

Tri-County Services Board of Trustees Meeting

July 25, 2013



*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, July 25, 2013. 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

I. Organizational Items

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

II. Shining Star Awards & Longevity Recognition Presentations

III. Approve Minutes - May 23, 2013

IV. Executive Director's Report - Evan Roberson

- A. DSHS
 - 1. Minimum Hours Sanction Letter
 - a. State Hospital Related Sanctions Memo
 - 2. FY 2014 Contract Measures
 - 3. Local Planning Network Development
 - 4. MCOT Site Review
 - 5. Housing & Crisis Needs Assessments
 - 6. Performance Contract Update
- B. DADS
 - 1. PASRR
 - 2. Performance Contract Update
- C. City of Cleveland Letter, College Street
- D. PETC Refinance

V. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2014 Budget Update
- B. FY 2014 Annual County Funding Requests
- C. FY 2013 Audit
- D. Fixed Asset Inventory Update

VI. Program Committee

Action Items

- A. Approve FY 2013-14 Montgomery County United Way Award..... *Pages 9-11*

Information Items

- B. Community Resources Report for May & June 2013..... *Pages 12-13*
- C. Consumer Services Reports for May & June 2013..... *Pages 14-16*
- D. Program Updates for May & June 2013..... *Pages 17-20*
- E. Year-to-Date FY 2013 Goals & Objectives Progress Report..... *Pages 21-26*
- F. 3rd Quarter FY 2013 Corporate Compliance & Quality Management Report..... *Pages 27-29*
- G. 4th Quarter FY 2013 Corporate Compliance Training..... *Pages 30-31*

VII. Executive Committee

Action Items

- A. Disposition of Contract with Cindy Sill..... Page 32

Information Items

- B. Appoint Nominating Committee for FY 2014 Board Officers..... Page 33
C. Appoint Executive Director Evaluation Committee..... Page 34
D. Personnel Reports for May & June 2013..... Pages 35-37

VIII. Business Committee

Action Items

- A. Approve May 2013 Financial Statements..... Pages 38-50
B. Approve June 2013 Financial Statements..... Pages 51-64
C. Approve FY 2013 Auditor Engagement Letter..... Pages 65-73
D. Replace Roof at Riverpoint #5 Facility..... Pages 74-86
E. Approve Participation in Texas Council Risk Management Fund Minimum
Contribution Plan..... Pages 87-88
F. Approve Recommendation for Tri-County Services Employee Health
Insurance and Ancillary Plans..... Pages 89-93
G. Ratify Department of State Health Services Contract #2012-039597,
Amendment #001F: Mental Health Performance Contract Notebook..... Page 94
H. Ratify Department of State Health Services Contract #2012-039597,
Amendment #002C: Psychiatric Emergency Service Center and Associated Projects..... Pages 95-102
I. Ratify Department of State Health Services Contract #2012-0359597,
Amendment #003B: Veterans Services..... Pages 103-109
J. Ratify Department of State Health Services Contract #2012-039597,
Amendment #004C: Mental Health/Outpatient Competency Restoration..... Pages 110-117
K. Ratify Department of State Health Services Preadmission Screening
And Resident Review Contract #2012-039597-007..... Pages 118-123
L. Ratify Department of State Health Services Substance Abuse Treatment
Contract #2013-041973, Amendment #001A..... Pages 124-126
M. Ratify Department of State Health Services Contract #2013-041499,
Amendment #001A: Youth Prevention-Selective..... Pages 127-129
N. Ratify Department of State Health Services Contract #2013-041499,
Amendment #002A: Youth Prevention-Selective..... Pages 130-132
O. Ratify Department of State Health Services Contract #2013-041817,
Amendment #001A: Mental Health PATH..... Pages 133-136
P. Ratify TCOOMMI FY 2014-15 Contract #696-TC-15-L037..... Page 137
Q. Discuss and Approve Mechanisms for Disposition of Vacant Properties..... Page 138

Information Items

- R. 3rd Quarter FY 2013 Investment Report..... Pages 139-143
S. Board of Trustees' Unit Financial Statements for May & June 2013..... Pages 144-146
T. Montgomery Supported Housing, Inc. Update..... Page 147
U. Cleveland Supported Housing, Inc. Update..... Page 148

- I. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney, Section 551.074, Personnel & Section 551.072, Real Property

Posted By:

Stephanie Eveland
Executive Assistant

Tri-County Services

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING May 23, 2013

Board Members Present:

David Walker
Brad Browder
Patti Atkins
Morris Johnson
Cecil McKnight
Janet Qureshi
Sharon Walker

Board Members Absent:

Tracy Sorensen

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Sandy Kelly, Director of Administrative Support
Tanya Bryant, Director of Quality Management & Support
Kathy Foster, Assistant Director of IDD Provider Services
Chuck Lowman, Interim Behavioral Health Director
Heather Robison, Director of Crisis Services
Kelly Shropshire, Assistant Director of IDD Authority Services
Stephanie Eveland, Executive Assistant
Shane Burks, Coordinator of Resource Development
Stella Montemayor, Administrative Assistant
Mary Lou Flynn-DuPart, Legal Counsel
Marla Bailey, Staff
Sheryl Baldwin, Staff
Jamie Bartlett, Staff
Yevonne Farrar, Staff
Joyce Freeman, Staff
Mark Hunt, Staff
Shannon Kelley, Staff
Ryan Leonard, Staff
Vickie Logan, Staff
Brandy Maraviglia, Staff
Ashley Ready, Staff
Frani Scates, Staff
Kyle Sommers, Staff
Nancy Stamilio, Staff
Melissa Zemencsik, Staff

Guests:

Genelle Edwards, Empowerment Options

Call to Order: Chairman, David Walker, called the meeting to order at 10:00 a.m. at 1506 FM 2854, Conroe, Texas.

Public Comment: There were no public comments.

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

Resolution #05-13-01

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Janet Qureshi and Sharon Walker that it be...

Resolved: That the Board excuse the absence of Tracy Sorensen.

Longevity Recognitions were presented to Tri-County staff.

Resolution #05-13-02

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Cecil McKnight and Sharon Walker that it be...

Resolved: That the Board approve the minutes of the April 25, 2013 meeting of the Board of Trustees.

Executive Director's Report:

The Executive Director's report is on file.

Chief Financial Officer's Report:

The Chief Financial Officer's report is on file.

PROGRAM COMMITTEE:

The Community Resources Report for April 2013 was reviewed for information purposes only.

The Consumer Services Report for April 2013 was reviewed for information purposes only.

The Program Updates for April 2013 were reviewed for information purposes only.

Program Presentation – Frani Scates and Nancy Stamilio presented information regarding the Projects for Assistance in Transition from Homelessness (PATH) Program.

EXECUTIVE COMMITTEE:

The Personnel Report for April 2013 was reviewed for information purposes only.

BUSINESS COMMITTEE:

Resolution #05-13-03

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the April 2013 Financial Statements.

Resolution #05-13-04

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Cecil McKnight and Sharon Walker that it be...

Resolved:

That the Board approve the selection of Scott, Singleton & Fincher as auditor for FY 2013 and direct staff to solicit an Audit Engagement Letter from this company.

Resolution #05-13-05

Motion Made By: Morris Johnson

Seconded By: Brad Browder, with affirmative votes by David Walker, Patti Atkins, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board authorize the Executive Director, Evan Roberson, to refinance the balance of the PETC construction loan with Tradition Bank.

Resolution #05-13-06

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the 5th payment of non-refundable option money to the property owner for the Independent Oaks Apartments project site in Cleveland, Texas.

Resolution #05-13-07

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board ratify Amendment #1 to the Medicaid Provider Agreement, DADS Contract #001019628, for Preadmission Screening and Resident Review (PASRR).

Resolution #05-13-08

Motion Made By: Morris Johnson

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board authorize the Executive Director, Evan Roberson, to execute the Medicaid Provider Agreements for Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Services.

Resolution #05-13-09

Motion Made By: Morris Johnson

Seconded By: Brad Browder, with affirmative votes by David Walker, Patti Atkins, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board approve the DADS Governing Authority Resolution which allows the Executive Director, Evan Roberson, to negotiate and execute contracts on behalf of the organization.

The Board of Trustees' Unit Financial Statement for April 2013 was reviewed for information purposes only.

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

There was no need for Executive Session.

The regular meeting of the Board of Trustees adjourned at 11:19 a.m.

Adjournment:

Attest:

David Walker
Chairman

Date

Tracy Sorensen
Secretary

Date



Executive Director's Report

July 25, 2013

Announcements

- The next regularly scheduled Board meeting is August 29th. We expect to have a very full agenda for this meeting, and it is likely that the Business Committee and Program Committee will start early that day.
- The annual Burnham Classic will be at the Magnolia Ridge Country Club in Liberty on August 2-4th. Over the last 23 years, the Burnham Classic has raised over \$400,000 for Tri-County Services and our consumers. Several of us will attend on Friday night and the Board is welcome to join us. Big thanks to Mr. McKnight and his wife, Mable, for their years of support of the tournament.
- I wanted to let you know that we have made it to both the Walker County and Montgomery County budget hearings since the last Board meeting. We did not receive any increase from Montgomery County and are still waiting to hear from Walker County. Thank you to Ms. Sorensen and Mr. Walker who attended the respective hearings.
- Also, I will be leaving for vacation after the Board meeting today. Millie McDuffey will be in charge while I am gone and she will be able to reach me if something significant comes up.
- I would like to officially welcome Catherine Prestigiovanni to the Board meeting today. Catherine comes to us from MHMRA of Harris County where she worked for 12 years in a variety of roles. Catherine accepted the Behavioral Health Director position and will supervise all of our routine mental health services and substance abuse services. I am very excited to have her here and hope that I am done hiring staff for quite a while.

Department of State Health Services (DSHS)

- As mentioned at the March Board meeting, Tri-County missed our semi-annual minimum hours target for the first half of FY 2013. After the Board meeting in May, we received a **Minimum Hours Sanction Letter** and a 'recoupment' of \$4,704. We did not appeal this sanction since our internal numbers verified that we missed the target. I have attached a copy of the letter to this review for your information.
 - On May 29th, we received an email notification from the Texas Council regarding additional notices of non-compliance related to State Hospital utilization and associated targets. A **State Hospital Related Sanctions Memo** has not yet been received by Tri-County and we do not expect a sanction. However, we did note that we were 1% over in readmission rates for the month of November 2012 and could have potentially been sanctioned. As a result, it is possible that we could still see a sanction letter from DSHS. I have attached a copy of the email notification to this review for your information.
- As I have mentioned in previous updates, staff have concerns regarding the new **FY 2014 Contract Measures** associated with Texas Resilience and Recovery. There is a lot of moving parts associated with this significant system shift, and we have been concerned that some of the proposed outcome measures will be difficult to be in compliance with. We have seen draft comments from DSHS which indicates that they will defer many of the more troubling measurements until FY 2014.
 - We have received word that DSHS is developing operational guidelines associated with Rider 78 of Senate Bill 1. Rider 78 is a response to the Public Consulting Group (PCG) evaluation of the Texas mental health system which indicated that DSHS was not holding Community Centers accountable enough. The language from Rider 78 is listed below:

Mental Health Outcomes and Accountability-Out of funds appropriated above in Goal B, Community Health Services, Strategies B.2.1, Mental Health Services for Adults, B.2.2, Mental Health Services for Children, and B.2.3, Community Mental Health Crisis Services, the Department of State Health Services shall withhold ten percent (10%) of the General Revenue quarterly allocation from each Local Mental Health Authority (LMHA) for use as a performance based incentive payment. The payment of the funds withheld shall be contingent upon the achievement of outcome targets set by the department. Initial outcome targets shall be set by the department not later than September 1, 2013. Performance shall be assessed and payments made on a six-month interval. Funds that have been withheld for failure to achieve outcome targets will be used for technical assistance and redistributed as an incentive payment according to a methodology developed by the department.

10% of our MH GR is approximately \$1 million, so obviously the language associated with this contract clause will be very significant.

- I wanted to notify the Board that Tri-County received no bids for service provision as a response to our **Local Planning and Network Development** request for proposals. As you are aware, this is our third attempt to procure services with no result. Staff have notified DSHS of our inability to procure services as required by the performance contract. Nothing further will be required of the Center until FY 2015.
- We have been notified by DSHS that they do plan to complete a second **Mobile Crisis Outreach Team (MCOT) Site Review** in early August. You may remember from a previous report provided by Cindy that DSHS interviewed MCOT supervisors and local law enforcement in an attempt to understand our system. They challenged both law enforcement and our staff with changes that they wanted implemented. Some of these changes were deemed practical and they were implemented. Other changes, including a requirement that our MCOT staff visit client homes after hours for assessments, have not been implemented at this time. It is possible that additional changes may be requested at this site review. I will update you further on this meeting next month.
- DSHS presented Texas Community Centers with the opportunity to submit competitive proposals for new housing and crisis funds. Staff submitted **Housing and Crisis Needs Assessments** to DSHS and will hopefully be awarded \$528,000 in funding for 1 year housing vouchers for persons who are homeless and an additional \$200,000 in crisis hospitalization funds.
- We received word last week that the **DSHS FY 2014-2015 Performance Contract** will only be provided for FY 2014 because DSHS is converting their contracts to an electronic format for FY 2015. We have yet to hear when the performance contract will be sent to Centers, but I suspect that it may be late this year (perhaps September) due to the significant legislative appropriations.

Department of Aging and Disability Services (DADS)

- **Preadmission Screening and Resident Review (PASRR)** referrals have been coming to the Center consistently over the last few weeks. In addition, DADS has released names of persons who were already placed in nursing facilities that need to be evaluated for a mental illness or an intellectual disability. Our list contained 334 names, and we have to complete these evaluations within 1 year. Each assessment can take up to 6 hours to complete, so we will have significant work in this next year to complete the evaluations.

City of Cleveland Letter

- As most of you are aware, the City of Cleveland is planning some public improvements behind our building on **College Street in Cleveland**. The City indicated that Tri-County needed to tell them that there was nothing of record that would interfere with the City's work. Tri-County did not have a survey or title for the property because it was donated to the Center, and we were unwilling to expend the funds to ensure that there were no problems with planned improvements. The City was also unwilling to spend their funds to do the survey or title work. As a result, the City has determined that they will not do the improvements behind our College Street facility. However, they will proceed with parking and sidewalk improvements in front of the building. I have attached a copy of their letter to this review for your information.

Refinance of Construction Loan

- Finally, I wanted to let you know that we have completed the **Refinance of the Psychiatric Emergency Treatment Center** with Traditions Bank as authorized at the last meeting. We will have this building paid for in 5 years.

Evan Roberson

From: Maria Rios <MRios@txcouncil.com> on behalf of Communications@txcouncil.com
Sent: Wednesday, May 29, 2013 5:40 PM
To: Maria Rios
Cc: Maria Rios
Subject: Alleged Noncompliance Notices
Attachments: Alleged Noncompliance Appeal Template.docx



May 29, 2013

DSHS recently issued notices of Alleged Noncompliance to the majority of Centers across the state related to Section II.D. through E of the Performance Contract Notebook.

In light of a multitude of factors beyond the control of each LMHA and performance measures that lack validity, the Texas Council joined several LMHAs in constructing the attached template you may find helpful in submitting an appeal to DSHS.

If you have any questions, please contact one of the following Executive Directors:

Andrea.Richardson@bbtrails.org

jgoode@bhcmhmr.org

lrutland@MHMRCV.ORG

Shelley.Smith@wtcmhmr.org

This message has been transmitted to Chief Executive Officers/Executive Directors.



Maria Rios
Communications Specialist
Texas Council of Community Centers



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.
COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
1-888-963-7111
TTY: 1-800-735-2989
www.dshs.state.tx.us

Certified Mail ~ Return Receipt Requested

NOTICE OF ALLEGED NON-COMPLIANCE

May 20, 2013

Mr. Evan Roberson
Tri-County Services
1506 FM 2854
Conroe, TX 77304

RE: Performance Measure Recoupment for Fiscal Year 2013 Quarters 1-2

Dear Mr. Roberson:

The Department of State Health Services (DSHS) Mental Health Contracts Management Unit monitors Contractor's achievement of Service Targets, Performance Measures and Outcomes through analysis of data in the Mental Retardation and Behavioral Health Outpatient Warehouse, and the Client Assignment and Registration (CARE) system. Failure to meet any given Service Target, Performance Measure or Outcome may result in recoupment for each as stipulated in the Performance Contract General Provisions, Article 19, Section 19.02, b.1.

In accordance with the Performance Contract General Provisions, Article 19, Section 19.03, Tri-County Services is hereby given notice of alleged non-compliance (Notice) and the proposed recoupment. Recoupment is based upon the Tri-County Services' performance as posted at <http://www2.hhsc.state.tx.us/CentralOffice/BehavioralHealthServices/PCST.html>.

The following is a calculation of the recoupment amount for Tri-County Services' Performance for Fiscal Year 2013 Quarters 1-2:

Adult Services (AMH)

1. Minimum Hours:	\$4704
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The total recoupment amount is \$4704.

You may respond to this Notice if you believe the imposition of the proposed recoupment is invalid or does not warrant the sanction. This response must be received by DSHS within ten calendar days from the date this notice is received. The response should be submitted to:

Mayor, Jill Kirkonis
Mayor Pro-Tem, Niki Coats
City Council
Otis Cohn
Carolyn McWaters
Jorge Cuellar
Delores Terry



907 E. Houston Ave
Cleveland, Texas 77327
Phone (281) 592-2667
Fax (281) 592-6624

Dion Miller, City Manager
Kelly McDonald, City Secretary

RECEIVED
MAY 13 2013

May 8, 2013

To Whom It May Concern:

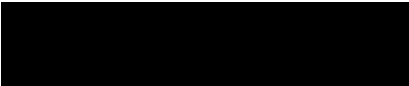
This shall serve as official notification that, due to a lack of consensus concerning the offer on the part of Cleveland Economic Development Corporation to fund and maintain improvements behind your building, the City of Cleveland will not proceed with those improvements.

The City is moving forward, however, with plans to improve on-street parking. Upchurch Architects, Inc. is presently working on specifications which will position us to go out for bids.

We will be addressing additional parking, sidewalk improvements, and minimal landscaping. Availability of EDC funds will determine how much can be accomplished in the first phase of the project.

Updates will be provided in future meetings of Friends of Downtown Cleveland.

Very truly yours,


Jill B Kirkonis
Mayor, City of Cleveland

CHIEF FINANCIAL OFFICER'S REPORT

JULY 25, 2013

FY 2014 Budget Process – We are continuing to work on the FY 2014 budget. We currently are showing close to a balanced budget but there are still areas that will need to be reviewed. At this time, we still only have estimates for both DADS and DSHS allocations but hope to have real numbers within the next two weeks. We also have not determined any changes in salaries, new equipment requests or facility improvements. We will continue to fine tune our numbers between now and the August board meeting.

County Annual Funding Request – We have submitted all the county funding requests for FY 2014. We attended the Budget hearing for Walker County on July 3rd and the Montgomery County Budget hearing on Tuesday, July 23. Walker County will notify us of changes prior to the new fiscal year. Montgomery County did not approve our request for an increase. Liberty County does not conduct budget hearings so we will be notified if there are any changes to our funding, hopefully prior to the beginning of the fiscal year.

FY 2013 Audit – We have been in contact with our new auditors to start the planning process for the FY 2013 audit. We have scheduled the dates for their on-site work to begin. Their first visit will be September 9th through September 12th. And the next visit will be November 18th through November 22nd. They will provide us with details of requests of items to be available for each visit and we expect the work to go smoothly. In between the on-site visits, we will be sending electronic data as needed.

Fixed Asset Inventory – The fixed asset inventory process is in progress. Every two years we conduct a complete inventory which was completed last year. All documentation of asset movements must be submitted to our cost accountant by the end of July. This year we are doing spot checks on various locations as well as complete counts on any locations that have been moved or are new programs. Reconciliations will be completed in August in time to be given to the auditors on their first visit.

<p>Agenda Item: Approve FY 2013-14 Montgomery County United Way Award</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>Earlier this year, Tri-County submitted a funding proposal to Montgomery County United Way (MCUW), requesting funds for the Crisis Stabilization Day Treatment Services, summer camp and respite for individuals with intellectual/developmental disabilities (IDD), and substance abuse treatment services. On June 4th, Tri-County received the notice of awards for the programs as follows:</p> <ul style="list-style-type: none"> • Crisis Stabilization Unit – \$130,000 • IDD Authority Services – \$16,000 • Substance Abuse & Treatment Program – \$74,500 <p>This is the same award as last year. The funding agreement must be approved by the Board of Trustees, signed and returned to MCUW. Since the agreement was due June 28th, the MCUW leadership was contacted and we were advised to submit the executed agreement with the Executive Director's signature by June 28th and submit the agreement with the Board Chair's signature after Board approval at the July 25th meeting. A cover letter will be sent with the approved agreement indicating that Tri-County will conduct its annual "From the Heart" campaign during MCUW's annual fund drive.</p>	
<p>Supporting Documentation:</p> <p>FY 2013-14 Montgomery County United Way Funding Agreement</p>	
<p>Recommended Action:</p> <p>Accept the FY 2013-14 Montgomery County United Way Awards and Approve the Funding Agreement</p>	

Board of Directors
Executive Committee

Danielle Scheiner,
Chair Greater Conroe
Economic Development

Bob Abendschein,
Vice-Chair Anadarko

Roz Dauzat
Retired, Edward Jones

Cam Heathcott
Edward Jones Investments

Kelly Holmes
Woodforest Bank

Karen Hoylman
The Woodlands Area
Chamber of Commerce

Dr. Bret Jimerson
Willis ISD

Jim Larson
Retired, Anadarko

Christi Thoms
CB&I

Board Members

Rachel Anderson, CPA
Community Volunteer

Dr. Genese Bell
Splendora ISD

Steve Bergstrom
Community Volunteer

Larry Cathoun
Conroe Industrial
Development Corp.

Andrew Cantu
First Bank of Conroe

Rod Chaves
Conroe ISD

Peggy Colman
Chevron Phillips Chemical

Joe Constantino
Retired, ExxonMobil

Rachel Ehlers
National Oilwell Varco

Bob Evans
Retired, ExxonMobil

Hector Forestier
City of Willis

Randy Johnson
Montgomery County
Hospital District

Dr. Austin Lane
Lone Star College -
Montgomery

Rev. David Lindwall
Montgomery United
Methodist Church

Sallie Rainer
Entergy Texas, Inc.

Dr. Darrin Rankin
Lone Star College -
Kingwood

Charlie Riley
Montgomery County Precinct 2

Mario Rosales
Gen X Media Solutions

Anne Sundquist
Community Volunteer

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MONTGOMERY COUNTY UNITED WAY 2013-2014

AGREEMENT FOR FUNDING

Tri-County Services

It is hereby affirmed that the governing board of *Tri-County Services* has, by majority vote of a quorum of the board, agreed to accept funds from the Montgomery County United Way for the period of July 1, 2013 through June 30, 2014 in the following program categories:

INVESTMENT AREA:

Community Well-Being

Substance Abuse and Treatment Program \$74,500

Helping People Cope

IDD Authority Services \$16,000

Responding to Crises

Psychiatric Emergency Treatment Center \$130,000

The funds will be distributed subject to the conditions outlined below which summarize significant policies and/or procedures of the Montgomery County United Way Board of Directors.

1. The agency shall maintain all necessary licensing and accrediting requirements of appropriate professional and governmental organizations.
2. The agency shall maintain its non-profit/tax exempt status and shall meet filing requirements of the Internal Revenue Service.
3. The agency shall adopt Generally Accepted Accounting Principles for health and welfare organizations and maintain an adequate accounting system and fiscal controls.
4. The agency shall adhere to sound management practices as defined by general practice.
5. The agency shall identify itself as a Montgomery County United Way Funded Partner, using the local logo, at all its facilities and in all its print, fundraising and marketing efforts and shall cooperate with the United Way in areas of mutual interest and benefit, e.g. campaign, agency-wide events, et cetera. A copy of the MCUW's Co-Branding policy was included in the Request for Funding package.
6. The agency shall provide the annual audit, including the management letter, once accepted by its board of directors to Montgomery County United Way. Funding will be withheld if the audit and management letter or a letter signed by the agency's chief volunteer officer and the agency's chief staff officer stating there is no management letter, are not received by the end of the sixth month of the agency's fiscal budget year.
7. In view of the uncertain future of several government funding programs, it is requested that upon notification of any significant change in government funding as

1600 LAKE FRONT CIRCLE SUITE 248 THE WOODLANDS, TEXAS 77380
281.292.4155 888 OR 888.844.6289
www.MCUW.ORG

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reflected in the revised budget, the agency shall contact the president of Montgomery County United Way. The agency is advised to review and, if necessary, realign programs in preparation for any anticipated decreases in government support.

8. In consideration of the above, the agency is advised to continue its efforts to develop community financial support of its programs.
9. The agency shall not conduct any fund raising events during the annual United Way Campaign period without Montgomery County United Way Board of Directors approval. During 2013, the campaign period will be August 15, 2013 through November 15, 2013.
10. In recognition and support of the mission of MCUW to "improve lives by mobilizing the caring power of community", the agency is required to submit paperwork to MCUW to participate in the State Employees Charitable Campaign (SECC) and all other employee oriented fund raising efforts as a part of the MCUW federation of agencies as well as conduct an employee campaign allowing all agency employees an opportunity to contribute to MCUW.

The budget submitted by *Tri-County Services* to Montgomery County United Way detailed specific use for the funds requested. It is the expectation of the Board of MCUW that the program funds received this year will be used by *Tri-County Services* for the purposes presented in writing and orally to the members of the Strategic Investment Panel.

MCUW requests informal, periodic updates from the agency on its progress on programs beyond the required reports noted in Item 6.

The Board of Directors also understands that receipt of these funds is contingent upon the Montgomery County United Way receiving payment on the pledges made in the last campaign. Should this not be achieved, funding may be reconsidered along with that of all other agencies.

Further, it is agreed that failure to comply with the recommendations and/or conditions outlined, and/or the policies and procedures of the Montgomery County United Way can result in temporary or permanent suspension of funding.

Jim Larson, Chair
Community Impact Committee
Montgomery County United Way

Approved by the Board of Directors of *Tri-County Services* on this ____ day of ____, 2013.

Chairman/President of the Board of Directors

Date

President/Executive Director/Chief Staff Officer

Date

Agenda Item: Community Resources Report for May and June 2013 Committee: Program	Board Meeting Date July 25, 2013
Background Information: None	
Supporting Documentation: Community Resources Report for May and June 2013	
Recommended Action: For Information Only	

Community Resources Report

May 24 – July 25, 2013

Volunteer Hours:

Location	May	June
Conroe	114	62.5
Cleveland	8	2.5
Liberty	15	61
Huntsville	4	115
Total	141	240.5

COMMUNITY ACTIVITIES:

5/24/13	Women of Distinction Luncheon	The Woodlands
6/4/13	Montgomery County United Way Well Being Counsel Meeting	The Woodlands
6/4/13	Houston Chronicle Job Fair	Houston
6/6/13	Cleveland Chamber of Commerce Luncheon	Cleveland
6/12/13	Montgomery County United Way Funded Partners Meeting	The Woodlands
6/13/13	Huntsville Chamber of Commerce Breakfast	Huntsville
6/13/13	Leadership Montgomery County Annual Board Retreat	Conroe
6/18/13	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
6/18/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
6/18/13	Montgomery County Community Resource Coordination Group	Conroe
6/19/13	Roots of Change Coalition Meeting	Conroe
6/19/13	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
6/26/13	Montgomery County Fair Housing Meeting	Conroe
7/2/13	Conroe Regional Medical Center Stakeholder Meeting	Conroe
7/3/13	Walker County Commissioner's Court Budget Presentation	Huntsville
7/9/13	Montgomery County Jail Diversion Working Group	Conroe
7/11/13	Cleveland Chamber of Commerce Luncheon	Cleveland
7/11/13	Huntsville Chamber of Commerce Breakfast	Huntsville
7/17/13	Walker County Child Fatality Review Team	Huntsville
7/23/13	First Offender Program-Montgomery County Juvenile Justice	Conroe
7/23/13	Montgomery County Commissioner's Court Budget Presentation	Conroe

UPCOMING ACTIVITIES:

8/1/13	Walker County Community Resource Coordination Group	Huntsville
8/1/13	Cleveland Chamber of Commerce Luncheon	Cleveland
8/1/13	Walker County CRCG Meeting	Huntsville
8/2-8/4/13	Burnham Classic Golf Tournament	Liberty
8/6/13	Montgomery County United Way Well Being Counsel	The Woodlands
8/7/13	Liberty County CRCG Meeting	Dayton
8/8/13	Huntsville Chamber of Commerce Breakfast	Huntsville
8/14/13	Montgomery County United Way Funded Partners Meeting	The Woodlands
8/20/13	Montgomery County CRCG Meeting	Conroe
8/20/13	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands

Agenda Item: Consumer Services Reports for May and June 2013 Committee: Program	Board Meeting Date July 25, 2013
Background Information: None	
Supporting Documentation: Consumer Services Reports for May and June 2013	
Recommended Action: For Information Only	

Consumer Services Report – May 2013

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	583	41	35	48	707
Crisis and Transitional Services (SP 0, SP5)	63	3	0	1	67
Psychiatric Emergency Treatment Center (PETC) Served	46	5	4	5	60
Psychiatric Emergency Treatment Center (PETC) Bed Days	47	5	4	5	61
Contract Hospital Admissions	13	0	0	0	13
Diversion Admits	8	1	2	0	11
Total State Hospital Admissions	4	1	0	0	5
Routine Services, MH Adults/Children					
Adult Service Packages (SP 1-4)	722	92	97	120	1031
Adult Medication Services	574	58	70	97	799
Child Service Packages (SP 1.1-4)	279	24	8	41	352
Child Medication Services	137	8	5	16	166
TCOOMMI (Adult Only)	96	13	6	11	126
Adult Jail Diversion Services	10	0	0	0	10
Juvenile Detention Diversion Services	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	6	0	1	2	9
Service Coordination	445	29	44	59	577
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	53	7	24	25	109
Contractor Provided ICF-MR	18	11	11	6	46
Substance Abuse Services					
Children and Youth Prevention Services	109	0	0	9	118
Youth Substance Abuse Treatment Services/COPSD	21	0	0	0	21
Adult Substance Abuse Treatment Services/COPSD	31	0	0	0	31
Waiting/Interest Lists as of Month End					
Department of State Health Services-Adults	176	21	8	5	210
Department of State Health Services-Children	20	0	0	0	20
Home and Community Based Services Interest List	1266	104	104	111	1585
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult	39	9	5	3	56
May Served by County					
Adult Mental Health Services	1293	113	122	167	1695
Child Mental Health Services	301	26	12	43	382
Intellectual and Developmental Disabilities Services	490	49	57	64	660
Total Served by County	2084	188	191	274	2737
April Served by County					
Adult Mental Health Services	1267	134	117	168	1686
Child Mental Health Services	299	27	11	45	382
Intellectual and Developmental Disabilities Services	462	46	58	62	628
Total Served by County	2028	207	186	275	2696
March Served by County					
Adult Mental Health Services	1168	125	128	158	1579
Child Mental Health Services	308	25	10	46	389
Intellectual and Developmental Disabilities Services	476	46	56	63	641
Total Served by County	1952	196	194	267	2609

Consumer Services Report – June 2013

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	544	41	43	45	673
Crisis and Transitional Services (SP 0, SP5)	61	0	0	2	63
Psychiatric Emergency Treatment Center (PETC) Served	52	7	3	4	66
Psychiatric Emergency Treatment Center (PETC) Bed Days	61	5	3	6	75
Contract Hospital Admissions	2	0	0	0	2
Diversion Admits	9	1	2	1	13
Total State Hospital Admissions	2	0	1	0	3
Routine Services, MH Adults/Children					
Adult Service Packages (SP 1-4)	703	107	94	115	1019
Adult Medication Services	527	58	57	86	728
Child Service Packages (SP 1.1-4)	259	21	8	41	329
Child Medication Services	110	7	5	11	133
TCOOMMI (Adult Only)	90	13	5	12	120
Adult Jail Diversion Services	12	0	0	0	12
Juvenile Detention Diversion Services	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	3	0	0	0	3
Service Coordination	442	21	42	57	562
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	53	7	24	25	109
Contractor Provided ICF-MR	18	11	12	6	47
Substance Abuse Services					
Children and Youth Prevention Services	0	0	0	0	0
Youth Substance Abuse Treatment Services/COPSD	19	0	0	0	19
Adult Substance Abuse Treatment Services/COPSD	27	0	1	0	28
Waiting/Interest Lists as of Month End					
Department of State Health Services-Adults	183	19	9	6	217
Department of State Health Services-Children	18	0	0	0	18
Home and Community Based Services Interest List	1264	103	104	111	1582
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult	29	9	7	4	49
June Served by County					
Adult Mental Health Services	1207	141	127	160	1635
Child Mental Health Services	276	21	9	38	344
Intellectual and Developmental Disabilities Services	496	46	59	62	663
Total Served by County	1979	208	195	260	2642
May Served by County					
Adult Mental Health Services	1293	113	122	167	1695
Child Mental Health Services	301	26	12	43	382
Intellectual and Developmental Disabilities Services	490	49	57	64	660
Total Served by County	2084	188	191	274	2737
April Served by County					
Adult Mental Health Services	1267	134	117	168	1686
Child Mental Health Services	299	27	11	45	382
Intellectual and Developmental Disabilities Services	462	46	58	62	628
Total Served by County	2028	207	186	275	2696

Agenda Item: Program Updates for May and June 2013 Committee: Program	Board Meeting Date July 25, 2013
Background Information: None	
Supporting Documentation: Program Updates for May and June 2013	
Recommended Action: For Information Only	

Program Updates

May 24 – July 25, 2013

MH Crisis and Admission Services

A. Key Statistics:

1. Number of new admissions during the month: **May-114 June-119**
2. PETC average daily census: **May-10.41 June-13.3**

B. Program Comments:

1. Due to nurse staffing shortages in May, the census was held at a lower level for much of the month. With key nursing positions filled in June, the census was increased significantly.
2. Contract hospital utilization increased significantly in May due to census limitations and increased aggression and patient acuity. Utilization decreased by nearly 60% in June.
3. A Needs and Capacity Assessment was completed and submitted to DSHS to request additional funding for inpatient beds for youth and adults.

MH Adult Services

A. Key Statistics:

1. Number of adults served during the month: **May-1,695 June-1,635**
2. Number of adults served in Medication Services: **May-799 June-728**

B. Program Comments:

1. We recruited and filled important LVN and SP1 Case Coordinator vacancies in the Conroe Clinic.

MH Child Services

A. Key Statistics:

1. Number of children served during the month: **May-382 June-344**
2. Number of children served in Medication Services: **May-166 June-133**

B. Program Comments:

1. Summer Day Camp is very effectively keeping our kids engaged in skills training services over the summer.
2. The Summer Camp has been a great success, operated at capacity, and extended for 2 additional weeks.
3. Kids are less accessible during summer months when they are not in school and available for efficient scheduling of services; we have increased our direct home-based engagement strategies to overcome the summertime scheduling inefficiencies.

Criminal Justice Services

A. Key Statistics:

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): **May-126 June-126**
2. Number of jail diversions: **May-5 June-5**

B. Program Comments:

1. Adult TCOOMMI caseloads were full at 126 versus a contracted 107.
2. Five were diverted from jail; the monthly average is 5.
3. Outpatient Competency Restoration diverted 2 and has served 10 versus a target of 15 for the FY.

Substance Abuse Services

A. Key Statistics:

1. Number of children served in Substance Abuse Prevention Services:
May-118 June-0 (all school prevention skills training groups ended in May)
2. Number of adults served in Substance Abuse/COPSD Treatment Services:
 - a. Substance Abuse Outpatient: **May-27 June-26**
 - b. COPSD: **May-15 June-14**
 - c. Total unique clients served: **May-31 June-28**
3. Number of children served in Substance Abuse Treatment Services:
May-21 June-19

B. Program Comments:

1. The Adult Program Intern completed her LCDC hours and terminated her employment in May. We were able to change this position to a fully licensed LCDC which is currently posted. We hope this change of status will create more longevity for staff and more consistent service hours for the program.
2. We are in the process of renewing our DSHS contract for the year and creating a plan to generate internal referrals from MH Services for the COPSD program.
3. The Youth Outpatient Substance Abuse Program has increased both the number served and revenue generated during the most recent 4 months.
4. Prevention Program staff are providing Alternative Activities to kids and families during the summer months.

IDD Services

A. Key Statistics:

1. Total number of admissions for the month: **May-9 June-3**
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS = **May-68 June-68**
TxHmL = **May-42 June-42**
3. Total number served within the department: HCS = **May-60 June-51**
TxHmL = **May-22 June-17**
4. Total number served in all IDD Services for the month: **May-660 June-663**

B. Program Comments:

1. DADS Department of Program Enrollment/Utilization Review is conducting desk audits at this time. We are receiving notifications each week to submit documentation on consumers DADS has selected. The records must be sent to DADS within 48 hours.
2. DADS held training in Houston for HCS and TxHmL providers. We had one manager and one direct care staff that attended the 2-day training.
3. PASRR evaluations for those going into or currently in nursing facilities have increased. There are up to 334 evaluations for individuals who are already residing at a nursing facility.
4. There is a new document for Person Direct Planning which will go into effect on September 1st for all individuals receiving HCS services.

Support Information

- A. **Training:** Staff are adding the Computer Competency tests to Relias Learning in order to assess current staff competency. This is scheduled to be included in staff annual updates in September, 2013.
- B. **ETBHN/Regional Authorization:** The UM Director attended the Annual Conference where she provided information to attendees on the benefits of ETBHN membership.
- C. **Grants:** Staff attended a grant writing training course on June 13th.
- D. **Veteran Affairs:** The Regional Veterans Services' Liaison attended a "Seeking Safety" training session focusing on Veterans with PTSD on June 19th in Round Rock and attended the annual "Justice Involved Veterans Conference" in Houston on July 14–17th. Discussion is still underway with Gulf Coast Center to secure a date for the next Operation Resilient Families Retreat.
- E. **Regional Planning and Network Advisory Committee (RPNAC):** The RPNAC met to review and provide feedback regarding the 1115 Medicaid Transformation Waiver projects.

Community Activities

- A. Representatives from Tri-County attended the Houston Chronicle Job Fair on June 4th. The event was held at the Reliant Center in Houston.

Agenda Item: FY 2013 Goals and Objectives Progress Report Committee: Program	Board Meeting Date July 25, 2013
Background Information: <p>The Board of Trustees and Management Team met on July 28, 2012 for the annual strategic planning retreat and to develop the goals for FY 2013. Goals were discussed and a consensus was reached. Subsequently, the Management Team developed objectives for each of the goals. These goals are in addition to the contractual requirements of the Center's contracts with the Department of State Health Services and the Department of Aging and Disability Services.</p> <p>The Board also requested that quarterly progress reports be presented as a "year-to-date summary".</p> <p>This report shows progress through the 3rd Quarter of FY 2013.</p>	
Supporting Documentation: FY 2013 Goals and Objectives Progress Report	
Recommended Action: For Information Only	

Year-to-Date Progress Report

September 1, 2012 – May 31, 2013

Goal #1 – Technology

Make technology a more effective tool in Center business.

Objective #1

Implement changes necessary to meet Electronic Health Record (EHR) Phase II Meaningful Use requirements.

- A list of required changes to meet Phase II of Stage I of Meaningful use was developed. Processes, largely involving information captured by nurses and doctors, have been identified and software has been modified to capture this information.
- Required equipment (blood pressure cuffs, etc.) was ordered.
- Staff will begin capturing required information on August 1, 2013.

Objective #2

Eliminate paper records for persons with mental illness who are currently receiving services.

- The process of scanning records for active clients with mental illness into Anasazi is complete.
- A list of items which are still being generated in paper has been created, and required technology which will need to change to address these paper processes has been targeted for end of year purchasing.

Objective #3

Convert at least five (5) commonly used Center paper processes to electronic processes.

- Staff has reviewed organizational charts and flow processes for internal documents.
- Changes are being made to staff titles to reflect signature authority and so electronic process work-flows can be developed.
- Several paper processes which need to be converted first have been identified.

Objective #4

Implement an electronic centralized scheduling system for the individuals we serve.

- Staff participated in a series of meetings with consultant Scott Lloyd of MTM Services. He recommended a centralized scheduling process for prescriber staff should be implemented for all Tri-County prescribers. Staff sought feedback from East Texas Behavioral Health Network centers regarding their interest in developing a centralized scheduling system for member centers, but they did not have interest in doing so.

- There are some building issues, including waiting room space, which need to be addressed prior to implementation of centralized scheduling.

Goal #2 – Funding

Strengthen the Center's financial health.

Objective #1

Increase donation receipts through fundraisers, gifts and in-kind contributions.

- Donations for From the Heart now stand at \$9,954. We also received 40 bicycles for the From the Heart program.
- Staff are developing and implementing a School Supply drive that began in June and will end on August 15 for school-aged clients in C&A and IDD.

Objective #2

Implement best strategies to sell vacant properties.

- Properties which have been on the market for an extended period of time are being evaluated for barriers to sale. Barriers to sale have been identified for many of the properties and staff is working on a plan to address these barriers. Some expenditure will be required on several of the facilities if they are to have a realistic chance of being sold.
- The Conroe Maintenance facility has been sold.

Objective #3

Write and submit at least eight (8) grant or contract proposals.

- Ten grants were submitted thus far to date; five approved in the amount of \$421,500, and five are pending in the amount of \$1,176,691.

Goal #3 – Education/Communication

Objective #1

Develop and market a Speaker's Bureau that includes staff and individuals receiving services.

- A Tri-County Speaker's Bureau has been implemented. Tri-County employees representing a variety of adult and juvenile programs have begun speaking at community events at the Huntsville Rotary Club and the Woodlands Area Chamber of Commerce.
- Staff members are prepared to present Criminal Justice Services, Outpatient Competency Restoration, Jail Diversion Programs, Clinical Operations, Child and Adolescent Programs, and Adult Programs in response to opportunities presented in all the communities of the Tri-County area.
- All programs are continuing to encourage the participation of individuals in Tri-County services to add a "first person" perspective of the services being provided to them.

Objective #2

Make presentations at each Commissioners' Court quarterly.

- A presentation was made to the Montgomery County Commissioner's Court on January 28th, Liberty County on March 12th, and to the Walker County Commissioner's Court on February 25th and July 3rd.
- The next presentation to Montgomery County will be at the Montgomery County rate hearing on July 24th. Staff has offered to present at the Liberty County budget hearing, but no date has been set.

Objective #3

Have at least one (1) educational event with state elected officials and communicate throughout the session.

- Cindy Sill arranged a legislative event at the Capitol on February 26th. There were 22 people who participated in the event. Attendees had an opportunity to visit with many of our representatives or their staff about our support for new mental health funding and our request for restored IDD funding.

Objective #4

Expand stakeholder contact list for the electronic newsletter.

- Tri-County continues to send out electronic newsletters to both stakeholder and consumers on a quarterly basis. During FY 2013, we have increased the number of individuals on those lists significantly. There are approximately 207 email addresses on the Stakeholder email list and 385 on the Consumer email list which is an increase of 48 from last quarter.
- All service provider programs have established a comprehensive list of stakeholders and addresses for use within the electronic newsletter and are routinely updating those as changes in persons or addresses occur in the community.

Goal #4 – Staff

Recruit and retain quality staff.

Objective #1

Develop and implement organizational fit questions for the interview process to identify staff that have the same values as Tri-County.

- The Organizational Fit questions were completed and distributed to all hiring managers and supervisors.

Objective #2

Evaluate Computer Competency testing and make adjustments to ensure the hiring of competent staff.

- The test scores have been reviewed quarterly and thresholds for passing the tests has been adjusted upward in two of the three quarters.

- Human Resource Development will incorporate the three tests into the Annual staff training requirements for FY 2014. These tests will not be pass/fail, but will be used to identify further training needs.

Objective #3

Assess the Computer Competency of current staff and determine a plan to address skill deficits.

- Discussion has taken place on how to address the computer skill deficiencies of current staff, i.e., in-house staff training, outside classes, etc.
- Human Resource Development will incorporate the three tests into the Annual staff training requirements for FY 2014. These tests will not be pass/fail, but will be used to identify further training needs.

Objective #4

Conduct feasibility study regarding staff compensation methods.

- The Management Team made the decision to focus on the Psychiatrists, Advanced Practice Nurses and Registered Nursing staff for recruitment and retention purposes.
- Employment Agreements were completed and implemented for Psychiatrists and APN's. Health insurance benefits were enhanced for PETC Registered Nurses.

Goal #5 – New and/or Expanded Services

Explore opportunities to diversify Center services.

Objective #1

Maximize new and expanded service development and implementation through Medicaid 1115 Transformation Waiver funding.

- One (1) of the five (5) plans has been approved as presented-Region 17, Expanded Psychiatry Services. Two (2) of the remaining plans, Crisis Diversion and IDD Assertive Community Treatment, have been approved with our agreement to modify Category 3 (impact) milestones. The Category 3 milestones will be developed in the next couple of months with the help of the Texas Council and DSHS. The other Region 17 plan, Integrated Health, has been resubmitted to HHSC under a new project option. The one (1) Region 2 plan (Liberty County), Expanded Psychiatry, will require revision and approval.
- A staff person has been hired to manage the 1115 Transformation Waiver.
- Planning money for Demonstration Year (DY1) was received from Regions 17 and 2.
- Barring further delay, staff plans to start services by the middle of FY 2014.

Objective #2

Begin analyzing the service expansion that may be available through the Affordable Care Act as implemented in Texas.

- We are awaiting further information from the State of Texas regarding plans to implement the Affordable Care Act.
- A preliminary discussion about contracting for Health Insurance Exchange services was held at the Management Team in the second quarter. It was agreed that further information about volume of services to be contracted and rates would be needed to make any decisions about our participation.

Objective #3

Consider the feasibility of expanding substance abuse treatment services.

- During FY13, the Youth Outpatient Substance Abuse Treatment Program has continued to exceed the number served in prior years. Program staff have increased contacts with Montgomery County Juvenile Justice Authority, Conroe ISD, and the Hispanic community in the Tri-County service area. The Program Manager now attends First Offender meetings and Group Intakes at the Juvenile Department to general referrals. Because the Adult Substance Abuse Program has not yet reached capacity, the primary effort has been to generate sufficient referrals to fill the exiting program. Once that is achieved, staff will work toward an expanded capacity. Program staff are currently expanding the number of community network meetings attended, to include inpatient and residential facilities to facilitate outpatient placements when inpatient treatment is completed. Internal to Tri-County services, all Program Managers are intensively reviewing histories and treatment plans to identify current Tri-County clients for referral to the Substance Abuse Treatment Program.

Agenda Item: 3 rd Quarter FY 2013 Corporate Compliance and Quality Management Report Committee: Program	Board Meeting Date July 25, 2013
Background Information: The Department of State Health Services' Performance Contract has a requirement that the Quality Management Department provide "routine" reports to the Board of Trustees about "Quality Management Program activities." Although Quality Management Program activities have been included in the program updates, it was determined that it might be appropriate, in light of this contract requirement, to provide more details regarding these activities. Since the Corporate Compliance Program and Quality Management Program activities are similar in nature, the decision was made to incorporate the Quality Management Program activities into the Quarterly Corporate Compliance Report to the Board and to format this item similar to the program updates. The Corporate Compliance and Quality Management Report for the 3 rd quarter of FY 2013 are included in this Board packet.	
Supporting Documentation: 3 rd Quarter FY 2013 Corporate Compliance and Quality Management Report	
Recommended Action: For Information Only	

Corporate Compliance and Quality Management Report

3rd Quarter, FY 2013

Corporate Compliance Activities

A. Key Statistics:

1. There have been a total of two (2) Corporate Compliance investigations in the 3rd quarter of FY 2013.
2. One (1) case from Q2 required additional review and payback.
 - a. This review was related to a previously confirmed case and involved a staff that was not completing documentation as needed to justify Medicaid billing. This staff had other problems with documentation which resulted in \$1,858 in payback in Q2. An internal audit in Q3 prompted additional review of documentation further back and resulted in additional payback of \$6,436.
3. One (1) case was unconfirmed with payback.
 - a. This case involved a staff person who was not consistently documenting quality services with enough detail to justify Medicaid billing. This staff person will be retrained. Payback for this case was \$182.
4. Two (2) cases were pending at the time of the last update. Both were unconfirmed with payback.
 - a. The first case was found by a supervisor who noted overlap between services being provided while reviewing travel logs and Anasazi reports. After investigation it was found that the staff person needed additional training regarding documentation and organization. This staff person was retrained. Payback for this case is \$1,184.
 - b. The second case involved a report from the same supervisor while reviewing travel logs and Anasazi reports. Following investigation, it was determined that the staff person needed additional training regarding documentation and organization. This staff person was retrained. Payback in this case was \$3,589.
5. Quality Assurance of staff documentation continues to be a focus across the Center, and the QM department has begun conducting additional reviews to ensure adequate monitoring of compliance. These additional reviews are aimed at identifying problems while corrections can still be made. Compliance training continues to be provided to new employees, quarterly to all staff, and in specific areas identified as having a need.

B. Committee Activities:

1. The Corporate Compliance Committee met on April 24, 2013. The committee reviewed the following:
 - a. Summary of the 2nd quarter investigations;
 - b. A review of audits that were requested by different funding sources; and
 - c. Legal Updates on compliance issues.

Quality Management Initiatives**A. Key Statistics:**

1. Staff responded to one (1) DSHS initiative
2. Three (3) Managed Care Site Visits

B. Reviews/Audits:

1. Staff reviewed, prepared, and submitted records requested from DSHS in preparation for a Statewide Quality Management Plan Review.
2. Staff assisted with two (2) Texas Children's Health Plan site visits involving the preparation of five (5) charts for review at each location. Both locations passed.
3. Staff assisted with one (1) Amerigroup site visit at our Psychiatric Emergency Treatment Center involving one (1) chart review. The site passed with a score of 100%.

C. Internal Programs Reviewed by Quality Management:

1. Staff completed the Assertive Community Treatment (ACT) and Conroe SP3 Program Reviews.

D. Other Quality Management Activities

1. The Administrator of Quality Management attended the DSHS sponsored Supported Housing training, in preparation of the changes related to Texas Resiliency and Recovery (TRR).

Agenda Item: 4 th Quarter FY 2013 Corporate Compliance Training Committee: Program	Board Meeting Date July 25, 2013
Background Information: As part of the Center's Corporate Compliance Program, training is developed each quarter for distribution to staff by their supervisors. This training is included in the packet for ongoing education of the Tri-County Board of Trustees on Corporate Compliance issues.	
Supporting Documentation: 4 th Quarter FY 2013 Corporate Compliance Training	
Recommended Action: For Information Only	

THE IMPORTANCE OF MAKING TIME FOR TIMESHEETS

4rd Quarter FY 2013 Corporate Compliance Training

Many community behavioral health organizations (CBHOs) like Tri-County receive federal grants that support the salaries of employees providing behavioral health services and related administrative duties. There are specific federal requirements governing how such costs are recorded and CBHOs can suffer serious consequences if the federal granting agency later determines that the records fail to meet applicable federal law. This Corporate Compliance Training provides an overview of the rules surrounding, and the importance of, accurate reporting of time and attendance.

The consequences for failing to accurately and appropriately record employee compensation costs can be significant. For example, a recent Department of Health and Human Services (HHS) Office of Inspector General (OIG) audit of a nonprofit Substance Abuse and Mental Health Services Administration (SAMHSA) grant recipient recommended that SAMHSA require the CBHO to refund more than one million dollars in costs because the CBHO did not adequately maintain time and attendance reports for employees whose time was charged to the grant. HHS OIG guidance for other programs suggest that even more serious consequences could result, stating that, "Failure to maintain accurate time and attendance reporting may result in overcharges to funding sources and, in certain circumstances, could subject an institution to civil or criminal fraud investigations."

Entities have varying levels of responsibility in documenting employee compensation charged to a grant, with non-profit organizations having the most strict requirements and educational institutions having the most flexibility.

Most CBHOs are either nonprofit agencies or government entities, requiring them to comply with the following four criteria governing compensation records for employees that work on multiple activities and cost objectives:

1. Charges to federal awards must be based on actual distribution of time, not availability of funding or proposed grant budgets.
2. They must account for the total activity for which each employee is compensated: For example, if an employee is engaged in activities for a HRSA grant, a DOJ grant, and activities under local funding, their timesheet should account for all of these activities. Approved absences from the job, such as vacation and sick days, must be allocated in proportion to the time spent on each type of activity.
3. Time and attendance reports must be prepared at least monthly and must coincide with one or more pay periods.
4. Time and attendance reports must be signed by the employee.

Conclusion:

Resource limitations faced by the majority of Community Mental Health and Intellectual and Developmental Disability Centers across the State of Texas has resulted in the creation of many job positions that may potentially work in varying cost centers and at times on tasks funded by different sources. Staff need to be diligent in reporting their time and attendance accurately and should be completing supplemental timesheets when spreading their time across cost centers (or funding sources). Staff should consult with their supervisors and/or the Payroll Department if there is any question about how to report time and attendance.

Agenda Item: Disposition of Contract with Cindy Sill Committee: Executive	Board Meeting Date July 25, 2013
Background Information: The Board of Trustees has a consultant contract with Cindy Sill. The Board has requested that an agenda item be added to the July Board meeting to discuss the disposition of this contract.	
Supporting Documentation: None	
Recommended Action: Determine Disposition of Contract with Cindy Sill	

Agenda Item: Appoint Nominating Committee for FY 2014 Board Officers Committee: Executive	Board Meeting Date July 25, 2013
Background Information: The presiding officer will appoint the Nominating Committee for FY 2014 Board Officers. The annual election of officers will occur at the August meeting of the Board of Trustees.	
Supporting Documentation: None	
Recommended Action: For Information Only	

Agenda Item: Appoint Executive Director Evaluation Committee Committee: Executive	Board Meeting Date July 25, 2013
Background Information: The presiding officer will appoint a committee chair and two additional members to the Executive Director Evaluation Committee as prescribed by Board policy.	
Supporting Documentation: None	
Recommended Action: For Information Only	

Agenda Item: Personnel Reports for May and June 2013 Committee: Executive	Board Meeting Date July 25, 2013
Background Information: None	
Supporting Documentation: Personnel Reports for May and June 2013	
Recommended Action: For Information Only	

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT MAY 2013

STAFF CLASSIFICATIONS	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED POSITIONS	FILLED POSITIONS	MONTHLY TURNOVER PERCENT	YEARLY TURNOVER PERCENT
	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.				
Bachelor's												
Qualified Mental Health Professionals	2	11	1	15	1	9		6	79	68	1%	22%
Qualified Developmental Disability Professionals (State Title)		7		4		4			16	15	0%	27%
Licensed Staff		1	1	2	1	2			17	12	8%	17%
Medical												
Physicians		3		1		1			7	6	0%	17%
Advanced Practice Nurses				1		1			2	1	0%	50%
RN's		1	1	4		2	1	2	12	9	11%	44%
LVN's		2	1	2	1	2			10	9	11%	22%
Techs/Aides												
MH		2		2		2			17	11	0%	18%
IDD		4	1	4	1	3		1	35	30	3%	13%
Supervisor/Manager												
MH									15	14	0%	0%
IDD				1		1			7	7	0%	14%
Program Support	2	8		5		5			42	38	0%	13%
Central Administration		1	1	3	1	2		1	23	19	5%	16%
Business Services		1		1				1	14	14	0%	7%
Maintenance/Janitorial/Lawn		4		2		2			23	22	0%	9%
GRAND TOTALS	4	45	6	47	5	36	1	11	319	275	2%	17%
Previous YTD											3%	22%

**TRI-COUNTY SERVICES
PERSONNEL BOARD REPORT
JUNE 2013**

STAFF CLASSIFICATIONS	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED POSITIONS	FILLED POSITIONS	MONTHLY TURNOVER PERCENT	YEARLY TURNOVER PERCENT
	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.				
Bachelor's												
Qualified Mental Health Professionals	2	13	3	18	3	12		6	78	67	4%	27%
Qualified Developmental Disability Professionals (State Title)		7		4		4			16	15	0%	27%
Licensed Staff		1		2		2			17	12	0%	17%
Medical												
Physicians		3		1		1			7	6	0%	17%
Advanced Practice Nurses				1		1			2	1	0%	50%
RN's	1	2		4		2		2	12	9	0%	44%
LVN's	1	3	1	3	1	3			10	10	10%	30%
Techs/Aides												
MH	2	4	1	3	1	3			17	12	8%	25%
IDD		4		4		3		1	35	30	0%	13%
Supervisor/Manager												
MH									15	15	0%	0%
IDD				1		1			7	7	0%	14%
Program Support		8		5		5			43	38	0%	13%
Central Administration	1	2		3		2		1	23	19	0%	16%
Business Services		1		1				1	14	14	0%	7%
Maintenance/Janitorial/Lawn		4	1	3	1	3			23	21	5%	14%
GRAND TOTALS	7	52	6	53	6	42	0	11	319	276	2%	19%
Previous YTD											1%	22%

Agenda Item: Approve May 2013 Financial Statements Committee: Business	Board Meeting Date July 25, 2013
Background Information: None	
Supporting Documentation: May 2013 Financial Statements	
Recommended Action: Approve May 2013 Financial Statements	

May 2013 Financial Summary

Revenues for May 2013 were \$2,022,863 and operating expenses were \$2,058,621 resulting in a loss in operation of \$35,757. Capital Expenditures and Extraordinary Expenses for May were \$41,152 resulting in a loss of \$76,910. Total revenues were 100.88% of the monthly budgeted revenues and total expenses were 101.52% of the monthly budgeted expenses.

Year to date revenues are \$18,611,773 and operating expenses are \$17,265,589 leaving excess operating revenues of \$1,346,185. YTD Capital Expenditures and Extraordinary Expenses are \$439,002 resulting in a gain YTD of \$907,183. Total revenues are 101.25% of the YTD budgeted revenues and total expenses are 98.67% 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
Rehab – Title XIX	1,491,112	1,506,450	98.98%	15,338
DSHS – Gen Rev - NGM	535,789	558,251	95.97%	22,462
DSHS – Outpatient Competency	125,295	159,501	78.55%	34,206

Rehab – Title XIX – This line item is under budget mainly due to a couple of large paybacks from a couple of internal corporate compliance cases. We continue to monitor our clinical services to ensure that our clients receive the highest quality of care possible.

DSHS – Gen Rev – NGM – This line item is under budget for New Generation Medication. We are in the process of starting up our summer camp program for children, so we should be seeing this variance reduced over the next couple of months.

DSHS – Outpatient Competency Restoration – As we have reported over the last few months, we continue to have issues with no referrals to this program. This is a cost reimbursement program so we are not losing money, but not fully funded as we were anticipating.

EXPENSES

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

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Contract Hospital - Adult	882,175	752,835	117.18%	129,340

Contract Hospital – Adult – This line represents the cost of clients being served at our contract inpatient facilities. We continue to see an increase in the number of clients being diverted to these facilities based on the level of care required.

**TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of May 31, 2013**

	TOTALS COMBINED FUNDS May 2013	TOTALS COMBINED FUNDS April 2013	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,449	5,825	(376)
Cash on Deposit-General Fund	8,921,955	10,127,920	(1,205,965)
Cash on Deposit-Debt Fund	315,115	279,633	35,482
Accounts Receivable	1,277,857	1,284,250	(6,393)
Inventory	5,498	5,601	(103)
TOTAL CURRENT ASSETS	10,525,875	11,703,230	(1,177,355)
FIXED ASSETS	6,084,978	6,084,978	-
OTHER ASSETS	51,605	63,495	(11,890)
TOTAL ASSETS	16,662,460	17,851,704	(1,189,244)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,092,940	1,184,392	(91,453)
NOTES PAYABLE	409,597	409,597	-
DEFERRED REVENUE	1,524,123	2,551,172	(1,027,048)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,218,451	1,218,451	-
Bond Series 2004	410,000	410,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	907,183	984,093	(76,910)
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(2,034,247)	(2,034,247)	-
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	55,499	49,332	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	2,141,773	2,141,773	-
TOTAL LIABILITIES/FUND BALANCE	16,662,460	17,851,704	(1,189,244)

**TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of May 31, 2013**

**TOTALS
Memorandum Only**

	General Operating Funds	May 2013	Final August 2012
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,449	5,449	5,125
Cash on Deposit-General Fund	8,921,955	8,921,955	6,181,561
Cash on Deposit-Debt Fund	315,115	315,115	429,586
Accounts Receivable	1,277,857	1,277,857	1,706,732
Inventory	5,498	5,498	3,600
TOTAL CURRENT ASSETS	10,525,875	10,525,875	8,326,604
FIXED ASSETS	6,084,978	6,084,978	6,066,064
OTHER ASSETS	51,605	51,605	42,755
AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT		-	
TOTAL ASSETS	16,662,460	16,662,460	14,435,423
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,092,940	1,092,940	1,195,517
NOTES PAYABLE	409,597	409,597	409,597
DEFERRED REVENUE	1,524,123	1,524,123	157,192
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,218,451	1,218,451	1,395,837
Bond Series 2004	410,000	410,000	820,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	907,183	907,183	1,102,439
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(2,034,247)	(2,034,247)	(2,621,633)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
ASSIGNED			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	55,499	55,499	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
UNASSIGNED			
Unrestricted and Undesignated	2,141,773	2,141,773	1,039,334
TOTAL LIABILITIES/FUND BALANCE	16,662,460	16,662,460	14,435,423

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended May 2013
and YTD as of May 2013

INCOME:	MONTH OF May 2013	YTD May 2013
Local Revenue Sources	158,716	1,372,091
Earned Income	824,464	7,820,675
General Revenue-Contract	1,039,683	9,419,007
TOTAL INCOME	2,022,863	18,611,773
EXPENSES:		
Salaries	1,014,692	8,931,677
Employee Benefits	182,134	1,655,816
Medication Expense	37,486	230,037
Travel-Board/Staff	30,773	294,896
Building Rent/Maintenance	36,790	213,992
Consultants/Contracts	562,015	4,182,889
Other Operating Expenses	194,730	1,756,281
TOTAL EXPENSES	2,058,621	17,265,589
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	(35,757)	1,346,185
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	5,670	119,663
Capital Outlay-Debt Service Bonds	35,482	319,339
TOTAL CAPITAL EXPENDITURES	41,152	439,002
GRAND TOTAL EXPENDITURES	2,099,773	17,704,590
Excess (Deficiency) of Revenues and Expenses	(76,910)	907,183

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of May 2013

	YTD May 2013	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,372,091	1,101,237	270,854
Earned Income	7,820,675	7,887,859	(67,184)
General Revenue-Contract	9,419,007	9,391,561	27,446
TOTAL INCOME	18,611,773	18,380,657	231,116
EXPENSES:			
Salaries	8,931,677	8,959,643	(27,966)
Employee Benefits	1,655,816	1,700,110	(44,294)
Medication Expense	230,037	239,925	(9,888)
Travel-Board/Staff	294,896	304,296	(9,400)
Building Rent/Maintenance	213,992	205,833	8,159
Consultants/Contracts	4,182,889	4,209,522	(26,633)
Other Operating Expenses	1,756,281	1,835,896	(79,615)
TOTAL EXPENSES	17,265,589	17,455,225	(189,636)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,346,185	925,432	420,753
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	119,663	168,401	(48,738)
Capital Outlay-Debt Service Bonds	319,339	319,306	33
TOTAL CAPITAL EXPENDITURES	439,002	487,707	(48,705)
GRAND TOTAL EXPENDITURES	17,704,590	17,942,932	(238,342)
Excess (Deficiency) of Revenues and Expenses	907,183	437,725	469,458

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	319,339	319,306	33
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expense:	319,339	319,306	33

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended May 2013

INCOME:	MONTH OF May 2013	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	158,716	111,545	47,171
Earned Income	824,464	848,519	(24,055)
General Revenue-Contract	1,039,683	1,045,011	(5,328)
TOTAL INCOME	2,022,863	2,005,075	17,788
EXPENSES:			
Salaries	1,014,692	1,024,109	(9,417)
Employee Benefits	182,134	193,200	(11,066)
Medication Expense	37,486	28,214	9,272
Travel-Board/Staff	30,773	36,710	(5,937)
Building Rent/Maintenance	36,790	22,167	14,623
Consultants/Contracts	562,015	488,097	73,918
Other Operating Expenses	194,730	216,689	(21,959)
TOTAL EXPENSES	2,058,621	2,009,186	49,435
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	(35,757)	(4,111)	(31,646)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	5,670	23,645	(17,975)
Capital Outlay-Debt Service Bonds	35,482	35,493	(11)
TOTAL CAPITAL EXPENDITURES	41,152	59,138	(17,986)
GRAND TOTAL EXPENDITURES	2,099,773	2,068,324	31,449
Excess (Deficiency) of Revenues and Expenses	(76,910)	(63,249)	(13,661)

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	35,482	35,493	(11)
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,493	(11)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With May 2012 Comparative Data
Year to Date as of May 2013

INCOME:	YTD May 2013	YTD May 2012	Increase (Decrease)
Local Revenue Sources	1,372,091	1,393,851	(21,760)
Earned Income	7,820,675	7,044,326	776,349
General Revenue-Contract	9,419,007	8,284,407	1,134,600
TOTAL INCOME	18,611,773	16,722,584	1,889,189
EXPENSES:			
Salaries	8,931,677	8,381,673	550,004
Employee Benefits	1,655,816	1,674,161	(18,345)
Medication Expense	230,037	209,463	20,574
Travel-Board/Staff	294,896	267,088	27,808
Building Rent/Maintenance	213,992	203,880	10,112
Consultants/Contracts	4,182,889	3,452,287	730,602
Other Operating Expenses	1,756,281	1,724,792	31,489
TOTAL EXPENSES	17,265,589	15,913,344	1,352,245
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,346,185	809,240	536,945
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	119,663	12,368	107,295
Capital Outlay-Debt Service Bonds	319,339	329,978	(10,639)
TOTAL CAPITAL EXPENDITURES	439,002	342,346	96,656
GRAND TOTAL EXPENDITURES	17,704,590	16,255,690	1,448,900
Excess (Deficiency) of Revenues and Expenses	907,183	466,894	440,289

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	319,339	329,978	(10,639)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	319,339	329,978	(10,639)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With May 2012 Comparative Data
For the Month May 2013

INCOME:	MONTH OF May 2013	MONTH OF May 2012	Increase (Decrease)
Local Revenue Sources	158,716	159,140	(424)
Earned Income	824,464	837,132	(12,668)
General Revenue-Contract	1,039,683	920,220	119,463
TOTAL INCOME	2,022,863	1,916,492	106,371
EXPENSES:			
Salaries	1,014,692	942,793	71,899
Employee Benefits	182,134	180,657	1,477
Medication Expense	37,486	24,801	12,685
Travel-Board/Staff	30,773	33,374	(2,601)
Building Rent/Maintenance	36,790	18,798	17,992
Consultants/Contracts	562,015	372,920	189,095
Other Operating Expenses	194,730	203,263	(8,533)
TOTAL EXPENSES	2,058,621	1,776,606	282,015
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	(35,757)	139,886	(175,643)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	5,670	646	5,024
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
TOTAL CAPITAL EXPENDITURES	41,152	37,444	3,708
GRAND TOTAL EXPENDITURES	2,099,773	1,814,050	285,723
Excess (Deficiency) of Revenues and Expenses	(76,910)	102,442	(179,352)

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	35,482	36,798	(1,316)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With April 2013 Comparative Data
As of May 2013

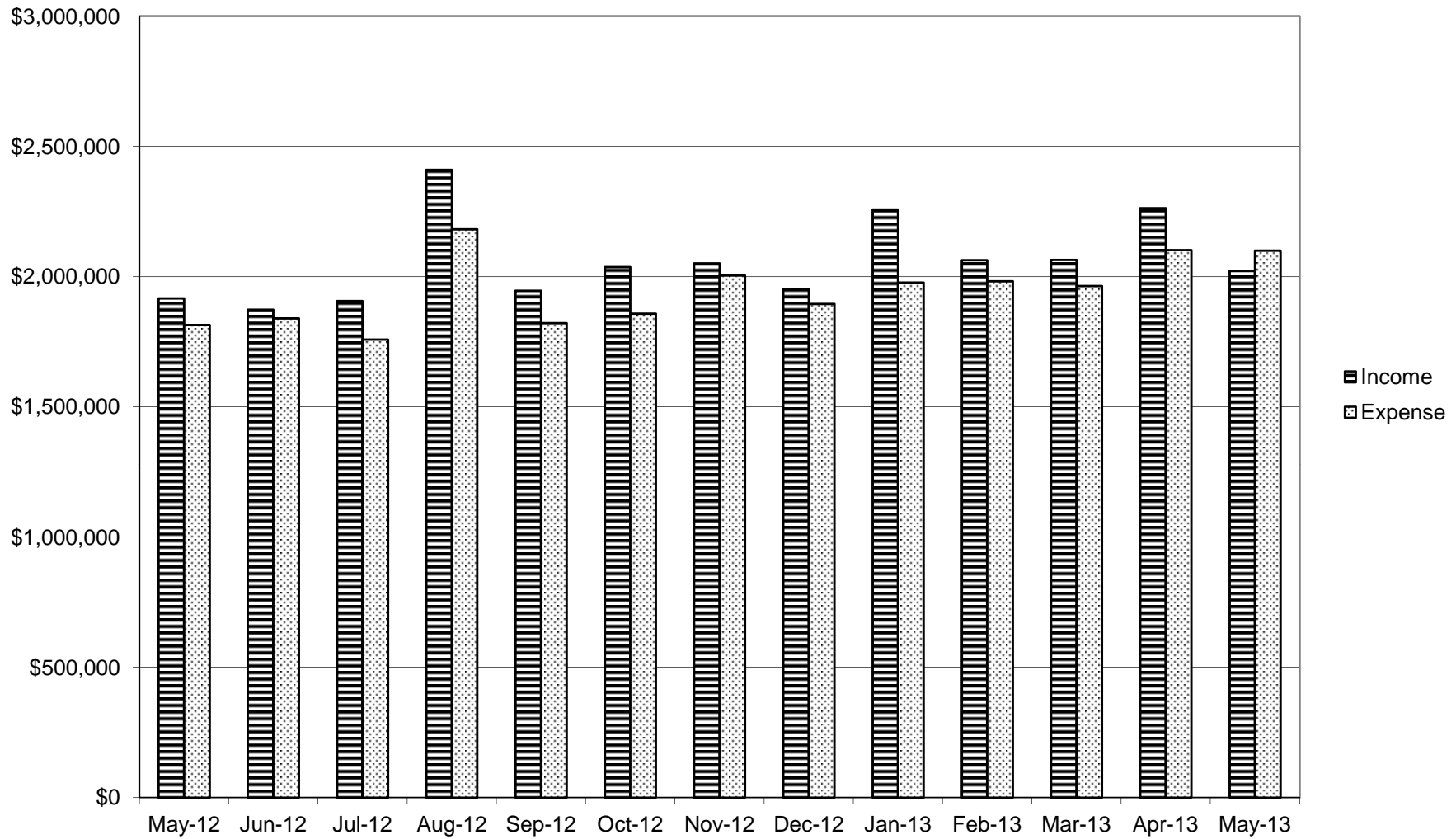
INCOME:	MONTH OF May 2013	MONTH OF April 2013	Increase (Decrease)
Local Revenue Sources	158,716	314,337	(155,620)
Earned Income	824,464	868,268	(43,805)
General Revenue-Contract	1,039,683	1,080,217	(40,534)
TOTAL INCOME	2,022,863	2,262,822	(239,958)
EXPENSES:			
Salaries	1,014,692	1,072,377	(57,685)
Employee Benefits	182,134	183,147	(1,013)
Medication Expense	37,486	22,848	14,638
Travel-Board/Staff	30,773	42,164	(11,392)
Building Rent/Maintenance	36,790	18,797	17,993
Consultants/Contracts	562,015	500,968	61,047
Other Operating Expenses	194,730	213,377	(18,646)
TOTAL EXPENSES	2,058,621	2,053,679	4,942
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	(35,757)	209,143	(244,900)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	5,670	13,093	(7,423)
Capital Outlay-Debt Service Bonds	35,482	35,482	-
TOTAL CAPITAL EXPENDITURES	41,152	48,575	(7,423)
GRAND TOTAL EXPENDITURES	2,099,773	2,102,254	(2,481)
Excess (Deficiency) of Revenues and Expenses	(76,910)	160,568	(237,478)

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,482	-
Bond Payments Disbursements			-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,482	-

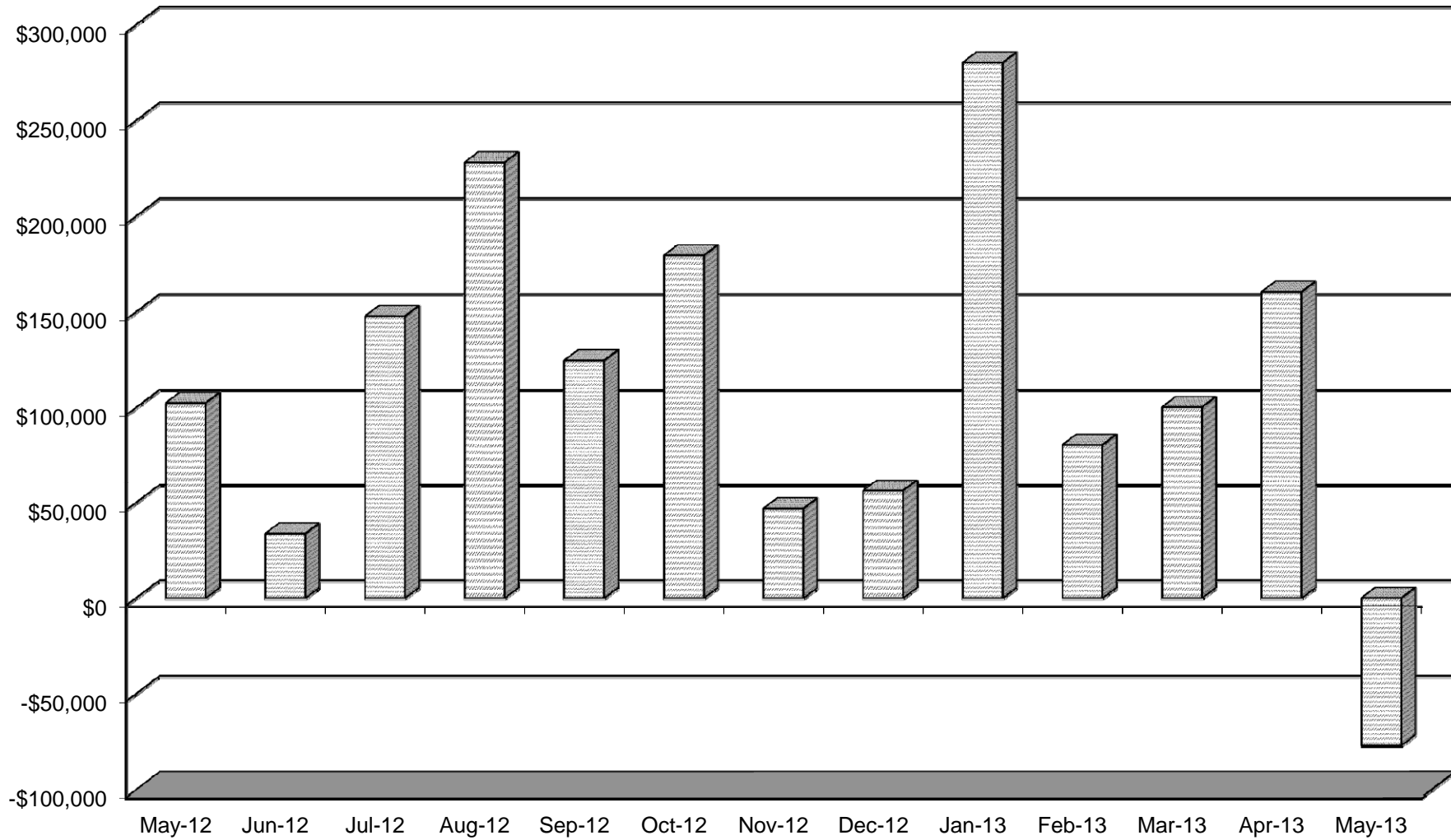
TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended May 2013

	YTD Mental Health May 2013	YTD IDD May 2013	YTD Other Services May 2013	YTD Agency Total May 2013	YTD Approved Budget May 2013	Increase (Decrease)
INCOME:						
Local Revenue Sources	852,706	257,044	262,342	1,372,091	1,101,237	270,854
Earned Income	2,169,264	4,726,736	924,674	7,820,675	7,887,859	(67,184)
General Revenue-Contract	8,362,511	1,056,496	-	9,419,007	9,391,561	27,446
TOTAL INCOME	11,384,481	6,040,276	1,187,016	18,611,773	18,380,657	231,116
EXPENSES:						
Salaries	6,324,778	1,866,405	740,494	8,931,677	8,959,643	(27,966)
Employee Benefits	1,154,250	354,715	146,852	1,655,816	1,700,110	(44,294)
Medication Expense	220,190	-	9,847	230,037	239,925	(9,888)
Travel-Board/Staff	188,390	73,820	32,686	294,896	304,296	(9,400)
Building Rent/Maintenance	125,773	72,044	16,174	213,992	205,833	8,159
Consultants/Contracts	1,360,249	2,776,484	46,156	4,182,889	4,209,522	(26,633)
Other Operating Expenses	1,157,154	432,176	166,950	1,756,281	1,835,896	(79,615)
TOTAL EXPENSES	10,530,784	5,575,644	1,159,159	17,265,588	17,455,225	(189,637)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	853,697	464,632	27,857	1,346,185	925,432	420,753
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	67,489	34,652	17,523	119,663	168,401	(48,738)
Capital Outlay-Debt Service Bonds	196,191	89,116	34,032	319,339	319,306	33
TOTAL CAPITAL EXPENDITURES	263,680	123,768	51,555	439,001	487,707	(48,705)
GRAND TOTAL EXPENDITURES	10,794,464	5,699,412	1,210,714	17,704,589	17,942,932	(238,342)
Excess (Deficiency) of Revenues and Expenses	590,017	340,864	(23,698)	907,183	437,725	469,458
Debt Service and Fixed Asset Fund:						
Bond Payments Receipts	196,191	89,116	34,032	319,339	319,306	(123,115)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	196,191	89,116	34,032	319,339	319,306	(123,115)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES
Income after Expense



Agenda Item: Approve June 2013 Financial Statements Committee: Business	Board Meeting Date July 25, 2013
Background Information: None	
Supporting Documentation: June 2013 Financial Statements	
Recommended Action: Approve June 2013 Financial Statements	

June 2013 Financial Summary

Revenues for June 2013 were \$2,084,322 and operating expenses were \$1,963,714 resulting in a gain in operation of \$120,608. Capital Expenditures and Extraordinary Expenses for June were \$37,378 resulting in a gain of \$83,230. Total revenues were 97.67% of the monthly budgeted revenues and total expenses were 97.67% of the monthly budgeted expenses.

Year to date revenues are \$20,696,095 and operating expenses are \$19,229,303 leaving excess operating revenues of \$1,466,792. YTD Capital Expenditures and Extraordinary Expenses are \$476,380 resulting in a gain YTD of \$990,413. Total revenues are 100.85% of the YTD budgeted revenues and total expenses are 98.56% 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
ICF Program – Title XIX	2,143,819	2,158,954	99.29%	15,135
Rehab – Title XIX	1,590,014	1,626,613	97.74%	36,599
DSHS – Gen Rev - NGM	605,721	622,812	97.25%	17,091
DSHS – Outpatient Competency	138,371	180,334	76.73%	41,963

ICF Program – This line item is under budget due to two consumers in the hospital for the entire month. This will also show a reduction on the expense side of what we reimburse to Empowerment Options.

Rehab – Title XIX – This line item is trending lower the last couple of months. We are in the process of reviewing this area to determine what changes can be made to reverse this revenue trend and at the same time maintain the highest quality of care.

DSHS – Gen Rev – NGM – This line item is under budget for New Generation Medication. The variance amount has decreased from May financials since we have started the Children's summer camp program that is funded by the NGM lapsed funds. Next month, this item should be off of this report.

DSHS – Outpatient Competency Restoration – As we have reported over the last few months, we continue to have issues with no referrals to this program. This is a cost reimbursement program so we are not losing money, but we are not fully funded as we were anticipating.

EXPENSES

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

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Contract Hospital - Adult	993,625	839,335	118.38%	154,290

Contract Hospital – Adult – This line represents the cost of clients being served at our contract inpatient facilities. We continue to see an increase in the number of clients being diverted to these facilities based on the level of care required for the clients.

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of June 30, 2013

	TOTALS COMBINED FUNDS June 2013	TOTALS COMBINED FUNDS May 2013	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,449	5,449	-
Cash on Deposit-General Fund	10,154,208	8,921,955	1,232,253
Cash on Deposit-Debt Fund	350,597	315,115	35,482
Accounts Receivable	1,262,035	1,277,857	(15,822)
Inventory	5,981	5,498	483
TOTAL CURRENT ASSETS	11,778,271	10,525,875	1,252,396
FIXED ASSETS	6,084,978	6,084,978	-
OTHER ASSETS	39,716	51,605	(11,890)
TOTAL ASSETS	17,902,966	16,662,460	1,240,506
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,195,254	1,092,940	102,314
NOTES PAYABLE	409,597	409,597	-
DEFERRED REVENUE	2,572,919	1,524,123	1,048,796
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,195,899	1,218,451	(22,552)
Bond Series 2004	410,000	410,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	990,413	907,183	83,230
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(2,011,695)	(2,034,247)	22,552
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	61,666	55,499	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	2,141,773	2,141,773	-
TOTAL LIABILITIES/FUND BALANCE	17,902,966	16,662,460	1,240,507

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of June 30, 2013

		TOTALS	
		Memorandum Only	
	General Operating Funds	June 2013	Final August 2012
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	5,449	5,449	5,125
Cash on Deposit-General Fund	10,154,208	10,154,208	6,181,561
Cash on Deposit-Debt Fund	350,597	350,597	429,586
Accounts Receivable	1,262,035	1,262,035	1,706,732
Inventory	5,981	5,981	3,600
TOTAL CURRENT ASSETS	11,778,271	11,778,271	8,326,604
FIXED ASSETS	6,084,978	6,084,978	6,066,064
OTHER ASSETS	39,716	39,716	42,755
AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT		-	
TOTAL ASSETS	17,902,966	17,902,966	14,435,423
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,195,254	1,195,254	1,195,517
NOTES PAYABLE	409,597	409,597	409,597
DEFERRED REVENUE	2,572,919	2,572,919	157,192
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,195,899	1,195,899	1,395,837
Bond Series 2004	410,000	410,000	820,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	990,413	990,413	1,102,439
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(2,011,695)	(2,011,695)	(2,621,633)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
COMMITTED			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
ASSIGNED			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	61,666	61,666	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
UNASSIGNED			
Unrestricted and Undesignated	2,141,773	2,141,773	1,039,334
TOTAL LIABILITIES/FUND BALANCE	17,902,966	17,902,966	14,435,423

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended June 2013
and YTD as of June 2013

INCOME:	MONTH OF June 2013	YTD June 2013
Local Revenue Sources	107,971	1,480,062
Earned Income	860,703	8,681,378
General Revenue-Contract	1,115,648	10,534,655
TOTAL INCOME	2,084,322	20,696,095
EXPENSES:		
Salaries	1,011,458	9,943,135
Employee Benefits	180,575	1,836,392
Medication Expense	28,607	258,644
Travel-Board/Staff	33,901	328,797
Building Rent/Maintenance	24,264	238,256
Consultants/Contracts	477,627	4,660,516
Other Operating Expenses	207,282	1,963,563
TOTAL EXPENSES	1,963,714	19,229,303
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	120,608	1,466,792
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	1,896	121,559
Capital Outlay-Debt Service Bonds	35,482	354,821
TOTAL CAPITAL EXPENDITURES	37,378	476,380
GRAND TOTAL EXPENDITURES	2,001,092	19,705,683
Excess (Deficiency) of Revenues and Expenses	83,230	990,413

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of June 2013

	YTD June 2013	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,480,062	1,211,780	268,282
Earned Income	8,681,378	8,802,316	(120,938)
General Revenue-Contract	10,534,655	10,500,572	34,083
TOTAL INCOME	20,696,095	20,514,668	181,427
EXPENSES:			
Salaries	9,943,135	9,954,202	(11,067)
Employee Benefits	1,836,392	1,893,309	(56,917)
Medication Expense	258,644	268,139	(9,495)
Travel-Board/Staff	328,797	340,108	(11,311)
Building Rent/Maintenance	238,256	226,000	12,256
Consultants/Contracts	4,660,516	4,726,787	(66,271)
Other Operating Expenses	1,963,563	2,043,845	(80,282)
TOTAL EXPENSES	19,229,303	19,452,390	(223,087)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,466,792	1,062,278	404,514
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	121,559	184,546	(62,987)
Capital Outlay-Debt Service Bonds	354,821	354,799	22
TOTAL CAPITAL EXPENDITURES	476,380	539,345	(62,965)
GRAND TOTAL EXPENDITURES	19,705,683	19,991,735	(286,052)
Excess (Deficiency) of Revenues and Expenses	990,413	522,933	467,480

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	354,821	354,799	22
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expense:	354,821	354,799	22

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended June 2013

INCOME:	MONTH OF June 2013	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	107,971	110,543	(2,572)
Earned Income	860,703	914,457	(53,754)
General Revenue-Contract	1,115,648	1,109,011	6,637
TOTAL INCOME	2,084,322	2,134,011	(49,689)
EXPENSES:			
Salaries	1,011,458	994,559	16,899
Employee Benefits	180,575	193,199	(12,624)
Medication Expense	28,607	28,214	393
Travel-Board/Staff	33,901	35,812	(1,911)
Building Rent/Maintenance	24,264	20,167	4,097
Consultants/Contracts	477,627	517,265	(39,638)
Other Operating Expenses	207,282	207,949	(667)
TOTAL EXPENSES	1,963,714	1,997,165	(33,451)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	120,608	136,846	(16,238)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,896	16,145	(14,249)
Capital Outlay-Debt Service Bonds	35,482	35,493	(11)
TOTAL CAPITAL EXPENDITURES	37,378	51,638	(14,260)
GRAND TOTAL EXPENDITURES	2,001,092	2,048,803	(47,711)
Excess (Deficiency) of Revenues and Expenses	83,230	85,208	(1,978)

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	35,482	35,493	(11)
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,493	(11)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With June 2012 Comparative Data
Year to Date as of June 2013

INCOME:	YTD June 2013	YTD June 2012	Increase (Decrease)
Local Revenue Sources	1,480,062	1,533,018	(52,956)
Earned Income	8,681,378	7,839,745	841,633
General Revenue-Contract	10,534,655	9,222,885	1,311,770
TOTAL INCOME	20,696,095	18,595,648	2,100,447
EXPENSES:			
Salaries	9,943,135	9,346,397	596,738
Employee Benefits	1,836,392	1,859,284	(22,892)
Medication Expense	258,644	227,351	31,293
Travel-Board/Staff	328,797	302,580	26,217
Building Rent/Maintenance	238,256	222,451	15,805
Consultants/Contracts	4,660,516	3,846,635	813,881
Other Operating Expenses	1,963,563	1,911,082	52,481
TOTAL EXPENSES	19,229,303	17,715,780	1,513,523
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,466,792	879,868	586,924
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	121,559	12,368	109,191
Capital Outlay-Debt Service Bonds	354,821	366,775	(11,954)
TOTAL CAPITAL EXPENDITURES	476,380	379,143	97,237
GRAND TOTAL EXPENDITURES	19,705,683	18,094,923	1,610,760
Excess (Deficiency) of Revenues and Expenses	990,413	500,725	489,688

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	354,821	366,775	(11,954)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	354,821	366,775	(11,954)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With June 2012 Comparative Data
For the Month June 2013

INCOME:	MONTH OF June 2013	MONTH OF June 2012	Increase (Decrease)
Local Revenue Sources	107,971	139,167	(31,196)
Earned Income	860,703	795,420	65,283
General Revenue-Contract	1,115,648	938,478	177,170
TOTAL INCOME	2,084,322	1,873,065	211,257
EXPENSES:			
Salaries	1,011,458	964,724	46,734
Employee Benefits	180,575	185,124	(4,549)
Medication Expense	28,607	17,889	10,718
Travel-Board/Staff	33,901	35,492	(1,591)
Building Rent/Maintenance	24,264	18,570	5,694
Consultants/Contracts	477,627	394,348	83,279
Other Operating Expenses	207,282	186,290	20,992
TOTAL EXPENSES	1,963,714	1,802,437	161,277
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	120,608	70,628	49,980
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,896	-	1,896
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
TOTAL CAPITAL EXPENDITURES	37,378	36,798	580
GRAND TOTAL EXPENDITURES	2,001,092	1,839,235	161,857
Excess (Deficiency) of Revenues and Expenses	83,230	33,830	49,400

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	35,482	36,798	(1,316)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With May 2013 Comparative Data
As of June 2013

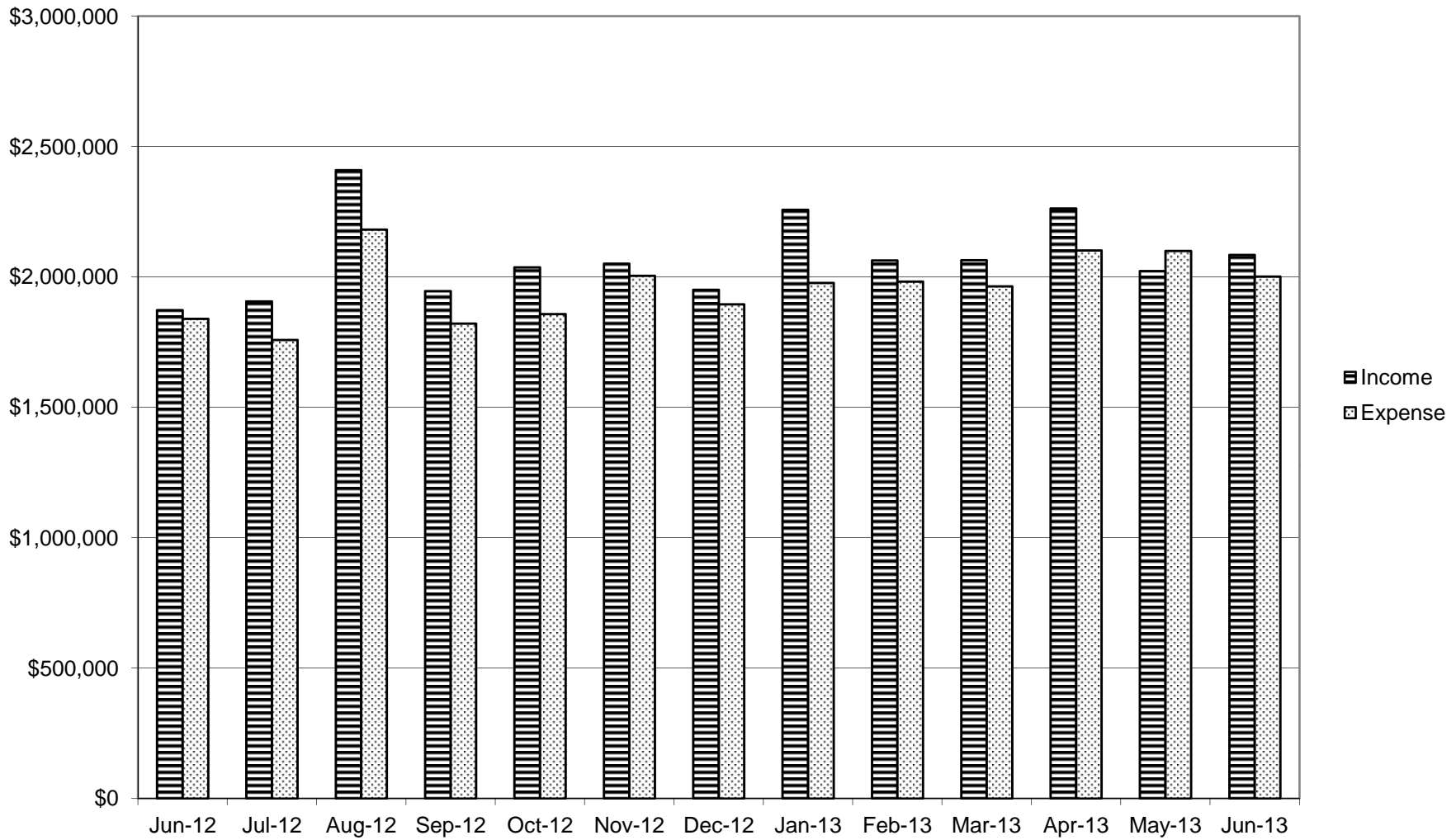
INCOME:	MONTH OF June 2013	MONTH OF May 2013	Increase (Decrease)
Local Revenue Sources	107,971	158,716	(50,746)
Earned Income	860,703	824,464	36,240
General Revenue-Contract	1,115,648	1,039,683	75,965
TOTAL INCOME	2,084,322	2,022,863	61,459
EXPENSES:			
Salaries	1,011,458	1,014,692	(3,234)
Employee Benefits	180,575	182,134	(1,559)
Medication Expense	28,607	37,486	(8,879)
Travel-Board/Staff	33,901	30,773	3,128
Building Rent/Maintenance	24,264	36,790	(12,526)
Consultants/Contracts	477,627	562,015	(84,388)
Other Operating Expenses	207,282	194,730	12,551
TOTAL EXPENSES	1,963,714	2,058,621	(94,906)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	120,608	(35,757)	156,365
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,896	5,670	(3,775)
Capital Outlay-Debt Service Bonds	35,482	35,482	-
TOTAL CAPITAL EXPENDITURES	37,378	41,152	(3,775)
GRAND TOTAL EXPENDITURES	2,001,092	2,099,773	(98,681)
Excess (Deficiency) of Revenues and Expenses	83,230	(76,910)	160,140

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	35,482	35,482	-
Bond Payments Disbursements			-
Interest Income			
Excess(Deficiency) of revenues over Expenses	35,482	35,482	-

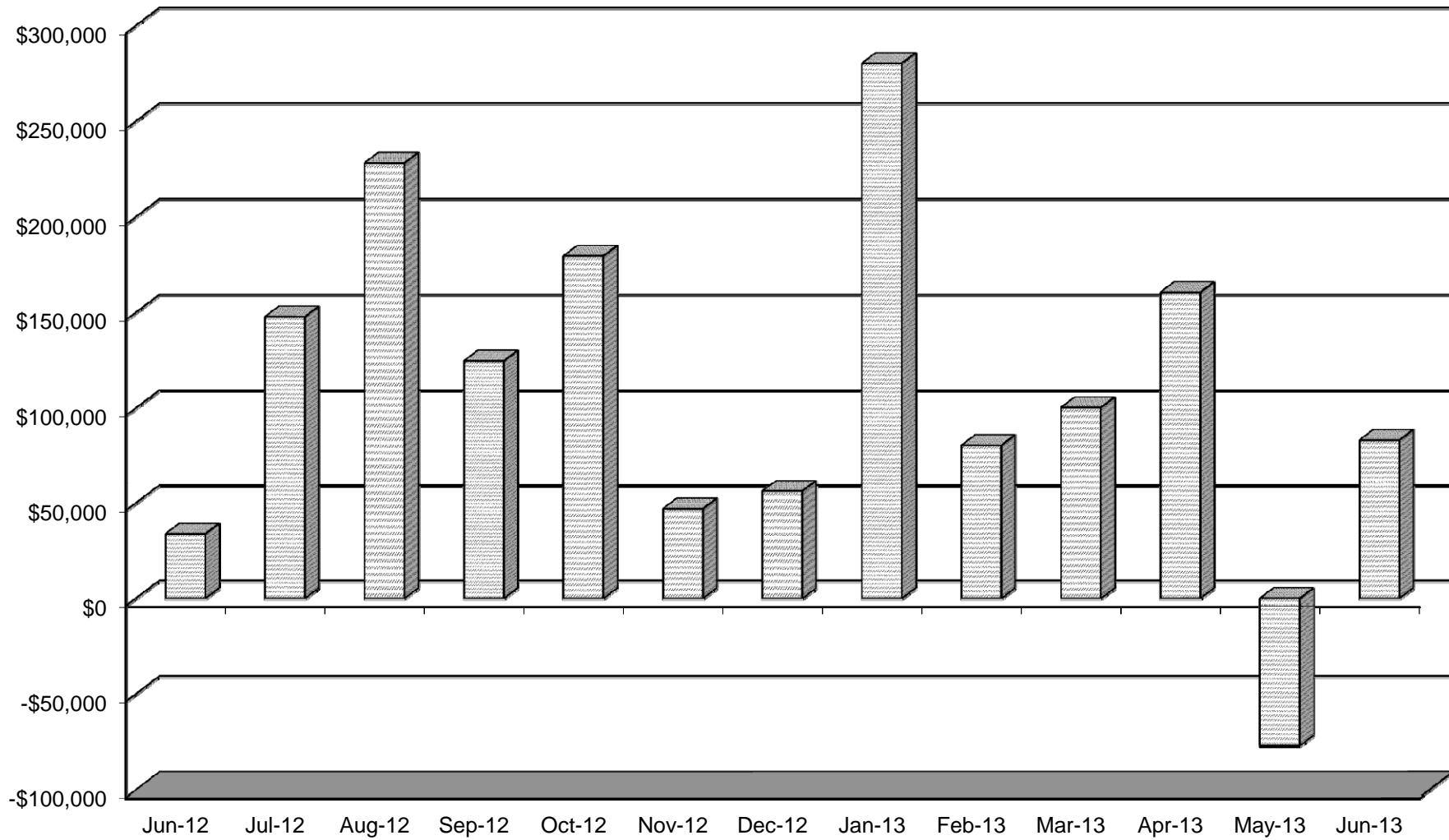
TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended June 2013

	YTD Mental Health June 2013	YTD IDD June 2013	YTD Other Services June 2013	YTD Agency Total June 2013	YTD Approved Budget June 2013	Increase (Decrease)
INCOME:						
Local Revenue Sources	920,205	272,393	287,463	1,480,062	1,211,780	268,282
Earned Income	2,381,497	5,225,347	1,074,534	8,681,378	8,802,316	(120,938)
General Revenue-Contract	9,353,865	1,180,790	-	10,534,655	10,500,572	34,083
TOTAL INCOME	12,655,567	6,678,530	1,361,997	20,696,095	20,514,668	181,427
EXPENSES:						
Salaries	7,039,444	2,079,803	823,888	9,943,134	9,954,202	(11,068)
Employee Benefits	1,279,917	393,379	163,096	1,836,392	1,893,309	(56,917)
Medication Expense	247,187	-	11,457	258,644	268,139	(9,495)
Travel-Board/Staff	210,144	82,913	35,740	328,797	340,108	(11,311)
Building Rent/Maintenance	142,548	78,390	17,319	238,256	226,000	12,256
Consultants/Contracts	1,524,039	3,086,178	50,300	4,660,516	4,726,787	(66,271)
Other Operating Expenses	1,291,255	480,777	191,531	1,963,563	2,043,845	(80,282)
TOTAL EXPENSES	11,734,534	6,201,440	1,293,331	19,229,302	19,452,390	(223,088)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	921,033	477,090	68,666	1,466,793	1,062,278	404,515
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	68,626	35,258	17,675	121,559	184,546	(62,987)
Capital Outlay-Debt Service Bonds	217,995	99,015	37,810	354,821	354,799	22
TOTAL CAPITAL EXPENDITURES	286,621	134,273	55,485	476,379	539,345	(62,965)
GRAND TOTAL EXPENDITURES	12,021,155	6,335,713	1,348,816	19,705,681	19,991,735	(286,053)
Excess (Deficiency) of Revenues and Expenses	634,412	342,817	13,181	990,413	522,933	467,480
Debt Service and Fixed Asset Fund:						
Bond Payments Receipts	217,995	99,015	37,810	354,821	354,799	(136,804)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	217,995	99,015	37,810	354,821	354,799	(136,804)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES
Income after Expense



Agenda Item: Approve FY 2013 Auditor Engagement Letter Committee: Business	Board Meeting Date July 25, 2013
Background Information: At the May 23 rd Board meeting, the Board authorized staff to solicit an annual financial audit Engagement Letter from Scott, Singleton, Fincher and Company, P.C. for the FY 2013 Independent Financial Audit.	
Supporting Documentation: Copy of Engagement Letter from Scott, Singleton, Fincher and Company, P.C.	
Recommended Action: Approve the Engagement Letter from Scott, Singleton, Fincher and Company, P.C. for the FY 2013 Independent Financial Audit	

SCOTT, SINGLETON, FINCHER AND COMPANY, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

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Certified Public Accountants

Texas Society of
Certified Public Accountants

June 18, 2013

Board of Trustees
Tri-County Services
P. O. Box 3067
Conroe, Texas 77305

We are pleased to confirm our understanding of the services we are to provide Tri-County Mental Health Mental Retardation Services dba Tri-County Services for the year ended August 31, 2013. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Tri-County Services as of and for the year ended August 31, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Tri-County Services' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Tri-County Services' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule – General Fund

We have also been engaged to report on supplementary information other than RSI that accompanies Tri-County Services' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal and state awards.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Supplementary schedules required by the Texas Health and Human Services Commission Audit Guidelines

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the State of Texas *Single Audit Circular*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the results of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 and the *State of Texas Single Audit Circular*, in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133, the State of Texas *Single Audit Circular* (TSAC), and the current *Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers* provided by the Texas Health and Human Services Commission (THHSC). Our audit will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133 and TSAC, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed.

Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements, schedule of expenditures of federal and state awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal and state awards in accordance with the requirements of OMB Circular A-133 and TSAC. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal and state awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of your financial statements, and schedule of expenditures of federal and state awards, and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any non-audit services we provide; oversee the services by designating an individual, preferable from senior management, who possesses suitable skill, knowledge, or experience, evaluate the adequacy and results of the services, and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others.

In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133 and TSAC, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings, if applicable, should be available for our review on the date we begin our field work.

You are responsible for preparation of the schedule of federal and state awards in conformity with OMB Circular A-133 and TSAC. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with OMB Circular A-133 and TSAC; (2) that you believe the schedule of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with OMB Circular A-133 and TSAC; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133 and TSAC, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and TSAC.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, OMB Circular A-133 and TSAC.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tri-County Services' compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 and TSAC require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and the Texas Health and Human Services Commission's *Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers*, for the types of compliance requirements that could have a direct and material effect on each of Tri-County Services' major programs. The purpose of these procedures will be to express an opinion on Tri-County Services' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133 and TSAC.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

Management is responsible for providing the report to the Texas Health and Human Services Commission by February 1 of the following year. Management is also responsible for providing any other appropriate governmental agencies with copies of the audit report according to the instructions in the current edition of the *Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers*.

The audit documentation for this engagement is the property of Scott, Singleton, Fincher and Company P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Texas Health and Human Services Commission Office of Inspector General (OIG) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Scott, Singleton, Fincher and Company, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Texas Health and Human Service Commission Office of Inspector General, federal awarding agency, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on mutually agreed dates; and to issue our reports on dates as specified in the request for proposal. Tommy Nelson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). We estimate that our total fees for this audit, including expenses, will not exceed \$24,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2012 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Tri-County Services and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Scott, Singleton, Fincher and Company, P.C.

Scott, Singleton, Fincher and Company, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Tri-County Services.

By: _____

Title: David Walker, Board Chair

Date: July 25, 2013

Agenda Item: Replace Roof at Riverpoint #5 Facility	Board Meeting Date July 25, 2013															
Committee: Business																
Background Information: The roof at Riverpoint #5 is in need of repair and to our knowledge has never been replaced. The following quotes have been received:																
<table><tr><td>Company</td><td>Provide Overlay</td><td>Total Roof Replacement</td></tr><tr><td>1st Choice Roofing & Construction</td><td>\$14,819</td><td>\$17,569</td></tr><tr><td>Willard Cox Roofing</td><td>\$13,750</td><td>\$18,500</td></tr><tr><td>Century Construction & Consulting</td><td>\$21,500</td><td>\$25,000</td></tr><tr><td>Canvasback Construction</td><td>\$25,000</td><td>\$28,000</td></tr></table>		Company	Provide Overlay	Total Roof Replacement	1 st Choice Roofing & Construction	\$14,819	\$17,569	Willard Cox Roofing	\$13,750	\$18,500	Century Construction & Consulting	\$21,500	\$25,000	Canvasback Construction	\$25,000	\$28,000
Company	Provide Overlay	Total Roof Replacement														
1 st Choice Roofing & Construction	\$14,819	\$17,569														
Willard Cox Roofing	\$13,750	\$18,500														
Century Construction & Consulting	\$21,500	\$25,000														
Canvasback Construction	\$25,000	\$28,000														
The Management Team recommends Willard Cox Roofing to provide a total roof replacement.																
Supporting Documentation: Vendor Information Spreadsheet Quotes from 1 st Choice Roofing & Construction, Willard Cox Roofing, Century Construction & Consulting and Canvasback Construction																
Recommended Action: Approve Recommendation for Willard Cox Roofing to Replace the Roof at Riverpoint #5																

RP#5 Roof Installation

Company, Price & Warranty	BBB Info	References	Years in business
Will Cox Roofing \$13,750.00-Overlay \$18,500.00-Tear Off Willard Cox 281-592-4997	A+ and BBB Accredited	<p>Marion Moors-713-553-4307: She highly recommends them. They replaced her roof and she still has their company sign in her front yard and is keeping it there. She said their crew is top notch.</p> <p>Harvey Stanley-713-203-0017: Said they are top notch. Very professional. They replaced 3 roofs. No problems with crew or clean up. The roofs are now 13 years old and have never had a problem and would highly recommend them.</p> <p>This company has done work for us in the past as well.</p>	35 Years

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

Revised Invitation to Bid

**Location : 1020 Riverwood Ct. -- Bldg #5
Conroe, TX 77304**

June 6, 2013

Company Name : Will Cox Roofing
Address: 277 Cr 3378 Cleveland TX 77327
Telephone: (281) 592 4997
Fax: _____

Please provide a bid for the following scope of work: Provide Pricing for Using an Overlay Method Only and Pricing for Removing Original Roofing Followed by Overlaying the TPO.

1. Note: Single story commercial building, flat gravel roof at 4300 sq ft.
2. Overlay one layer of 1/2" EPS fanfold recovery board to deck with screws and plates
3. Install a 60 mil TPO or comparable Energy Star PVC secured to deck with screws and plates
4. Discard existing cap metal and turn new roofing up the parapet walls and over the top
5. Install new metal cap – to be 24 gauge galvanized metal
6. Install drain inserts at existing drains
7. Install flashing over all roof penetrations
8. Clean up and remove all debris from site.
9. Required – Pricing for both methods of roofing: Removal of original followed with overlay, and overlay only pricing.

Interested Bidders to Provide:

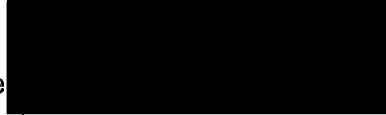
- Pricing
- Warranty Information – Parts / Labor
- Insurance / Worker's Compensation Information
- References

If meeting with maintenance manager at site is preferred, please contact Kenneth Anderson or Karen McCombs at any of the numbers listed below.

Please submit all bids to the attention of Kenneth Anderson or Karen McCombs with the Tri-County MHMR Maintenance department by **5:00 Friday, June 14, 2013**. Bids should be faxed to (936) 756-8403. If you have any questions, contact Kenneth Anderson – Maintenance Manager at (936) 521-6160 or mobile (936) 828-6575 – or Karen McCombs – MTS Support Services Assistant at (936) 521-6161. After selected bid has been awarded, contractor will immediately be notified for scheduling and details. **Tri-County Services reserves the right to refuse any and all bids, in full or in part.**

Bid Price: Overlay \$13,750

Signature



Overlay + Tear off
\$18,500

RP#5 Roof Installation

Company, Price & Warranty	BBB Info	References	Years in business
1st Choice Roofing and Construction \$14,719.60-Overlay \$17,569.67-Tear off 20 Year Warranty Martin Morales-281-378-2431	A-	<p>Houston Communication, Inc-713-772-3727: Had a commercial roof done at their location and said it was good work and would use them again.</p> <p>Sterling ASI-832-678-4500: Has all of their work done by them. Uses them for all of their commercial property repairs as well as their condo community roofs.</p> <p>Turk Investments-713-772-3727-Installed new roofs as well as repaired roofs for them. They were commercial jobs. Very happy with them and they say they have good follow through on what they say they are going to do.</p>	3 years in business

Tri-County Services

P.O. Box 3067
Conroe, TX 77305

Revised Invitation to Bid

**Location : 1020 Riverwood Ct. – Bldg #5
Conroe, TX 77304**

June 6, 2013

Company Name : 1st Choice Roofing + Construction
Address: 9421 FM 2920 Bldg 17A, Tomball, TX 77375
Telephone: 281-378-2431
Fax: 281-516-2277

Please provide a bid for the following scope of work: Provide Pricing for Using an Overlay Method Only and Pricing for Removing Original Roofing Followed by Overlaying the TPO.


1. Note: Single story commercial building, flat gravel roof at 4300 sq ft.
2. Overlay one layer of 1/2" EPS fanfold recovery board to deck with screws and plates
3. Install a 60 mil TPO or comparable Energy Star PVC secured to deck with screws and plates
4. Discard existing cap metal and turn new roofing up the parapet walls and over the top
5. Install new metal cap – to be 24 gauge galvanized metal
6. Install drain inserts at existing drains
7. Install flashing over all roof penetrations
8. Clean up and remove all debris from site.
9. **Required – Pricing for both methods of roofing: Removal of original followed with overlay, and overlay only pricing.**

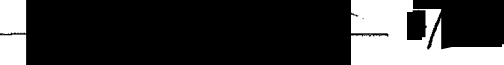
Interested Bidders to Provide:

- **Pricing**
- **Warranty Information – Parts / Labor**
- **Insurance / Worker's Compensation Information**
- **References**

If meeting with maintenance manager at site is preferred, please contact Kenneth Anderson or Karen McCombs at any of the numbers listed below.

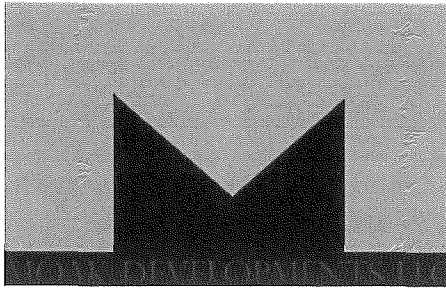
Please submit all bids to the attention of Kenneth Anderson or Karen McCombs with the Tri-County MHMR Maintenance department by **5:00 Friday, June 14, 2013**. Bids should be faxed to (936) 756-8403. If you have any questions, contact Kenneth Anderson – Maintenance Manager at (936) 521-6160 or mobile (936) 828-6575 – or Karen McCombs – MTS Support Services Assistant at (936) 521-6161. After selected bid has been awarded, contractor will immediately be notified for scheduling and details. **Tri-County Services reserves the right to refuse any and all bids, in full or in part.**

1.) Overlay Bid Price: \$ 14,819.60 Signature: 

2.) Tear Off Bid Price: \$ 17,569.67 Signature: 

RP#5 Roof Installation

Company, Price & Warranty	BBB Info	References	Years in business
Century Construction \$21,500.00-Overlay \$25,500.00-Tear off 5 Year warranty on labor/20 Manufacturer's Warranty Blake Moak-832-698-1009	No Complaints	<u>Lakewood Town Homes-Eddy Tong</u> Did major repair on 5 townhome units including roofs. Very reliable company <u>Coit-Ralph Velasco</u> They did some build backs on damaged residential homes due to a fire. Very satisfied with their work and the home owners were very satisfied as well. <u>Siedal Binding Company-Mike Seidal</u> Had a build out done at his personal residence along with a new patio cover. Very pleased with the work.	6 years in business



June 13, 2013

Attn: Karen McCombs

Project Address: 1020 Riverwood Ct. – Bldg. #5 Conroe TX 77304

CENTURY PORPOSES TO FURNISH ALL LABOR, MATERIALS, EQUIPMENT, SERVICES, INSURANCE, AND SUPERVISION REQUIRED FOR A COMPLETE JOB GENERALLY DESCRIBED AS FOLLOWS:

**Project Description: New 4300 square foot TPO roof at the above project address – two options: 1) Overlay
2) Remove and Replace**

Materials: As necessary to carry out below scope of work.

Scope: The below scope of work as defined by "Revised Invitation to Bid" provided by Tri-County Services.

1. Roof area is 4300 square feet single story
2. Overlay one layer ½" EPS fanfold recovery board to deck
3. Install a 60 mil TPO or comparable Energy Star PVC secured to deck
4. Remove and discard existing cap metal
5. Turn new roofing up parapet walls and over top
6. Install new metal cap – 24 gauge galvanized
7. Install drain inserts at existing drains
8. Install flashing over all roof penetrations

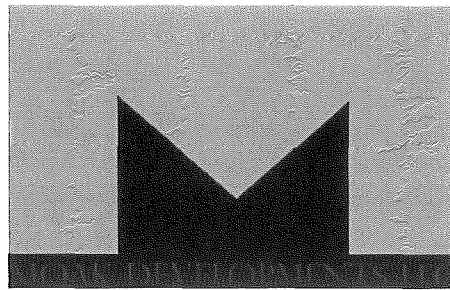
**** Exclusions/ Assumptions:**

1. All construction related debris will be cleanup up and removed from site.
2. Any and all additional work outside of the above scope of work must be executed through a signed change order and additional expenses may be incurred.
3. This bid does not include any electrical, mechanical, and or plumbing work.
4. Century will make every attempt to protect but will not be held responsible for any damages incurred to landscaping, property grounds during construction.
5. If any permits are required by the city/county, Century will obtain them but owner will be responsible for any additional fees incurred.

Century Construction Services agrees to perform the above scope of work in timely manner for the following price:

Overlay.....\$21,500.00
Remove & Replace.....\$25,500.00

****Payment to be net 15 days from invoice or as agreed prior to starting work.**



ACCEPTANCE OF PROPOSAL

The undersigned on behalf of the owner and agent accepts the terms and conditions above and agrees to the price and terms as quoted plus any agreed to and authorized additional work. *Please note a formal contract will be required before work commences.

Signature _____ Date _____

RP#5 Roof Installation

Company, Price & Warranty	BBB Info	References	Years in business
Canvasback Construction: \$25,000.00-Overlay \$28,000.00-Tear Off 3 Year Warranty	A- No complaints filed	<p><u>Diane Deloach:</u> They did a remodel for them. Said they are outstanding.</p> <p><u>Oakwood Lodge-Gayle Corbett:</u> Rebuilt their lodge after a fire and has also used him for work on his house. Very happy with the work and says he is very trustworthy.</p> <p><u>Elda management-Elias Camhi:</u> Canvasback has done several different types of jobs for them and is very happy with the work and will continue to use them in the future. They worked with Dan Barnes before it became Canvasback.</p>	5 Years in Business

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

Revised Invitation to Bid

**Location : 1020 Riverwood Ct. – Bldg #5
Conroe, TX 77304**

June 6, 2013

Company Name : CAMPBELL Construction
Address: 4775 W Panther Creek
Telephone: 832 729 5731
Fax: _____

Please provide a bid for the following scope of work: Provide Pricing for Using an Overlay Method Only and Pricing for Removing Original Roofing Followed by Overlaying the TPO.

1. Note: Single story commercial building, flat gravel roof at 4300 sq ft.
2. Overlay one layer of 1/2" EPS fanfold recovery board to deck with screws and plates
3. Install a 60 mil TPO or comparable Energy Star PVC secured to deck with screws and plates
4. Discard existing cap metal and turn new roofing up the parapet walls and over the top
5. Install new metal cap – to be 24 gauge galvanized metal
6. Install drain inserts at existing drains
7. Install flashing over all roof penetrations
8. Clean up and remove all debris from site.
9. **Required – Pricing for both methods of roofing: Removal of original followed with overlay, and overlay only pricing.**

Interested Bidders to Provide:

- Pricing
- Warranty Information – Parts / Labor
- Insurance / Worker's Compensation Information
- References

If meeting with maintenance manager at site is preferred, please contact Kenneth Anderson or Karen McCombs at any of the numbers listed below.

Please submit all bids to the attention of Kenneth Anderson or Karen McCombs with the Tri-County MHMR Maintenance department by **5:00 Friday, June 14, 2013**. Bids should be faxed to (936) 756-8403. If you have any questions, contact Kenneth Anderson – Maintenance Manager at (936) 521-6160 or mobile (936) 828-6575 – or Karen McCombs – MTS Support Services Assistant at (936) 521-6161. After selected bid has been awarded, contractor will immediately be notified for scheduling and details. **Tri-County Services reserves the right to refuse any and all bids, in full or in part.**

Bid Price:

\$28,000

Signature



Overlay (no Tenoff) - \$25,000

3 yr warranty

<p>Agenda Item: Approve Participation in Texas Council Risk Management Fund Minimum Contribution Plan for Workers' Compensation Coverage</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>The Texas Council Risk Management Fund adopted revised coverage options for Workers' Compensation; the revised Minimum Contribution Plan (MCP) offers a minimum contribution of 80% with a maximum contribution of 100%, depending upon the Center's level of equity in the Fund. The Center would budget the 80% contribution and reserve the remaining 20% as Workers' Compensation Reserves.</p> <p>Staff are recommending that the Board adopt the resolution to participate in the Minimum Contribution Plan for Workers' Compensation.</p>	
<p>Supporting Documentation:</p> <p>Amendment to Interlocal Agreement from Texas Council Risk Management Fund</p>	
<p>Recommended Action:</p> <p>Approve Amendment to the Interlocal Agreement to Participate in Texas Council Risk Management Fund's Minimum Contribution Plan for Workers' Compensation Coverage</p>	

**AMENDMENT TO
INTERLOCAL AGREEMENT
TEXAS COUNCIL RISK MANAGEMENT FUND**

This contract and amendment to the Interlocal Agreement is entered into between the Texas Council Risk Management Fund (the Fund) and the undersigned member of the Fund.

WHEREAS, the Fund and the undersigned have previously entered into an Interlocal Agreement evidencing the undersigned's self-insurance coverage through the Fund;

WHEREAS, the undersigned is eligible for the Minimum Contribution Plan (MCP) for workers' compensation, as established by the board of Trustees of the Fund, which modifies the normal calculation of contribution under Section 7 of the Interlocal Agreement;

WHEREAS, the parties desire to modify Section 7 of the Interlocal Agreement to reflect the implementations of a MCP for workers' compensation.

NOW, THEREFORE, for and in consideration of the premises, the premises contained herein, and other good and valuable consideration, the parties agree as follows:

This amendment to the Texas Council Risk Management Fund Interlocal Agreement is for The Fund Year period of September 1, 2013 through August 31, 2014.

It is agreed that the (the member) will pay workers' compensation contributions relative to its own loss experience. This will be subject to a minimum and a maximum MCP factor (as set forth below). In determining final contribution, ultimate losses and expenses will be compared to standard contribution to determine the combined ratio. (i.e., the sum of ultimate losses and expenses divided by standard contribution.)

**Tri-County Services elects the following option for Fund Year 2013-2014
(Check only one)**

☒ 80% (minimum MCP factor) of standard contribution up-front with the potential of eventually paying up to 100% (maximum MCP factor) of standard contribution over six annual adjustments; or

☐ MCP Option Declined

A combined ratio less than or equal to the minimum MCP factor will result in a contribution equal to the product of the minimum MCP factor and the standard Fund contribution. A combined ratio between the minimum and maximum MCP factors will result in a contribution equal to the product of the combined ratio and the standard Fund contribution. A combined ratio greater than or equal to the maximum MCP factor will result in a contribution equal to the product of the maximum MCP factor and the standard Fund contribution.

The member agrees to pay contributions based on actual payrolls during this period. Adjustments will be made on January 1 for each of the six years following the end of the 2013-2014 Fund year. These adjustments could require that the member make an additional contribution to the Fund.

All other provisions of the Interlocal Agreement, as amended, shall remain in full force and effect.

Tri-County Services

TEXAS COUNCIL RISK MANAGEMENT FUND

By: _____
Signature of Authorized Center Official

By: _____
Signature of Authorized Fund Official

Title: **Evan Roberson, Executive Director**

Title: **Board Chair**

Date: **July 25, 2013**

Date: _____

Agenda Item: Approve Recommendation for Tri-County Services Employee Health Insurance and Ancillary Plans

Board Meeting Date

July 25, 2013

Committee: Business

Background Information:

Tri-County Services currently has employee health insurance through Aetna that will expire on September 30, 2013. Gene Darnell, Benefit Solutions, solicited quotes from Aetna, United Healthcare, Cigna, Kelsey Seybold, Blue Cross Blue Shield, Humana, and Health First which are all "A" rated companies. Health First declined to quote and the others were not able to be competitive. Aetna had the most cost effective plans with the best benefits for employees and agreed to pay the costs and fees associated with the Affordable Care Act. Aetna provided a Savings Plus Plan for an HSA and a PPO plan that provides affordable options for employees and families. Additionally, Aetna provided a rate pass for the HSA and PPO plans that Tri-County currently has. All plans provide preventive care at 100%. Both HSA plans have a Health Savings Account through JPMorgan Chase available for staff. The Management Team is recommending these four (4) options for employees. A brief description of each follows:

Aetna HSA Savings Plus Plans:

The HSA Savings Plus Plan Level I has a \$3,000/\$6,000 deductible and pays benefits at 90% until the deductible and out of pocket maximums are met, if employees see a physician or hospital in the Level I network. The Level 2 plan will pay 70% if the employee chooses to go to the OAMC network. The plan will pay 50% if the employee seeks treatment Out of Network. In an emergency, expenses will be paid at the Level 1 rate if taken to a Level 2 facility. Employees will pay 100% for other medical services and prescriptions until their deductible is met. The cost of this plan is \$362 per month. Tri-County will pay \$360 per month. Therefore, employees will only contribute \$1.26 per pay period. The cost to the employee for employee and spouse per month is \$431; employee and children is \$391 and employee and family is \$820.

Aetna Savings Plus PPO:

The Level 1 option has a \$1,500/\$4,500 deductible and the Level 2 option has a \$3,000/\$9,000 deductible. Level 1 pays at 80%, Level 2 pays at 60%, and Out of Network is 50% coinsurance. Office visits are \$30 when seeing a Level 1 provider and the same in Level 2. However, Specialty Doctor office visits are \$50 for Level 1 providers and \$70 for Level 2 providers. In an emergency, expenses will be paid at the Level 1 rate if taken to a Level 2 facility. Level 1 and 2 expenses accumulate separately. Employees must choose from the beginning whether they are going to utilize Level 1 or Level 2 providers in order to maximize their benefit. Prescriptions at \$10/40/70/30%. The cost of this plan is \$460. Tri-County will pay \$360 toward the employee only cost. The cost to the employee is \$100 per month. The cost to the employee for employee and spouse is \$644; employee and children is \$593 and employee and family is \$1,136.

Aetna HSA Middle Plan (C-15):

The HSA Middle Plan has a \$1,500/\$3,000 deductible and includes the preventive prescription plan with a co-pay of \$15/35/50 for prescriptions for certain medical conditions including asthma, diabetes, high blood pressure, and cholesterol without having to meet the deductible. This has been a popular choice for some staff. The HSA Buy-Up Plan will pay 80% of all medical once the deductible is met. However, employees will still be responsible for co-pays for prescription medications of \$15/35/50 after the deductible is met. The cost for the HSA Buy-Up Plan is \$573. Tri-County will pay \$360. The employee only cost is \$213 per month. The cost to the employee for employee and spouse is \$799; employee and children is \$744, and employee and family is \$1,327. *(The benefits and cost of this plan are the same as last year's plan.)*

Aetna PPO Plan Buy Up B15 (OMAC PPO):

This option offers a \$2,500/\$7,500 deductible with a 70%/30% coinsurance, \$50 PCP/\$60 Specialist office co-pay and prescriptions at \$20/40/70 after a \$200 deductible. The cost of this plan is \$624.46. Tri-County will pay \$360 toward the employee only cost. The cost to the employee is \$264 per month. The cost to the employee for employee and spouse is \$876; employee and children is \$818 and employee and family is \$1,430. This plan was retained for those individuals who want to continue seeing providers in the OAMC network with a 70% coinsurance vs 60%. *(The benefits and cost of this plan are the same as last year's plan.)*

Ancillary Plans

Tri-County Services pays for Basic Life, Accidental Death and Dismemberment (AD&D) and Long Term Disability (LTD) for all full time employees through MetLife. The renewal rate for Basic Life and AD&D increased 12.3% to \$33,195 which is an annual increase of \$3,631. The LTD renewal rate increased 7.1% to \$46,219 which is an annual increase of \$3,067. These rates are still below the 2011 rates paid. The closest competitor was Mutual of Omaha with an increase of 12.7%. The Management Team recommends that we continue with MetLife for these employer paid plans.

Supporting Documentation:

Tri-County Services Employee Health Insurance Spreadsheet – FY 2014

Tri-County Services Basic Life Spreadsheet – FY 2014

Tri-County Services Employer Paid LTD Spreadsheet – FY 2014

Recommended Action:

Approve Recommendation for Tri-County Services FY 2014 Employee Health Insurance, Basic Life, Accidental Death and Dismemberment and Long Term Disability Plans

Health Proposal for
Tri County Services
Effective October 1, 2013

Carrier Name	*Aetna				
Plan Network	Savings Plus Level 1	OAMC Level 2	OAMC	Savings Plus **Level 1	OAMC **Level 2
Plan Name	HSA 3000 90/70/50		HSA C15 (In Network)	1500 80/60/50	
Benefit Details	Embedded		Aggregate	PPO	
Office Visit	Ded +10%	Ded + 30%	Ded. & Coins.	\$30	\$30
Specialty Doctor Office Visit	Ded +10%	Ded + 30%	Ded. & Coins.	\$50	\$70
Preventive Care	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Individual Deductible-In Network	\$3,000	\$3,000	\$1,500	\$1,500	\$3,000
Family Deductible-In Network	\$6,000	\$6,000	\$3,000	\$4,500	\$9,000
Coinsurance	90%	70%	80%	80%	60%
Individual OOP - In-Network <i>(includes deductible)</i>	\$4,000	\$6,000	\$2,500	\$5,000	\$8,000
Family OOP - In-Network <i>(includes deductible)</i>	\$8,000	\$12,000	\$5,000	\$15,000	\$24,000
Lifetime Maximum	Unlimited		Unlimited	Unlimited	
In/Out Patient Hospital Services	Ded +10%	Ded + 30%	Ded. & Coins.	Ded + 20%	Ded + 40%
Urgent Care	Ded +10%	Ded + 30%	Ded. & Coins.	\$75	\$75
Emergency Room	Ded + 10%		Ded. & Coins.	\$200 Co-pay + 20%	
Prescriptions	Ded + 10%		after deductible \$15/\$35/\$50	\$10/\$40/\$70/30%	
Preventive Medications Rider	None		\$15/\$35/\$50	N/A	
Monthly Total Rate	HSA 3000 90/70/50		HSA C15	1500 80/60/50	
Employee Only	\$362.81		\$572.97	\$460.12	
Employee/Spouse	\$791.58		\$1,159.42	\$1,003.89	
Employee/Children	\$751.50		\$1,104.59	\$953.07	
Employee/Family	\$1,180.28		\$1,687.53	\$1,496.85	

Employee Deductions Per Pay Period	HSA 3000 90/70/50	HSA C15	1500 80/60/50	B15
	<i>New Deduction</i>	<i>New Deduction</i>	<i>New Deduction</i>	<i>New Deduction</i>
Employee Only	\$1.26	\$106.34	\$49.92	\$132.09
Employee/Spouse	\$215.65	\$399.57	\$321.80	\$437.79
Employee/Children	\$195.61	\$372.15	\$296.39	\$409.22
Employee/Family	\$410.00	\$663.62	\$568.28	\$714.92

*For illustration purpose, the Out of Network Benefits are not listed, refer to the benefit summaries for the out of network information.

**Levels 1 & 2 expenses on the PPO accumulate separately.

Tri County Services
Basic Life Spreadsheet
Effective Date: October 1st, 2013

	CURRENT METLIFE	RENEWAL METLIFE
Plan Type	BASIC TERM LIFE	BASIC TERM LIFE
Eligibility Definition	All Full Time Employees	All Full Time Employees
Life Benefit	2x Salary + \$5,000 up to \$300,000	2x Salary + \$5,000 up to \$300,000
AD&D Benefit	100% of Basic Life Benefit	100% of Basic Life Benefit
Guarantee Issue	2x Salary + \$5,000 up to \$300,000	2x Salary + \$5,000 up to \$300,000
Waiver of Premium Definition	Applies	Applies
Waiver of Premium Benefit	benefit will continue until age 65	benefit will continue until age 65
Portability	not included	not included
Accelerated Benefit Option	80% up to \$500,000	80% up to \$500,000
Reduction Schedule	By 35% at 65 50% at 70	By 35% at 65 50% at 70
Rate Guarantee	1 Year	1 Year
Total Basic EE Life & AD&D Volume	\$21,611,650	\$21,611,650
Life Rate per \$1,000	\$0.098	\$0.112
AD&D Rate \$1,000	\$0.016	\$0.016
Monthly Premium	\$2,464	\$2,766
Annual Premium	\$29,565	\$33,195
\$ Annual Change from current		\$3,631
% Annual Change from current		12.3%

Proposal is a general description of coverage (s) provided. For a detailed description of policy terms and conditions, please refer to the policy itself. If a conflict exists between the proposal and the policy, the policy will be controlling. Proposed rates are estimated and based on census provided. Final rates are based on effective date, plan description and actual enrollment. Rates are based on information provided at time of quote.

Tri County Services
Employer Paid LTD Spreadsheet
Effective Date: October ^{1st}, 2013

	CURRENT METLIFE	RENEWAL METLIFE
Eligibility Definition	All Full Time Employees	All Full Time Employees
Monthly Benefit Amount	66 ^{2/3} % of predisability earnings	66 ^{2/3} % of predisability earnings
Maximum Monthly Benefit	\$10,000	\$10,000
Benefit Duration	RBD W/SSNRA	RBD W/SSNRA
Elimination Period	90 Days	90 Days
Definition of Disability (during OOP)	Own Occupation Period - 2 years loss of duties AND earnings (80%)	Own Occupation Period - 2 years loss of duties AND earnings (80%)
Zero Day Residual	YES	YES
Pre Existing Condition	3/12	3/12
Rate Guarantee	1 Year	1 Year
Monthly Covered Payroll	\$881,372	\$881,372
Rate Per \$100 of Payroll	\$0.408	\$0.437
MONTHLY COST	\$3,596	\$3,852
ANNUAL COST	\$43,152	\$46,219
\$ Annual Change from current		\$3,067
% Annual Change from current		7.1%

sal is a general description of coverage (s) provided. For a detailed description of policy terms and conditions, please refer to the policy itself. If a conflict exists between the plan and the policy, the policy will be controlling. Proposed rates are estimated and based on census provided. Final rates are based on effective date, plan de actual enrollment. Rates are based on information provided at time of quote.

<p>Agenda Item: Ratify Department of State Health Services Contract #2012-039597, Amendment #001F: Mental Health Performance Contract Notebook</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>The Department of State Health Services has issued a contract amendment to our primary contract with them for mental health services, the Mental Health Performance Contract Notebook. These changes went into effect beginning June 1, 2013 and are in effect for the remainder of the fiscal year.</p> <p>In addition to a series of contract language changes, the contract included \$24,000 in additional New Generation Medication funding and changed some of our Children's General Revenue to Child Temporary Assistance for Needy Families (TANF) funding.</p> <p>Significant changes to the Mental Health Performance Contract Notebook include:</p> <ul style="list-style-type: none"> • New requirements for training, utilization management, and IT related to the implementation of Texas Resilience and Recovery (TRR) • Changes to contracting requirements for Local Planning and Network Development contracts • New Service Targets for FY 2014 including: <ul style="list-style-type: none"> ○ Increased Adult Therapy Utilization ○ Increased Housing Stability ○ Decreased Co-Occurring Substance Use ○ Increased (to 90%) Family Partners Involvement Target • New documentation requirements for clinical supervision of staff <p>As previously discussed, changes associated with TRR will be significant Community Centers across the state.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Available at Board Meeting for Review</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2012-039597, Amendment #001F: Mental Health Performance Contract Notebook</p>	

<p>Agenda Item: Ratify Department of State Health Services Contract #2012-039597, Amendment #002C: Psychiatric Emergency Service Center and Associated Projects</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>The Department of State Health Services (DSHS) notified the Center in April that they might have additional Psychiatric Emergency Service Center and Associated Projects (PESC) funding available by the end of FY 2013. The PESC funding was awarded to Tri-County to operate the Psychiatric Emergency Treatment Center (PETC) and for other activities which would provide alternatives to clients being admitted to a State Hospital.</p> <p>After contemplating possible uses for these additional funds and the associated service target increase, Tri-County submitted a plan to use the additional funds to pay for psychiatric inpatient hospitalization for persons who were not stable enough for the PETC.</p> <p>DSHS awarded Tri-County \$16,947.63 in additional funding for this purpose. (Note: the contact amendment total includes funding already received by Tri-County in addition to these new funds). DSHS added a target of serving 5 clients with these funds in an inpatient psychiatric facility.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Contract #2012-039597, Amendment #002C: Psychiatric Emergency Service Center and Associated Projects</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2012-039597, Amendment #002C: Psychiatric Emergency Service Center and Associated Projects</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 002B (Program Attachment) to Contract # 2012-039597 (Contract) in accordance with this Amendment No. 002C: Psychiatric Emergency Service Center and Associated Projects, effective 05/01/2013.

The purpose of this Amendment is Addition of one time funds and increase of applicable targets.

Therefore, DSHS and Contractor agree as follows:

It is mutually agreed by and between the contracting parties to replace the Program Attachment in its entirety.

PROGRAM ATTACHMENT ~~NO.002B~~ NO.002C

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of this contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

David L. Lakey, M.D.

Commissioner

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

512.458.7375

david.lakey@dshs.state.tx.us

Contractor

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

Name: Evan Roberson

Title: Executive Director

Address: P.O. Box 3067

Conroe, Texas 77305

Phone: 936-521-6119

Email: EvanR@tricountyshs.org

CONTRACT NO. 2012-039597
PROGRAM ATTACHMENT NO. 002C
PURCHASE ORDER NO. 0000377078

CONTRACTOR: TRI-COUNTY MHMR SERVICES

DSHS PROGRAM: Psychiatric Emergency Service Center and Associated Projects

TERM: 09/01/2011

THRU: 08/31/2013

SECTION I. STATEMENT OF WORK:

A. Contractor's operation of the community-based Psychiatric Emergency Service Center (PESC) and associated projects (Program) shall provide jail diversion or alternatives to clients being admitted to a State or Community Mental Health Hospital that:

1. Allow individuals in behavioral health crisis to receive treatment in the most appropriate and available setting;
2. Minimize local law enforcement officer waiting and driving time;
3. Divert individuals in behavioral health crisis from the criminal justice system; and
4. When appropriate, reduce any unplanned use of local emergency rooms to manage behavioral health crises.

B. Program Design

1. Crisis Stabilization Unit (CSU)

Contractor shall:

- a. Provide the services specified in the proposal submitted in response to PCA 0257.1. and specified in any subsequent service revisions approved in writing by ~~the~~ DSHS;
- b. Comply with all rules and laws applicable to the delivery of services within a CSU;
- c. Maintain licensure as a CSU under Title 25, Part 1 of the Texas Administrative Code Chapter 134, Subchapters A-G relating to Private Psychiatric Hospitals and Crisis Stabilization Units; and
- d. Serve 2630 clients per fiscal year by providing CSU services as measured through the encounter data reports as defined in Section I.C.4 of this Program Attachment.

2. Psychiatric Inpatient Beds for Rapid Crisis Stabilization

Contractor shall:

- a. Provide the services specified in the proposal submitted in response to PCA 0257.1. and specified in any subsequent service revisions approved by DSHS;
- b. Comply with all rules and laws applicable to the delivery of psychiatric inpatient beds for rapid crisis stabilization services;
- c. Require that the facility providing the psychiatric inpatient beds for crisis stabilization maintain a current license as set forth in Title 25, Part 1 of the Texas Administrative Code Chapter 134, Subchapters A-G relating to Private Psychiatric Hospitals and Crisis Stabilization Units and Chapter 411, Subchapter J relating to Standards of Care

and Treatment in Psychiatric Hospitals and comply with all applicable rules and laws;
and

- d. Require that the facility providing the psychiatric inpatient beds for rapid crisis stabilization maintain accreditation by The Joint Commission.
- e. Serve 5 clients per fiscal year by providing psychiatric inpatient intensive crisis assessment services as measured through the encounter data reports as defined in Section I.C.4 of this Program Attachment.
- d.f.

~~3. Intensive Crisis Assessment Unit~~

~~Contractor shall:~~

- ~~a. Provide the services specified in the proposal submitted in response to PCA-0257.1 and specified in any subsequent service revisions approved by DSHS;~~
- ~~b. Comply with all rules and laws applicable to the delivery of intensive crisis assessment services;~~
- ~~e.a. Monitor the delivery of intensive crisis assessment services to ensure the services meet standards specified in Information Item V of the Fiscal year 2012-2013 Performance Contract; and.~~
- d. Serve 250 clients per fiscal year by providing intensive crisis assessment services as measured through the encounter data reports as defined in Section I.C.4 of this Program Attachment.

C. Program Reporting

Contractor shall:

1. Develop and electronically submit service delivery data reports to DSHS using Form F (Psychiatric Emergency Services and Projects Service Delivery Report) in accordance with Section II.B.1. of this Program Attachment;
2. Develop and electronically submit expenditure reports to DSHS using Form M (Psychiatric Emergency Service Centers and Projects Expenditure Summary) in accordance with Section II.B.2. of this Program Attachment;
3. Follow the submission schedule and reporting requirements for financial information in Client Assignment and Registration System (CARE) Report III; and
4. Report service delivery using procedure codes data in the current version of Mental Health Service Array (Info_Mental_Health_Service_Array_Combined) which can be found in the Mental Retardation and Behavioral Health Outpatient Warehouse (MBOW), in the CA General Warehouse Information folder.

D. Quality Assurance

Contractor shall:

1. Develop and implement written policies and procedures to evaluate the performance of the terms and conditions of this Program Attachment and measure client and other local stakeholder satisfaction; and
2. Require that any subcontracted provider of crisis residential services, inpatient beds for rapid crisis stabilization services, and intensive crisis assessment unit services notify Contractor of any change in the licensure status or accreditation status of the subcontractor's facility where the crisis residential services, rapid crisis stabilization

services, and intensive crisis assessment unit services are provided and provide licensure or accreditation review reports to Contractor upon request.

SECTION II. SERVICE TARGETS, PERFORMANCE MEASURES, AND OUTCOMES:

DSHS shall use the terms of this Program Attachment, including without limitation, the following performance measures. The following performance measures will be used to assess, in part, Contractor's effectiveness in providing the services described in this Program Attachment, without waiving the enforceability of any of the terms of this Program Attachment. Contractor shall perform the following activities and provide documentation to DSHS in the manner and timeframes specified below.

- A. Contractor shall participate, upon request by DSHS, in DSHS's determination of the calculation of a baseline for the performance measure related to the percentage of clients receiving services under this Program Attachment who have been diverted from a State or Community Mental Health Hospital.
- B. The following reports shall be submitted as specified.
 1. Service Delivery Data Reports:
 - a. Contractor shall electronically submit to DSHS quarterly service delivery data reports related to this Program Attachment in accordance with Information Item S.
 - b. Contractor shall submit the Form F quarterly unless otherwise requested by DSHS.
 - c. Contractor shall submit a separate Form F for each project type listed in Section I.B. Program Design.
 - d. The quarterly service delivery data reports shall include data or information on:
 - (1) Number of clients entering service;
 - (2) Number of clients continuing service;
 - (3) Number of clients discharged from service;
 - (4) Percentage of clients discharged and sent to a more intensive level of care;
 - (5) Percentage of clients discharged or returned to ongoing provider services;
 - (6) Percentage of clients discharged and linked to community resources without ongoing services being provided through the Contractor's service delivery system;
 - (7) Percentage of clients discharged and not referred to any service;
 - (8) Percentage of clients referred to substance abuse services; and
 - (9) Client and local stakeholder satisfaction with services described in this Program Attachment.
 2. Budget and Expenditure Reports
 - a. Contractor shall submit a budget that combines each project type listed in Section I.B. Program Design using Budget Schedule Form I no later than September 20, 2011. Budget Schedule Form I is found at:
<http://www.dshs.state.tx.us/mhcontracts/11ContractRenewal/default.shtm>.
 - b. Using Form M Contractor shall electronically submit to DSHS quarterly expenditure reports that combine each project type listed in Section I.B. Program Design in accordance with -Information Item S.

- c. Contractor shall submit the Form M quarterly unless otherwise requested by DSHS.
- d. The Form M reports shall include expenditure data on:
 - (1) Personnel / Fringe Benefits;
 - (2) Travel;
 - (3) Supplies;
 - (4) Contractual;
 - (5) Equipment;
 - (6) Total Direct Expenditure;
 - (7) Indirect Expenditure;
 - (8) Total Expenditure;
 - (9) Local Match; and
 - (10) Other.
- e. Along with Contractor's submission of Form M as outlined in Information Item S, Contractor shall submit to DSHS the estimated cost per bed-day for individuals served in Contractor's Crisis Residential Unit based upon the following methodology:
 - (1) Contractor shall determine a pro rata share of Intensive Crisis Assessment Unit service expenses based upon data gathered by Contractor during fiscal year 2010. In calculating the pro rata share, Contractor shall include expenses for salary, fringe benefits for direct care staff and supervisory staff, program operating expenses, and overhead and administrative expense not to exceed 10% of the funding used for Intensive Crisis Assessment Unit services.
 - (2) Contractor shall subtract the pro rata calculation for Intensive Crisis Assessment Unit services from Contractor's total quarterly allocation provided through this Program Attachment. The resulting balance shall be the funding applied to the Crisis Residential Unit.
 - (3) Contractor shall calculate the total quarterly bed-day cost in the following manner:

Total quarterly bed-day cost equals the quarterly funding applied to the Crisis Residential Unit divided by the total quarterly bed-days used.

SECTION III. SOLICITATION DOCUMENT:

RFI #PCA 0257.1

SECTION IV. RENEWALS:

Not applicable.

SECTION V. PAYMENT METHOD:

| Quarterly Allocation

SECTION VI. BILLING INSTRUCTIONS:

Not applicable.

SECTION VII. BUDGET:

| Source of Funds: State

| Total payments will not exceed \$3,563,951.00

The amount expended by Contractor for administration of the provision of services under this Program Attachment shall not exceed 10% of the total expended for psychiatric inpatient beds for crisis stabilization, crisis residential services, and intensive crisis assessment unit services.

| One-time Funds to Contractor: \$ 94,075

DSHS approves one-time funding for services under this Program Attachment. Funds allocated are for enhancement or increased provision of PESC services provided during FY12. Match is not required for the one-time funds.

SECTION VIII. FUNDING:

A. Crisis Redesign Community Investment Incentive funding.

B. Match Payments:

During the term of this Program Attachment, Contractor shall secure and maintain a local match of at least 25 percent.

C. If Contractor's total allowable expenditures for the term of this Program Attachment are less than the total amount disbursed by DSHS in Contractor's four quarterly allocations, Contractor shall be subject to recoupment by DSHS of the difference between the total amount disbursed by DSHS and Contractor's total expenditures

CARE Budget Instructions

Funding shall be entered into the CARE Report III on line 761, Crisis Services – Psychiatric Emergency Service Centers, and distributed among the medication Sub-Strategies of B.2.1 – Adult Service or Strategy B.2.3 Crisis, Transitional, and Intensive Ongoing Services.

SECTION IX. SPECIAL PROVISIONS:

Section 18.11 of the General Provisions is amended to add the following at the end of the section:

Service Revision Amendment

- A. Contractor shall submit in an e-mail to the Contract Manager all proposed revisions in program design which shall include a description of:
1. proposed revision to services;
 2. hours of operation;
 3. cost per person per day or per person bed-day rate;

4. staffing pattern including credentials;
 5. site location with applicable license requirements;
 6. subcontracted service provider;
 7. subcontracted management oversight, when applicable; and
 8. justification for the proposed revision.
- B. DSHS may request additional service revision information including submission of FY2012 Budget Schedule Form I.
 - C. Contractor shall include a reason for the delay in requesting a proposed revision if it is submitted to DSHS during the last two quarters of the term of this Program Attachment.
 - D. DSHS will approve the revision request in writing and at its sole discretion.

<p>Agenda Item: Ratify Department of State Health Services Contract #2012-039597, Amendment #003B: Veterans Services</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>After the Board meeting in May, the Department of State Health Services (DSHS) issued amendment #003B to the Veterans Services' Contract.</p> <p>The contract amendment removed language related to required participation in the Texas Military Forces peer network. No other changes in the contract were made.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Contract #2012-039597, Amendment #003B: Veterans Services</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2012-039597, Amendment #003B: Veterans Services</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 003A (Program Attachment) to Contract # 2012-039597 (Contract) in accordance with this Amendment No. 003B: Veterans Services, effective 05/01/2013.

The purpose of this Amendment is Statement of Work revisions.

Therefore, DSHS and Contractor agree as follows:

It is mutually agreed by and between the contracting parties to replace the Program Attachment in its entirety.

PROGRAM ATTACHMENT ~~NO003A~~ NO003B

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of this contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

David L. Lakey, M.D.

Commissioner

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

512.458.7375

david.lakey@dshs.state.tx.us

Contractor

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

Name: Evan Roberson

Title: Executive Director

Address: P.O. Box 3067

Conroe, Texas 77305

Phone: 936-521-6119

Email: EvanR@tricountyservices.org

CONTRACT NO. 2012-039597
PROGRAM ATTACHMENT NO 003B
PURCHASE ORDER NO. 0000378775

CONTRACTOR: TRI-COUNTY MHMR SERVICES

DSHS PROGRAM: Veterans Services

TERM: 09/01/2011

THRU: 08/31/2013

SECTION I. STATEMENT OF WORK:

Contractor shall implement a Community-Based Veteran Peer-to-Peer Counseling Project (Project) to enhance or expand the availability of and access to community-based behavioral health services for veterans. The Project shall, at a minimum, enhance and expand veteran-facilitated peer-to-peer counseling related to behavioral health issues for veterans.

Contractor's Project may enhance or expand collaborations with Local Mental Health Authorities (LMHAs) and the Local Behavioral Health Authority in order to strengthen the statewide network of veterans' services and supports and to recruit, retain, and organize the services provided by volunteers who have been trained in a curriculum-based peer-to-peer counseling course such as "Bring Everyone In The Zone", "Operation Resilient Families", or an equivalent curriculum that has been approved by DSHS.

Contractor shall enhance and expand the Military Veteran Peer Network (Network) which shall include veteran volunteers and members of the Texas Military Forces (TXMF) who have been trained in mental health peer to peer counseling (Military Peers) and have agreed to provide services similar to those provided by the volunteers. These members of the TXMF will be referred to as "Military Peers" in this Program Attachment. Contractor shall screen and recruit applicants who want to become volunteers of the Network or Military Peers. Contractor shall ensure that all entities or individuals who provide services under this Program Attachment communicate by telephone, email, and through regular briefings.

Contractor shall monitor volunteers to verify that services provided by them include at a minimum, responding to requests from veterans who are seeking to access veteran and/or veteran and military family reintegration services. These reintegration services include, but are not limited to, meeting with veterans one-on-one or in group settings and informing them about and/or referring them to community health and human service providers.

A. Project Design

1. The Project shall enhance or expand the availability of or access to peer-to-peer counseling, and community veteran reintegration services. Contractor shall coordinate veteran reintegration services with community veteran organizations and individuals (Stakeholders) who provide veteran reintegration services, including the following:
 - a. Programs for substance use screening, assessment, and treatment;

- b. County Service Officers and/or the Texas Veterans Commission;
- c. Veterans Integrated Services Network;
- d. TexVet: Partners Across Texas;
- e. Programs that support housing and employment;
- f. Programs that support female veterans;
- g. Jail diversion programs for veterans and active military service members related to behavioral health services;
- h. Programs being implemented by other veterans or military service organizations;
- i. Community based veteran drop-in centers.

2. Quarterly Briefings

- a. Contractor shall sponsor and/or organize quarterly briefings for Stakeholders and volunteers for the following purposes:
 - 1) Share information about the activities of the Military Veteran Peer Network and Stakeholders;
 - 2) Update members of the Military Veteran Peer Network and Stakeholders about community resources and reintegration services for veterans, and assess the reintegration service needs of veterans in the community;
 - 3) Identify deficiencies in community reintegration services, and devise tactics to address the deficiencies;
 - 4) Share information about community-based health and human services for veterans;
 - 5) Share information about evidence-based practices to enhance Network members' ability to provide veteran peer-to-peer counseling; and
 - 6) Share information about how to navigate community-based health and human services systems, including how to access services and make efficacious referrals to community mental health care providers.
- b. Contractor shall assist volunteers in locating meeting space and introduce them to community service providers. Contractor shall educate volunteers about community-based briefings on peer-to-peer counseling and invite volunteers to participate in the briefings.
- c. Contractor shall create and maintain a list of Stakeholders and volunteers. Contractor shall document the quarterly briefings by maintaining a list of attendees, dates, briefing locations, and topics discussed. Contractor shall submit the documentation electronically to the email address provided by the DSHS-identified Network State Coordinator (State Coordinator), and make documentation available to DSHS upon request.

- ~~3. Contractor shall assist LMHAs, Veteran Volunteer Coordinators, stakeholders, and volunteers to initiate, enhance, or expand their efforts to identify and engage Military Peers. Contractor shall create, maintain, and update a list of volunteers and Military Peers who reside in Contractor's service area(s) or who are members of a TXMF unit in the service area(s). Contractor shall submit the list to the State Coordinator on a quarterly basis to the email address provided by the State Coordinator.~~

4.3. Each quarter, Contractor shall screen, recruit and recommend to DSHS applicants who want to become volunteers of the Network. Contractor shall screen all applicants using a written assessment provided by DSHS. Contractor shall submit applicants' completed assessments to DSHS no later than ten business days after completion. Contractor shall recruit at least one female applicant every other quarter. DSHS and State Coordinator will coordinate training for successful applicants.

5.4. Contractor shall maintain quarterly contact with volunteers who are providing services under this Program Attachment and reside within Contractor's service area(s). Contractor shall ensure that volunteers are actively engaged in delivering services, determine what supports might be appropriate to assist volunteers in their efforts to achieve the aims and goals of the Project, including recruitment of applicants. Contractor shall contact volunteers by telephone, email, or in person and document contacts by submitting an email to the State Coordinator each quarter that includes the names of individuals contacted, the dates contacts were made, and whether volunteers are active or inactive. A volunteer is considered active if he or she has provided services or intends to provide services during the current or following quarter. Contractor shall submit this documentation to DSHS upon request.

6.5. Contractor shall initiate, enhance, or expand access to services for female veterans. Contractor also shall coordinate services with female veteran service providers to ensure that female veterans have access to female veteran-facilitated peer-to-peer counseling services within Contractor's service area(s). Contractor shall document services provided to female veterans using Form V-VETS Service Delivery.

7.6. Contractor may subcontract services to other organizations or individuals to accomplish the aims and goals of the Projects.

B. Single Point of Contact

Contractor shall designate a single point of contact to receive and transmit information required for effective implementation and monitoring of the Project.

C. Implementation Plan

Contractor shall submit to DSHS a written Project Implementation Plan which specifies activities for organizing veteran peer-to-peer counseling and services under the terms of this Program Attachment. At a minimum, the plan shall include the following:

1. A timeline for task(s) to be accomplished and persons or entities responsible for each task; and
2. Anticipated outcomes and objectives.

D. Project and Fiscal Reporting

Contractor shall follow the submission schedule and reporting requirements for financial information in Client Assignment and Registration System (CARE) Report III.

SECTION II. SERVICE TARGETS, PERFORMANCE MEASURES, AND OUTCOMES:

The following performance measures will be used to assess, in part, Contractor's effectiveness in providing the services described in this Program Attachment, without waiving the enforceability of any of the terms of this Contract. All reports shall be submitted electronically to the Performance Contract Mailbox at performance.contracts@dshs.state.tx.us with a copy to the assigned DSHS contract manager.

- A. Contractor shall designate a single point of contact and notify DSHS in writing of the person's name and contact information no later than ten business days after execution of this Contract. If the single point of contact changes, Contractor shall notify DSHS in writing no later than ten business days after making the change.
- B. No later than November 30, 2011, Contractor shall submit to DSHS a written Project Implementation Plan.
- C. Contractor shall submit the following deliverables no later than the following dates: December 15, 2011; March 15, 2012; June 15, 2012; September 15, 2012; December 15, 2012; March 15, 2013; June 15, 2013; and September 15, 2013.
 - 1. Contractor shall electronically submit service delivery data to DSHS using Form V-VETS Service Delivery;
 - 2. Contractor shall submit stakeholder and volunteer quarterly briefing documentation to the State Coordinator as noted in Section I.A.2.
 - 3. Contractor shall submit a list of volunteers ~~and Military Peers~~ who reside or report to a TXMF within Contractor's service area to the State Coordinator as noted in Section I.A.3.
 - 4. Contractor shall submit by email the names of volunteers contacted and the dates the contacts were made to the State Coordinator as noted in Section I.A.5.
- D. Contractor shall submit applicant assessments to DSHS within ten business days of completion of each Assessment.
- E. Contractor shall submit the following documentation to DSHS upon request:
 - 1. Stakeholder and documentation of volunteers' quarterly briefings as specified in Section I.A.2.a.; and
 - 2. Names of volunteers contacted and the dates the contacts were made as specified in Section I.A.5.

SECTION III. SOLICITATION DOCUMENT:

Exempt Governmental Entity

SECTION IV. RENEWALS:

N/A

SECTION V. PAYMENT METHOD:

Lump Sum

One lump sum payment shall be disbursed for each fiscal year.

SECTION VI. BUDGET:

Veterans Incentive Project

\$47,400.00

Total Allocation

\$47,400.00

Source of Funds: 93.958.000; State

The amount expended by Contractor for administration of the provision of services under this Program Attachment shall not exceed 5% of the total.

Budget and expenditure reporting shall be entered into CARE Report III on line 758 – Other General Revenue, DSHS.

Total payments Fiscal Year 2012-2013 will not exceed \$ 47,400.00

SECTION VII. FUNDING:

If Contractor's total allowable expenditures for the term of this Program Attachment are less than the total amount disbursed by DSHS in Contractor's allocations, Contractor shall be subject to recoupment by DSHS of the difference between the total amount disbursed by DSHS and Contractor's total allowable expenditures.

SECTION VIII. SERVICE AREA:

Counties: Liberty, Montgomery, Walker

<p>Agenda Item: Ratify Department of State Health Services Contract #2012-039597, Amendment #004C: Mental Health/Outpatient Competency Restoration</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>After the Board meeting in May, the Department of State Health Services (DSHS) issued amendment #004C, related to the Mental Health/Outpatient Competency Restoration Contract amendment.</p> <p>The contract amendment changed the requirement for submitting information to DSHS within 72 hours of admission or discharge to the program, changed our FY 2013 target from 17 persons to 15 persons, and made other minor language changes.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Contract #2012-039597, 004C: Mental Health/Outpatient Competency Restoration</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2012-039597, 004C: Mental Health/Outpatient Competency Restoration</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 004B (Program Attachment) to Contract # 2012-039597 (Contract) in accordance with this Amendment No. 004C : Mental Health/Outpatient Competency Restoration, effective 05/01/2013.

The purpose of this Amendment is Revision of statement of work.

Therefore, DSHS and Contractor agree as follows:

It is mutually agreed by and between the contracting parties to replace the Program Attachment in its entirety.

PROGRAM ATTACHMENT ~~NO.004B~~ NO.004C

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of this contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

David L. Lakey, M.D.

Commissioner

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

512.458.7375

david.lakey@dshs.state.tx.us

Contractor

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

Name: Evan Roberson

Title: Executive Director

Address: P.O. Box 3067

Conroe, Texas 77305

Phone: 936-521-6119

Email: EvanR@tricityservices.org

CONTRACT NO. 2012-039597
PROGRAM ATTACHMENT NO. 004C
PURCHASE ORDER NO. 0000377188

CONTRACTOR: TRI-COUNTY MHMR SERVICES

DSHS PROGRAM: Mental Health/Outpatient Competency Restoration

TERM: 01/16/2012

THRU: 08/31/2013

INTRODUCTION:

Outpatient competency restoration (OCR) programs provide community-based competency restoration services, which include mental health and substance abuse treatment services, as well as legal education, for individuals found Incompetent to Stand Trial (IST). In general, OCR programs are designed to:

1. Reduce the number of individuals determined to be IST with mental illness or co-occurring psychiatric and substance use disorders on the State Mental Health Hospital clearinghouse waiting list for inpatient competency restoration services.
2. Increase prompt access to clinically appropriate OCR services for individuals determined to be IST who do not require the restrictiveness of a hospital setting.
3. Reduce the number of bed days in State Mental Health Hospitals used by forensic patients from Contractor's local service area.

SECTION I. STATEMENT OF WORK:

Contractor shall implement an OCR program (Program) in accordance with the following requirements:

1. Meet the statutory requirements of Chapter 46B of the Texas Code of Criminal Procedure (TCCP).
2. Comply with specifications of Proposal for Contract Amendment (PCA) 0485.1 issued September 27th, 2011.
3. Provide services specified in Contractor's proposal submitted in response to PCA 0485.1 related to OCR.
4. Serve 7 clients in the partial Fiscal Year 2012 and 17-15 clients per Fiscal Year in 2013 with mental illness or co-occurring psychiatric and substance use disorders by providing OCR

services as measured and documented through the encounter data and monthly reports as defined in Section II of this Program Attachment.

5. By the end of the second full year of operation, achieve a combined total rate of 55% of all completed clients either restore to competency and/or sufficiently improved to have their charges dropped.
6. Maintain an average length of stay per person of no longer than 180 days for all clients admitted during the fiscal year .
7. In Fiscal Year 2012, hire staff to begin program development as soon as the Contract Amendment is executed. In Fiscal Year 2012, begin operational diversion of OCR clients 2 months after the Contract Amendment is executed to allow for program development. Recruit, train, and maintain qualified staff, including a Program Coordinator, who must be a Licensed Practitioner of the Healing Arts. The Program Coordinator shall work as a liaison with the local criminal justice system.
8. For individuals referred to the Program, provide and monitor prompt access to Program eligibility and intake assessments, psychosocial assessment, DSHS Substance Abuse Screening Tool, and Outreach, Screening, Assessment and Referral assessment if indicated. Provide access to substance abuse treatment if the referred individual would otherwise be placed on a waiting list for treatment.
9. Conduct a risk assessment such as the Historical, Clinical, Risk Management, Violence Risk Assessment Scheme (HCR-20) on each individual referred to the Program to determine an individual's appropriateness for outpatient treatment. ~~A risk assessment such as the Historical, Clinical, Risk Management, Violence Risk Assessment Scheme (HCR-20) shall be conducted to determine an individual's appropriateness for outpatient treatment.~~
- 10.9. Complete the Level of Care section of the Texas Recommended Authorization Guideline Assessment while individuals who are determined IST are still incarcerated. The remainder of the Uniform Assessment shall be completed upon admission to the Program. The Individual Treatment Plan shall address:
 - a) Physical health concerns/issues;
 - b) Medication and medication management;
 - c) Level of family and community support;
 - d) Co-Occurring Psychiatric and Substance Use Disorder concerns or issues;
 - e) Supported housing, including rental and utility subsidy;
 - f) Transportation; and
 - g) Assistance with benefits applications.
- 11.10. Provide a documented service for the individual with a member of the OCR staff on the day the individual will be released from jail. Contractor's Program staff shall work with courts and law enforcement personnel to secure daytime release to Contractor and to avoid nighttime releases of incarcerated individuals. Program staff shall coordinate the timely

release of the individual to the OCR facility or residence and will meet with the individual immediately upon jail or court release regardless of time of release.

- | ~~12.~~11. Maintain written policies and procedures that describe the eligibility for the Program, intake assessment, and treatment planning processes. The policies and procedures shall also address admission of clients referred by other LMHAs. Clients who are in close proximity to the Program, and who are without a Program in their services area are potentially appropriate for admission. Any admission requires the consent of the courts with jurisdiction over the client as well as cooperation with the committing LMHA.
- | ~~13.~~12. Update the individualized treatment plan within five working days of an individual's enrollment in the Program to include all issues listed above in Item 8.
- | ~~14.~~13. Provide access to clinically appropriate ~~Resiliency and Disease Management Service Package~~Texas Resilience and Recovery ~~(SP)~~Level of Care 3, or Level of Care~~SP~~ 4 services with authorization completed and first service provided within 24 hours of release from jail or court. Contractor shall also provide access to a physician, preferably a psychiatrist, no later than seven working days after release from jail or court.
- | ~~15.~~14. Provide ~~SP~~Level of Care 3 or Level of Care ~~SP~~ 4 psychosocial services and supports to individuals in the Program. Contractor shall meet or exceed the minimum expected hours for these packages as outlined in the ~~Resiliency and Disease Management~~Texas Resilience and Recovery Utilization Management Guidelines as needed to promote successful outcomes. The majority of the rehabilitative hours shall be provided in the client's home or other living environment, not in Contractor's office location.
- | ~~16.~~15. Provide or make provisions for legal education following DSHS-approved curricula based on the individual needs of the client.
- | ~~17.~~16. Provide supported housing, including rental subsidies, for individuals served in the Program who lack adequate housing. Supported housing does not include support for individuals to live in assisted living facilities that are not licensed under Health & Safety Code Chapter 247, as per TAC §412.202(c).
- | ~~18.~~17. Provide face-to-face in-home services at least twice weekly for individuals served in the Program to ensure participation, promote adherence to treatment and assess that the individual's living environment is safe and his or her basic needs are being met (i.e. food, clothing, hygiene).
- | ~~19.~~18. Maintain and follow written procedures to monitor an individual's restoration to competency and readiness for return to court. Comply with reporting procedures specified in TCCP Article 46.B.079. Coordinate with the court to encourage timely determination of an individual's competency unless all parties agree to accept Contractor's report. Written procedures shall also address requests for a court order extending the initial restoration period from the court and forensic re-evaluation in the event that an extension is granted.

20-19. Collaborate with the state hospital and the LMHA Utilization Manager(s) to identify IST individuals currently in the hospital on an inpatient commitment and who may be appropriate for transition to the OCR Program. Coordinate with local courts to revise commitment status for those identified individuals and work jointly with all parties to develop a discharge and continuity plan.

21-20. Provide continuity of care for individuals completing the Program. Discharge planning shall ensure, at a minimum, that the following are provided or have been addressed:

- a) Provide a plan for maintaining housing and utilities for at least three months post discharge as long as DSHS funds allocated under this Contract Amendment remain available. If budgeted DSHS funds for post-discharge supported housing are exhausted, provide referral services but no funding.
- b) Facilitate ongoing services in the most appropriate and available SP-Level of Care through the LMHA before final discharge from the Program;
- c) Provide medication and a written follow-up psychiatrist appointment to ensure there will be no lapse in medication compliance once client is discharged;
- d) Complete all appropriate benefits applications on behalf of any discharged individual including signing up for long-term subsidized housing; and
- e) Confirm that aAn individual being discharged from the Program shall not be referred to an assisted living facility that is not licensed under the Texas Health & Safety Code, Chapter 247.

22-21. Notify the Texas Correctional Office on Offenders with Medical or Mental Impairments within 24 hours after discharge regardless of reason for discharge.

23-22. Provide continuity of care for persons who do not complete the Program or who are determined to be incapable of restoration to competency. Contractor shall notify the DSHS Contract Manager, using the Monthly Tracking Report, to document the reason for non-completion of the Program (e.g., failed to restore, absconded, re-offended or otherwise terminated before completing Program).

24-23. Work closely with courts to encourage timely resolution of legal issues and to minimize the amount of time an individual is incarcerated while waiting for a hearing, after an individual is released from the Program.

25. Contractor is authorized to transfer budgeted funds among budget expense lines as necessary to adjust to expense trends which vary from the budget projections as long as the total DSHS award is not exceeded.

SECTION II. PERFORMANCE MEASURES:

DSHS shall use the terms of this Program Attachment, including without limitation, the following performance measures, to assess Contractor's effectiveness in providing the services described in this Program Attachment.

Contractor shall perform the following activities and provide documentation to DSHS in the manner and timeframes specified below.

~~Contractor's performance will be measured in part on the achievement of the following activities and performance measures. Contractor shall perform the following activities and provide documentation to DSHS in the manner and timeframes specified below.~~

Program Reporting:

1. In accordance with the timetable and frequency specified in TCCP Article 46B.079 of Chapter 46B and as determined by the court(s) and judge(s), Contractor shall provide the notice and reports to the court as appropriate.
2. Contractor shall report electronic service delivery data to DSHS in accordance with Section I. B. 3. d) of the Adult Program Attachment.
3. Contractor shall submit the Outpatient Competency Restoration Admission (screen 358) and Discharge (screen 359) screens in WebCare within 72 hours of any individual's Program admission or discharge.~~Contractor shall submit attached OCR Monthly Tracking Reports (Form H) electronically to performance.contracts@dshs.state.tx.us.~~
4. For facility-based programs Contractor shall follow all guidelines as put forth in Information Item V, Crisis Standards as posted at <http://www.dshs.state.tx.us/mhcontracts/ContractDocuments.shtm>.
4. Contractor shall submit the attached Quarterly Expenditure Report (Form I) electronically to performance.contracts@dshs.state.tx.us.
5. Contractor shall submit reports in accordance with Information Item S as posted at: <http://www.dshs.state.tx.us/mhcontracts/ContractDocuments.shtm>.
6. Contractor shall submit to DSHS a copy of all written policies and procedures required by this Program Attachment no in accordance with Information Item S later than March 1st, 2012.
7. Service Area/county(ies): Liberty, Montgomery, Walker

SECTION III. SOLICITATION DOCUMENT:

PCA 0485.1

Issued 09/27/2011

SECTION IV. RENEWALS:

N/A

SECTION V. PAYMENT METHOD:

Quarterly Allocation

SECTION VI. BILLING INSTRUCTIONS:

Not Applicable

SECTION VII. FUNDING:

DSHS may adjust funds based on utilization and statewide need.

| SOURCE OF FUNDS: State

| DUNS #: 102639093

| **Total Allocation**

\$366,667.00

<p>Agenda Item: Ratify Department of State Health Services Preadmission Screening and Resident Review Contract #2012-039597-007</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>The Board ratified a contract with the Department of Aging and Disability Services (DADS) in May related to Preadmission Screening and Resident Review (PASRR). The State is required to implement a PASRR “to ensure that any individual seeking admission into a Medicaid-certified nursing facility or currently residing in a nursing facility is screened and evaluated...” for intellectual and developmental disability and/or mental illness. The contract amendment covered both IDD and MH screening activity.</p> <p>After the Board meeting in May, the Department of State Health Services (DSHS) issued their own PASRR contract amendment. Initially, it was unclear why this amendment would be necessary since the DADS contract covered both IDD and MH screenings, but DSHS explained that the amendment was needed to make clear that it was the responsibility of the Local Mental Health Authority to comply with the DADS contract amendment.</p> <p>Informally, DSHS has indicated that they anticipate that there will be more persons with mental health diagnoses involved in PASRR screenings than persons with intellectual and developmental disabilities.</p> <p>Significantly, it should be noted that the contract amendment allows DSHS to sanction centers for non-compliance with PASRR requirements, in addition to fines that may be issued by DADS.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Preadmission Screening and Resident Review Contract #2012-039597-007</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Preadmission Screening and Resident Review Contract #2012-039597-007</p>	

DEPARTMENT OF STATE HEALTH SERVICES



This contract, number 2012-039597 (Contract), is entered into by and between the Department of State Health Services (DSHS or the Department), an agency of the State of Texas, and TRI-COUNTY MHMR SERVICES (Contractor), a Government Entity, (collectively, the Parties).

1. **Purpose of the Contract.** DSHS agrees to purchase, and Contractor agrees to provide, services or goods to the eligible populations as described in the Program Attachments.
2. **Total Amount of the Contract and Payment Method(s).** The total amount of this Contract is \$21,088,140.00, and the payment method(s) shall be as specified in the Program Attachments.
3. **Funding Obligation.** This Contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or health and human services agencies, amendment to the Appropriations Act, health and human services agency consolidation, or any other disruptions of current appropriated funding for this Contract, DSHS may restrict, reduce, or terminate funding under this Contract.
4. **Term of the Contract.** This Contract begins on 09/01/2011 and ends on 08/31/2013. DSHS has the option, in its sole discretion, to renew the Contract as provided in each Program Attachment. DSHS is not responsible for payment under this Contract before both parties have signed the Contract or before the start date of the Contract, whichever is later.
5. **Authority.** DSHS enters into this Contract under the authority of Health and Safety Code, Chapter 1001.
6. **Documents Forming Contract.** The Contract consists of the following:
 - a. Core Contract (this document)
 - b. Program Attachments:
 - 2012-039597-001E Mental Health Performance Contract Notebook
 - 2012-039597-002B Psychiatric Emergency Service Center and Associated Projects
 - 2012-039597-003A Veterans Services
 - 2012-039597-004B Mental Health/Outpatient Competency Restoration
 - 2012-039597-005B Mental Health Private Psychiatric Beds
 - 2012-039597-006 Disaster Behavioral Health
 - 2012-039597-007 Pre-Admission, Screening and Resident Review**
 - c. General Provisions (Sub-recipient)
 - d. Solicitation Document(s), and
 - e. Contractor's response(s) to the Solicitation Document(s).
 - f. Exhibits

Any changes made to the Contract, whether by edit or attachment, do not form part of the Contract unless expressly agreed to in writing by DSHS and Contractor and incorporated herein.

7. **Conflicting Terms.** In the event of conflicting terms among the documents forming this Contract, the order of control is first the Core Contract, then the Program Attachment(s), then the General Provisions, then the Solicitation Document, if any, and then Contractor's response to the Solicitation Document, if any.

8. **Payee.** The Parties agree that the following payee is entitled to receive payment for services rendered by Contractor or goods received under this Contract:

Name: TRI-COUNTY MHMR SERVICES
Address: PO BOX 3067
CONROE, TX 77305
Vendor Identification Number: 17600326627005

9. **Entire Agreement.** The Parties acknowledge that this Contract is the entire agreement of the Parties and that there are no agreements or understandings, written or oral, between them with respect to the subject matter of this Contract, other than as set forth in this Contract.

By signing below, the Parties acknowledge that they have read the Contract and agree to its terms, and that the persons whose signatures appear below have the requisite authority to execute this Contract on behalf of the named party.

DEPARTMENT OF STATE HEALTH
SERVICES

By: 
Signature of Authorized Official

Date 

David L. Lakey, M.D.

Commissioner

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

512.458.7375

david.lakey@dshs.state.tx.us

TRI-COUNTY MHMR SERVICES

By: 
Signature

Date 

Evan Roberson, Executive Director
Printed Name and Title

P.O. Box 3067
Address

Conroe, Texas 77305
City, State, Zip

936-521-6119
Telephone Number

EvanR@tricityservices.org
E-mail Address for Official
Correspondence

CONTRACT NO.:2012-039597
PROGRAM ATTACHMENT NO.:007
PURCHASE ORDER NO.:

CONTRACTOR: TRI-COUNTY MHMR SERVICES

DSHS PROGRAM: Pre-Admission, Screening and Resident Review

TERM: 05/24/2013

THRU: 08/31/2013

SECTION I. STATEMENT OF WORK:

- A. The LMHA must contract with the Department of Aging and Disability Services (DADS) to provide Pre-Admission, Screening and Resident Review (PASRR) Evaluations for persons who have been referred for such an evaluation because they are believed to have a confirmed or suspected mental illness and are being referred for placement in a Medicaid-certified nursing facility.
- B. Contractor shall:
1. Respond to all requests for PASRR Evaluations (PEs) from referring entities within the LMHAs Local Service Area (LSA) in the manner prescribed in the DADS PASRR regulations as published in the Texas Administrative Code.
 2. Conduct all PEs and Resident Reviews (RR) in a manner that complies with the DADS PASRR regulations as published in the Texas Administrative Code.
 3. Document all PEs and related activities in a manner that complies with the DADS PASRR regulations as published in the Texas Administrative Code.
 4. Provide a reliable fax machine or other means acceptable to DADS, that will document the date and time of receipt of the PASRR Level One Screening Forms and requests for PEs and Resident Reviews.
 5. Identify the telephone number for the identified fax machine to be used for PASRR purposes on Form S.
 6. Complete a new Form S in the event that the telephone number for the identified PASRR fax machine changes and transmit the new Form S to DSHS as soon as possible but in no instance greater than 24 hours after the fax number has been changed. This form must be submitted to performance.contracts@dshs.state.tx.us with a copy to the assigned DSHS contract manager.
 7. Develop policies and procedures for tracking the status of requests for PEs and Resident Reviews to ensure that these evaluations are carried out and entered into the DADS Long

Term Care System portal in a timely manner.

8. Enter all PEs, Resident Reviews and related information into the Long Term Care Portal of the Information Technology system operated by the Texas Medicaid and Healthcare Partnership (TMHP) that is provided for entering PASRR information.
9. Participate in service planning for those who have been determined to need specialized mental health services and who are residing in a Nursing Facility that is within the Contractor's Local Service Area.
10. Perform a Uniform Assessment for any individual who qualifies for specialized services when the services will be delivered by Contractor. The Uniform Assessment must be completed prior to service delivery.
11. Ensure that all PEs and Resident Reviews (RRs) are completed within the time frame prescribed in the PASSR rules and regulations and that PE and RR related data (including the PASRR Level I data) are entered into the TMHP Long Term Care Portal for PASRR as soon as possible following the completion of the PE or RR, but in no case shall the data entry exceed the time period specified in 40 TAC §17.201.
12. Participate in interdisciplinary staffing meetings held by the Nursing Facility (NF), for any person residing in an NF located within the Contractor's Local Service Area who has been identified as needing specialized mental health services or alternate placement.

SECTION II. ENFORCEMENT:

- A. DSHS may impose sanctions against Contractor as appropriate pursuant to Texas Health & Safety Code Section 534.059, Texas Government Code Section 2261.101, and Section 19.02 of the General Provisions, per occurrence, for failure to comply with provisions of this program attachment, 40 *Texas Administrative Code* (TAC), Chapter 17, and all federal and state laws, rules and regulations relating to PASRR. Factors to be considered in determining assessment of the sanctions shall include:
 1. Any natural or man-made disaster that interfered with the ability of the Contractor to complete the task in a timely manner.
 2. Weather conditions that made travel hazardous and thereby interfered with the ability of the Contractor to complete the PE.
 3. Equipment malfunctions of the Portal that made the timely entry of data impossible for the Contractor.
 4. Local equipment malfunctions beyond the control of the Contractor that made the timely entry of data into the Portal impossible for the Contractor.
 5. For sanctions that are taken for the first day of non-compliance only, the total amount of

time that the completion of the PE or data entry into the Portal was delayed beyond the time period specified in 40 TAC .

6. If Contractor has a history of non-compliance with the time-based requirements DSHS may not give consideration to items 4 and 5.

SECTION III. SOLICITATION DOCUMENT:

Exempt Governmental Entity

SECTION IV. RENEWALS:

N/A

SECTION V. PAYMENT METHOD:

Payment for PASRR services will be made according to the provisions set forth in the DADS contract. DSHS will not make payments to Contractor for PEs and related activities that are performed on or after the start date of this contract.

SECTION VI. BUDGET:

Source of Funds:

N/A

SECTION VII. FUNDING:

N/A

Agenda Item: Ratify Department of State Health Services Substance Abuse Treatment Contract #2013-041973, Amendment #001A Committee: Business	Board Meeting Date July 25, 2013
Background Information:	
<p>Tri-County has three Substance Abuse Treatment Contracts with the Department of State Health Services (DSHS). Each of these contracts has general revenue funds which can be 'billed' for services which are not otherwise covered by another pay source.</p>	
<p>As the case is each year since we started providing substance abuse treatment, our children's program has been unable to utilize their general revenue funding because most of the children have Medicaid as a pay source. Conversely, the adult substance abuse program consists primarily of persons without a pay source; and therefore, this program historically runs out of general revenue funding.</p>	
<p>Tri-County approached the Department of State Health Services Substance Abuse department about moving \$30,000 in general revenue from the youth substance abuse program (TRY) to the adult program (TRA). The request was approved and this contract amendment formalizes that approval.</p>	
<p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
Supporting Documentation:	
<p>Department of State Health Services Substance Abuse Treatment Contract #2013-041973, Amendment #001A</p>	
Recommended Action:	
Ratify Department of State Health Services Substance Abuse Treatment Contract #2013-041973, Amendment #001A	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment to Substance Abuse Contract

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 001 (Program Attachment) to Contract # 2013-041973 (Contract) in accordance with this Amendment No. 001A: Treatment Adult Services, effective 06/03/2013.

The purpose of this Amendment is to increase the program amount based on utilization of funds and to increase matching funds.

Therefore, DSHS and Contractor agree as follows:

SECTION IX. FUNDING: is revised to read as follows:

Contractor shall contribute an amount equal to at least five percent (5%) of the total DSHS share of the Program Attachment expenditures in matching cash or in-kind contributions from sources eligible to be used for matching purposes.

Funding Source: 93.959; 93.959.000; State

DUNS Number: 102639093

Program Amount: \$78,000.00

Match Required: \$3,900.00

Total: \$81,900.00

Contractor shall comply with the match requirements stated in the DSHS Contractors Financial Procedures Manual.

PROGRAM SERVICES AND UNIT RATES:

The following treatment services are approved and must be delivered through this Program Attachment:

Service Type	Number Served	# of Units Purchased	Unit Rate	Amount	Clinic	Address
Outpatient-Individual	65	*	54.00	78,000.00	103968	1020 Riverwood Court, Suite 3 - CONROE
					104816	7045 State Hwy. 75 South, Suite B - HUNTSVILLE
Outpatient-Group	*	*	17.00	*	103968	1020 Riverwood Court, Suite 3 - CONROE

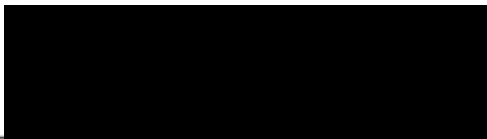
					104816	7045 State Hwy. 75 South, Suite B - HUNTSVILLE
--	--	--	--	--	--------	---

*Group Outpatient services must be billed against the amount funded for Individual Outpatient services as appropriate to reflect actual service delivery.

**HIV Residential Medicaid Wraparound services must be billed against the amount funded for Human Immunodeficiency Virus (HIV) Residential as appropriate to reflect actual service

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of the Contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services



Signature of Authorized Official

Date: 

Bob Burnette, C.P.M., CTPM

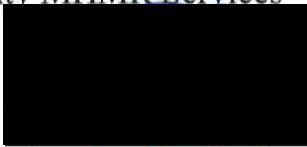
Director, Client Services Contracting Unit

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

(512) 458-7470

Bob.Burnette@dshs.state.tx.us

Tri-County MHMR Services



Signature of Authorized Official

Date: 

Name: Evan Roberson

Title: Executive Director

Address: P.O. Box 3067

Conroe, TX 77305

Phone: 936-521-6119

Email: EvanR@tricountyservices.org

<p>Agenda Item: Ratify Department of State Health Services Contract #2013-041499, Amendment #001A: Youth Prevention-Selective</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>Tri-County has two contracts with the Department of State Health Services (DSHS) to provide Substance Abuse Prevention groups; one for children, aged 7-12, and another for youth, aged 13-17.</p> <p>Tri-County Staff approached DSHS about moving funding between line items beyond what is allowed without express permission. DSHS approved the staff request to move the funds for each of these contracts.</p> <p>This amendment is for the child program, ages 7-12.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Contract #2013-041499, Amendment #001A: Youth Prevention-Selective</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2013-041499, Amendment #001A: Youth Prevention-Selective</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 001 (Program Attachment) to Contract # 2013-041499 (Contract) in accordance with this Amendment No. 001A : Youth Prevention - Selective, effective 06/05/2013.

The purpose of this Amendment is to revise Budget.

Therefore, DSHS and Contractor agree as follows:

The Categorical Budget is amended as detailed in the attached Categorical Budget Change Request.

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of the Contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

Bob Burnette, C.P.M., CTPM

Director, Client Services Contracting Unit

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

(512) 458-7470

Bob.Burnette@dshs.state.tx.us

Contractor

[Redacted Signature]

Signature of Authorized Official

Date: [Redacted]

Name: Evan Roberson

Title: Executive Director

Address: PO Box 3067

Conroe, Texas 77305

Phone: 936-521-6119

Email: EvanR@tricountysservices.org

DEPARTMENT OF STATE HEALTH SERVICES



**1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199**

CATEGORICAL BUDGET CHANGE REQUEST

DSHS PROGRAM: Youth Prevention - Selective

CONTRATOR: TRI-COUNTY MHMR SERVICES

CONTRACT NO: 2013-041499

CONTRACT TERM: 09/01/2012 **THRU:** 08/31/2013

BUDGET PERIOD: 09/01/2012 **THRU:** 08/31/2013

CHG: 001A

DIRECT COST (OBJECT CLASS CATEGORIES)			
	Current Approved Budget (A)	Revised Budget (B)	Change Requested
Personnel	\$41,214.00	\$41,214.00	\$0.00
Fringe Benefits	\$8,783.00	\$8,783.00	\$0.00
Travel	\$2,681.00	\$2,510.00	\$(171.00)
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$2,940.00	\$5,411.00	\$2,471.00
Contractual	\$0.00	\$0.00	\$0.00
Other	\$8,105.00	\$4,818.00	\$(3,287.00)
Total Direct Charges	\$63,723.00	\$62,736.00	\$(987.00)
INDIRECT COST			
Base (\$)	\$0.00	\$0.00	\$0.00
Rate (%)	0.00%	0.00%	0.00%
Indirect Total	\$5,375.00	\$6,362.00	\$987.00
PROGRAM INCOME			
Program Income	\$0.00	\$0.00	\$0.00
Other Match	\$3,290.00	\$3,290.00	\$0.00
Income Total	\$3,290.00	\$3,290.00	\$0.00
LIMITS/RESTRICTIONS			
Advance Limit	\$0.00	\$0.00	\$0.00
Restricted Budget	\$0.00	\$0.00	\$0.00
SUMMARY			
Cost Total	\$69,098.00	\$69,098.00	\$0.00
Performing Agency Share	\$3,290.00	\$3,290.00	\$0.00
Receiving Agency Share	\$65,808.00	\$65,808.00	\$0.00
Total Reimbursements Limit	\$65,808.00	\$65,808.00	\$0.00
JUSTIFICATION			

Financial status reports are due: 12/30/2012, 03/30/2013, 07/02/2013, 10/30/2013

<p>Agenda Item: Ratify Department of State Health Services Contract #2013-041499, Amendment #002A: Youth Prevention-Selective</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>Tri-County has two contracts with the Department of State Health Services (DSHS) to provide Substance Abuse Prevention groups; one for children, aged 7-12, and youth, aged 13-17.</p> <p>Tri-County Staff approached DSHS about moving funding between line items beyond what is allowed without express permission. DSHS approved the staff request to move the funds for each of these contracts.</p> <p>This amendment is for the youth program, ages 13-17.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Contract #2013-041499, Amendment #002A: Youth Prevention-Selective</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2013-041499, Amendment #002A: Youth Prevention-Selective</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 002 (Program Attachment) to Contract # 2013-041499 (Contract) in accordance with this Amendment No. 002A : Youth Prevention - Selective, effective 06/05/2013.

The purpose of this Amendment is to revise Budget.

Therefore, DSHS and Contractor agree as follows:

The Categorical Budget is amended as detailed in the attached Categorical Budget Change Request.

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of the Contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

Contractor

Signature of Authorized Official

Signature of Authorized Official

Date:

Date:

Bob Burnette, C.P.M., CTPM

Name: Evan Roberson

Director, Client Services Contracting Unit

Title: Executive Director

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

Address: P.O. Box 3067

Conroe, Texas 77305

(512) 458-7470

Phone: 936-521-6119

Bob.Burnette@dshs.state.tx.us

Email: EvanR@tricountyservices.org

DEPARTMENT OF STATE HEALTH SERVICES



**1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199**

CATEGORICAL BUDGET CHANGE REQUEST

DSHS PROGRAM: Youth Prevention - Selective

CONTRATOR: TRI-COUNTY MHMR SERVICES

CONTRACT NO: 2013-041499

CONTRACT TERM: 09/01/2012 **THRU:** 08/31/2013

BUDGET PERIOD: 09/01/2012 **THRU:** 08/31/2013

CHG: 002A

DIRECT COST (OBJECT CLASS CATEGORIES)			
	Current Approved Budget (A)	Revised Budget (B)	Change Requested
Personnel	\$41,214.00	\$41,214.00	\$0.00
Fringe Benefits	\$8,783.00	\$8,783.00	\$0.00
Travel	\$2,681.00	\$2,510.00	\$(171.00)
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$2,940.00	\$5,411.00	\$2,471.00
Contractual	\$0.00	\$0.00	\$0.00
Other	\$8,105.00	\$4,818.00	\$(3,287.00)
Total Direct Charges	\$63,723.00	\$62,736.00	\$(987.00)
INDIRECT COST			
Base (\$)	\$0.00	\$0.00	\$0.00
Rate (%)	0.00%	0.00%	0.00%
Indirect Total	\$5,375.00	\$6,362.00	\$987.00
PROGRAM INCOME			
Program Income	\$0.00	\$0.00	\$0.00
Other Match	\$3,290.00	\$3,290.00	\$0.00
Income Total	\$3,290.00	\$3,290.00	\$0.00
LIMITS/RESTRICTIONS			
Advance Limit	\$0.00	\$0.00	\$0.00
Restricted Budget	\$0.00	\$0.00	\$0.00
SUMMARY			
Cost Total	\$69,098.00	\$69,098.00	\$0.00
Performing Agency Share	\$3,290.00	\$3,290.00	\$0.00
Receiving Agency Share	\$65,808.00	\$65,808.00	\$0.00
Total Reimbursements Limit	\$65,808.00	\$65,808.00	\$0.00
JUSTIFICATION			

Financial status reports are due: 12/30/2012, 03/30/2013, 07/02/2013, 10/30/2013

<p>Agenda Item: Ratify Department of State Health Services Contract #2013-041817, Amendment #001A: Mental Health-Projects for Assistance in Transition from Homelessness</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>The Department of State Health Services (DSHS) notified the Center in May that they might have additional Projects for Assistance in Transition from Homelessness (PATH) funding available to be used at the end of FY 2013. The PATH program provides services to persons with mental illnesses who are also homeless.</p> <p>After contemplating possible uses for these additional funds, Tri-County submitted a plan to use the additional funds to pay for additional staff for the PATH program in anticipation of increased PATH funding in FY 2014. The full personnel request of \$52,291 was approved by DSHS for FY 2013, but we have since learned that FY 2014 will not be increased.</p> <p>After learning about FY 2014 funding, staff requested that DSHS allow staff to use a portion of the funding (\$15,000) for food and supplies instead. DSHS has approved the alternate use of funds for food and supplies. The remaining \$37,291 will be returned to DSHS at the end of FY 2013.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Department of State Health Services Contract #2013-041817, Amendment #001A: Mental Health-Projects for Assistance in Transition from Homelessness</p>	
<p>Recommended Action:</p> <p>Ratify Department of State Health Services Contract #2013-041817, Amendment #001A: Mental Health-Projects for Assistance in Transition from Homelessness</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and TRI-COUNTY MHMR SERVICES (Contractor) agree to amend the Program Attachment # 001 (Program Attachment) to Contract # 2013-041817 (Contract) in accordance with this Amendment No. 001A : Mental Health - PATH, effective 05/23/2013.

The purpose of this Amendment is to revise the Statement of Work (SOW) and add one-time funding for additional services.

Therefore, DSHS and Contractor agree as follows:

It is mutually agreed by and between the contracting parties to amend the terms and conditions as written below:

Change Program Attachment Number as follows:

PROGRAM ATTACHMENT ~~NO.001~~ NO.001A

SECTION I. STATEMENT OF WORK: Revised as follows:

R. Contractor shall increase outreach services by providing additional staff to perform outreach and intake services.

SECTION II. PERFORMANCE MEASURES: Revised as follows:

DSHS will assess Contractor's performance-shall be measured in-part on accordance with the terms of this Program Attachment, including the achievement of the following performance measures, without waiving the enforceability of any of the terms of the 2013 Subrecipient General Provisions.

Contractor shall electronically submit written documentation to ~~DSHS~~ the mhcontracts@dshs.state.tx.us email address by the dates specified below.

SECTION II. PERFORMANCE MEASURES, E. CLINICAL MANAGEMENT FOR BEHAVIORAL HEALTH SERVICES (CMBHS): Revised as follows:

DSHS may limit or deny access to CMBHS by Contractor at any time ~~for any reason deemed appropriate by DSHS.~~ in DSHS' sole discretion.

SECTION IV. ELIGIBLE POPULATION: Revised as follows:

B. Individuals may be served in the outreach ~~setting, and setting and,~~ -when appropriate, enrolled for the sole purpose of engaging the human service agencies, mental health services, or education ~~system.~~ system to provide services to the individual.

SECTION IX. BUDGET: Revised as follows:

CFDA#:93.150.000; State

Total reimbursements will not exceed: ~~-\$125,775.00.~~ \$180,044.00.

Match Required: Contractor shall provide at a minimum, non-federal sources of match at a rate of \$1 for every \$3 of the Federal contracted dollars, which is ~~-\$36,601.00.~~ \$52,393.00.-

The Categorical Budget is revised as attached.

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of the Contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services

TRI-COUNTY MHMR SERVICES

Signature of Authorized Official

Signature of Authorized Official

Date: _____

Date: _____

Bob Burnette, C.P.M., CTPM

Name: Evan Roberson

Director, Client Services Contracting Unit

Title: Executive Director

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756

Address: P.O. Box 3067
Conroe, Texas 77305

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Phone: 936-521-6119

Bob.Burnette@dshs.state.tx.us

Email: EvanR@tricountyshs.org
EvanR@tricountyshs.org

DEPARTMENT OF STATE HEALTH SERVICES



1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

CATEGORICAL BUDGET CHANGE REQUEST

DSHS PROGRAM: Mental Health - PATH

CONTRATOR: TRI-COUNTY MHMR SERVICES

CONTRACT NO: 2013-041817

CONTRACT TERM: 09/01/2012 THRU: 08/31/2013

BUDGET PERIOD: 09/01/2012 THRU: 08/31/2013

CHG: 001A

DIRECT COST (OBJECT CLASS CATEGORIES)			
	Current Approved Budget (A)	Revised Budget (B)	Change Requested
Personnel	\$104,434.00	\$156,725.00	\$52,291.00
Fringe Benefits	\$21,305.00	\$31,972.00	\$10,667.00
Travel	\$5,275.00	\$5,275.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$3,367.00	\$3,367.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Other	\$11,531.00	\$11,531.00	\$0.00
Total Direct Charges	\$145,912.00	\$208,870.00	\$62,958.00
INDIRECT COST			
Base (\$)	\$0.00	\$0.00	\$0.00
Rate (%)	0.00%	0.00%	0.00%
Indirect Total	\$16,464.00	\$23,568.00	\$7,104.00
PROGRAM INCOME			
Program Income	\$0.00	\$0.00	\$0.00
Other Match	\$36,601.00	\$52,394.00	\$15,793.00
Income Total	\$36,601.00	\$52,394.00	\$-15,793.00
LIMITS/RESTRICTIONS			
Advance Limit	\$0.00	\$0.00	\$0.00
Restricted Budget	\$0.00	\$0.00	\$0.00
SUMMARY			
Cost Total	\$162,376.00	\$232,438.00	\$70,062.00
Performing Agency Share	\$36,601.00	\$52,394.00	\$15,793.00
Receiving Agency Share	\$125,775.00	\$180,044.00	\$54,269.00
Total Reimbursements Limit	\$125,775.00	\$180,044.00	\$54,269.00
JUSTIFICATION			
Amendment to add one-time funding for additional FY13 PATH services.			

Financial status reports are due: 12/31/2012, 03/29/2013, 06/28/2013, 10/31/2013

<p>Agenda Item: Ratify Texas Correctional Office on Offenders with Medical or Mental Impairments FY 2014-15 Contract #696-TC-14-15-L037</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>The Texas Department of Criminal Justice has issued their Texas Correctional Office of Offenders with Medical or Mental Impairments (TCOOMMI) contract for FY 2014-15.</p> <p>Our TCOOMMI Staff have reviewed the contract and the only new requirement is to require the monthly report to be done in three (3) days instead of five (5). Staff have indicated that this change is acceptable.</p> <p>Evan Roberson visited with Mr. Walker who authorized him to sign the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>Available at Board Meeting for Review</p>	
<p>Recommended Action:</p> <p>Ratify Texas Correctional Office on Offenders with Medical or Mental Impairments FY 2014-15 Contract #696-TC-14-15-L037</p>	

<p>Agenda Item: Discuss and Approve Mechanisms for Disposition of Vacant Properties</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>July 25, 2013</p>
<p>Background Information:</p> <p>Tri-County has a number of vacant properties that have not been sold despite being advertised for sale for an extended period of time. Some of these properties have not been examined in many years and none have had a serious offer.</p> <p>Each of these properties cost Tri-County a significant amount each year in insurance, utility payments, minor upkeep and repairs, etc., even if they are not occupied.</p> <p>The Board directed staff to add an agenda item to the July Board meeting agenda in order to determine what can legally be done to expedite the sale of these properties.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Approve Mechanisms for Disposition of Vacant Properties</p>	

Agenda Item: 3 rd Quarter FY 2013 Quarterly Investment Report Committee: Business	Board Meeting Date July 25, 2013
Background Information: This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256: Subchapter A of the Public Funds Investment Act.	
Supporting Documentation: Quarterly TexPool Investment Report Quarterly Interest Report	
Recommended Action: For Information Only	

**TRI-COUNTY SERVICES
QUARTERLY INTEREST EARNED REPORT
FISCAL YEAR 2013
AS OF MAY 2013**

BANK NAME	INTEREST EARNED				
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	YTD TOTAL
Alliance Bank - Central Texas CD	\$ 658.19	\$ 650.96	\$ 665.42		\$ 1,974.58
Citizens 1st Bank CD	\$ 310.55	\$ 307.13	\$ 278.87		\$ 896.55
First Liberty National Bank	\$ 16.83	\$ 16.83	\$ 7.80		\$ 41.46
First Liberty National Bank CD	\$ 560.96	\$ 554.79	\$ 409.59		\$ 1,525.34
JP Morgan Chase (HBS)	\$ 1,604.42	\$ 2,379.14	\$ 2,368.14		\$ 6,351.70
Prosperity Bank	\$ 11.71	\$ 11.71	\$ 12.04		\$ 35.46
TexPool Participants	\$ 262.73	\$ 187.02	\$ 154.19		\$ 603.94
Tradition Bank	\$ 9,572.33	\$ 9,468.47	\$ 9,676.20		\$ 28,717.00
Total Earned	\$ 12,997.72	\$ 13,576.06	\$ 13,572.25	\$ -	\$ 40,146.04

QUARTERLY INVESTMENT REPORT TEXPOOL FUNDS

For the Period Ending May 31, 2013

GENERAL INFORMATION

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

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

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

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

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

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

TexPool is governed by the following specific portfolio diversification limitations;

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

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

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

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

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

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

STATISTICAL INFORMATION

Market Value for the Period

Portfolio Summary	March	April	May
Uninvested Balance	(\$704,329.58)	\$289,502.58	(\$47,759.29)
Accrual of Interest Income	15,803,564.73	9,649,548.33	11,603,732.75
Interest and Management Fees Payable	(1,616,198.39)	(1,450,906.00)	(1,000,042.20)
Payable for Investments Purchased	(96,000,000.00)	(40,644,460.62)	(285,000,000.00)
Accrued Expense & Taxes	0.00	0.00	0.00
Repurchase Agreements	8,203,532,485.00	8,787,206,370.00	7,684,894,180.00
Mutual Fund Investments	0.00	0.00	0.00
Government Securities	8,191,133,681.04	7,779,177,224.24	7,638,349,327.79
U.S. Treasury Bills	0.00	0.00	0.00
U.S. Treasury Notes	1,487,512,538.75	262,339,000.00	849,920,081.01
TOTAL	\$17,799,661,741.55	\$16,796,566,278.53	\$15,898,719,520.06

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	(\$2,766.73)	(\$47,759.29)
Accrual of Interest Income	9,851,448.92	11,603,732.75
Interest and Management Fees Payable	(1,385,361.83)	(1,000,042.20)
Payable for Investments Purchased	(69,987,885.80)	(285,000,000.00)
Repurchase Agreements	10,989,382,000.00	7,684,937,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	7,593,805,996.66	7,637,273,720.51
U.S. Treasury Bills	0.00	0.00
U.S. Treasury Notes	263,612,802.62	849,921,643.49
TOTAL	\$18,785,276,233.84	\$15,897,688,295.26

Portfolio by Maturity as of May 31, 2013

1 to 7 days	8 to 90 day	91 to 180 days	181 + days
53.8%	25.6%	10.5%	10.1%

Portfolio by Type of Investments as of May 31, 2012

Agencies	Mutual Funds	Repurchase Agreements	Treasuries
48.4%	None	47.5%	4.1%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.10% for March, 0.10% for April and 0.07% for May.

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

The weighted average maturity of the fund as of May 31, 2013 was 53 days.

The net asset value as of May 31, 2013 was 1.00007.

The total amount of interest distributed to participants during the period was \$4,067,168.17.

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

TexPool has a current money market fund rating of AAAM by Standard and Poor's.

During the reporting period, the total number of participants has increased to 2,285.

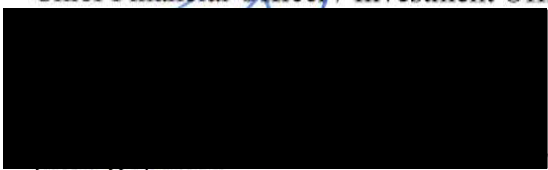
Funds assets are safe kept at the State Street Bank in the name of TexPool in a custodial account.

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

Submitted by:


Minnie McDuney
Chief Financial Officer / Investment Officer


Date


Evan Roberson
Executive Director / Investment Officer


Date

Agenda Item: May & June 2013 Board of Trustees' Unit Financial Statements	Board Meeting Date
Committee: Business	July 25, 2013
Background Information:	
None	
Supporting Documentation:	
May & June 2013 Board of Trustees' Unit Financial Statements	
Recommended Action:	
For Information Only	

Unit Financial Statement

FY 2013

	May 13 Actuals	May 13 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 6,408.00	\$ 6,408.00	\$ -	\$ 41,167.00	\$ 41,167.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 6,408.00	\$ 6,408.00	\$ -	\$ 41,167.00	\$ 41,167.00	\$ -	100.00%	\$ 32,395.00
Expenses								
80105030 Application Fees	\$ -	\$ 1.00	\$ (1.00)	\$ -	\$ 12.00	\$ (12.00)	0.00%	\$ 15.00
80105199 Consultant - Other	\$ 3,600.00	\$ 3,598.00	\$ 2.00	\$ 14,407.11	\$ 14,406.00	\$ 1.11	100.01%	\$ -
80105210 Dues & Memberships	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00	0.00%	\$ -
80105275 Food Items	\$ 277.96	\$ 183.00	\$ 94.96	\$ 1,697.46	\$ 1,651.00	\$ 46.46	102.81%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 15.15	\$ 19.00	\$ (3.85)	\$ 91.87	\$ 173.00	\$ (81.13)	53.10%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 13,500.00	\$ 13,500.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 13.00	\$ (13.00)	\$ -	\$ 111.00	\$ (111.00)	0.00%	\$ 150.00
80155605 Postage-Express Mail	\$ -	\$ -	\$ -	\$ 8.76	\$ -	\$ 8.76	0.00%	\$ -
80105715 Supplies-Office	\$ -	\$ -	\$ -	\$ 44.40	\$ 12.00	\$ 32.40	370.00%	\$ -
80105736 Telephone - Air cards	\$ 39.99	\$ -	\$ 39.99	\$ 119.97	\$ -	\$ 119.97	0.00%	\$ -
80105738 Telephone - Mobile Service	\$ 50.02	\$ -	\$ 50.02	\$ 423.99	\$ -	\$ 423.99	0.00%	\$ -
80105750 Training	\$ -	\$ 250.00	\$ (250.00)	\$ 2,410.00	\$ 3,000.00	\$ (590.00)	80.33%	\$ 3,000.00
80105755 Travel - Local	\$ 79.28	\$ 100.00	\$ (20.72)	\$ 635.41	\$ 900.00	\$ (264.59)	70.60%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ -	\$ 400.00	\$ (400.00)	\$ 2,058.43	\$ 3,200.00	\$ (1,141.57)	64.33%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ (352.83)	\$ 383.00	\$ (735.83)	\$ 2,544.38	\$ 3,451.00	\$ (906.62)	73.73%	\$ 4,600.00
80105759 Travel - Meals	\$ -	\$ 83.00	\$ (83.00)	\$ 640.16	\$ 751.00	\$ (110.84)	85.24%	\$ 1,000.00
Total Expenses	\$ 5,209.57	\$ 6,530.00	\$ (1,320.43)	\$ 38,591.94	\$ 41,167.00	\$ (2,575.06)	93.74%	\$ 32,395.00
Total Revenue minus Expenses	\$ 1,198.43	\$ (122.00)	\$ 1,320.43	\$ 2,575.06	\$ -	\$ 2,575.06	6.26%	\$ -

Unit Financial Statement

FY 2013

	June 13 Actuals	June 13 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 9,406.00	\$ 9,406.00	\$ -	\$ 47,575.00	\$ 47,575.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 9,406.00	\$ 9,406.00	\$ -	\$ 47,575.00	\$ 47,575.00	\$ -	100.00%	\$ 32,395.00
Expenses								
80105030 Application Fees	\$ -	\$ 1.00	\$ (1.00)	\$ -	\$ 13.00	\$ (13.00)	0.00%	\$ 15.00
80105199 Consultant - Other	\$ 3,600.00	\$ 3,598.00	\$ 2.00	\$ 18,007.11	\$ 18,004.00	\$ 3.11	100.02%	\$ -
80105210 Dues & Memberships	\$ -	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00	0.00%	\$ -
80105275 Food Items	\$ -	\$ 183.00	\$ (183.00)	\$ 1,697.46	\$ 1,834.00	\$ (136.54)	92.56%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 5.68	\$ 19.00	\$ (13.32)	\$ 97.55	\$ 192.00	\$ (94.45)	50.81%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 13.00	\$ (13.00)	\$ -	\$ 124.00	\$ (124.00)	0.00%	\$ 150.00
80155605 Postage-Express Mail	\$ -	\$ -	\$ -	\$ 8.76	\$ -	\$ 8.76	0.00%	\$ -
80105715 Supplies-Office	\$ -	\$ -	\$ -	\$ 44.40	\$ 12.00	\$ 32.40	370.00%	\$ -
80105736 Telephone - Air cards	\$ 39.99	\$ -	\$ 39.99	\$ 159.96	\$ -	\$ 159.96	0.00%	\$ -
80105738 Telephone - Mobile Service	\$ 50.02	\$ -	\$ 50.02	\$ 474.01	\$ -	\$ 474.01	0.00%	\$ -
80105750 Training	\$ -	\$ -	\$ -	\$ 2,410.00	\$ 3,000.00	\$ (590.00)	80.33%	\$ 3,000.00
80105755 Travel - Local	\$ 79.28	\$ 100.00	\$ (20.72)	\$ 714.69	\$ 1,000.00	\$ (285.31)	71.47%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ -	\$ 1,000.00	\$ (1,000.00)	\$ 2,058.43	\$ 4,200.00	\$ (2,141.57)	49.01%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ 899.04	\$ 383.00	\$ 516.04	\$ 3,443.42	\$ 3,834.00	\$ (390.58)	89.81%	\$ 4,600.00
80105759 Travel - Meals	\$ 171.99	\$ 83.00	\$ 88.99	\$ 812.15	\$ 834.00	\$ (21.85)	97.38%	\$ 1,000.00
Total Expenses	\$ 6,346.00	\$ 6,880.00	\$ (534.00)	\$ 44,937.94	\$ 48,047.00	\$ (3,109.06)	93.53%	\$ 32,395.00
Total Revenue minus Expenses	\$ 3,060.00	\$ 2,526.00	\$ 534.00	\$ 2,637.06	\$ (472.00)	\$ 3,109.06	6.47%	\$ -

Agenda Item: Montgomery Supported Housing, Inc. Update Committee: Business	Board Meeting Date July 25, 2013
Background Information: <p>The Montgomery Supported Housing, Inc. (MSHI) Board met on June 21, 2013. The agenda included review of the 2012 Form 990 by Carlos Taboada. The review was for informational purposes only.</p> <p>McDougal Property Management has selected a candidate, Virlene Richert, to replace the Independence Place Apartments Manager, who resigned in March. Ms. Richert is scheduled to start at the beginning of August. The Apartment Manager from Independence Village will continue to assist with training and managing the Montgomery property during this transition.</p> <p>McDougal Property Management is currently working with Tri-County Staff to obtain approval to take down a number of dead trees located directly behind the Montgomery Property. The location of these trees could present a hazard to the Montgomery property if they were to fall. To date, one tree has fallen and caused damage to the exterior fence. Following communication with both bordering property owners, the property owner to the right of the property has already removed the dead trees posing a threat. Staff are diligently working to resolve this issue as quickly as possible.</p> <p>The project continues to recover from recent financial loss associated with unexpected legal fees and property repairs on items that were out of warranty. McDougal Property Management has been informed of a delay in approval of a rent increase resulting from the previous HUD Project Manager not processing the request that was submitted in September 2012. McDougal is working with the new HUD Project Manager to get this request approved, which should get the project financially on track by the end of the fiscal year.</p> <p>We continue to look for a community member to serve on the MSHI Board. If you know of anyone that is interested, please contact Tanya Bryant, Director of Quality Management & Support.</p> <p>The next MSHI Board meeting is scheduled for Tuesday, September 17th.</p>	
Supporting Documentation: None	
Recommended Action: For Information Only	

Agenda Item: Cleveland Supported Housing, Inc. Update Committee: Business	Board Meeting Date July 25, 2013
Background Information: <p>The Cleveland Supported Housing, Inc. (CSHI) Board met on May 29, 2013. The agenda included authorizing the formation of a Construction Account, as well as a user for the HUD Line of Credit Control System (LOCCS) and approving a Banking Policy. Following return initial closing, the LOCCS will be used in order to pull down the funds needed to begin construction.</p> <p>Late in May, we received feedback from HUD requesting additional information and minor corrections on the Firm Commitment. These corrections were made and resubmitted to our HUD consultant on June 17th. At this time we are still waiting on word that The Firm Commitment has been approved by HUD.</p> <p>As expected, the project will likely require additional funding from HUD, even with substantial foundation funding (\$200,000 of which has already been awarded from Houston Endowment) in order to meet the overall project cost. Staff continues to wait for word regarding grant funding from the Meadows Foundation. Once we receive word on the Firm Commitment, we will most likely seek the remaining amendment funds from HUD.</p> <p>Following approval at our last Board meeting, the 4th Payment of Non-Refundable Option Money to the Property Owner for the Independence Oaks Project Site was made on June 28, 2013.</p> <p>The Cleveland project will be one of the last HUD 811 projects that is completed nationwide. Recent legislation has been enacted which has changed the program and has removed the capital advance component. The new program will encourage property developers to develop low income housing by offering Project Rental Assistance vouchers for units which are dedicated to serving individuals with disabilities.</p>	
Supporting Documentation: None	
Recommended Action: For Information Only	

UPCOMING MEETINGS

August 29th, 2013 – Board Meeting

- Approve Minutes from July 25, 2013 Board Meeting
- Approve Goals & Objectives for FY 2014
- Community Resources Report for July 2013
- Consumer Services Report for July 2013
- Program Updates for July 2013
- Annual Election of FY 2014 Board Officers
- Executive Director's Evaluation, Compensation & Contract for FY 2014
- Nominations for the Texas Council Risk Management Fund's Board of Trustees
- Personnel Report for July 2013
- Texas Council Quarterly Board Meeting Update
- Approve July 2013 Financial Statements
- Approve FY 2013 Year End Budget Revision
- Approve Proposed FY 2014 Operating Budget
- Approve the FY 2014-2015 Department of State Health Services Performance Contract
- Approve the FY 2014-2015 Department of Aging & Disability Services Performance Contract
- Approve FY 2014 Kingwood Pines Inpatient Hospital Contract
- Approve FY 2014 Cypress Creek Inpatient Hospital Contract
- Approve FY 2014 Avail Solutions Contract
- Board of Trustees' Unit Financial Statements for July 2013
- Other Business Committee Issues

September 26th, 2013 – Board Meeting

- Approve Minutes from August 29, 2013 Board Meeting
- Reappoint Mental Health Planning Network Advisory Committee Members
- Reappoint Intellectual & Developmental Disabilities Planning Network Advisory Committee Members
- Community Resources Report for August 2013
- Consumer Services Report for August 2013
- Program Updates for August 2013
- Annual Corporate Compliance & Quality Management Report
- 1st Quarter FY 2014 Corporate Compliance Training
- Annual Planning Network Advisory Committee Reports
- Final FY 2013 Goals & Objectives Progress Report
- Program Presentation – Texas Home Living
- Appoint Texas Council Representative and Alternate for FY 2014
- Board of Trustees Reappointments and Oaths of Office
- Board of Trustees Committee Appointments
- Personnel Report for August 2013
- Analysis of Board Members Attendance for FY 2013 Regular & Called Board Meetings
- Review August 2013 Financial Statements
- 401(a) Account Review
- Board of Trustees' Unit Financial Statement for August 2013
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues