

Tri-County Services Board of Trustees' Meeting

March 22, 2012



*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, March 22, 2012. 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

II. Longevity Recognition Presentations

III. Approve Minutes - February 23, 2012

IV. Executive Director's Report - Cindy Sill

- A. DSHS
 - 1. Additional Funding
 - 2. Forensic Bed Lawsuit Order and DSHS Progress
 - 3. Rider 82 Funding Transfer Update
 - 4. Outpatient Competency Restoration Update
 - 5. PETC Training Video for Community Stakeholders
- B. DADS
 - 1. Target Improvement
 - 2. Case Management
- C. 1115 Medicaid Waiver Update
- D. ETBHN
 - 1. Pharmacy
 - 2. Hogg Foundation Grant Funds

V. Chief Financial Officer's Report - Millie McDuffey

- A. Cost Accounting Methodology (CAM) Report
- B. Electronic Health Records (EHR) Incentive Program
- C. DADS Fiscal Monitoring Review
- D. Days of Operation Ratios
- E. CFO Consortium Meeting
- F. FY 2011 ICF, HCS and TxHmL Cost Reports

VI. Program Committee

Information Items

- A. Community Resources Report for February 2012.....Pages 8-10
- B. Consumer Services Report for February 2012.....Pages 11-12
- C. Program Updates for February 2012.....Pages 13-16
- D. Year to Date FY 2012 Goals & Objectives Progress Report.....Pages 17-20
- E. 2nd Quarter FY 2012 Corporate Compliance & Quality Management Report.....Pages 21-23
- F. 3rd Quarter FY 2012 Corporate Compliance Training.....Pages 24-26
- G. Program Presentation - Rider 65 Crisis Transitional Services

VII. Executive Committee

Information Items

- A. Personnel Report for February 2012..... *Pages 27-28*

VIII. Business Committee

Action Items

- A. Approve February 2012 Financial Statements..... *Pages 29-41*
B. Approve Submission of Tri-County's FY 2011 990 Tax Return Prepared by Carlos
Taboada & Company, P.C..... *Page 42*
C. Appoint Directors to the Cleveland Supported Housing, Inc. Board..... *Page 43*
D. Approve Submission of HOME Application to Texas Department of Housing and
Community Affairs on Behalf of Cleveland Supported Housing, Inc..... *Page 44*

Information Items

- E. 2nd Quarter FY 2012 Investment Report..... *Pages 45-49*
F. Board of Trustees' Unit Financial Statement for February 2012..... *Pages 50-51*

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

Posted By:

Sami Tuminas
Executive Assistant

Tri-County Services

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES' MEETING

February 23, 2012

BOARD MEMBERS PRESENT:

Len George
David Walker
Brad Browder
Patti Atkins
Morris Johnson
Cecil McKnight

BOARD MEMBERS ABSENT:

Janet Qureshi
Tracy Sorensen
Sharon Walker

TRI-COUNTY STAFF PRESENT:

Cindy Sill, Executive Director
Millie McDuffey, Chief Financial Officer
Evan Roberson, Director of Organizational Support
Don Teeler, Director of Operations
Sandy Kelly, Director of Administrative Support
Sami Tuminas, Executive Assistant
Shane Burks, Coordinator of Community Resources
Heather Robison, Staff
John Bragg, Staff
Kyle Sommers, Staff
Annemarie Frost, Staff
David Deaton, Legal Counsel

GUESTS:

Genelle Edwards, Empowerment Options
Marlene Wozniczka, Empowerment Options
Terry Hill, ISC Group

CALL TO ORDER: Chairman, Len George, called the meeting to order at 10:04 a.m. at 1506 FM 2854, Conroe, TX.

PUBLIC COMMENT: There were no public comments.

QUORUM: There being six (6) members present, a quorum was established.

RESOLUTION #02-12-01

MOTION MADE BY: Cecil McKnight

SECONDED BY: Morris Johnson, with affirmative votes by Len George, David Walker, Brad Browder, and Patti Atkins that it be...

RESOLVED:

That the Board excuse the absences of Janet Qureshi, Tracy Sorensen and Sharon Walker.

Employee Recognition: Cindy Sill explained the Above and Beyond recognition that Annemarie Frost received from her supervisor, Kyle Sommers, to the Board of Trustees. Len George, Chairman of the Board, then presented her with a Certificate of Recognition.

RESOLUTION #02-12-02

MOTION MADE BY: Patti Atkins

SECONDED BY: Morris Johnson, with affirmative votes by Len George, David Walker, Brad Browder, and Cecil McKnight that it be...

RESOLVED:

That the Board approve the minutes as amended of the January 26, 2012 meeting of the Board of Trustees.

Len George, Chairman of the Board, suspended the agenda to move to Business Committee Item VIII-C, 401(a) Retirement Plan Review. Terry Hill with ISC Group recommended no changes to the 401(a) account; therefore, no action was taken.

Tracy Sorensen arrived at 10:17 a.m. which brought the quorum to seven (7) members present.

The Board of Trustees returned to the regular agenda order commencing with the Executive Director's Report.

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:

RESOLUTION #02-12-03

MOTION MADE BY: David Walker

SECONDED BY: Morris Johnson, with affirmative votes by Len George, Brad Browder, Patti Atkins, Cecil McKnight, and Tracy Sorensen that it be...

RESOLVED:

That the Board approve submission of the 2012 Montgomery County United Way grant applications for FY 2013.

The Community Resources Report for January 2012 was reviewed for information purposes only.

The Consumer Services Report for January 2012 was reviewed for information purposes only.

The Program Updates for January 2012 were reviewed for information purposes only.

Program Presentation – John Bragg and Heather Robison presented information about a Typical Service Activity Day at the PETC.

EXECUTIVE COMMITTEE:

The Personnel Report for January 2012 was reviewed for information purposes only.

BUSINESS COMMITTEE:

RESOLUTION #02-12-04

MOTION MADE BY: Morris Johnson

SECONDED BY: Brad Browder, with affirmative votes by Len George, David Walker, Patti Atkins, Cecil McKnight, and Tracy Sorensen that it be...

RESOLVED:

That the Board approve the January 2012 financial statements.

RESOLUTION #02-12-05

MOTION MADE BY: Morris Johnson

SECONDED BY: Cecil McKnight, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, and Tracy Sorensen that it be...

RESOLVED:

That the Board ratify execution of the HUD-FY 2010 Section 811 Agreement Letter for the Cleveland, Texas project award.

RESOLUTION #02-12-06

MOTION MADE BY: Morris Johnson

SECONDED BY: Tracy Sorensen, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, and Cecil McKnight that it be...

RESOLVED:

That the Board approve submission of a request to the Department of State Health Services to transfer funds from Crisis Redesign to Adult Mental Health Services.

RESOLUTION #02-12-07

MOTION MADE BY: Morris Johnson

SECONDED BY: Cecil McKnight, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, and Tracy Sorensen that it be...

RESOLVED:

That the Board approve the FY 2012 Budget Revision as of January 31, 2012 as presented.

The Board of Trustees' Unit Financial Statement for January 2012 was reviewed for information purposes only.

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

There was no need for Executive Session.

RESOLUTION #02-12-08

MOTION MADE BY: Cecil McKnight

SECONDED BY: Morris Johnson, with affirmative votes by Len George, David Walker, Brad Browder, Patti Atkins, and Tracy Sorensen that it be...

RESOLVED:

That the February 23, 2012 meeting of the Board of Trustees be adjourned at 11:56 a.m.

ADJOURNMENT:

ATTEST:

Len George
Chairman

Date

Brad Browder
Secretary

Date

Executive Director's Report

March 22, 2012

Information

- Next regularly scheduled Board meeting is Thursday, April 26th; the Board's annual update training will be conducted at that time so please make plans to attend.
- The Texas Council annual Trustee and Staff conference is May 30th - June 1st in Austin so please save the date on your calendars. Barbara Duren will be recognized as the Frank M. Adams Individual Service award recipient.
- Patti Atkins was selected as the Liberty Citizen of the Year at the annual Liberty-Dayton Chamber banquet earlier this month.
- Sharon Walker is our Woman of Distinction and will be recognized at the annual Montgomery County Women's Council of Organizations luncheon on April 27th.
- The next quarterly Texas Council Board meeting is April 20-21st.

Operations

- Department of State Health Services (DSHS) -- We received notice that DSHS has received authorization to distribute the funds previously restricted by HHSC that resulted in a reduction in funding for this year. We were asked to provide feedback on the requirements, eligibility criteria and use of these funds. We provided comments and are awaiting further guidance from DSHS. The proposed additional funding includes approximately \$150,000 for adult, \$12,000 for children services and \$33,000 for crisis services.

DSHS continues to develop plans to comply with the court order to place individuals waiting in jail for state hospital forensic competency restoration beds while they pursue relief on the implementation deadlines through the courts. DSHS' proposed plans include converting another 50 civil beds to forensic beds and upgrading 60 current forensic beds to maximum security at Rusk State Hospital. Enhanced fencing and building modifications are being made at Rusk.

To meet some of the need for civil beds, DSHS requested that a few centers negotiate with private hospitals in their area for civil commitment treatment. We were not included in this group of centers; however, I requested that we be given this opportunity and we are actively negotiating with two private hospitals in north Harris County. If we are successful in our negotiations, DSHS would transfer the equivalent amount of funds from our state hospital allocation to the Center to purchase these services from the private hospital.

As of this date, DSHS has not advised us of their decision related to our request to transfer funds (under Rider 82 provisions) from crisis transitional to adult outpatient services so that we can admit individuals from the waiting list. They asked for clarification the 1st week of March, we submitted a response and have not heard anything since that time.

Our new Outpatient Competency Restoration (OCR) staff have made great progress during their short tenure, including meeting with area judges, prosecutors, attorneys and some of the psychologists in the area who conduct the competency exams. Letters of introduction were mailed to county officials this week and staff are continuing their outreach. We are prepared to accept OCR clients on April 2nd.

Heather Robison requested that Montgomery County Hospital District staff work with us in preparing an educational and training video for EMS staff and local law enforcement officers. Montgomery County Mental Health Constables and sheriff's deputies also participated in the video. The video will depict the process that occurs from arrival on the scene where an individual is experiencing a psychiatric crisis and follows the process from the brief, local triage, contact with the PETC staff, arrival at the PETC and the transfer of the individual to the care of our staff. We think this will be an excellent training tool for several audiences.

- Department of Aging and Disability Services (DADS) -- We continue to admit individuals to our IDD services and are making progress towards compliance with the FY 2012 target number to be served. As of February 29th, we have served 93 individuals towards our target of 120. Staff are confident that we will achieve our target by August 31st.

Staff made significant progress in providing significantly higher volume of IDD case management services and providing medically necessary services in February. There was a 30% increase in billable services.

We were notified this week that the annual Home and Community based Services (HCS) and Texas Home Living (TxHmL) waiver reviews will occur in early April. We have historically done exceptionally well on these reviews and Kathy Luker does a great job managing these services.

- Medicaid 1115 Waiver -- Hospital districts, public hospitals and other eligible entities continue to pose questions to HHSC about this major overhaul to the Medicaid healthcare delivery system. The goal is to improve quality, reduce costs and leverage other local funds to match Medicaid so additional federal funds can be received. The Texas Council is meeting with HHSC staff to discuss the role of community centers in this waiver and how we can assist by reducing unnecessary treatment in hospital emergency rooms. Additionally, HHSC has clarified that centers can transfer local funds to these organizations through inter-governmental funds transfer (IGT) agreements to maximize Medicaid. We hope to have a "place at the table" as these discussions and proposals move forward.
- East Texas Behavioral Healthcare Network (ETBHN) -- the pharmacy continues to expand to other centers and the staff are submitting proposals to more centers. The pharmacy has proven to be a very efficient and effective service for the member centers and several others.

ETBHN previously received funding from the Hogg Foundation to provide mental health peer support staff for five (5) centers; this funding has expanded to include all eleven (11) centers so we will receive funds to expand our peer support services. This additional funding will cover training as well as salary and other expenses.

CHIEF FINANCIAL OFFICER'S REPORT

March 22, 2012

Cost Accounting Methodology (CAM) Report – The final CAM report was submitted on February 28th. We are in the process of comparing the last three years of final CAM submissions to determine trends and use the data for decision making purposes. We also anticipate feedback from both DADS and DSHS in areas that we may have a significant difference compared to the State average cost for services.

Electronic Health Records Incentive Program (EHR) – As a part of the Health Information Technology for Economic and Clinical Health Act, incentive payments were authorized through Medicare or Medicaid to clinicians and hospitals when EHR's are used to achieve specified improvements in care delivery. Certain software criteria had to be achieved by specific dates in order to qualify for the incentive payments. Tri-County chose to go with the Medicaid Incentive since the amounts were more and the percentage of Medicaid clients we serve met the criteria for the payments. We received the first payment in the amount of \$85,000 on March 9th. We will continue to get annual payments for up to 6 years as we continue to develop our electronic health records to meet the regulations.

DADS Fiscal Monitoring Review – On March 5th through March 8th, DADS conducted an on-site financial monitoring review. The purpose of the financial monitoring review was to examine the Local Authorities compliance with laws, regulations and the FY 2010 and FY 2011 Performance Contracts, as well as conduct a verification of the accuracy of data submitted to the Texas Department of Aging and Disabilities Services during that same period.

The monitoring visit included a review of financial records, verification of financial statements submitted to DADS, verification of costs and revenue reported in the Report III, review of the indirect costs and cost methodology as reported in the FY 2010 independent audit and a review of the expenditures.

The following is what they noted as reportable conditions that came to their attention during the review and Tri-County's Management response. We are required to submit a Corrective Action Plan (CAP) to DADS by April 15th with our responses listed.

- **Finding #1:** Since FY 2009, the Center has been averaging \$22.3 million in General Fund expenditures. Total General Fund expenditures for FY 2011 were \$22.4 million. IDD expenditures over this time period have been averaging 35.92% of total expenditures. The Center had a net loss of \$235,357 in FY 2009, net revenues over expenditures of \$37,781 in FY 2010, and a net loss of \$846,294 in FY 2011, excluding proceeds of \$1.7 million from a line of credit for the construction of a crisis stabilization unit facility.

Two important financial ratios used to evaluate the financial condition of a community center are "unreserved fund balance to total expenditures" and "days of operation without further funding". The two ratios indicate the length of time a Center could operate using only its unreserved fund balance and only using its cash and cash equivalents. In FY 2009, the Center's unreserved fund balance to total expenditures was 79 days of operation and its days of operation without further funding represented 91 days of operation. In FY 2011, the unreserved fund balance to total expenditures was 75 days of operation while the days of operation without further funding was 94 days of operation. Both ratios are above the acceptable minimum levels.

Over the past years, the Center had developed and adjusted its budget based on funding changes and changes to billing rates.

DADS recommend that the Center continue to analyze and initiate cost savings initiatives, pursue additional methods to broaden its revenue mix, and continue to improve its organizational efficiencies.

Management Response: Tri-County will continue to monitor and analyze costs and ensure that all cost savings measures are implemented when possible to become more efficient. In addition, the center will continue to look for other revenue sources.

- **Finding #2:** DADS reviewed the Center's FY 2011 contracts to ensure that procedures were in place regarding the granting and monitoring of contracts with IDD service providers. The following was noted:
 - DADS found one contract in their sample that did not reflect the services being provided. In the original contract, Day Habilitation and Supported Home Living (SHL)/Transportation services were listed. This contract was amended 2/1/11 to reduce the payment amounts for Day Habilitation and to remove SHL/Transportation services in total. The contractor continued to receive payments for SHL/Transportation services and was also paid directly for Respite Services not mentioned in the contract. The contract also specified SHL services would be paid based on weekly time logs and the number of riders. The only documentation submitted was an invoice requesting payment for a monthly transportation fee for each client served.

DADS recommend that the Center revise and improve its contract review procedures to ensure all payments to contractors are for services covered by the contract and all required documentation supporting these services has been submitted.

Management Response: Tri-County will provide additional documentation of the questioned costs that fall under another program area where we have contracts with the In Home and Family Support families. At the time of the review, the Program Manager was out on leave and not available to correct during the review process.

- **Finding #3:** DADS reviewed the Center's Schedule of Indirect Cost for FY 2011 as reported in the FY 2011 Independent Annual Financial Report to determine if the Center is in compliance with the Audit Guidelines and with the performance Contract in calculating and reporting indirect costs and the indirect cost rate. The following was noted:
 - Debt service interest costs of \$89,562 were incorrectly reported as unallowable costs.
 - Administrative depreciation costs of \$39,706 were included as direct costs instead of indirect costs.
 - Reported unallowable capital outlay costs were overstated by \$100,000.

The above adjustments result in an increase in the reported indirect cost rate from 10.14% to 10.31%.

DADS recommended that the Center include the debt service interest costs as allowable costs and the Center report administrative depreciation costs as indirect costs in subsequent Schedule of Indirect Costs.

Management Response: Tri-County will report as recommended in future Schedule of Indirect Costs.

- **Finding #4:** DADS reviewed a sample of IDD and indirect expenditures in FY 2011 to determine if the Center is in compliance with State and contract requirements regarding recording, documenting, and properly allocating expenditures. They noted the following:
 - In the examination of travel expenditures, there was an instance where the amount paid for out of state lodging exceeded the General Services Administration allowable rate. The excess amount was not charged to an unallowable account funded by sources other than general revenue.

DADS recommended the following: The Center has procedures in place to charge lodging costs and per diem in excess of the allowable state rate to an unallowable account. DADS recommend both in-state and out-of-state lodging and per diem be reviewed for amounts in excess of the allowable rate and when found charged to the unallowable account.

Management Response: tri-County will review all travel expenses to ensure that any amount in excess of the allowable state rate be moved to the unallowable account.

- **Finding #5:** DADS reviewed a sample of administrative and IDD personnel folders to determine if sufficient employment information was available to support business operations. They noted the following:
 - Although the Center has a policy requiring regular performance evaluations, one employee's personnel folder did not contain an evaluation and another employee's folder had no recent evaluation, the last one was dated February 11, 2008.
 - One employee's personnel folder contained a Position Description for a Lead Human Resource Specialist while the employee was evaluated as a Human Resource Specialist.
 - Another employee was classified as a Service Coordinator II, but received an evaluation for a Service Coordinator.

DADS recommended the Center review personnel folders to ensure employees are evaluated on a consistent reoccurring basis and the evaluation is performed for the position assigned to the employee.

Management Response: Tri-County will follow DADS recommendations.

- **Finding #6:** DADS reviewed the Center's internal controls over fixed assets and selected a sample of assets from IDD programs and from indirect programs to determine whether fixed assets purchased with State funds meet State and contract requirements. They noted the following:
 - One of the sample items was not currently in services. It had been assigned for disposal, but was still on the asset list. Transfer forms showing this change had not been processed.

DADS recommended the Center complete transfer forms on all surplus or obsolete assets to maintain its inventory records in accordance with the UGMS requirements.

Management Response: Tri-County will follow DADS recommendations.

Days of Operation Ratio – In an attempt to provide you with more financial information, I will start including the Days of Operation Ratio in my CFO report every six months. As of the end of February, our Days of Operation Ratio is at 119 days.

CFO Consortium Meeting – The quarterly CFO meeting is scheduled to be held in Austin on April 12th and 13th. According to the agenda, we will be discussing the following topics: CAM as a tool for rate negotiations; Productivity standards and incentives; Reserve Requirements – Working Capital; HHSC contract with Managed Care Organizations; Understanding Managed Care Organizations; Managed Care Contract Negotiation Model; Creative adjusting for the new IDD Services model; Public Finance Training and Updates from both DADS and DSHS.

FY 2011 ICF, HCS and TxHmL Cost Reports – Cost Report training is available to be completed on line for the FY 2011 Cost Reports. The due date for the FY 2011 Cost Reports has been moved back to July 31th.

Agenda Item: Community Resources Report for February 2012 Committee: Program	Board Meeting Date March 22, 2012
Background Information: None	
Supporting Documentation: Community Resources Report for February 2012	
Recommended Action: For Information Only	

Community Resources Report

Volunteer Hours:

Location	February
Conroe	156
Cleveland	4.5
Liberty	13
Huntsville	13.5
Total	187

COMMUNITY ACTIVITIES:

2/24/12	Memorial Hermann Prevention and Recovery Center Speed-Networking Luncheon	Houston
3/1/12	Leadership Montgomery County Healthcare Presentation	The Woodlands
3/1/12	Cleveland Chamber of Commerce Luncheon	Cleveland
3/1/12	Conroe ISD Special Education Transitional Fair	The Woodlands
3/1/12	Walker County Community Resource Coordination Group	Huntsville
3/1/12	Huntsville Trade Expo	Huntsville
3/6/12	Jail Diversion Working Group Meeting	Conroe
3/6/12	Montgomery County United Way Well Being Council Meeting	The Woodlands
3/7/12	Liberty County Community Resource Coordination Group	Dayton
3/8/12	Huntsville Chamber of Commerce Breakfast	Huntsville
3/8/12	Liberty/Dayton Chamber of Commerce Banquet	Liberty
3/8/12	Montgomery County Patient Navigation Committee	Conroe
3/13/12	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
3/14/12	Montgomery County United Way Funded Partners Meeting	The Woodlands
3/15/12	Montgomery County Homeless Coalition Meeting	Conroe
3/15/12	Adult Protective Services Task Force Meeting	Conroe
3/20/12	Texas Latino Leadership Roundtable	The Woodlands
3/20/12	Montgomery County Community Resource Coordination Group	Conroe
3/20/12	Montgomery County Forensic Hospital Advisory Board	Conroe
3/20/12	Jail Diversion Executive Task Force Meeting	Conroe
3/20/12	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
3/21/12	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
3/22/12	Montgomery County Collaborative Court Grant Meeting	Conroe

UPCOMING ACTIVITIES:

3/28/12	Montgomery County United Way Campaign Cabinet	The Woodlands
3/30/12	Cleveland Chamber Banquet	Cleveland
4/3/12	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
4/4/12	Liberty County Community Resource Coordination Group	Dayton
4/5/12	Walker County Community Resource Coordination Group	Huntsville
4/5/12	Cleveland Chamber of Commerce Luncheon	Cleveland
4/12/12	Lonestar College Wellness & Job Fair	Conroe

4/17/12	Montgomery County Community Resource Coordination Group	Conroe
4/17/12	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
4/18/12	Lonestar College Community & Career Fair	Tomball
4/27/12	Women of Distinction Luncheon	The Woodlands

Agenda Item: Consumer Services Report for February 2012 Committee: Program	Board Meeting Date March 22, 2012
Background Information: None	
Supporting Documentation: Consumer Services Report for February 2012	
Recommended Action: For Information Only	

CONSUMER SERVICES REPORT
February 2012

Crisis Services, MH Adults/Children	MONTGOMERY COUNTY	CLEVELAND	LIBERTY	WALKER COUNTY	TOTAL
Persons Screened, Intakes, Other Crisis Services	471	35	40	48	594
Crisis and Transitional Services (SP 0, SP5)	55	3	7	3	68
Psychiatric Emergency Treatment Center (PETC) Served	40	5	7	4	56
Psychiatric Emergency Treatment Center (PETC) bed days	166	20	40	24	250
Total Contract Hospital Admissions	8	0	1	2	11
Total State Hospital Admissions	13	0	2	4	19
Routine Services, MH Adults/Children					
Adult Service Packages (SP 1-4)	722	85	62	114	983
Adult Medication Services	544	71	55	100	770
Child Service Packages (SP 1.1-4)	286	11	5	42	344
Child Medication Services	156	6	4	16	182
TCOOMMI (Adult Only)	85	4	3	11	103
Adult Jail Diversion Services	19	0	0	0	19
Juvenile Detention Diversion Services	0	0	0	0	0
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	2	0	0	0	2
Service Coordination	412	30	40	45	527
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TXHmL)	62	8	26	23	119
Contractor Provided ICF-MR	18	12	12	6	48
Substance Abuse Services					
Children and Youth Prevention Services	248	0	0	0	248
Youth Substance Abuse Treatment Services/COPSD	4	0	0	2	6
Adult Substance Abuse Treatment Services/COPSD	28	0	0	2	30
Waiting/Interest Lists as of Month End					
Department of State Health Services-Adults	254	31	40	7	332
Department of State Health Services-Children	9	1	1	2	13
Home and Community Based Services Interest List	1134	98	90	98	1420
Persons Served Outside of the State Contracts					
Benefit Package 3 Adult/Child	38	6	11	3	58
February Served by County					
Adult Mental Health Services	1165	126	96	179	1566
Child Mental Health Services	328	11	9	42	390
Intellectual and Developmental Disabilities Services	450	45	56	55	606
Total Served by County	1943	182	161	276	2562
January Served by County					
Adult Mental Health Services	1244	121	93	173	1631
Child Mental Health Services	332	16	7	51	406
Intellectual and Developmental Disabilities Services	455	43	48	61	607
Total Served by County	2031	180	148	285	2644
December Served by County					
Adult Mental Health Services	1127	107	107	178	1519
Child Mental Health Services	308	13	4	52	377
Intellectual and Developmental Disabilities Services	441	42	48	49	580
Total Served by County	1876	162	159	279	2476

Agenda Item: Program Updates for February 2012 Committee: Program	Board Meeting Date March 22, 2012
Background Information: None	
Supporting Documentation: Program Updates for February 2012	
Recommended Action: For Information Only	

Program Updates

February 2012

MH Crisis and Admission Services

- A. Key Statistics:
 - 1. Number of new admissions during the month: 134
 - 2. PETC average daily census: 10.2
- B. Program Comments:
 - 1. There was a slight increase in PETC census during the month of February.
 - 2. Contract inpatient hospital admissions have remained stable, but we are anticipating increases in the future as state hospitals start seeing more forensic patients.

MH Adult Services

- A. Key Statistics:
 - 1. Number of adults served during the month: 1566
 - 2. Number of adults served in Medication Services: 770
- B. Program Comments:
 - 1. We have started the annual versus quarterly TRAG process for eligible clients and that appears to be going well.
 - 2. Additional positions have been created in Adult Rehabilitation Services and much of February was spent on training the new staff.
 - 3. The vacant Psychiatry position was filled in February.

MH Child Services

- A. Key Statistics:
 - 1. Number of children served during the month: 390
 - 2. Number of children served in Medication Services: 182
 - 3. We served 2 juveniles in Detention Diversion slots and served a total of 9 juveniles from probation in our MH Child Services.
- B. Program Comments:
 - 1. New positions were added and staff were trained in February.
 - 2. An LPHA licensed staff transferred in February to the new OCR program but a new applicant was selected who will begin in March.

Criminal Justice Services

- A. Key Statistics:
 - 1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): 103 (9 others were incarcerated and received no services during the month.)
 - 2. Number of jail diversions: 6

B. Program Comments:

1. We filled both positions in Outpatient Competency Restoration and are completing training for those staff.
2. A Walker County Jail Diversion Program has begun and we are now evaluating utilization of the program.

Substance Abuse Services

A. Key Statistics:

1. Number of children served in prevention services: 248
2. Number of adults served in substance abuse/COPSD treatment services:
 - a. Substance Abuse Outpatient = 30
 - b. COPSD = 13
 - c. Total unique clients served = 30
3. Number of children served in substance abuse treatment services: 6

B. Program Comments:

1. A new Substance Abuse Treatment Program was started in Huntsville but referrals have been less than expected.
2. There was a significant increase in adult clients with Medicaid in our Adult Services.
3. We are on track to exceed all contract targets in our Youth Prevention Program.

IDD Services

A. Key Statistics:

1. Total number of admissions for the month: 4
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: 119
3. Total number served in all IDD services for the month: 606

B. Program Comments:

1. The HCS program is going through some transition adjustments regarding new nursing requirements by the state.
2. We are back to full staff in IDD Service Coordination and emphasizing increased A & B contacts.

Support Information

- A. **Training:** The Training and Information Services (IS) Departments are working closely to develop a computer-based training (CBT) exam which will evaluate computer competency.

B. **Information Services:**

1. Anasazi Software was recently promoted. IS staff held various meetings to discuss introduction, review changes and answer any questions regarding the promotion.
2. The Hardware and Software Technician recently resigned. A decision was made to replace this position with two part-time employees rather than one full-time employee.

- C. **Veteran Affairs:** There were nine families who attended the Operation Resilient Families (ORF) Retreat in Galveston from February 24th through February 26th. Tri-County volunteer facilitators received positive remarks from those in attendance.
- D. **Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDPNAC):** The IDDPNAC met on March 14th to discuss the “Splash of Hope” Fundraiser and watch a video created by the Department of Aging and Disability Services (DADS) entitled “Direct Support: Working with Persons with Intellectual and Developmental Disabilities”.

<p>Agenda Item: Year to Date FY 2012 Goals and Objectives Progress Report</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>March 22, 2012</p>
<p>Background Information:</p> <p>The Board of Trustees and Leadership Team met on July 23, 2011 for the annual strategic planning retreat and to develop the goals for FY 2012. Goals were discussed and a consensus was reached. Subsequently, the Leadership 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 is the second "year to date" progress report of the FY 2012 Goals and Objectives which provides a summary from September 1, 2011 through February 29, 2012.</p>	
<p>Supporting Documentation:</p> <p>Year to Date FY 2012 Goals and Objectives Progress Report</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

FY 2012 Goals and Objectives

Year to Date Progress Report

September 1, 2011 – February 29, 2012

GOAL #1

Provide Training and Education for Staff, Consumers/Clients, Community Stakeholders

Objective #1

Provide at least 6 education and professional development events for staff.

- The Texas Council Risk Management Fund training, “Communicating Effectively”, was held in October.
- Staff attended a no-cost Drug Impairment Training for Texas Employers in November at Lone Star College-Montgomery.
- A group of managers are currently attending the Managing Employee Performance Program which is a multiple session training opportunity over several months.
- The Texas Council Risk Management Fund training for supervisors, “Documenting for Results”, was held in January.
- The Texas Council Risk Management Fund training for all staff, “Intergenerational Diversity”, was held in January.
- Supervisors attended an in-house Supervisor Training in February to review procedures and processes.

Objective #2

Develop and routinely distribute topical electronic bulletins for specific stakeholder groups, such as attorneys, judiciary and law enforcement and general stakeholder groups.

- An electronic bulletin was created and sent to a specific stakeholder list that was developed. The 1st quarter e-Bulletin focused on mental health and criminal justice issues.
- The 2nd quarter e-Bulletin for stakeholders was distributed in late January and focused on substance abuse treatment and prevention services.

Objective #3

Develop and routinely distribute electronic bulletin for consumers/clients and families.

- An electronic bulletin was created and sent to a client and families e-mail list that was developed. The 1st quarter e-Bulletin focused on changes to IDD and criminal justice services.
- The 2nd quarter e-Bulletin for consumers/families was distributed in February and focused on psychiatric medications and patient assistance programs and will include a link to our Network of Care that has extensive information about medications.

Objective #4

Submit at least 12 press releases to area newspapers.

- Four press releases were submitted to area newspapers during the 1st quarter. Topics included From the Heart kickoff, Helen Dishongh open house, Veteran’s program, and the Burnham Golf Tournament check presentation.

- Four additional press releases were submitted in the 2nd quarter. Topics included the Huntsville Substance Abuse treatment program which was published in the Huntsville Item and Independence Oaks was submitted to the Cleveland Advocate.
- An article about March is IDD month was sent to all local newspapers.
- The Outpatient Competency Restoration program press release was sent to all local newspapers.

GOAL #2

Recruit and Retain Quality Staff

Objective #1

Analyze effectiveness of incentive plans, modify and implement as needed.

- Information was gathered from other agencies to compare with Tri-County plans.
- An internal committee has been formed and has met.
- Information is being gathered and it is anticipated that a plan will be finalized in the 3rd quarter.

Objective #2

Enhance employee recognition through gift cards, merchant discounts and other methods.

- The VIP Team is working to develop a recommendation to provide rewards and recognition.
- Several gift cards were received from area merchants and were distributed to staff.
- Anniversary photos are being sent to area newspapers and many are being published.
- The VIP Team began contacting merchants to see if discount cards for employees for restaurants, work-out facilities and other activities can be made available.
- The VIP Team is working on a supervisor and a peer-to-peer recognition program.

Objective #3

Analyze effectiveness of RN recruitment and retention strategies and modify as needed.

- Significant improvements were made and implemented in the 1st quarter and turnover has decreased.
- We are continuing to consider additional improvements for possible implementation.

GOAL #3

Develop Additional Resources to Support Center Services

Objective #1

Streamline volunteer application and training process (in compliance with law and TAC).

- The volunteer application and training process has been streamlined in the new Volunteer Procedure that was completed.
- We anticipate that the volunteer application will be added to the Tri-County website during the 3rd quarter.

Objective #2

Expand volunteer involvement in Center services and recognize them for the service.

- We had significant volunteer involvement in the 1st two quarters. ExxonMobil and United Way had about 60 volunteers complete a major landscape upgrade at our RiverPointe location.

- Splashtown staff assisted with From the Heart as did other family and friends.
- Contact was made to National Honor Society groups at local high schools with the hope of setting up projects during the summer months.

Objective #3

Expand opportunities for interns and practicum students.

- We have successfully recruited for interns in our Criminal Justice, Adult Rehabilitation, and IDD Authority Services.
- A new center procedure was approved by the Leadership Team for interns and part time students.
- Criminal Justice Services had an intern from December through February. IDD Services has used psychology interns. Lone Star College nursing students and other students are being recruited and we are also recruiting EMT students to complete their rounds with the Center.

Objective #4

Write and submit at least 8 grant and/or contract proposals.

- The Outpatient Competency Restoration grant was submitted to DSHS in October and the award was finalized in January.
- The HUD 811 application for Cleveland was awarded and staff received the notification letter in February.
- Montgomery County United Way applications were submitted in February.

GOAL #4

Explore and Implement Additional Operational Efficiencies

Objective #1

Consolidate operations when efficiencies can be gained.

- An ETBHN planning meeting was held in early November. ETBHN efficiency opportunities were identified and staff are awaiting team assignments.
- A group of Center staff has been reviewing Center intake processes for possible best practices.

Objective #2

Automate additional processes and practices.

- Staff are developing an electronic incident report and associated process workflows.
- A time clock has been purchased and will be installed at the PETC.

Objective #3

Analyze electrical and utilities usage efficiencies.

- We have vacated two buildings in the Conroe area and consolidated services into other buildings that had available space. This should show a decrease in the utilities as the year progresses.
- We are in the process of developing a thermostat procedure to adjust prior to leaving each evening and also on the weekend. We are researching programmable thermostats to have this process automated.

Agenda Item: 2 nd Quarter FY 2012 Corporate Compliance and Quality Management Report	Board Meeting Date
Committee: Program	March 22, 2012
Background Information:	
<p>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."</p>	
<p>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.</p>	
<p>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 2nd quarter of FY 2012 is included in this Board packet.</p>	
Supporting Documentation:	
2 nd Quarter FY 2012 Corporate Compliance and Quality Management Report	
Recommended Action:	
For Information Only	

Corporate Compliance and Quality Management Report

2nd Quarter, FY 2012

Corporate Compliance Activities

A. Key Statistics:

1. There were no Corporate Compliance investigations in the 2nd quarter of FY 2012.
2. A committee meeting was held on January 18, 2012.

B. Committee Activities

1. Compliance activities were reviewed for the 1st quarter of FY 2012.
2. External audit activities were reviewed for the 1st and 2nd quarters of FY 2012.
3. Legal updates impacting compliance activities were discussed.

C. Corporate Compliance Cases Investigated

1. None

Quality Management Initiatives

A. Key Statistics:

1. Mental Health Mystery Caller Survey
2. Three (3) Managed Care Records Reviews
3. One (1) Managed Care Onsite Review
4. One (1) Department of State Health Services (DSHS) Substance Abuse Progress Note Review

B. Reviews/Audits:

1. Mental Health Mystery Caller Survey is completed as a project of the Quality Management Consortium for Texas Centers.
 - a. Three (3) calls are made to clinics in attempt to make an appointment for intake.
 - i. The Center is scored on their ability to give someone a follow-up appointment.
 - ii. Staff are rated on customer service.
2. One (1) Managed Care company requested three (3) different sets of records for review.
 - a. Documents from ten (10) client charts were reviewed and submitted.
3. One (1) Managed Care Onsite Review of the PETC was completed in February.
 - a. PETC facilities, documentation and televideo use for crisis episodes were reviewed.
4. One (1) Department of State Health Services Substance Abuse Progress Note Self-Review was submitted upon completion.
 - a. A sample of substance abuse progress notes were reviewed and scored using a tool provided by DSHS.
 - b. A follow-up meeting in March gave managers the opportunity to further understand DSHS expectations for documentation.

C. Internal Programs Reviewed by Quality Management:

1. Cleveland, Huntsville and Liberty Partial Program Reviews were completed.
2. Crisis Services will be the next program fully reviewed by Quality Management.

Agenda Item: 3 rd Quarter FY 2012 Corporate Compliance Training Committee: Program	Board Meeting Date March 22, 2012
Background Information: <p>As part of the Centers' Corporate Compliance Program, training is developed each quarter for distribution to staff by their supervisors.</p> <p>This training is included in the packet for ongoing education of the Tri-County Board of Trustees on Corporate Compliance issues.</p>	
Supporting Documentation: 3 rd Quarter FY 2012 Corporate Compliance Training	
Recommended Action: For Information Only	

CORPORATE COMPLIANCE TRAINING, Q3 2012

THE BUSINESS CODE OF CONDUCT

The foundation of any organization's Corporate Compliance Program is their standards of conduct. Tri-County's Business Code of Conduct provides the standards by which employees of Tri-County will conduct themselves in order to protect and promote organization-wide integrity and enhance Tri-County's ability to achieve its mission. Tri-County's Business Code of Conduct has six principles, and it is the responsibility of the Center and its employees to ensure that their behavior and activities are consistent with the principles.

Principle 1-Legal Compliance

The Center and its employees will strive to ensure that all activities on behalf of the organization are in compliance with applicable local, state and federal laws, rules and regulations.

Principle 2-Business Ethics

All Center business shall be conducted in an environment of highest ethical and professional standards. Key components of the Business Ethics Principle include:

- Honesty, integrity and impartiality should be shown at all times.
- Avoid illegal, unethical or unprofessional conduct or the appearance of such conduct.
- Employees shall not engage in any activity to defraud others of anything.
- Employees may not provide services to consumers in the employee's home.
- Employees must not hire consumers without Leadership Team permission.
- Employees must avoid personal relationships with consumers.
- Employees cannot have a consumer spend the night in their home.
- Employees must not contact consumers by telephone or mail unless the contact is for professional reasons.

Principle 3-Confidentiality

The Center and its employees will diligently safeguard all Center records, both paper and electronic, deemed confidential.

Principle 4-Conflicts of Interest

Employees are expected to avoid conflicts of interest and any opportunity for personal gain for themselves, members of their immediate family or others.

- Employees shall not participate in the selection, award or administration of a contract which they would receive a monetary or material interest from.

- Employees are prohibited from soliciting any type of business for the Center from family or friends.
- Employees must not hold a financial interest in any entity the Center does business with, without full disclosure to the Leadership Team.
- Center property may not be used for personal or private purposes.
- Employees must not use Center purchasing processes for individual purposes.

Principle 5-Business Relationships

Business transactions with vendors, contractors and other third parties shall be transacted without offers of gifts or favors or **other 'improper inducements'.**

- Employees cannot accept monetary gifts, favors or other inducements in exchange for influence.
- Employees cannot have financial interest in a competitor.
- Employment with the Center is primary and all other work activity will be considered secondary and should not interfere with your ability to do your job.
- Employees must not participate in the political process representing Tri-County or the Board of Trustees.

Principle 6-Protection of Assets

Each employee is expected to use the Center's resources economically and safeguard Center assets at all times. Each employee will strive to continually improve the Center's services and cost effectiveness to meet the needs of individual consumers.

It is important that the Center and its employees keep the Business Code of Conduct principles in the back of their minds and that they adhere to these guidelines. Staff can get a copy of the full Business Code of Conduct from the Corporate Compliance Officer or the Human Resources Department.

Agenda Item: Personnel Report for February 2012 Committee: Executive	Board Meeting Date March 22, 2012
Background Information: None	
Supporting Documentation: Personnel Report for February 2012	
Recommended Action: For Information Only	

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT FEBRUARY 2012

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	5	15	1	11	1	8		3	78	72	1%	15%
Qualified Developmental Disability Professionals (State Title)		4		3		3			13	13	0%	23%
Licensed Staff		2		2		1		1	16	12	0%	17%
Medical												
Physicians	1	2		1		1			6	5	0%	20%
Advanced Practice Nurses									2	2	0%	0%
RN's		1		1				1	11	10	0%	10%
LVN's		1		1		1			11	8	0%	13%
Techs/Aides												
MH	1	3		4		3		1	15	11	0%	36%
IDD	3	8	2	8	2	7		1	39	35	6%	23%
Supervisor/Manager												
MH									13	13	0%	0%
IDD									6	6	0%	0%
Program Support		2	2	3	1	1	1	2	41	36	6%	8%
Central Administration		2		1		1			15	15	0%	7%
Business Services									15	15	0%	0%
Maintenance/Janitorial/Lawn				1		1			23	22	0%	5%
GRAND TOTALS	10	40	5	36	4	27	1	9	304	275	2%	13%
Previous YTD											3%	10%

Agenda Item: Approve February 2012 Financial Statements

Board Meeting Date

March 22, 2012

Committee: Business

Background Information:

None

Supporting Documentation:

February 2012 Financial Statements

Recommended Action:

Approve February 2012 Financial Statements

February 2012 Financial Summary

Revenues for February 2012 were \$1,855,906 and operating expenses were \$1,786,683 resulting in a gain in operations of \$69,224. Capital Expenditures and Extraordinary Expenses for February were \$36,798 resulting in a gain of \$32,426. Total revenues were 112.57% of the monthly budgeted revenues and total expenses were 107.85% of the monthly budgeted expenses.

Year to date revenues are \$10,948,747 and operating expenses are \$10,520,952 leaving excess operating revenues of \$427,795. YTD Capital Expenditures and Extraordinary Expenses are \$226,737 resulting in a gain YTD of \$201,059. Total revenues are 99.89% of the YTD budgeted revenues and total expenses are 96.76% of the YTD budgeted expenses.

REVENUES

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
DSHS Gen Rev - NGM	300,742	331,201	90.81%	30,459

DSHS Gen Rev – NGM – This line item reflects the reimbursement of the cost of New Generation Medication. As we have seen over the past couple of years, our expenses for all medications have continued to decrease due to the patient assistant programs that pay for medications for our consumers. As allowed by our DSHS contract, we have identified other direct services where the lapsed funds can be used. Therefore, we should see this variance decrease over the remaining part of the fiscal year.

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
No items to report.				

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of February 29, 2012

	TOTALS COMBINED FUNDS February 2012	TOTALS COMBINED FUNDS January 2012	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	4,816	4,816	-
Cash on Deposit-General Fund	6,858,301	7,795,256	(936,955)
Cash on Deposit-Debt Fund	224,586	150,991	73,595
Accounts Receivable	1,702,879	1,608,684	94,195
Inventory	36,033	35,392	640
TOTAL CURRENT ASSETS	8,826,615	9,595,139	(768,524)
FIXED ASSETS	6,386,044	6,386,044	-
OTHER ASSETS	38,977	54,362	(15,385)
TOTAL ASSETS	15,251,636	16,035,546	(783,909)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,030,081	957,695	72,386
NOTES PAYABLE	417,673	417,673	-
DEFERRED REVENUE	1,683,243	2,578,132	(894,889)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,525,880	1,568,427	(42,547)
Bond Series 2004	820,000	820,000	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,061,734	1,029,308	32,426
Debt Service Fund	(3,229)	(3,229)	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(2,759,752)	(2,802,299)	42,547
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	3,229	3,229	-
COMMITTED			
Net Assets-Property and Equipment	6,386,044	6,386,044	-
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 Worker's Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	36,997	30,830	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	178,658	178,658	-
TOTAL LIABILITIES/FUND BALANCE	15,251,637	16,035,546	(783,909)

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of February 29, 2012

TOTALS
Memorandum Only

	General Operating Funds	February 2012	FINAL August 2011
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	4,816	4,816	3,925
Cash on Deposit-General Fund	6,858,301	6,858,301	5,556,400
Cash on Deposit-Debt Fund	224,586	224,586	474,276
Accounts Receivable	1,702,879	1,702,879	1,468,854
Inventory	36,033	36,033	33,893
TOTAL CURRENT ASSETS	8,826,615	8,826,615	7,537,348
FIXED ASSETS	6,386,044	6,386,044	6,386,044
OTHER ASSETS	38,977	38,977	36,364
AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT		-	1,647,673
TOTAL ASSETS	15,251,636	15,251,636	15,607,427
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,030,081	1,030,081	1,081,898
NOTES PAYABLE	417,673	417,673	417,673
DEFERRED REVENUE	1,683,243	1,683,243	107,127
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	1,525,880	1,525,880	1,652,992
Bond Series 2004	820,000	820,000	1,230,000
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	1,061,734	1,061,734	860,675
Debt Service Fund	(3,229)	(3,229)	(3,229)
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(2,759,752)	(2,759,752)	(1,652,992)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	3,229	3,229	477,505
COMMITTED			
Net Assets-Property and Equipment-Committed	6,386,044	6,386,044	6,386,044
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 Worker's Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	36,997	36,997	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	-
UNASSIGNED			
Unrestricted and Undesignated	178,658	178,658	278,658
TOTAL LIABILITIES/FUND BALANCE	15,251,637	15,251,637	15,607,427

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended February 2012
and YTD as of February 2012

INCOME:	MONTH OF February 2012	YTD February 2012
Local Revenue Sources	135,500	887,334
Earned Income	784,190	4,570,963
General Revenue-Contract	936,216	5,490,451
TOTAL INCOME	1,855,906	10,948,747
EXPENSES:		
Salaries	938,685	5,565,844
Employee Benefits	183,713	1,084,181
Medication Expense	20,018	135,810
Travel-Board/Staff	36,473	170,155
Building Rent/Maintenance	25,826	117,013
Consultants/Contracts	388,706	2,295,414
Other Operating Expenses	193,262	1,152,535
TOTAL EXPENSES	1,786,683	10,520,952
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	69,224	427,795
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	-	5,952
Capital Outlay-Debt Service Bonds	36,798	220,785
TOTAL CAPITAL EXPENDITURES	36,798	226,737
GRAND TOTAL EXPENDITURES	1,823,480	10,747,689
Excess (Deficiency) of Revenues and Expenses	32,426	201,059

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of February 2012

	YTD February 2012	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	887,334	879,568	7,766
Earned Income	4,570,963	4,560,579	10,384
General Revenue-Contract	5,490,451	5,521,607	(31,156)
TOTAL INCOME	10,948,747	10,961,754	(13,007)
EXPENSES:			
Salaries	5,565,844	5,601,736	(35,892)
Employee Benefits	1,084,181	1,145,846	(61,665)
Medication Expense	135,810	167,548	(31,738)
Travel-Board/Staff	170,155	189,965	(19,810)
Building Rent/Maintenance	117,013	120,909	(3,896)
Consultants/Contracts	2,295,414	2,385,867	(90,453)
Other Operating Expenses	1,152,535	1,266,239	(113,704)
TOTAL EXPENSES	10,520,952	10,878,110	(357,158)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	427,795	83,644	344,151
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	5,952	9,502	(3,550)
Capital Outlay-Debt Service Bonds	220,785	220,964	(179)
TOTAL CAPITAL EXPENDITURES	226,737	230,466	(3,729)
GRAND TOTAL EXPENDITURES	10,747,689	11,108,576	(360,887)
Excess (Deficiency) of Revenues and Expenses	201,059	(146,822)	347,881

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	220,785	220,964	(179)
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expense:	220,785	220,964	(179)

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended February 2012

INCOME:	MONTH OF February 2012	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	135,500	178,762	(43,262)
Earned Income	784,190	564,488	219,702
General Revenue-Contract	936,216	905,495	30,721
TOTAL INCOME	1,855,906	1,648,745	207,161
EXPENSES:			
Salaries	938,685	898,736	39,949
Employee Benefits	183,713	105,917	77,796
Medication Expense	20,018	(12,952)	32,970
Travel-Board/Staff	36,473	16,658	19,815
Building Rent/Maintenance	25,826	29,401	(3,575)
Consultants/Contracts	388,706	403,786	(15,080)
Other Operating Expenses	193,262	210,637	(17,376)
TOTAL EXPENSES	1,786,683	1,652,183	134,500
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	69,224	(3,438)	72,662
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	1,583	(1,583)
Capital Outlay-Debt Service Bonds	36,798	37,063	(266)
TOTAL CAPITAL EXPENDITURES	36,798	38,646	(1,849)
GRAND TOTAL EXPENDITURES	1,823,480	1,690,829	132,651
Excess (Deficiency) of Revenues and Expenses	32,426	(42,084)	74,510

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	36,798	37,063	(266)
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	36,798	37,063	(266)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With February 2011 Comparative Data
Year to Date as of February 2012

INCOME:	YTD February 2012	YTD February 2011	Increase (Decrease)
Local Revenue Sources	887,334	1,914,629	(1,027,295)
Earned Income	4,570,963	5,041,646	(470,683)
General Revenue-Contract	5,490,451	5,793,742	(303,291)
TOTAL INCOME	10,948,747	12,750,017	(1,801,270)
EXPENSES:			
Salaries	5,565,844	5,935,068	(369,224)
Employee Benefits	1,084,181	1,245,922	(161,741)
Medication Expense	135,810	224,073	(88,263)
Travel-Board/Staff	170,155	181,603	(11,448)
Building Rent/Maintenance	117,013	120,702	(3,689)
Consultants/Contracts	2,295,414	2,347,802	(52,388)
Other Operating Expenses	1,152,535	1,125,871	26,664
TOTAL EXPENSES	10,520,952	11,181,041	(660,089)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	427,795	1,568,976	(1,141,181)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	5,952	1,253,768	(1,247,816)
Capital Outlay-Debt Service Bonds	220,785	229,560	(8,775)
TOTAL CAPITAL EXPENDITURES	226,737	1,483,328	(1,256,591)
GRAND TOTAL EXPENDITURES	10,747,689	12,664,369	(1,916,680)
Excess (Deficiency) of Revenues and Expenses	201,059	85,648	115,411

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	220,785	229,560	(8,775)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	220,785	229,560	(8,775)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With February 2011 Comparative Data
For the Month February 2012

INCOME:	MONTH OF February 2012	MONTH OF February 2011	Increase (Decrease)
Local Revenue Sources	135,500	452,368	(316,868)
Earned Income	784,190	773,972	10,218
General Revenue-Contract	936,216	968,211	(31,995)
TOTAL INCOME	1,855,906	2,194,551	(338,645)
EXPENSES:			
Salaries	938,685	994,786	(56,101)
Employee Benefits	183,713	218,723	(35,010)
Medication Expense	20,018	39,277	(19,259)
Travel-Board/Staff	36,473	27,858	8,615
Building Rent/Maintenance	25,826	34,997	(9,171)
Consultants/Contracts	388,706	396,451	(7,745)
Other Operating Expenses	193,262	207,427	(14,166)
TOTAL EXPENSES	1,786,683	1,919,519	(132,836)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	69,224	275,032	(205,808)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	326,939	(326,939)
Capital Outlay-Debt Service Bonds	36,798	38,113	(1,316)
TOTAL CAPITAL EXPENDITURES	36,798	365,052	(328,255)
GRAND TOTAL EXPENDITURES	1,823,480	2,284,571	(461,091)
Excess (Deficiency) of Revenues and Expenses	32,426	(90,020)	122,446

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	36,798	38,113	(1,316)
Bond Payments Disbursements			-
Interest Income			-
Excess(Deficiency) of revenues over Expenses	36,798	38,113	(1,316)

TRI-COUNTY SERVICES
Revenue and Expense Summary
With January 2012 Comparative Data
As of February 2012

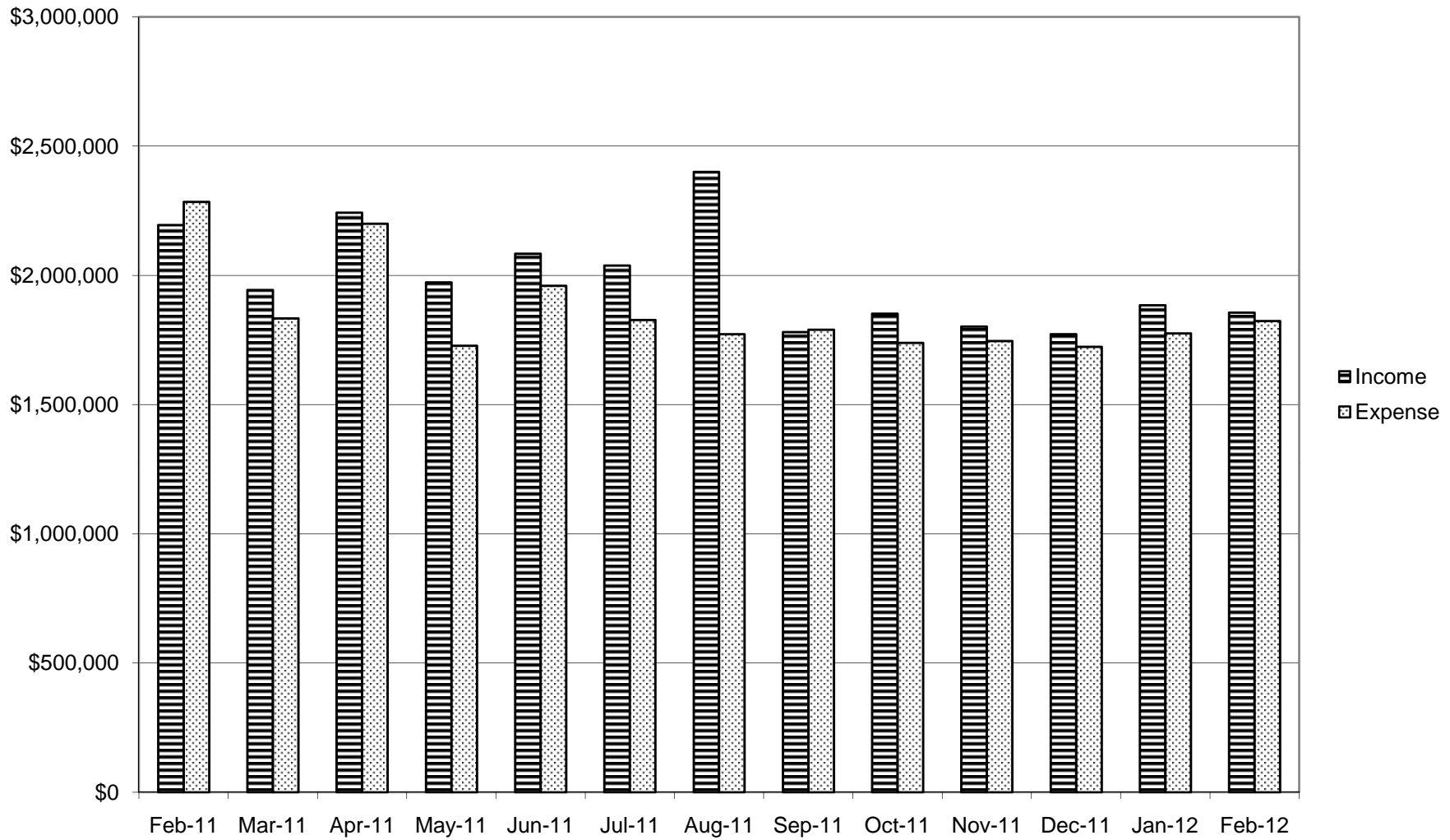
INCOME:	MONTH OF February 2012	MONTH OF January 2012	Increase (Decrease)
Local Revenue Sources	135,500	135,002	498
Earned Income	784,190	794,902	(10,711)
General Revenue-Contract	936,216	955,080	(18,864)
TOTAL INCOME	1,855,906	1,884,984	(29,078)
EXPENSES:			
Salaries	938,685	904,130	34,555
Employee Benefits	183,713	180,205	3,508
Medication Expense	20,018	24,093	(4,075)
Travel-Board/Staff	36,473	24,779	11,694
Building Rent/Maintenance	25,826	17,956	7,870
Consultants/Contracts	388,706	404,288	(15,583)
Other Operating Expenses	193,262	179,882	13,379
TOTAL EXPENSES	1,786,683	1,735,334	51,349
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	69,224	149,650	(80,427)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	3,383	(3,383)
Capital Outlay-Debt Service Bonds	36,798	36,798	-
TOTAL CAPITAL EXPENDITURES	36,798	40,180	(3,383)
GRAND TOTAL EXPENDITURES	1,823,480	1,775,514	47,966
Excess (Deficiency) of Revenues and Expenses	32,426	109,470	(77,044)

Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	36,798	36,798	-
Bond Payments Disbursements			-
Interest Income			
Excess(Deficiency) of revenues over Expenses	36,798	36,798	-

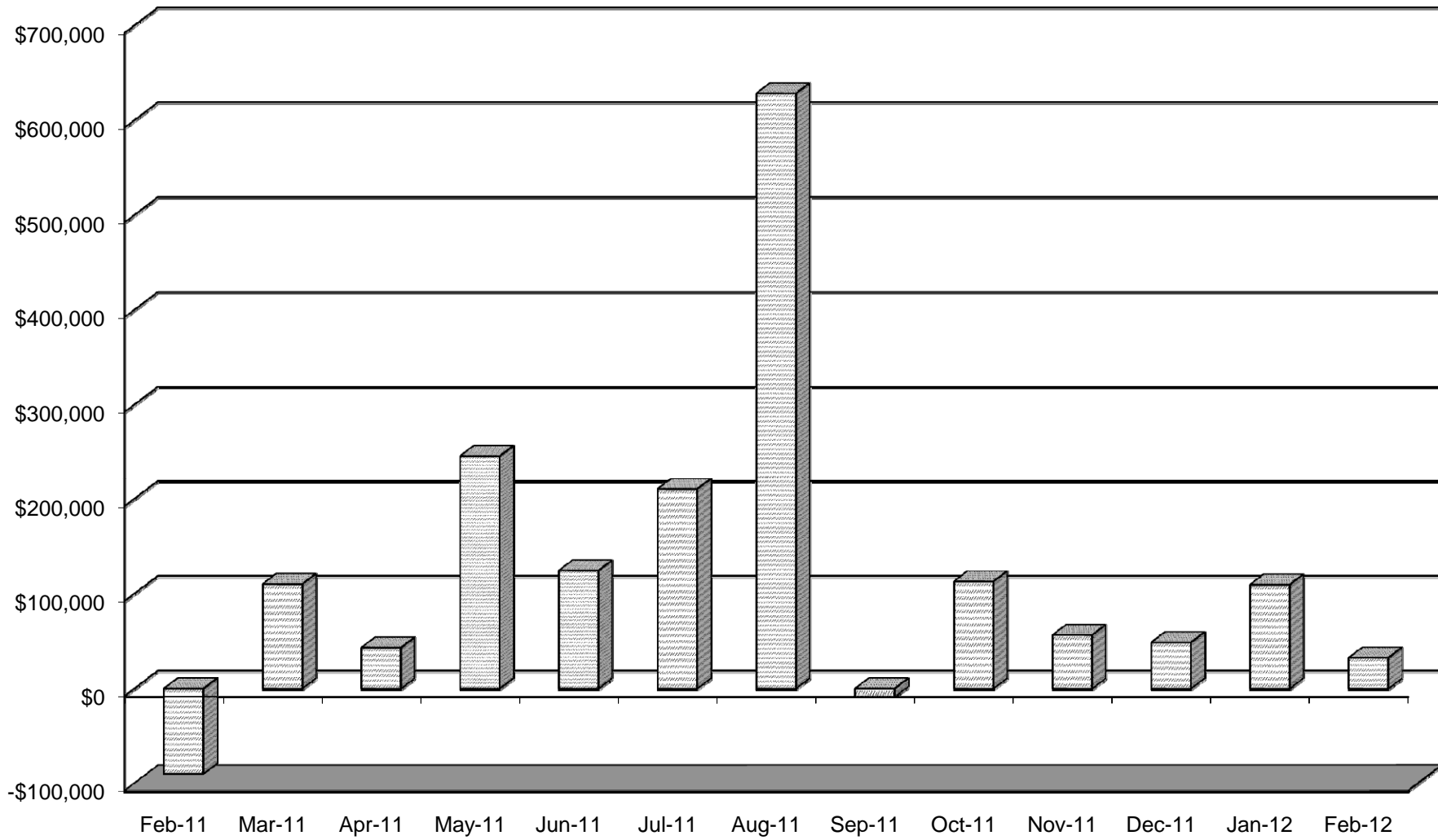
TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended February 2012

	YTD Mental Health February 2012	YTD IDD February 2012	YTD Other Services February 2012	YTD Agency Total February 2012	YTD Approved Budget February 2012	Increase (Decrease)
INCOME:						
Local Revenue Sources	731,374	8,570	147,389	887,334	879,568	7,766
Earned Income	1,023,776	2,969,695	577,493	4,570,963	4,560,579	10,384
General Revenue-Contract	4,841,653	648,798	-	5,490,451	5,521,607	(31,156)
TOTAL INCOME	6,596,803	3,627,063	724,882	10,948,748	10,961,754	(13,006)
EXPENSES:						
Salaries	4,030,645	1,079,783	455,416	5,565,844	5,601,736	(35,892)
Employee Benefits	770,451	226,219	87,510	1,084,181	1,145,846	(61,665)
Medication Expense	129,131	-	6,679	135,810	167,548	(31,738)
Travel-Board/Staff	107,256	46,049	16,851	170,155	189,965	(19,810)
Building Rent/Maintenance	78,261	30,703	8,050	117,014	120,909	(3,895)
Consultants/Contracts	389,284	1,860,599	45,532	2,295,414	2,385,867	(90,453)
Other Operating Expenses	761,474	248,291	142,769	1,152,535	1,266,239	(113,704)
TOTAL EXPENSES	6,266,502	3,491,644	762,807	10,520,953	10,878,110	(357,157)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	330,301	135,419	(37,925)	427,795	83,644	344,151
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	4,166	1,309	476	5,952	9,502	(3,550)
Capital Outlay-Debt Service Bonds	138,533	59,289	22,963	220,785	220,964	(179)
TOTAL CAPITAL EXPENDITURES	142,699	60,598	23,439	226,736	230,466	(3,729)
GRAND TOTAL EXPENDITURES	6,409,201	3,552,242	786,246	10,747,689	11,108,576	(360,886)
Excess (Deficiency) of Revenues and Expenses	187,602	74,821	(61,364)	201,059	(146,822)	347,880
Debt Service and Fixed Asset Fund:						
Bond Payments Receipts	138,533	59,289	22,963	220,785	220,964	(82,431)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	138,533	59,289	22,963	220,785	220,964	(82,431)

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES Income after Expense



<p>Agenda Item: Approve Submission of Tri-County's FY 2011 990 Tax Return Prepared by Carlos Taboada & Company, P.C.</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>March 22, 2012</p>
<p>Background Information:</p> <p>Carlos Taboada & Company, P.C. has completed Tri-County's 990 Tax Return for FY 2011. The IRS regulations require Board approval of the 990 prior to submission. The due date for the 990 is April 15th.</p>	
<p>Supporting Documentation:</p> <p>Tri-County Services FY 2011 990 Tax Return (will be distributed separately to the Board members)</p>	
<p>Recommended Action:</p> <p>Approve the Submission of Tri-County's FY 2011 990 Tax Return Prepared by Carlos Taboada & Company, P.C.</p>	

Agenda Item: Appoint Directors to the Cleveland Supported Housing, Inc. Board Committee: Business	Board Meeting Date March 22, 2012														
Background Information: <p>This past month, with the assistance of Jackson Walker, Cleveland Supported Housing, Inc. (CSHI) has been formed to manage the Independence Oaks project in Cleveland, Texas.</p> <p>At this time, five (5) individuals have agreed to serve as board directors for CSHI. CSHI's Board of Directors shall be divided into two classes: Class A and Class B. These classes should be nearly equal in the number of directors as possible. Each CSHI director will be appointed by the Tri-County Board of Trustees.</p> <p>Each director shall serve for a term expiring at the second annual meeting following the annual meeting in which they were appointed. This meeting is held each year in January or at another time designated by the Board. The directors first elected to Class A shall serve for an initial term that will expire at the first annual meeting.</p> <table border="0"> <tr> <td><u>Class A Directors</u></td> <td><u>Term Expiring</u></td> </tr> <tr> <td>David Walker</td> <td>January 2013</td> </tr> <tr> <td>Margie Powell</td> <td>January 2013</td> </tr> <tr> <td>Bruce Burnham</td> <td>January 2013</td> </tr> <tr> <td><u>Class B Directors</u></td> <td><u>Term Expiring</u></td> </tr> <tr> <td>Brad Browder</td> <td>January 2014</td> </tr> <tr> <td>Joe Bazar</td> <td>January 2014</td> </tr> </table>		<u>Class A Directors</u>	<u>Term Expiring</u>	David Walker	January 2013	Margie Powell	January 2013	Bruce Burnham	January 2013	<u>Class B Directors</u>	<u>Term Expiring</u>	Brad Browder	January 2014	Joe Bazar	January 2014
<u>Class A Directors</u>	<u>Term Expiring</u>														
David Walker	January 2013														
Margie Powell	January 2013														
Bruce Burnham	January 2013														
<u>Class B Directors</u>	<u>Term Expiring</u>														
Brad Browder	January 2014														
Joe Bazar	January 2014														
Supporting Documentation: None															
Recommended Action: Appoint David Walker, Margie Powell, Bruce Burnham, Brad Browder, and Joe Bazar as Directors to the Cleveland Supported Housing, Inc. Board															

<p>Agenda Item: Approve Submission of HOME Application to Texas Department of Housing and Community Affairs on Behalf of Cleveland Supported Housing, Inc.</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>March 22, 2012</p>
<p>Background Information:</p> <p>In February, Tri-County received the award letter for the HUD 811 housing project in Cleveland to be called Independence Oaks. In the award letter, HUD indicates that the project needs to be constructed without the assistance of amendment funds, which may mean that HUD is only willing to contribute the \$1.583 million to the project. Our project team feels that we would need between \$500,000 and \$700,000 in additional funds to construct Independence Oaks. As a reference point, Independence Place in Montgomery cost \$2.126 million to construct. Our consultants are working with HUD to determine if they will make up the difference between the award and the cost.</p> <p>In the interim, our project team has been researching a variety of potential funding streams to make up for the difference between what HUD says they will fund and what it will cost to construct these apartments. One of these potential funding sources is HOME multifamily construction funds from the Texas Department of Housing and Community Affairs (TDHCA). TDHCA can award up to \$500,000 to help construct apartments for persons with disabilities. Although this HOME funding comes through the state, its source is the US Department of Housing and Urban Development, and therefore the program requirements for the HOME funding are almost identical to the HUD 811 grant. The grant application is not quite as complicated as the HUD 811 grant but is close. The grant should be almost complete by the time of the Board meeting, but it will probably not be finished. It is due to TDHCA by April 30th; however, grants are funded by order of receipt.</p> <p>This past month, with the assistance of Jackson Walker, Cleveland Supported Housing, Inc. (CSHI) has been formed to manage this project. However, CSHI will not be certified by the Internal Revenue Service as a 501(c)3 for several more months. Consequently, Tri-County would need to apply for these funds on behalf of CSHI. After the award, Tri-County would need to transfer these funds and the responsibility for the grant reporting to CSHI.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Approve Submission of HOME Application to Texas Department of Housing and Community Affairs on Behalf of Cleveland Supported Housing, Inc. and Authorize the Executive Director to Execute Documents Related to the Application</p>	

Agenda Item: 2 rd Quarter FY 2012 Investment Report Committee: Business	Board Meeting Date March 22, 2012
Background Information: This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256: Subchapter A of the Public Funds Investment Act.	
Supporting Documentation: Quarterly TexPool Investment Report Quarterly Interest Report	
Recommended Action: For Information Only	

QUARTERLY INVESTMENT REPORT TEXPOOL FUNDS

For the Period Ending February 29, 2012

GENERAL INFORMATION

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

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

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

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

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

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

TexPool is governed by the following specific portfolio diversification limitations;

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

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

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

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

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

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

STATISTICAL INFORMATION

Market Value for the Period

Portfolio Summary	December	January	February
Uninvested Balance	359,744.49	1,653,776.93	37,701.53
Accrual of Interest Income	8,555,056.94	5,061,265.34	4,731,181.74
Interest and Management Fees Payable	(1,021,586.97)	(1,320,548.80)	(1,388,055.32)
Payable for Investments Purchased	0.00	(1,436,513,018.59)	0.00
Repurchase Agreements	10,445,589,000.00	12,732,138,000.00	10,900,259,050.00
Mutual Fund Investments	0.00	0.00	0.00
Government Securities	5,149,154,261.29	6,975,018,565.30	6,334,796,376.69
U.S. Treasury Bills	0.00	699,983,900.00	299,998,200.00
U.S. Treasury Notes	729,385,992.00	355,535,358.00	301,083,900.00
TOTAL	\$16,332,022,467.75	\$19,331,557,298.18	\$17,839,442,951.58

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	1,781,628.96	(37,701.53)
Accrual of Interest Income	6,140,977.76	4,731,181.74
Interest and Management Fees Payable	(1,312,114.99)	(1,388,055.32)
Payable for Investments Purchased	(55,000,000.00)	0.00
Repurchase Agreements	9,204,524,000.00	10,900,261,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	5,315,239,678.58	6,333,176,746.43
U.S. Treasury Bills	0.00	299,997,083.34
U.S. Treasury Notes	229,989,843.28	301,118,274.24
TOTAL	\$14,701,364,013.59	\$17,837,858,528.90

Portfolio By Maturity as of February 29, 2012

1 to 7 days	8 to 90 day	91 to 180 days	181 + days
67.7%	16.0%	9.0%	7.3%

Portfolio By Type of Investments as of February 29, 2012

Repurchase	T-Bills	Mutual Funds	Agency Notes	Agency Discounts	T-Notes	Treasury Bills
61.1%	None	None	35.5%	None	None	3.4%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.08% for December, 0.09% for January and 0.09% for February.

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

The weighted average maturity of the fund as of February 29, 2012 was 43 days.

The net asset value as of February 29, 2012 was 1.00009.

The total amount of interest distributed to participants during the period was \$3,727,861.25.

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 Poors.

During the reporting period, the total number of participants has increased to 2,263.

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.

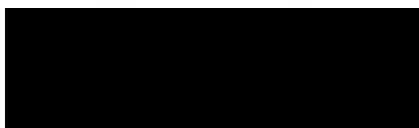
Submitted by:



Milne McDunley
Chief Financial Officer / Investment Officer



Date



Cindy Smith
Executive Director / Investment Officer



Date

**TRI-COUNTY SERVICES
QUARTERLY INTEREST EARNED REPORT
FISCAL YEAR 2012
AS OF FEBRUARY 2012**

BANK NAME	INTEREST EARNED				
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	YTD TOTAL
First Liberty National Bank	\$ 24.23	\$ 24.61			\$ 48.84
JP Morgan Chase (HBS)	\$ 527.60	\$ 2,042.19			\$ 2,569.79
Prosperity Bank	\$ 11.85	\$ 11.37			\$ 23.22
TexPool Participants	\$ 155.72	\$ 141.47			\$ 297.19
Redeemed 10/21/11 Hillcrest Bank	\$ 392.70	\$ -			\$ 392.70
Tradition Bank	\$ 9,843.98	\$ 10,059.82			\$ 19,903.80
Total Earned	\$ 10,956.08	\$ 12,279.46	\$ -	\$ -	\$ 23,235.54

<p>Agenda Item: Board of Trustees' Unit Financial Statement for February 2012</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>March 22, 2012</p>
<p>Background Information:</p> <p>None</p>	
<p>Supporting Documentation:</p> <p>February 2012 Board of Trustees' Unit Financial Statement</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Unit Financial Statement

FY 2012

	February 12 Actuals	February 12 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 2,804.00	\$ 2,804.00	\$ -	\$ 16,821.00	\$ 16,821.00	\$ -	0.00%	\$ 33,645.00
Total Revenue	\$ 2,804.00	\$ 2,804.00	\$ -	\$ 16,821.00	\$ 16,821.00	\$ -	0.00%	\$ 33,645.00
Expenses								
80105030 Application Fees	\$ -	\$ -	\$ -	\$ 4.50	\$ -	\$ 4.50	0.00%	\$ -
80105275 Food Items	\$ 158.08	\$ 183.00	\$ (24.92)	\$ 904.44	\$ 1,102.00	\$ (197.56)	82.07%	\$ 2,200.00
80105320 Insurance-Worker's Compensation	\$ 12.39	\$ 18.00	\$ (5.61)	\$ 68.72	\$ 112.00	\$ (43.28)	61.36%	\$ 220.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	100.00%	\$ 18,000.00
80105415 Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105605 Postage-Express Mail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105715 Supplies - Office	\$ -	\$ 15.00	\$ (15.00)	\$ 53.00	\$ 90.00	\$ (37.00)	58.89%	\$ 180.00
80105750 Training	\$ -	\$ 369.00	\$ (369.00)	\$ -	\$ 2,211.00	\$ (2,211.00)	0.00%	\$ 4,425.00
80105755 Travel - Local	\$ -	\$ 100.00	\$ (100.00)	\$ 360.52	\$ 600.00	\$ (239.48)	0.00%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ 154.50	\$ 167.00	\$ (12.50)	\$ 787.61	\$ 999.00	\$ (211.39)	78.84%	\$ 2,001.00
80105758 Travel - Non-local Hotel	\$ 128.52	\$ 377.00	\$ (248.48)	\$ 821.59	\$ 2,257.00	\$ (1,435.41)	36.40%	\$ 4,519.00
80105759 Travel - Meals	\$ 30.00	\$ 75.00	\$ (45.00)	\$ 221.56	\$ 450.00	\$ (228.44)	49.24%	\$ 900.00
Total Expenses	\$ 1,983.49	\$ 2,804.00	\$ (820.51)	\$ 12,221.94	\$ 16,821.00	\$ (4,599.06)	72.66%	\$ 33,645.00
Total Revenue minus Expenses	\$ 820.51	\$ -	\$ 820.51	\$ 4,599.06	\$ -	\$ 4,599.06	-72.66%	\$ -

UPCOMING MEETINGS

April 26, 2012 - Board Meeting

- Approve Minutes from March 22, 2012 Board Meeting
- Community Resources Report for March 2012
- Consumer Services Report for March 2012
- Program Updates for March 2012
- Annual Board & Leadership Team Training
- Personnel Report for March 2012
- Texas Council Quarterly Meeting Update
- Approve March 2012 Financial Statements
- Board of Trustees' Unit Financial Statement for March 2012
- Other Business Committee Issues

May 24, 2012 - Board Meeting

- Approve Minutes from April 26, 2012 Board Meeting
- Community Resources Report for April 2012
- Consumer Services Report for April 2012
- Program Updates for April 2012
- Program Presentation - HCS Service Coordination
- Personnel Report for April 2012
- Approve April 2012 Financial Statements
- Consider Selection of FY 2012 Auditor
- Board of Trustees' Unit Financial Statement for April 2012
- Montgomery Supported Housing, Inc. Quarterly Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues