Terry Hill at the Board Meeting

Recommended Action:

Action as Appropriate or Needed

Agenda Item: Authorize the Executive Director to Execute Necessary Documents Related to Securing Property for a Cleveland, Texas HUD 811 Application **Board Meeting Date**

September 23, 2010

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 44 approved candidates on the waiting list for housing there. The Independence Place Project in Montgomery County is under contruction and it appears that the demand for these apartments will also be high.

Our first application for the Cleveland, Texas area was not successful. The Department of Housing and Urban Development (HUD) has identified our inability to secure property for the site as the primary reason our application was not successful. Staff expect that the next SuperNOFA for 811 projects will be issued by HUD in the next few weeks.

After review of available property options, staff has located property which would be ideal for another HUD 811 project in Cleveland, Texas. The owner of this property is willing to sign a long term option on the site with HUD required language.

Staff request that the Board authorize the Executive Director to execute necessary documents to negotiate purchase of a Cleveland, Texas site contingent upon HUD SuperNOFA land requirements.

Supporting Documentation:

None

Recommended Action:

Authorize the Executive Director to Execute Necessary Documents Related to Securing Property for a Cleveland, Texas HUD 811 Application

Agenda Item: Approve Agreement with Montgomery County Clinical Services, Inc. and MCHD Termination Agreement

Board Meeting Date

September 23, 2010

Committee: Business

Background Information:

Tri-County Services has an Interlocal Agreement with Montgomery County Hospital District (MCHD) to provide financial support for the Crisis Stabilization Unit (CSU) that fulfills a portion of the local match requirement for these funds. To date, MCHD has provided \$600,000 of the total \$1 million in funding. MCHD has negotiated with Conroe Regional Medical Center and its non-profit entity, Montgomery County Clinical Services, Inc., to assume responsibility for the remaining \$400,000 owed under the MCHD agreement. Montgomery County Clinical Services, Inc. (MCCS) is a nonprofit entity that has provided physician and other professional healthcare services in the community since 2007. The Texas Medical Board certified MCCS as a nonprofit health organization. Annually, MCCS provides around \$3 million in services. Conroe Regional Medical Center is the sole member and provides all financial support for MCCS.

There are two (2) agreements: one (1) with Montgomery County Clinical Services, Inc. to provide \$100,000 in four (4) quarterly payments, for a total of \$400,000 and one (1) terminating the agreement with MCHD.

Supporting Documentation:

Agreement with Montgomery County Clinical Services, Inc.

Termination Agreement with Montgomery County Hospital District

Recommended Action:

Approve Agreement with Montgomery County Clinical Services, Inc. and Termination Agreement with Montgomery County Hospital District

MENTAL HEALTH CRISIS STABILIZATION UNIT AGREEMENT BETWEEN MONTGOMERY COUNTY CLINICAL SERVICES, INC. AND TRI-COUNTY MHMR SERVICES

This Agreement is by and between Montgomery County Clinical Services, Inc. (herein after referred to as "*MCCS*") and Tri-County MHMR (referred to herein as "*Tri-County*").

RECITALS

WHEREAS, MCCS is a Texas non-profit corporation organized and certified as a non-profit health organization under section 162.001 of the Texas Occupations Code; and

WHEREAS, Tri-County MHMR is a governmental unit and unit of local government within the State of Texas created under the authority of the Texas Health and Safety Code Section 534, and provides mental health services to persons in the same geographic area as services provided by MCCS; and

WHEREAS, Conroe Regional Medical Center and Kingwood Regional Medical Center have experienced an increase in volume of behavioral health patients in their emergency departments; and

WHEREAS, MCCS wishes to provide for crisis stabilization mental health care services to persons within Montgomery County, Texas to reduce the volume and length of stay of behavioral health patients at its member hospital; and

WHEREAS, MCCS has agreed to provide certain funds for Tri-County to use as operation funding to further the treatment of mental health patients in a crisis stabilization unit run by Tri-County; and

WHEREAS, Participants have memorialized their agreement and understandings into this Agreement.

- **NOW, THEREFORE,** in consideration of the above recitals, the mutual promises that follow and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:
- **1.** <u>Incorporation of Recitals</u>. The above recitals having been found by the Parties to be true and correct in all respects are incorporated into this Agreement by reference.

2. <u>Definitions</u>.

- **2.1** "Crisis Stabilization Unit" or "CSU" shall mean the facility (or alternate facility in the event of an emergency) Tri-County operates in Montgomery County, Texas in order to provide services to the mentally ill in crisis.
- **2.2** "Effective Date" shall mean September 1, 2010.

- 2.3 "Fiscal Year" shall mean August 1st to July 31st of each year.
- 2.4 "MCCS" shall mean Montgomery County Clinical Services, Inc.
- 2.5 "Participants" or "Parties" shall mean Tri-County and MCCS. Further, "Party" shall refer to either Tri-County or MCCS.
- 2.6 "Tri-County" shall mean Tri-County Mental Health Mental Retardation Services, a local government as defined by Section 791.003, Texas Government Code.
- **3.** <u>MCCS Obligations.</u> In consideration for the promises of Tri-County, MCCS agrees to provide funding as expressly set forth in this Agreement as follows:
- **3.1** <u>Compensation</u>. MCCS shall pay quarterly installments to Tri-County of four (4) equal payments in accordance with <u>Schedule A</u>. Such installments will be paid to Tri-County by MCCS unless Tri-County is not in compliance with the terms of this Agreement at the time the quarterly payment is due. However MCCS shall notify Tri-County if it believes that Tri-County is not in compliance with this Agreement.
- 3.2 <u>Termination When Conditions Not Met</u>. If the Tri-County Crisis Stabilization Unit ceases operation for a period of more than sixty (60) days during the term of this Agreement, this Agreement shall terminate automatically and MCCS shall have no further obligation to Tri-County.
- **4.** <u>Services Provided by Tri-County</u>. Tri-County shall operate a mental health Crisis Stabilization Unit in Montgomery County, Texas, for the purpose of providing mental health stabilization to persons in Montgomery County, Walker County, and Liberty County, Texas.
- **4.1** In addition to the operation of the CSU, Tri County will provide the following additional services to MCCS:
 - **4.1.1** Tri County shall provide eight (8) hours of professional development for MCCS on mental health diagnosis and treatment during each year of this agreement.
 - **4.1.2** Tri County shall provide on-line medical consultation for emergency cases involving mental health during the term of this Agreement.
 - **4.1.3** Tri County shall provide CSU as a primary receiving facility for patients meeting protocol standard.
 - **4.1.4** Tri County shall provide to MCCS an adequate but not excessive number of informational packets for charity patients on mental health awareness and community resources during the term of this Agreement.

- **4.2** Operation Certificates and Permits. Tri-County shall obtain and maintain all necessary certificates and permits of occupancy and any Federal, State, or Local licenses and permits necessary to operate a Crisis Stabilization Unit. Tri-County shall provide proof of these matters to MCCS upon request and reasonable notice.
- 4.3 Accounting and Quarterly Progress Reports. Tri-County shall provide a quarterly progress report, in a format to be determined by Tri-County, to MCCS containing an accounting of use of funds, information on the number of people served in each county, and the general nature of service during the quarterly period. Additionally, Tri-County must provide to MCCS, in a format to be determined by Tri-County, a yearly financial report for CSU. Tri-County shall keep such books and records as are necessary to fully and accurately account for the expenditure and the disbursement of funds paid by MCCS. Financial records related to the Crisis Stabilization Unit of Tri-County shall be made available yearly for inspection to MCCS upon request and reasonable notice. MCCS shall be provided a copy of Tri-County's financial audit once per year.
- **5. Term.** This Agreement shall commence on the Effective Date and shall continue for a term of one year, unless terminated earlier as provided in this Agreement or by law.
- **6.** <u>Termination</u>. Notwithstanding any other provision, this Agreement may be terminated as provided in this section.
- **6.1** By Mutual Agreement. This Agreement may be terminated by mutual agreement of all of the Participants as evidenced by a written termination agreement.
- 6.2 <u>By MCCS</u>. MCCS may terminate this Agreement for any breach of this Agreement, or if Tri-County fails to comply with any conditions or obligations as set forth in this Agreement. However, MCCS must provide Tri-County at least ninety (90) days advance written notice of the breach. If after ninety (90) days of receiving notice of the breach, Tri-County has failed to cure the breach, MCCS may terminate the Agreement. Notwithstanding the foregoing, MCCS may terminate this Agreement immediately if Tri-County fails to comply with the obligations set forth in Section 4.2.

7. Dispute Resolution Process

- **7.1** <u>Dispute Resolution Process</u>. Before commencing formal legal proceedings concerning any dispute arising under or relating to this Agreement, or any breach thereof, the Parties individually and collectively agree to observe the following procedures ("*Dispute Resolution Process*").
 - **7.1.1** Notice. The aggrieved Party shall notify the other Party of the dispute by way of a writing which contains sufficient detail to clearly identify the problems giving rise to the dispute, and the responding Party shall have ten (10) days to respond ("**Response Period**").

- **7.1.2** First Resolution Meeting. After the other party has responded or the Response Period has expired, the Parties shall schedule a meeting (the "*Initial Meeting*") and designate representatives to attend such meeting to attempt to effect an agreed resolution of the issue.
- **7.1.3** Second Resolution Meeting. If the Parties' designated representatives continue to reach an impasse concerning the dispute fifteen (15) days after the Initial Meeting ("Second Period"), the following representative(s) shall meet to discuss the dispute within five (5) days of the end of the Second Period: the Chief Executive Officer, Chief Administrative Officer, and/or Executive Director or titular equivalent of each Party.
- 7.1.4 Successful Resolution. If the Parties reach an accord at any stage of the meeting, they shall reduce their agreement to writing. Such writing shall be presented for approval by the Parties' respective governing boards. If approval of the writing is obtained, such writing shall constitute an amendment to this Agreement with respect to the subject matter of the notice of the dispute. The terms and conditions of such amendment shall not supersede the terms and conditions of this Agreement with respect to any matter other the subject matter submitted to the Dispute Resolution Process.
- **7.1.5** <u>Unsuccessful Resolution</u>. If the Parties are unable to reach a resolution of the dispute within the timelines outlined above, either Party may pursue such legal and equitable remedies as are available to it under Texas law.

8. Miscellaneous.

- **8.1** Governing Law. This Agreement shall be governed by the laws of Texas without regard to the principles of conflict of laws.
- **8.2** <u>Venue</u>. Any litigation in any way relating to this Agreement shall be brought in State court in Montgomery County Texas.
- **8.3** <u>Non-Assignability</u>. Neither Party shall assign sublet or transfer its interest in this Agreement without the written consent of the other Party, except that MCCS may assign this agreement to the Montgomery County Hospital District upon seven (7) days' written notice to Tri-County.
- 8.4 No Exclusion From Federal Health Care Program. The Parties represent and warrant to each other that it and its representatives providing services hereunder: (i) are not currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 U.S.C. Section 1320a-7b(f) (the "Federal health care programs"); (ii) are not convicted of a criminal offense related to the provision of health care items or services but has not yet been excluded, debarred or otherwise declared ineligible to participate in the Federal health care programs, and (iii) are not under investigation or otherwise aware of any circumstances which may result in the party or any of its representatives being excluded from

participation in the Federal health care programs. This shall be an ongoing representation and warranty during the term of this Agreement and a Party shall immediately notify the other Party of any change in status of the representation and warranty set forth in this section. Any breach of this Section shall give the non-breaching Party the right to immediately terminate this Agreement for cause.

- 8.5 HIPAA Requirements. To the extent applicable to the Agreement, the Parties agree to comply with the Health Information Technology for Economic and Clinical Health Act of 2009 (the "HITECH Act"), the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. section 1320d et seq. ("HIPAA") and any current and future regulations promulgated under either the HITECH Act or HIPAA, including, without limitation the federal privacy regulations contained in 45 C.F.R. Parts 160 and 164 (the "Federal Privacy Regulations"), the federal security standards contained in 45 C.F.R. Parts 160, 162 and 164 (the "Federal Security Regulations") and the federal standards for electronic transactions contained in 45 C.F.R. Parts 160 and 162 (the "Federal Electronic Transactions Regulations"), all as may be amended from time to time and all collectively referred to herein as "HIPAA Requirements"). The Parties agree not to use or further disclose any Protected Health Information, including Electronic Protected Health Information (as those terms are defined in the HIPAA Requirements), other than as permitted by the HIPAA Requirements and the terms of this Agreement. The Parties agree to make their internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the HIPAA Requirements. In addition, the Parties agree to comply with any state laws and regulations that govern or pertain to the confidentiality, privacy, security of, and electronic transactions pertaining to, health care information. The Parties agree to enter into any further agreements as necessary to facilitate compliance with HIPAA Requirements.
- **8.6** <u>Civil Rights.</u> The Parties agree to comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the regulation of the Department of Health and Human Services (45 C.F.R. Part 80, as amended from time to time) issues pursuant to that Title, to the end that, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which federal funds are used in support of the Parties' activities.
- 8.7 Notices. Any notice or request required by this Agreement must be in writing and may be given or be served by depositing the same in the United States Postal Service, postal prepaid, and certified and addressed to the Party to be notified, with return receipt requested, or by delivering the same in person to such Party, by overnight delivery by a reputable overnight carrier, or by telecopy, when appropriate, addressed to the Party to be notified. Notice deposited in the mail in the manner herein above described shall be effective ten (10) business days after it was mailed. Notice given in any other manner shall be effective only if and when received by the Party to be notified. For purposes of notice, the addresses of the Parties shall, until changed as herein provided, be as follows:

Tri-County	Cindy Sill Tri-County MHMR P.O. Box 3067 Conroe, Texas 7730						
Copy to:	Jackson Walker L.I 1401 McKinney Str	Mary Lou Flynn-Dupart Jackson Walker L.L.P. 1401 McKinney Street, Suite 1900 Houston, Texas 77010					
MCCS:	President Montgomery Count Conroe Regional M 504 Medical Center Conroe, Texas 7730	Blvd.					
Copy to:	Gjerset & Lorenz 2801 Via Fortuna, S Austin, Texas 7874 Attn: Jefferson M. 1	6					
8.8 Ame signed and dated by		ay only be amended by a written amendment					
·		all be effective by and between MCCS and Triesignated representatives of such parties.					
IN WITNE	ESS WHEREOF, the parties h	ave hereunto set their hands.					
MONTGOMERY SERVICES, INC.	COUNTY CLINICAL	TRI-COUNTY MHMR					
Maura Walsh President		Cindy Sill Executive Director					
Date:		Date:					
#80611							

Schedule A Payment Schedule

DATE	AMOUNT TO BE PAID BY MCCS
Fiscal Year 2011	
September 1, 2010, or the Effective Date,	\$100,000
whichever is later	
December 1, 2010	\$100,000
March 1, 2011	\$100,000
June 1, 2011	\$100,000

AGREEMENT TO TERMINATE MONTGOMERY COUNTY HOSPITAL DISTRICT AGREEMENT WITH TRI-COUNTY MHMR

This Agreement to Termination ("Termination") is made and entered into as of the ____ day of September, 2010 by and between the Montgomery County Hospital District ("District") and Tri-County MHMR (referred to herein as "Contractor").

RECITALS

WHEREAS, District and Contractor are parties to an Agreement effective July 2, 2008 for MCHD to provide funds to Contractor to use as operation funding to further the treatment of mental health patients in a crisis stabilization unit; and

WHEREAS, District and Contractor desire to terminate the Agreement as set forth herein.

NOW THEREFORE, for and in consideration of the premises contained herein and other good and valuable consideration, the receipt and adequacy of which are hereby forever acknowledged and confessed, the parties agree as follows:

ARTICLE I TERMINATION OF SERVICES AGREEMENT

- 1.01 <u>Termination</u>. On the terms set forth herein, District and Contractor mutually agree to terminate the Agreement.
- 1.02 <u>Effective Date</u>. The Effective Date of this Termination shall be August 31, 2010 (the "Effective Date").

ARTICLE II CONTINUED OBLIGATIONS UNDER SERVICES AGREEMENT

2.01 The parties shall have no continued obligations under the Agreement, with the exception of any obligations accruing prior to the date of termination and any obligations or agreements that expressly extend beyond the Effective Date.

ARTICLE III GENERAL PROVISIONS

3.01 <u>Entire Agreement</u>. Each party hereto acknowledges that this Termination embodies the entire agreement and understanding between them with respect to the subject matter hereof and supersedes any prior agreements and understandings relating to the subject matter hereof. This Termination may not be altered, modified, terminated, or discharged except by a writing signed by the parties against whom such alteration, modification, termination, or discharge is sought.

3.02 <u>Representation and Construction</u>. By executing this Termination, the parties acknowledge that they have had the opportunity to be represented by independent counsel and review and consider the terms of the Termination. This Termination shall not be construed against or in favor of any party due to the fact that such party may or may not have authored said Termination or any provision contained herein.

IN WITNESS WHEREOF, the parties have entered into this Termination to be effective as of the Effective Date.

MONTGOMERY COUNTY HOSPITAL DISTRICT	TRI-COUNTY MHMR
Allen Johnson Chief Executive Officer	Cindy Sill Executive Director
Date:	Date:

#80649

Agenda Item: Review August 2010 Preliminary Financial Statements	Board Meeting Date		
Committee: Business	September 23, 2010		
Background Information:	<u> </u>		
None			
Supporting Documentation:			
August 2010 Preliminary Financial Statements			
Recommended Action:			
Review August 2009 Preliminary Financial Statements for Information Only			

August 2010 Financial Summary Preliminary

Revenues for August 2010 were \$2,289,483 and operating expenses were \$2,107,571 resulting in a gain in operations of \$181,912. Capital Expenditures and Extraordinary Expenses for August were \$608,907 resulting in a loss of \$426,996. Total revenues were 107.80% of the monthly budgeted revenues and total expenses were 129.287% of the monthly budgeted expenses.

Year to date revenues are \$23,687,890 and operating expenses are \$21,915,663 leaving excess operating revenues of \$1,772,227. YTD Capital Expenditures and Extraordinary Expenses are \$1,492,484 resulting in a gain YTD of \$279,743. Total revenues are 100.04% of the YTD budgeted revenues and total expenses are 99.61% 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
HCS Program - Title XIX	1,919,786	1.930,803	99.43%	11,017
DSHS Gen Rev Crisis - PESC	1,644,747	1,759,016	93.50%	114,269

<u>HCS Program Title XIX</u> – This program has had a person incarcerated for over three months. This consumer is enrolled in the full array of HCS services and has caused this variance in revenue for the HCS program.

<u>DSHS Gen Rev Crisis - PESC</u> - This line item is for the operation of the Crisis Residential Unit (CSU). The variance is a result of expenses being lower in the following expense lines: medication expenses; fringe benefits for staff due to turn over; and food expenses for the program. We have contacted DSHS and requested utilizing a portion of the lapse funds on equipment that would be used for the CSU when the building is completed. We are waiting for approval. We don't anticipate having a lapse in PESC funds for FY 2011 since the CSU facility will be in operation.

EXPENSES

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

Revenue Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Consumer - NGM Flexible	217,722	180,000	120.96%	37,722
Services				
Contract Empowerment Options	2,623,613	2,611,342	100.47%	12,271

<u>Consumer – NGM Flexible Services</u> – This line item reflects the expenses for clients that received NGM Flex Services such as dental services. This amount is higher than projected based on the continued decrease in medication expense for the agency. We received authorization from DSHS to provide other direct services to consumers with the lapsed NGM revenue.

<u>Contract Empowerment Options</u> – This line item reflects the contract with Empowerment Options. This line item is offset by an increase in the revenue for the ICF/MR Program.

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of August 31,2010 Preliminary

	TOTALS COMBINED FUNDS August 2010	TOTALS COMBINED FUNDS July 2010	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	 2,975	2,975	_
Cash on Deposit-General Fund	4,881,558	6,078,277	(1,196,718)
Cash on Deposit-Debt Fund	558,194	558,194	-
Accounts Receivable	1,583,180	1,560,232	22,947
Inventory	32,075	31,387	688
TOTAL CURRENT ASSETS	7,057,981	8,231,065	(1,173,083)
FIXED ASSETS	4,557,052	4,557,052	-
OTHER ASSETS	37,835	23,696	14,139
AMOUNT TO BE PROVIDED FOR THE			
RETIREMENT OF LONG TERM DEBT	2,449,809	2,449,809	-
TOTAL ASSETS	14,102,677	15,261,622	(1,158,945)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES	_		
CURRENT LIABILITIES	1,256,501	933,519	322,982
NOTES PAYABLE	375,787	375,787	-
DEFERRED REVENUE	90,634	1,145,566	(1,054,932)
LONG-TERM LIABILITIES FOR			
Capital Leases-Equipment	224,022	224,022	-
Bond Series 1995	215,000	215,000	-
Bond Series 2004	1,635,000	1,635,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	<u> </u>	472,755	(426,996)
Debt Service Fund	(17,170)	(17,170)	-
FUND EQUITY			
Reserved for Fixed Assets	 4,557,052	4,557,052	-
Reserved for Worker Comp	269,685	269,685	-
Reserved for Debt Service	575,364	575,364	-
Reserved for Board Policy Requirements	2,109,405	2,109,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Current Year Budgeted Reserve	-	-	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
Unrestricted and Undesignated	378,374	378,374	<u> </u>
TOTAL LIABILITIES/FUND BALANCE	14,102,677	15,261,622	(1,158,944)

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of August 31,2010 Preliminary

				тот	ALS
	General Operating Funds	Debt Service Funds	General Fixed Assets	Memoran August 2010	dum Only August 2009
ASSETS					
CURRENT ASSETS					
Imprest Cash Funds	2,975			2,975	2,875
Cash on Deposit-General Fund	4,881,558			4,881,558	5,105,803
Cash on Deposit-Debt Fund	4 = 00 400	558,194		558,194	573,993
Accounts Receivable	1,583,180			1,583,180	1,533,313
Inventory	32,075			32,075	29,865
TOTAL CURRENT ASSETS	6,499,787	558,194	-	7,057,981	7,245,848
FIXED ASSETS			4,557,052	4,557,052	4,557,052
OTHER ASSETS	37,835			37,835	33,130
AMOUNT TO BE PROVIDED FOR THE					
RETIREMENT OF LONG TERM DEBT		2,449,809		2,449,809	2,909,809
TOTAL ASSETS	6,537,622	3,008,003	4,557,052	14,102,677	14,745,839
CURRENT LIABILITIES	1,256,501			1,256,501	1,065,603
NOTES PAYABLE		375,787		375,787	375,787
DEFERRED REVENUE	90,634			90,634	723,916
LONG-TERM LIABILITIES FOR					
Capitol Leases	-	224,022		224,022	224,022
Bond Series 1995	-	215,000		215,000	270,000
Bond Series 2004		1,635,000		1,635,000	2,040,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR					
General Fund	45,759			45,759	(233,984)
Debt Service Fund	-	(17,170)		(17,170)	(1,371)
FUND EQUITY					
Reserved for Fixed Assets	-		4,557,052	4,557,052	4,557,052
Reserved for Worker's Compensation	269,685			269,685	164,409
Reserved for Debt Service		575,364		575,364	575,364
Reserved for Board Policy Requirements	2,109,405			2,109,405	2,109,405
Reserved for Equipment Reserve	354,290			354,290	354,290
Reserved for Current Year Budgeted Reserve	_			_	_

32,973

378,374

2,000,000

14,102,677

32,973

2,000,000

14,745,839

488,374

3,008,003

4,557,052

32,973

2,000,000

378,374

6,537,622

Reserved for Current Year Budgeted Reserve

Reserved for Operations and Programs

Unrestricted and Undesignated
TOTAL LIABILITIES/FUND BALANCE

Reserved for Inventory Reserve

TRI-COUNTY SERVICES Revenue and Expense Summary For the Month Ended August 2010 and YTD as of August 2010 Preliminary

INCOME:	MONTH OF August 2010	YTD August 2010
Local Revenue Sources	348,095	1,906,595
Earned Income	806,124	9,485,442
General Revenue-Contract	1,135,263	12,295,854
TOTAL INCOME	2,289,483	23,687,890
EXPENSES:		
Salaries	948,584	11,144,706
Employee Benefits	126,828	2,255,434
Medication Expense	50,653	650,663
Travel-Board/Staff	33,634	365,199
Building Rent/Maintenance	167,759	436,542
Consultants/Contracts	403,051	4,599,065
Other Operating Expenses	377,062	2,464,054
TOTAL EXPENSES	2,107,571	21,915,663
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	181,912	1,772,227
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	385,427	773,191
Capital Outlay-Debt Service Bonds	223,481	719,293
TOTAL CAPITAL EXPENDITURES	608,907	1,492,484
GRAND TOTAL EXPENDITURES	2,716,478	23,408,148
Excess (Deficiency) of Revenues and Expenses	(426,996)	279,743
Excess (Delicielicy) of Nevertues and Expenses	(420,330)	219,143

TRI-COUNTY SERVICES Revenue and Expense Summary Compared to Budgeted Year to Date as of August 2010 Preliminary

INCOME:	YTD August 2010	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	1,906,595	1,898,254	8,341
Earned Income	9,485,442	9,394,298	91,144
General Revenue-Contract	12,295,854	12,385,357	(89,503)
TOTAL INCOME	23,687,890	23,677,909	9,981
EXPENSES:			
Salaries	11,144,706	11,132,824	11,882
Employee Benefits	2,255,434	2,299,042	(43,608)
Medication Expense	650,663	662,595	(11,932)
Travel-Board/Staff	365,199	370,463	(5,264)
Building Rent/Maintenance	436,542	453,100	(16,558)
Consultants/Contracts	4,599,065	4,604,978	(5,913)
Other Operating Expenses TOTAL EXPENSES	2,464,054	2,442,806	21,248
TOTAL EXPENSES	21,915,663	21,965,809	(50,145)
Excess(Deficiency) of Revenues over	1,772,227	1,712,100	<u> </u>
Expenses before Capital Expenditures	1,772,227	1,712,100	60,126
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	773,191	818,355	(45,164)
Capital Outlay-Debt Service Bonds	719,293	717,662	1,631
TOTAL CAPITAL EXPENDITURES	1,492,484	1,536,017	(43,533)
GRAND TOTAL EXPENDITURES	23,408,148	23,501,826	(93,677)
Excess (Deficiency) of Revenues and Expenses	279,743	176,083	103,659
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements	719,293	717,662	1,631
Interest Income Excess(Deficiency) of revenues over Expenses	719,293	717,662	1,631

TRI-COUNTY SERVICES Revenue and Expense Summary Compared to Budget For the Month Ended August 2010 Preliminary

INCOME:	MONTH OF August 2010	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	348,095	515,912	(167,817)
Earned Income	806,124	765,232	40,892
General Revenue-Contract	1,135,263	842,672	292,591
TOTAL INCOME	2,289,483	2,123,816	165,667
EXPENSES:			
Salaries	948,584	963,281	(14,697)
Employee Benefits	126,828	113,698	13,130
Medication Expense	50,653	(119,016)	169,669
Travel-Board/Staff	33,634	790	32,844
Building Rent/Maintenance	167,759	163,475	4,284
Consultants/Contracts	403,051	65,218	337,833
Other Operating Expenses	377,062	288,107	88,955
TOTAL EXPENSES	2,107,571	1,475,553	632,018
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	181,912	648,263	(466,351)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	385,427	402,142	(16,715)
Capital Outlay-Debt Service Bonds	223,481	223,578	(97)
TOTAL CAPITAL EXPENDITURES	608,907	625,720	(16,813)
GRAND TOTAL EXPENDITURES	2,716,478	2,101,273	615,205
Excess (Deficiency) of Revenues and Expenses	(426,996)	22,543	(449,539)
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income Excess(Deficiency) of revenues over Expenses	223,481	223,578 - 223,578	(97) - (97)

TRI-COUNTY SERVICES Revenue and Expense Summary With August 2009 Comparative Data Year to Date as of August 2010 Preliminary

INCOME:	YTD August 2010	YTD August 2009	Increase (Decrease)
Local Revenue Sources	1,906,595	1,678,366	228,229
Earned Income	9,485,442	9,745,033	(259,591)
General Revenue-Contract	12,295,854	10,698,779	1,597,075
TOTAL INCOME	23,687,890	22,122,178	1,565,712
EXPENSES:			
Salaries	11,144,706	10,688,633	456,073
Employee Benefits	2,255,434	2,157,964	97,470
Medication Expense	650,663	964,652	(313,989)
Travel-Board/Staff	365,199	304,087	61,112
Building Rent/Maintenance	436,542	290,880	145,662
Consultants/Contracts	4,599,065	4,426,232	172,833
Other Operating Expenses	2,464,054	2,386,375	77,679
TOTAL EXPENSES	21,915,663	21,218,823	696,840
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,772,227	903,355	868,872
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	773,191	195,867	577,324
Capital Outlay-Debt Service Bonds	719,293	554,977	164,316
TOTAL CAPITAL EXPENDITURES	1,492,484	750,844	741,640
GRAND TOTAL EXPENDITURES	23,408,148	21,969,667	1,438,481
Excess (Deficiency) of Revenues and Expenses	279,743	152,511	127,232
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements	719,293	554,977	164,316 -
Interest Income Excess(Deficiency) of revenues over Expenses	719,293	554,977	164,316

TRI-COUNTY SERVICES

Revenue and Expense Summary With August 2009 Comparative Data For the Month August 2010 Preliminary

INCOME:	MONTH OF August 2010	MONTH OF August 2009	Increase (Decrease)
Local Revenue Sources	348,095	201,363	146,732
Earned Income	806,124	815,263	(9,139)
General Revenue-Contract	1,135,263	930,976	204,287
TOTAL INCOME	2,289,483	1,947,602	341,881
EXPENSES:			
Salaries	948,584	920,690	27,894
Employee Benefits	126,828	145,670	(18,842)
Medication Expense	50,653	86,221	(35,568)
Travel-Board/Staff	33,634	27,341	6,293
Building Rent/Maintenance	167,759	36,723	131,036
Consultants/Contracts	403,051	399,888	3,163
Other Operating Expenses	377,062	182,810	194,252
TOTAL EXPENSES	2,107,571	1,799,343	308,228
Excess(Deficiency) of Revenues over			
Expenses before Capital Expenditures	181,912	148,259	33,653
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	385,427	84,417	301,010
Capital Outlay-Debt Service Bonds	223,481	46,195	177,286
TOTAL CAPITAL EXPENDITURES	608,907	130,612	478,295
GRAND TOTAL EXPENDITURES	2,716,478	1,929,955	786,523
Excess (Deficiency) of Revenues and Expenses	(426,996)	17,648	(444,643)
			1
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	223,481	46,195	177,286
Bond Payments Disbursements			-
Interest Income Excess(Deficiency) of revenues over Expenses	223,481	46,195	177,286
	<u> </u>	·	, , ,

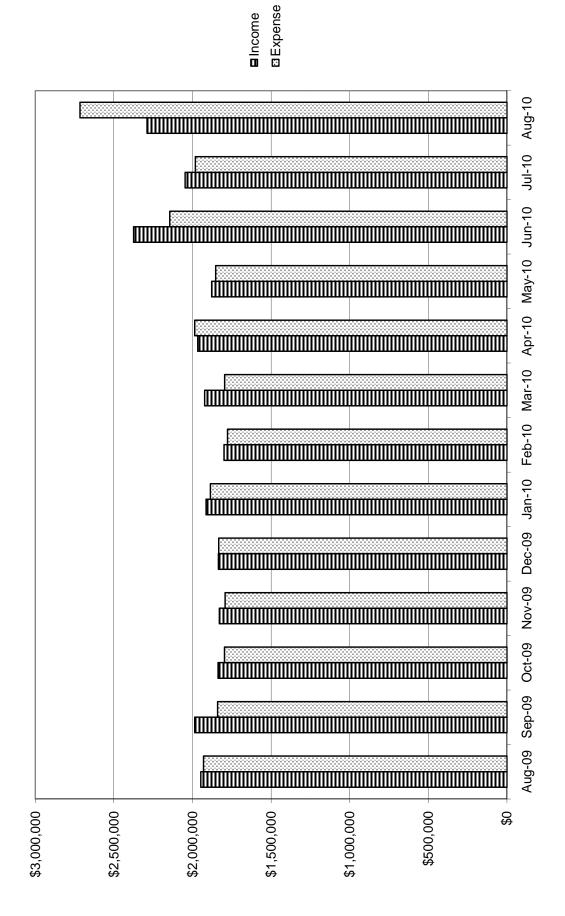
TRI-COUNTY SERVICES Revenue and Expense Summary With July 2010 Comparative Data As of August 2010 Preliminary

INCOME:	MONTH OF August 2010	MONTH OF July 2010	Increase (Decrease)
Local Revenue Sources	348,095	116,082	232,014
Earned Income	806,124	861,436	(55,313)
General Revenue-Contract	1,135,263	1,069,992	65,271
TOTAL INCOME	2,289,483	2,047,510	241,973
EXPENSES:			
Salaries	948,584	980,676	(32,092)
Employee Benefits	126,828	198,029	(71,201)
Medication Expense	50,653	55,232	(4,579)
Travel-Board/Staff	33,634	32,299	1,335
Building Rent/Maintenance	167,759	33,917	133,842
Consultants/Contracts	403,051	378,749	24,302
Other Operating Expenses	377,062	257,329	119,733
TOTAL EXPENSES	2,107,571	1,936,231	171,340
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	181,912	111,279	70,633
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	385,427	846	384,581
Capital Outlay-Debt Service Bonds	223,481	45,160	178,321
TOTAL CAPITAL EXPENDITURES	608,907	46,006	562,902
GRAND TOTAL EXPENDITURES	2,716,478	1,982,237	734,242
Excess (Deficiency) of Revenues and Expenses	(426,996)	65,273	(492,269)
Dalid Samilae and Fived Acces From to			
Debt Service and Fixed Asset Fund:	222 404	4E 400	470 004
Bond Payments Receipts	223,481	45,160	178,321
Bond Payments Disbursements			-
Interest Income Excess(Deficiency) of revenues over Expenses	223,481	45,160	178,321
, , , , , , , , , , , , , , , , , , , ,	-, -		

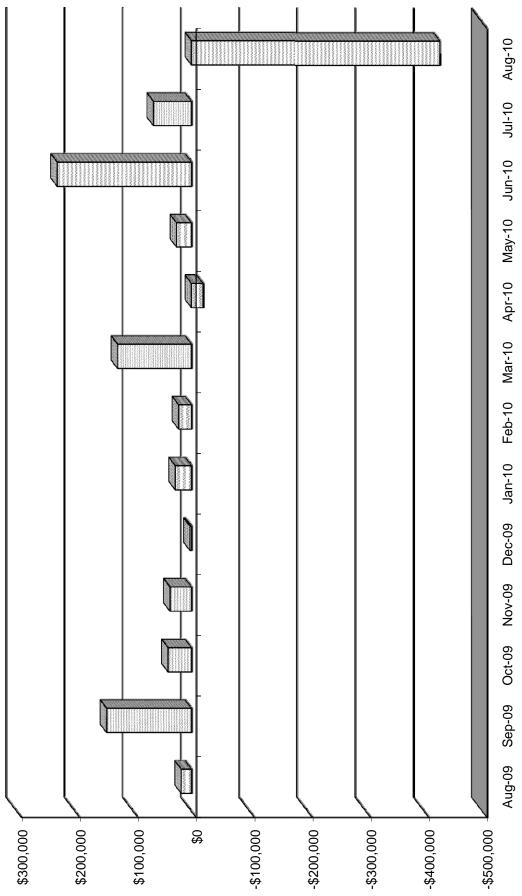
TRI-COUNTY SERVICES Revenue and Expense Summary by Service Type Compared to Budget As of YTD Ended August 31, 2010 Preliminary

INCOME:	YTD Mental Health August 2010	YTD IDD August 2010	YTD Other Services August 2010	YTD Agency Total August 2010	YTD Approved Budget August 2010	Increase (Decrease)
Local Revenue Sources Earned Income General Revenue-Contract	1,677,413 2,988,123 10,389,342	58,957 5,167,594 1,906,512	170,225 1,329,725	1,906,595 9,485,442 12,295,854	1,898,254 9,394,298 12,385,357	8,341 91,144 (89,503)
TOTAL INCOME	15,054,878	7,133,063	1,499,950	23,687,891	23,677,909	9,982
EXPENSES: Salaries	8157634	2113360	873712	11,144,706	11,132,824	11,882
Employee Benefits	1,599,055	492,243	164,137	2,255,435	2,299,042	(43,607)
Medication Expense Travel-Board/Staff	637,119 225,194	- 83,835	13,545 56,171	650,663 365,199	662,595 370,463	(11,932) (5,264)
Building Rent/Maintenance	352,180	84,361		436,542	453,100	(16,558)
Consultants/Contracts	936,081	3,566,860	96,125	4,599,065	4,604,978	(5,913)
TOTAL EXPENSES	13,534,894	6,914,722	1,466,050	21,915,664	21,965,808	(50,144)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,519,984	218,340	33,900	1,772,227	1,712,101	60,126
CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles Capital Outlay-Debt Service Bonds TOTAL CAPITAL EXPENDITURES	682,457 516736 1,199,193	90,674 160,273 250,947	60 42,284 42,344	773,191 719,293 1,492,484	815,355 717,662 1, 533,017	(42,164) 1,631 (40,533)
GRAND TOTAL EXPENDITURES	14,734,087	7,165,669	1,508,394	23,408,148	23,498,825	(90,677)
Excess (Deficiency) of Revenues and Expenses	320,791	(32,607)	(8,444)	279,743	179,084	100,659
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income	516,736	160,273	42,284	719,293	717,662	(200,926)
Expenses (Deficiency) of revenues over Expenses	516,736	160,273	42,284	719,293	717,662	(200,926)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES Income after Expenses



Agenda Item: Medicaid Rehabilitation Services Revenue

Settle-up Position Report

Board Meeting Date

September 23, 2010

Committee: Business

Background Information:

The Department of State Health Services (DSHS) has adopted a reimbursement methodology that provides for settle-up in relation to Rehab services. If Tri-County's actual costs are below 95% of the state-wide rate, the methodology requires that we reimburse DSHS for excess payments received as a result of billing at 100% of the rate. If Tri-County's actual costs are between 100.1% and 125% of the state-wide rate, we will be reimbursed by DSHS for the excess cost.

Additionally, the methodology states that the settle-up is based on only the federal share of the rate. A portion of Medicaid rates is paid with federal funds and the remaining is paid with state funds. The current federal portion of the rate is 59.44%.

After nine months of operation, we are above the state-wide rate for settle-up purposes. We have estimated that we will receive a combined payment from DSHS and the Department of Aging and Disabilities (DADS) totaling \$200,589. This amount will not be reimbursed for approximately two years and will not be booked as revenue until the money is actually received.

Supporting Documentation:

Settle-up Calculation Report as of June 2010

Recommended Action:

For Information Only

TRI-COUNTY SERVICES REHABILITATION SERVICES SETTLE-UP ESTIMATE ACTUALS THRU JUNE 2010 ESTIMATE THROUGH AUGUST 2010

FMAP 0.5944	Medicaid Units Provided	5	stimated Settle-Up Amount	Federal Share
17A - Day Program for Acute Needs	732	\$	3,752	\$ 2,230
17B - Crisis Intervention Services	370	\$	2,898	\$ 1,723
17C - Med. Training & Support - Individual	147	\$	424	\$ 252
17F - Psychosocial Rehab - Individual	46833	\$	-	\$ -
17G - Psychosocial Rehab - Groups	1042	\$	920	\$ 547
17J - Skills Training - Individual	45016	\$	212,476	\$ 126,295
17K - Skills Training - Group	7	\$	(16)	\$ (9)
17L - Skills Training - Group Children	24	\$	(54)	\$ (32)
Totals _	94171	\$	220,399	\$ 131,005
16A - MR Service Coordinator	1196	\$	59,800	\$ 35,545
16B - TCM - Routine Adult	2749	\$	32,253	\$ 19,171
16C - TCM - Routine C&A	4307	\$	21,113	\$ 12,550
16D - TCM - Intensive C&A	488	\$	3,900	\$ 2,318
Totals _	8740	\$	117,066	\$ 69,584
Grand Total Estimated Settle-Up		\$ 200,589		

Agenda Item: August 2010 Board of Trustees' Unit	Board Meeting Date							
Financial Statement	Sontombor 22 2010							
Committee: Business	September 23, 2010							
Background Information:	l .							
None								
Supporting Documentation:								
August 2010 Board of Trustees' Unit Financial Statement								
Recommended Action:								
For Information Only								

Unit Financial Statement
FY 2010

					F1 2010						
Davasasa	Aug 10 Actuals	I	Aug 10 Budgeted	\	/ariance	YTD Actual	YTD Budget	,	Variance	Percent	Budget
Revenues 80103998 Allocated Revenue	\$ 2,692.00	\$	2,692.00	\$	-	\$ 35,025.00	\$ 35,025.00	\$	-	0.00%	\$ 35,025.00
Total Revenue	\$ 2,692.00	\$	2,692.00	\$	-	\$ 35,025.00	\$ 35,025.00	\$	-	0.00%	\$ 35,025.00
Expenses											
80105275 Food Items	\$ 150.71	\$	267.00	\$	(116.29)	\$ 1,646.34	\$ 3,200.00	\$	(1,553.66)	-48.55%	\$ 3,200.00
80105320 Insurance-Worker Compensation	\$ 12.33	\$	33.00	\$	(20.67)	\$ 178.74	\$ 400.00	\$	(221.26)	-55.32%	\$ 400.00
80105388 Legal Fees	\$ 1,500.00	\$	1,500.00	\$	-	\$ 18,000.00	\$ 18,000.00	\$	-	0.00%	\$ 18,000.00
80105415 Miscellaneous Expense	\$ -	\$	-	\$	-	\$ -	\$ -	\$	-	0.00%	\$ -
80105605 Postage-Express Mail	\$ -	\$	-	\$	-	\$ 14.31	\$ -	\$	14.31	0.00%	\$ -
80105715 Supplies - Office	\$ 38.34	\$	29.00	\$	9.34	\$ 462.23	\$ 350.00	\$	112.23	32.07%	\$ 350.00
80105750 Training	\$ -	\$	225.00	\$	(225.00)	\$ 4,403.75	\$ 4,200.00	\$	203.75	4.85%	\$ 4,200.00
80105755 Travel - Local	\$ -	\$	71.00	\$	(71.00)	\$ 932.22	\$ 1,000.00	\$	(67.78)	0.00%	\$ 1,000.00
80105757 Travel - Non-local Mileage/Air	\$ 277.56	\$	208.00	\$	69.56	\$ 2,890.08	\$ 3,300.00	\$	(409.92)	-12.42%	\$ 3,300.00
80105758 Travel - Non-local Hotel	\$ 337.56	\$	296.00	\$	41.56	\$ 3,142.88	\$ 3,550.00	\$	(407.12)	-11.47%	\$ 3,550.00
80105759 Travel - Meals	\$ 68.83	\$	63.00	\$	5.83	\$ 883.71	\$ 1,025.00	\$	(141.29)	-13.78%	\$ 1,025.00
Total Expenses	\$ 2,385.33	\$	2,692.00	\$	(306.67)	\$ 32,554.26	\$ 35,025.00	\$	(2,470.74)	-7.05%	\$ 35,025.00
Total Revenue minus Expenses	\$ 306.67	\$	-	\$	306.67	\$ 2,470.74	\$ -	\$	2,470.74		\$ -

Agenda Item: Montgomery Supported Housing, Inc.

(MSHI) Update

Board Meeting Date

September 23, 2010

Committee: Business

Background Information:

The MSHI Board closed on the Independence Place project on Friday, September 10th and Cordova Construction began site work the following week. On Wednesday, September 15th, Cordova and Tri-County staff met with the Montgomery County Construction Manager for the Community Center and their contractors, Diamond Construction, to coordinate infrastructure issues between the projects.

Groundbreaking is scheduled for Wednesday, September 29th, at 9:30 a.m. in Montgomery, Texas. Staff have attached an invitation with driving instructions to the site.

Staff are very thankful for the assistance from the Tri-County Board of Trustees and from the Board members of Montgomery Supported Housing, Inc. in the steps we have taken to this point to develop these apartments in Montgomery County. Ultimately we know that the demand for safe, affordable housing remains high and that these apartments will be very important to our consumers. Construction on the apartments should take 10 months or so without undue weather delay. The MSHI Board will be interviewing potential Management Agents in the next few months.

Supporting Documentation:

Groundbreaking Invitation

Recommended Action:

For Information Only

Tri-County Services & Montgomery Supported Housing, Inc.

cordially invite you to the special groundbreaking ceremony celebrating

"Independence Place"

(multi-family housing facility)



(Artist image of Independence Place Apartments)

When: Wednesday, September 29, 2010 at 9:30 a.m.

Where: 2510 Lone Star Parkway

Montgomery, Texas 77356

(located behind the new Montgomery County Community Center)

RSVP: Sami Rutledge, Tri-County Services

936-521-6117 or SamiR@tricountyservices.org

DIRECTIONS TO THE SITE:

- Heading west on Hwy 105, turn right on FM 149 (N. Liberty St.)
- Drive approximately .8 mile
- Turn left on Lone Star Parkway
- The property will be on your right, behind the Montgomery County Community Center (currently under construction)

