

Tri-County Behavioral Healthcare Board of Trustees Meeting

March 24, 2016



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, March 24, 2016. 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 10:05 a.m.

AGENDA

- I. Organizational Items**
 - A. Chair Calls Meeting to Order
 - B. Public Comment
 - C. Quorum
 - D. Review & Act on Requests for Excused Absence
- II. Approve Minutes - February 25, 2016**
- III. Executive Director's Report - Evan Roberson**
 - A. DSHS
 - 1. YES Waiver
 - B. DADS
 - 1. Annual Audit Corrective Action Plan
 - 2. Notice of Alleged Non-Compliance, PASRR
- IV. Chief Financial Officer's Report - Millie McDuffey**
 - A. Cost Accounting Methodology (CAM)
 - B. FY 2015 HCS, TxHmL, ICF & MEI Cost Reports
 - C. Days of Operation Ratio
 - D. Fixed Asset Inventory
 - E. Surplus Sale
- V. Program Committee**
 - Information Items
 - A. Community Resources Report..... *Pages 9-11*
 - B. Consumer Services Report for February 2016..... *Pages 12-13*
 - C. Program Updates..... *Pages 14-16*
 - D. FY 2016 Goals & Objectives Progress Report..... *Pages 17-21*
 - E. 2nd Quarter FY 2016 Corporate Compliance & Quality Management Report..... *Pages 22-23*
 - F. 3rd Quarter FY 2016 Corporate Compliance Training..... *Pages 24-25*
- VI. Executive Committee**
 - Information Items
 - A. Board Appointment & Oath of Office..... *Pages 26-28*
 - B. Personnel Report for February 2016..... *Pages 29-31*
 - C. Texas Council Risk Management Fund Claims Summary for February 2016..... *Pages 32-33*
- VII. Business Committee**
 - Action Items
 - A. Approve February 2016 Financial Statements..... *Pages 34-47*
 - B. Approve FY 2016 Budget Revision..... *Pages 48-50*
 - C. ICF/IID Contracting Options..... *Page 51*

- D. Approve HHSC Enterprise Agency Contract Amendment #537-16-0124-00035B..... *Pages 52-54*
E. Appoint New Directors for the Montgomery Supported Housing, Inc. Board..... *Page 55*

Information Items

- F. 2nd Quarter FY 2016 Investment Report..... *Pages 56-60*
G. Board of Trustees Unit Financial Statement for February 2016..... *Pages 61-62*
H. Building Consolidation Update..... *Pages 63-68*
I. Cleveland Supported Housing, Inc. Update..... *Page 69*

VIII. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney

IX. Mobile Clinic Tour

Posted By:

Stephanie Eveland
Executive Assistant

Tri-County Behavioral Healthcare

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

February 25, 2016

Board Members Present:

Patti Atkins
Tracy Sorensen
Sharon Walker
Richard Duren
Morris Johnson
Cecil McKnight
Jacob Paschal
Janet Qureshi

Board Members Absent:

None

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Tanya Bryant, Director of Quality Management and Support
Amy Foerster, Director of Human Resources
Kathy Foster, Director of IDD Provider Services
Breanna Robertson, Director of Crisis Services
Stephanie Eveland, Executive Assistant
Tabatha Abbott, Cost Accountant
Stella Montemayor, Administrative Assistant
Catherine Prestigiovanni, Director of Strategic Development
David Deaton, Legal Counsel
Amy Anderson, Provider Team Leader
David Assael, Adult Substance Abuse Treatment Counselor
Sara Bradfield, Administrator of Routine Assessment and Substance Abuse
Lisa Bradt, CJ Services Program Administrator
Laurie Frankenfield, Team Lead for Rehabilitative Services
Robyn Gould, Training Coordinator
Anna King, Administrator of IDD Intakes and Enrollments
Elisha Leard, COC/Legal Rehab Skills Trainer
Evelyn Johnson, Employment Specialist
Stephanie McNeely, C&A Rehab Specialist
Shannon Miller, Coordinator C&A Rehab Services
Jennifer Myers, MH Case Coordinator
Jean Sharp, Provider Team Leader
Janelle Sparling, IDD Volunteer
Ashley Taylor, Veteran Services Liaison

Guests:

Gail Page
Mike Duncum, WhiteStone Realty
Scott Hayes, ISC Group

Call to Order: Board Chair, Patti Atkins, 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 eight (8) members present, a quorum was established.

Resolution #02-16-01

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Sharon Walker, Tracy Sorensen, Richard Duren, Jacob Paschal and Janet Qureshi that it be...

Resolved:

That the Board approve the minutes of the January 28, 2016 meeting of the Board of Trustees.

Longevity Recognitions were presented to Tri-County staff.

Board Chair, Patti Atkins, suspended the agenda to move to Business Committee Information Item VIII-D, 401(a) Retirement Plan Account Review. Scott Hayes, from ISC Group, presented the 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.

Board Chair, Patti Atkins, suspended the agenda to move to Business Committee Information Item VIII-F, Building Consolidation Update. Mike Duncum, from WhiteStone Realty, presented the report.

PROGRAM COMMITTEE:

Resolution #02-16-02

Motion Made By: Morris Johnson

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker, Tracy Sorensen, Richard Duren, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the Mental Health Local Plan for FY 2016-17.

Resolution #02-16-03

Motion Made By: Jacob Paschal

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker, Tracy Sorensen, Richard Duren, Morris Johnson and Cecil McKnight that it be...

Resolved:

That the Board approve the Mental Health Quality Management Plan for FY 2016-17.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for January 2016 was reviewed for information purposes only.

The Program Updates were reviewed for information purposes only.

Program Presentation – Ashley Taylor presented information regarding Veteran Services.

EXECUTIVE COMMITTEE:

Resolution #02-16-04

Motion Made By: Sharon Walker

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Tracy Sorensen, Richard Duren, Morris Johnson, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the revised Board Policies E.8 – Budgets, E.9 – Petty Cash Funds, E.10 – Purchasing, and E.14 – Records Retention; and, the deletion of Board Policies E.11 – Day Sheet System, E.12 Write-off of Accounts Receivable, and E.13 – Long Distance Telephone Calls.

The Personnel Report for January 2016 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for January 2016 was reviewed for information purposes only.

The Texas Council Quarterly Board Meeting Verbal Update was presented by Morris Johnson.

BUSINESS COMMITTEE:

Resolution #02-16-05

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Jacob Paschal and Janet Qureshi that it be...

Resolved:

That the Board approve the January 2016 Financial Statements.

Resolution #02-16-06

Motion Made By: Cecil McKnight

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Tracy Sorensen, Richard Duren, Morris Johnson, Jacob Paschal and Janet Qureshi that it be...

Resolved:

That the Board approve the change in authorized signers for financial accounts, effective immediately.

Resolution #02-16-07

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Jacob Paschal and Janet Qureshi that it be...

Resolved:

That the Board approve the purchase and installation of the PETC Generator from the single bidder, A&H Electric, in an amount not to exceed \$94,100.

The Board of Trustees Unit Financial Statement for January 2016 was reviewed for information purposes only.

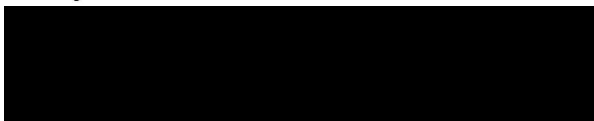
The regular meeting of the Board of Trustees recessed at 11:55 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney regarding advice on legal matters regarding contemplated litigation.

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

No action was taken during Executive Session.

The regular meeting of the Board of Trustees adjourned at 12:13 p.m.

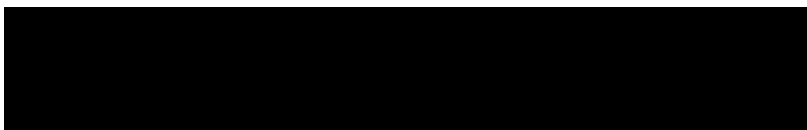
Adjournment:



Patti Atkins
Chair

Date

Attest:



Sharon Walker
Secretary

Date



Executive Director's Report

March 24, 2016

Announcements

- The next Board meeting is scheduled for Thursday, April 28, 2016.
- We expect the Board meeting to be relatively quick today, so there will be an opportunity for the Board members to tour our new 1115-funded Mobile Medical Clinic following lunch today. The vehicle is still in the process of getting inspected, registered, etc., but we plan to have our first outing with it in April.
- I have started making trips to the Representatives and Senators in our three counties as part of our preparation for the next session. Thus far, I have met with staff from Representative Bell's office; and, Catherine Prestigiovanni and I met with Representative Metcalf. We will be planning a legislative event at the Psychiatric Emergency Treatment Center sometime in the next couple of months, and I will let you know when we meet in case you would like to attend.
- Today's cake is in honor of the Honorable Tracy Sorensen who celebrated a birthday on March 5th.

Department of State Health Services (DSHS)

- I wanted to let you know that the state was approved for the statewide Medicaid expansion of the **Youth Empowerment Services (YES) Waiver** effective April 1, 2016. The YES Waiver provides comprehensive home and community-based mental health services to youth between the ages of 3 and 18 who have a serious emotional disturbance and who may be at risk of placement. It provides flexible supports and specialized services to kids which are designed to keep them in our community. Tri-County has provided the YES Waiver to twelve (12) kids thus far via a General Revenue pilot program authorized by the state. Medicaid expansion ensures that the waiver will be available for years to come.

The state was unable to provide the Medicaid YES Waiver contract before the April 1st start date but has canceled the General Revenue contract effective March 31, 2016. Other than delays in payment, the state has ensured us that there will be no other disruption caused by this contract delay.

Department of Aging and Disability Services (DADS)

- The **Authority Audit Corrective Action Plan (CAP)** was submitted to the state to address concerns from the review in January. Historically, DADS evaluated the effectiveness of the CAP at the next annual review. However, new this year, DADS indicated that they will be back six (6) months from the acceptance of the CAP to review our progress. Sanctions are possible if acceptable progress has not been made.
- We received a **Notice of Alleged Non-Compliance** from DADS dated March 4th (attached) for missing a Pre-Admission, Screening and Resident Review (PASRR) target for evaluation completion. We did not enter one (1) of twelve (12) assessments during the 1st quarter of FY 2016 as required. As a result, we will be submitting a check to DADS in the amount of \$2,000.

The staff involved in this error was being monitored for inconsistent data entry into CARE and was subsequently terminated for data errors.

We have not received a sanction from DADS in several years and this type of error would not have been penalized historically; however, this sanction reflects HHSC's continued focus on contract compliance and is indicative of our changing relationship with DADS.

We will continue to work diligently to avoid these sanctions in the future.

MAR 10 2016



COMMISSIONER
Jon Weizenbaum

March 4, 2016

Evan Roberson, M.P.A.
Executive Director
Tri-County Behavioral Healthcare
P.O. Box 3067
Conroe, TX 77305

Re: REVISED Notice of Alleged Non-Compliance for Fiscal Year 2016, Pre-Admission Screening and Resident Review (PASRR) 1st Quarter Performance Measures

Dear Mr. Roberson:

The Department of Aging and Disability Services has determined the performance measures outcomes for Fiscal Year 2016, 1st Quarter, in accordance to the Fiscal Years 2016 and 2017 Performance Contract (the "Contract"), Attachment G.

Performance Measure Outcome - PASRR Evaluation Completions

An outcome target of 95% is required for the percentage of PASRR Evaluations completed within required time frames identified in Attachment G. Based on Fiscal Year 2016, 1st Quarter data the performance measure for your local intellectual and developmental disability authority is **92%**, which is below the required outcome target.

Notice of Alleged Non-Compliance for PASRR Evaluation Completions

In accordance with Article IV.B.1, of the Fiscal Years 2016 and 2017 Performance Contract, Tri-County Behavioral Healthcare is hereby given a notice of alleged non-compliance ("Notice") for failure to meet the established outcome target pursuant to Attachment G of the Contract.

As a result of this alleged non-compliance, DADS will impose a penalty of **\$2,000** pursuant to Article IV.A.2.b., which states:

b. Impose penalties for failing to meet a quarterly outcome target for a performance measure identified in Attachment B (Performance Measures and Outcome Targets) in accordance with the penalty chart;

The penalty amount assessed is based on Article IV.A.4 of Mandatory Sanctions. Please remit the **\$2,000 penalty** to the following address with a copy of this Notice no later than **April 4, 2016** and also copy me regarding this payment for tracking purposes:

Mr. Evan Roberson
March 4, 2016
Page 2

DADS – ARTS
Attn: Jeff Wolfe, MC-E411
701 W. 51st Street
Austin, Texas 78751


You may respond to this Notice if you believe the imposition of the proposed penalty is in error. The Sanction Action Review Committee must receive the response within 10 business days after the date the Notice is received. Please send to:

DADS COS
Attn: SARC Chair, MC-W340
P.O. Box 14903
Austin, Texas 78714-9030

To ensure timely response to your request for reconsideration, ***please courtesy copy your request*** to: DADS, Performance Contracts, MC-W354, Attn: Misti J. Hair, P.O. Box 149030, Austin, Texas 78714.

If you have any questions or require assistance with this matter, please contact Misti J. Hair at (512) 438-3473 or by email at misti.hair@dads.state.tx.us.

Sincerely,



Anthony V. Jalomo
Section Director
Local Authority Section

AVJ:ls

cc: Brad Bowder

CHIEF FINANCIAL OFFICER'S REPORT

March 24, 2016

Cost Accounting Methodology (CAM) - We have spent many hours working on the FY 2015 CAM report. We finally submitted the completed Final CAM to DSHS on February 27th. We ended up with a variance of .41% on the final submittal. Since the submission date, we have continued to research and have found the difference and brought the variance to almost zero dollars. Now we will compare these CAM costs to prior year reports to see any major changes in cost of services.

FY 2015 HCS, ICF and Texas Home Living and MEI Cost Reports – Tabatha is getting closer to the completion of all the listed cost reports for FY 2015. The reports are all submitted in a program called the Fairbanks system which has been used for many years so the process has not changed for this fiscal year. Staff did complete the required cost report training. The cost reports are all due on April 15th.

Days of Operation Ratio - Updated Days of Operation Ratio is 92 as of the end of February 29, 2016. This amount is up from 72 days as of the preliminary August 31, 2015 financials.

Fixed Asset Inventory – The fixed asset inventory process will be starting within the next month or so. Every two years we conduct a complete inventory count, so this is the complete count year. Last year, we verified programs that had moved and all new items purchased. This year we will get complete review of all inventoried items. This is a pretty labor intensive process so we bring in building coordinators to assist with the actual count at each location.

Surplus Sale – We have visited the two vacated building out in Liberty and have determined that there is enough decent office furniture to have a surplus sale. We won't make much money, but every little bit helps. We will be planning the surplus sale to be sometime in the second half of April before the weather gets too hot.

Agenda Item: Community Resources Report Committee: Program	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: Community Resources Report	
Recommended Action: For Information Only	

Community Resources Report

February 26, 2016 – March 24, 2016

Volunteer Hours:

Location	February
Conroe	191.5
Cleveland	1.5
Liberty	35
Huntsville	69.5
Total	297.5

COMMUNITY ACTIVITIES:

2/26/16	Tri-County C&A Presentation – Armstrong Elementary Conroe ISD	Conroe
2/26/16	Love Fosters Hope Meeting	Spring
3/1/16	Liberty Church of Christ Mental Health Presentation	Liberty
3/1/16	Adolescent Roundtable Collective	Conroe
3/2/16	Veterans Court Advocacy Mentoring Program Training	Houston
3/2/16	East Montgomery County Chamber Luncheon	New Caney
3/2/16	Noon Lions Club	Conroe
3/3/16	Cleveland Chamber of Commerce Luncheon	Cleveland
3/3/16	Walker County Community Resource Coordination Group	Huntsville
3/3/16	Conroe ISD Transition/Resource Fair	The Woodlands
3/7/16	Outreach, Screening, Assessment and Referral Quarterly Meeting	Conroe
3/7/16	Supportive Services for Veteran Families Meeting	Houston
3/7/16	Hope for the Warriors Veterans Meeting	Conroe
3/8/16	Military Veteran Peer Network Faith Based Coordinator Meeting	Conroe
3/8/16	Veteran Refuge Trauma & Counseling Center Tour	Conroe
3/8/16	American Legion Meeting	Conroe
3/9/16	Lone Star Honor Flight Veterans Group Breakfast	Montgomery
3/10/16	Huntsville Chamber of Commerce Breakfast	Huntsville
3/10/16	Veterans Informational Seminar	Liberty
3/15/16	Montgomery County Community Resource Coordination Group	Conroe
3/16/16	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
3/16/16	Women Veterans in Service Organizations Luncheon	Houston
3/17/16	Montgomery County Homeless Coalition Community Meeting	Conroe
3/17/16	Veterans Affairs Advisory Board Meeting	Huntsville
3/18/16	Touchstone Neurorecovery Center Veterans Service Day – Wheelchair Basketball	Conroe
3/21/16	Representative Metcalf Meeting	Conroe
3/22/16	Montgomery County Business Women's Assoc. Luncheon	Conroe

COMMUNITY ACTIVITIES (cont'd):

3/23/16	Veterans Treatment Court	Conroe
3/23/16	Noon Lions Club	Conroe
3/24/16	Montgomery County United Way Partners Meeting	The Woodlands
3/24/16	Lone Star Tomball Health Fair	Tomball
3/24/16	Veterans Taskforce Meeting	Conroe

UPCOMING ACTIVITIES:

3/29/16	CHI St. Luke's Mental Health Focus Group Meeting	The Woodlands
3/30/16	DADS Presentation – Conroe Noon Lions Club	Conroe
4/4/16	Montgomery County Homeless Coalition Board Meeting	Conroe
4/5/16	Montgomery County United Way Health & Wellness Impact Council Meeting	The Woodlands
4/6/16	Conroe ISD Meeting with Youth Substance Abuse Prevention	Conroe
4/6/16	Conroe Noon Lions Club Luncheon	Conroe
4/7/16	Cleveland Chamber of Commerce Luncheon	Cleveland
4/7/16	Healthier U Wellness Expo – Lone Star College	The Woodlands
4/7/16	Walker County Community Resource Coordination Group	Huntsville
4/7/16	Liberty County Chamber of Commerce Business Expo	Liberty
4/13/16	Conroe Noon Lions Club Luncheon	Conroe
4/14/16	Woodlands Area Chamber of Commerce Volunteer Luncheon	The Woodlands
4/14/16	Huntsville Chamber of Commerce Breakfast	Huntsville
4/19/16	Walker County Community Resource Coordination Group	Huntsville
4/20/16	Conroe Noon Lions Club Luncheon	Conroe
4/27/16	Administrative Professionals Luncheon	Liberty
4/30/16	Relay for Life of Conroe	Conroe
4/30/16	Conroe KidsFest	Conroe

Agenda Item: Consumer Services Report for February 2016 Committee: Program	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: Consumer Services Report for February 2016	
Recommended Action: For Information Only	

Consumer Services Report

February 2016

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	428	48	27	53	556
Crisis and Transitional Services (LOC 0, LOC 5)	46	1	1	1	49
Psychiatric Emergency Treatment Center (PETC) Served	62	5	2	7	76
Psychiatric Emergency Treatment Center (PETC) Bed Days	255	22	9	24	310
Contract Hospital Admissions	8	2	0	0	10
Diversion Admits	13	1	0	2	16
Total State Hospital Admissions	4	1	0	0	5
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	1050	146	87	89	1372
Adult Medication Services	797	90	65	102	1054
Child Service Packages (LOC 1-4 and YC)	432	34	19	58	543
Child Medication Services	245	20	13	31	309
TCOOMMI (Adult Only)	105	27	22	8	162
Adult Jail Diversions	4	0	0	0	4
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	9	2	0	0	11
Service Coordination	643	44	56	66	809
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	42	5	20	23	90
Contractor Provided ICF-MR	18	9	10	6	43
Substance Abuse Services					
Children and Youth Prevention Services	157	0	131	31	319
Youth Substance Abuse Treatment Services/COPSD	21	0	0	1	22
Adult Substance Abuse Treatment Services/COPSD	27	0	0	7	34
Waiting/Interest Lists as of Month End					
Home and Community Based Services Interest List	1689	129	138	145	2101
February Served by County					
Adult Mental Health Services	1370	168	114	177	1829
Child Mental Health Services	531	44	23	63	661
Intellectual and Developmental Disabilities Services	709	49	58	72	888
Total Served by County	2610	261	195	312	3378
January Served by County					
Adult Mental Health Services	1380	160	104	193	1837
Child Mental Health Services	510	41	21	63	635
Intellectual and Developmental Disabilities Services	710	54	60	73	897
Total Served by County	2600	255	185	329	3369
December Served by County					
Adult Mental Health Services	1356	157	110	172	1795
Child Mental Health Services	491	32	26	55	604
Intellectual and Developmental Disabilities Services	674	54	56	70	854
Total Served by County	2521	243	192	297	3253

Agenda Item: Program Updates Committee: Program	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: Program Updates	
Recommended Action: For Information Only	

Program Updates

February 26, 2016 – March 24, 2016

MH Crisis Services

1. The new Coordinator of Outpatient Crisis Services was selected and participated in new employee orientation the week of March 14th.
2. Conroe Police Department and Tri-County met with the Harris Center to brainstorm and prepare for implementing the Crisis Intervention Response Team (CIRT) program locally in Montgomery County.

MH Adult Services

1. There have been two (2) meetings with Judge Mark Holt in Walker County in March to discuss the current paperwork process for mental health commitments. After the meeting, we discussed a training date for Walker County law enforcement staff about the commitment process and associated paperwork.
2. Staff attended the Liberty Church of Christ food drive in March to discuss the services we offer and tell people about our new location in Liberty.

MH Child Services

1. C&A managers are busy recruiting QMHPs for new positions in all areas due to rapid growth of the population we serve.
2. Currently, there are ten (10) positions open in C&A.
3. The Youth Empowerment Services (YES) Waiver has created a bigger demand for Wraparound Services so we are working diligently to fill two (2) open Wraparound Facilitator roles (included in the ten (10) vacancies mentioned above).

Criminal Justice Services

1. Two (2) individuals were admitted into the Outpatient Competency Restoration (OCR) program in February making a total of ten (10) served so far in FY 2016.
2. There were two (2) Jail Diversion admissions in February for a total of four (4) currently in FY 2016 with 65 assessments completed.
3. TCOOMMI adult caseloads are at 155 individuals served and revenue continues to be steady.
4. The Jail Services Liaison assessed 34 individuals in February and coordinated the treatment of 72 others in jail.

Substance Abuse Services

1. Youth Substance Abuse Prevention has been working on developing a plan for participating in Conroe's KidsFest in April, which has been a good place to offer families information about smoking cessation and other educational activities.
2. Adult Substance Abuse is currently making changes to the pre and post survey that is used to calculate successful outcomes for individuals in the program for the United

Way grant. We anticipate by making changes to the assessment, the process for administration, and how percentages are calculated that we will more accurately capture the benefit the program has on the lives of those we serve.

3. Our Youth Substance Abuse Treatment Program is experiencing a surge of uninsured clients. These clients will be served using DSHS General Revenue dollars.
4. Our Youth Substance Abuse Treatment Program is meeting or exceeding all DSHS contracted outcome targets.

IDD Services

1. IDD Provider Services is preparing for upcoming audits for both the Texas Home Living and Home and Community-based Services Program. The auditors historically have arrived in April or May. New this year, we may only receive 2-3 day notice of their arrival rather than the two week notice we have historically received.
2. IDD Authority Services is preparing for a provider meeting scheduled for April 19th to update providers on services and changes throughout the state.
3. IDD Authority Services submitted a Corrective Action Plan (CAP) related to the annual review conducted in January. Staff are now waiting on DADS approval for the CAP.

Support Services

1. **Utilization Management:**
 - a. The Administrator of Utilization and Risk Management achieved Super User status for the Adult Needs and Strengths Assessment (ANSA) and the Children's Needs and Strengths Assessment (CANS) and is in the process of administering trainings across the Center which will assist clinicians improve their ability to assess the needs of the individuals served and improve scoring accuracy. A designated Super User of these assessments is required by contract to train 40% of practitioners that use the ANSA/CANS by March 15th and another 40% by September 15th.
2. **Quality Management:**
 - a. We continue to seek a replacement for the Administrator of Quality Management.
3. **Mental Health Planning Network Advisory Committee (MHPNAC):**
 - a. The MHPNAC met on February 24th to discuss the final Center plans. These included the FY 2016 Local Planning Network Development Plan (LPND), the Consolidated Mental Health Local Service Plan (CLSP), and the Mental Health Quality Management (QM) Plan. These plans have now been added to the Center website.
4. **Veterans Services:**
 - a. A local events newsletter was created for distribution to local Veteran service providers of all monthly events.
 - b. Coordinated a crisis training for mentors and court staff called Ask About Suicide (ASK) to assist them identify individuals in crisis and increase their knowledge related to suicide prevention.

Community Activities

1. The requests for the Youth Mental Health First Aid trainings have been growing. This past month we have trained the adult Montgomery County probation department and the Conroe ISD police officers.

Agenda Item: FY 2016 Goals and Objectives Progress Report Committee: Program	Board Meeting Date March 24, 2016
Background Information: <p>The Board of Trustees and Management Team met on July 11, 2015 for the annual strategic planning retreat to develop the goals for FY 2016. 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 2nd Quarter of FY 2016.</p>	
Supporting Documentation: FY 2016 Goals and Objectives Progress Report	
Recommended Action: For Information Only	

Year-to-Date Progress Report

September 1, 2015 – February 29, 2016

Goal #1 – Facilities

Objective #1

Open the new service location in Liberty by October 1, 2015.

- After a series of delays associated with receiving the Certificate of Occupancy for the new facility on Panther Lane, Tri-County staff held a Grand Opening Ceremony on December 1, 2015.
- Regular services began at the site on the following Monday, December 7, 2015.

Objective #2

Select a contractor for the construction of the new Conroe facility by December 1, 2015.

- After reviewing responses to the Request for Proposals, Axiom Construction was selected to construct the new Montgomery County Facility by the Board of Trustees at the October 22, 2015 Board meeting.

Objective #3

Break ground on the new Conroe facility by January 31, 2016.

- Upon completion of financing documents with First Financial Bank, Axiom Construction began work at the 233 Sgt. Ed Holcomb Blvd. S. location on January 19, 2016.
- A formal ground breaking ceremony was held at the site on February 16, 2016.

Objective #4

Update appraisals on existing vacant properties and list these properties for sale by March 1, 2016.

- There was no activity on this objective in the first two quarters.
- Dates were scheduled to review each site in the third quarter.

Goal #2 – Community Awareness

Objective #1

Meet one on one with all County Judges and County Commissioners to discuss Tri-County Behavioral Healthcare and seek feedback about service gaps by May 31, 2016.

- The Director of Strategic Development met with Judge Craig Doyal in Montgomery County in the first quarter.

Objective #2

Hold at least one meeting with local legislative staff to discuss Tri-County Behavioral Healthcare and feature one of our programs by May 31, 2016.

- This event will be planned for the third quarter.

Objective #3

Hold at least one sponsored community outreach event focused on issues that would interest Tri-County families and the community by May 31, 2016.

- Staff offered counseling services at the Out of Darkness Walk for Suicide Prevention on October 7, 2015. Arrangements have been made with the American Foundation for Suicide Prevention Community Walk Chair to sponsor the 2016 walk.

Objective #4

With the cooperation of Tri-County's Consumer Foundation, plan at least one fundraising event before August 31, 2016.

- The Director of Strategic Development met with CB&I Public Relations staff that provided their template for a successful golf tournament fundraiser.
- The Director of Strategic Development is working on the Business Plan and the Tax Exemption application for the Foundation.
- Two additional community volunteers have been found who may be interested in serving on the Foundation Board.

Objective #5

Hold at least one meeting for employers in each local service area to discuss employment needs, opportunities and benefits for individuals with IDD by August 31, 2016.

- The first of three presentations will take place on March 30, 2016 at the Conroe Noon Lions Club meeting. Staff have arranged for the DADS Employment Recruitment Coordinator to present on the benefits for employers to hire individuals with IDD.

Goal #3 – Staff Development/Retention

Objective #1

Start the second Jon Stigliano Leadership Course in FY 2016.

- Staff have spoken with Jon Stigliano regarding our desire to start a second Leadership Course. The current session ends in May 2016 and the second class starts in July 2016.

Objective #2

Develop at least two targeted training courses for our Bachelor's level Qualified Mental Health Professionals (QMHPs) and Qualified Intellectual Disability Professionals (QIDPs) by February 28, 2016.

- QIDP staff were trained on Person Centered Planning in the second quarter.

- Training Department staff are researching Trauma Informed Care (TIC) training certification so that it can be included in New Employee Orientation. Plans include training of all QMHP and QIDP staff in TIC.

Objective #3

Review Center compensation systems and consider salary increases for employees based on determined objective criteria by May 31, 2016.

- There was no activity on this objective in the first half of FY 2016.

Goal #4 – Technology

Objective #1

Make a recommendation to the Board of Trustees related to a replacement for Anasazi Human Resources and Fiscal software by February 28, 2016.

- A committee was formed to review Human Resources and Fiscal software that may need Center needs.
- Initial reviews narrowed the available options down to two or three software packages that would meet both Human Resources and Fiscal needs.
- After further review, it was determined that there currently is not a product on the market that will meet our needs and be affordable.
- The team has recommended that this objective be postponed to a future date when more options may become available. In the interim, Center programmers are prepared to modify software code if necessary to meet Federal reporting requirements.

Objective #2

Develop a plan for the new Conroe facility to transition phone systems and copiers/printers by April 30, 2016.

- Two teams have been formed to look at this objective. The first team will be looking at technology needs/costs. The second team will be looking at staffing changes for the new facility. The recommendations of these two teams will be considered by the Building Leadership Team and a design will be selected.

Goal #5 – Quality Management

Objective #1

Conduct a Privacy and Security Audit of Tri-County Behavioral Healthcare to identify risks and develop an improvement plan based on audit results by March 31, 2016.

- A network security audit is currently underway. In addition, staff collaborated with Spindletop and Burke Center Quality Management staff to assist with an additional on-site audit of the physical environment. A conference call has been set for March 21, 2016 to identify an action plan and proceed with a discussion of initial steps.

Objective #2

Create a quality management auditing system to replace the Program Review process that is currently used by May 31, 2016.

- Staff continue to analyze the use of Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation standards as a foundation for the quality management process. Following Board approval, the process to pursue accreditation would begin with the creation of new goals for accreditation activities.

Agenda Item: 2 nd Quarter FY 2016 Corporate Compliance and Quality Management Report Committee: Program	Board Meeting Date March 24, 2016
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 2 nd Quarter of FY 2016 are included in this Board packet.	
Supporting Documentation: 2 nd Quarter FY 2016 Corporate Compliance and Quality Management Report	
Recommended Action: For Information Only	

Corporate Compliance and Quality Management Report

2nd Quarter, FY 2016

Corporate Compliance Activities

A. Key Statistics:

1. There is one (1) completed Corporate Compliance review for the 2nd quarter of FY 2016. Following a report of potential issues related to individualization of documentation, a review of staff documentation was completed at William E. Hall with no negative findings noted.

B. Committee Activities:

1. The Corporate Compliance Committee met on January 13, 2016. The next meeting is scheduled for April 6, 2016. The committee reviewed the following:
 - a. A summary of investigations;
 - b. Audits that were requested by different funding sources;
 - c. Findings of daily Quality Assurance reviews; and
 - d. Legal updates on compliance issues

Quality Management Initiatives

A. Key Statistics:

1. Staff reviewed and submitted five (5) charts going back one (1) year for Cigna Health Spring.
2. Staff reviewed and submitted one (1) chart to Molina going back three (3) months.

B. Reviews/Audits:

1. Cenpatico performed the quarterly on-site review in December and February where four (4) client charts were reviewed at each visit. Overall the reviewer was pleased with the quality of the client records and no recommendations were made.
2. Texas Children's performed an on-site review in December due to the opening of the Liberty location where fifteen (15) client records were reviewed. The review resulted in a passing score.

C. Internal Programs Reviewed by Quality Management:

1. Staff continue to monitor monthly quality assurance of documentation by managers and have completed the creation of the standardized training checklists and audit of training files.

D. Other Quality Management Activities:

1. The Mental Health QM plan has been completed and added to the agency website.

Agenda Item: 3 rd Quarter FY 2016 Corporate Compliance Training Committee: Program	Board Meeting Date March 24, 2016
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: 3 rd Quarter FY 2016 Corporate Compliance Training	
Recommended Action: For Information Only	

The Corporate Compliance Action Plan (CCAP)

3rd Quarter FY 2016

Corporate Compliance Training

What is the CCAP:

The Corporate Compliance Action Plan (CCAP) is a document that details Tri-County Behavioral Healthcare's (Tri-County) Corporate Compliance monitoring activities. The CCAP is reviewed annually and changes are made based on new laws regarding compliance, Corporate Compliance concerns discovered during routine audits, input from the Corporate Compliance Committee, and/or related to focus areas outlined in the Office of the Inspector General's current Audit Plan. The CCAP outlines planned activities that will take place in order to detect and/or prevent fraud, abuse, and waste within Tri-County.

Oversight of the CCAP:

The Tri-County Board of Trustees adopts the Corporate Compliance Policy and designates responsibility for ensuring adequate resources for a Corporate Compliance Program to the Executive Director. The Executive Director designates a Corporate Compliance Officer and Committee to ensure that a compliance program is put into place and implemented in line with the CCAP. The Board of Trustees and Center Management Team frequently review updates related to the implementation of the CCAP and make recommendations for improvement as needed.

Corporate Compliance Committee's Role:

The Corporate Compliance Committee monitors the Center's implementation of the CCAP and recommends changes to the Corporate Compliance program as indicated throughout the year. Scheduled to meet at least quarterly, the committee is responsible for reviewing corporate compliance issues on both a systems level and an individual provider level. Together, these reviews guide changes that the Center needs to make to ensure compliance with rules and laws related to ethics and/or billing.

To fulfill its responsibility the Corporate Compliance Committee:

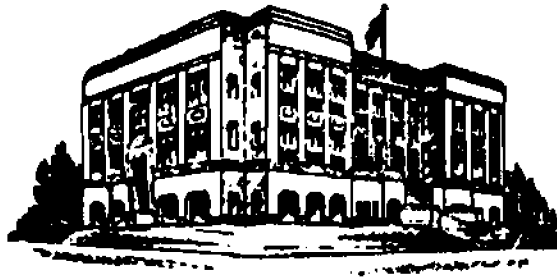
- Reviews the Center CCAP as needed but no less than annually and provides oversight of the implementation of the plan.
- Coordinates information and actions with the Mental Health Quality Management/Utilization Management Committee (MHQM/UM) and the IDD Quality and Utilization Management Committee (QUM).
- Reviews findings of any corporate compliance investigations.
- Assures that staff are provided education regarding corporate compliance issues at least quarterly.
- Reports all corporate compliance allegations, findings, and dispositions to the Board of Trustees on at least a quarterly basis.
- Reviews reports from agency committees regarding agency monitoring or review activities.
- Reviews all Contractor Corporate Compliance Programs annually to ensure that they meet Compliance expectations.

Summary:

The CCAP is a vital to the success of the Compliance Program at Tri-County. It is our goal to create and maintain an atmosphere of compliance where staff feel comfortable openly discussing concerns and questions related to compliance. By doing so, staff can play an important role in guiding the CCAP when adjustments may be indicated. If you have questions or concerns related to Corporate Compliance at Tri-County you may contact your supervisor or the Corporate Compliance Officer, Tanya Bryant, at (936) 521-6115, toll free at (866) 243-9252, or by email to tanyab@tcbhc.org or corporatecompliance@tcbhc.org.

Agenda Item: Board of Trustees Appointment and Oath of Office Committee: Executive	Board Meeting Date March 24, 2016
Background Information: The Liberty County Commissioner's Court appointed Ms. Gail Page to fill the unexpired term of Mr. Brad Browder which will expire on August 31, 2017. Ms. Page will recite his oath of office at the Board meeting.	
Supporting Documentation: Appointment Letter from Liberty County Judge Jay Knight Oath of Office Recitation	
Recommended Action: Recite Oath of Office	

JAY KNIGHT
COUNTY JUDGE



1923 SAM HOUSTON
LIBERTY, TEXAS 77575

THE COUNTY OF LIBERTY
Est. 1836

February 11, 2016

Tri-County Behavior HealthCare
Attn: Evan Roberson
P.O. Box 3067
Conroe, TX 77305

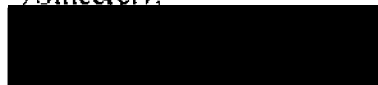
Re: Appointment to Board of Trustees

Dear Mr. Roberson:

Liberty County Commissioners Court appointed Gail Paige to the Tri-County Behavior HealthCare Board of Trustees on February 9, 2016 to fill the vacancy of Brad Browder.

If you have any questions, please contact my office. Thank you.

Sincerely,



Jay Knight
County Judge

JK/dh



OATH OF OFFICE

I, _____,
do solemnly swear,
that I will faithfully execute
the duties of the office of Trustee
of Tri-County Behavioral Healthcare,
and will, to the best of my ability
preserve, protect, and defend the Constitution
and laws of the United States and of this State;
and I furthermore solemnly swear
that I have not directly nor indirectly,
paid, offered, or promised to pay,
contributed, nor promised to contribute
any money, or valuable thing,
or promised any public office or employment,
as a reward for the giving or withholding a vote
to secure my appointment,
and further affirm that I,
nor any company, association, or corporation
of which I am an officer or principal
will act as supplier of services or goods,
nor bid or negotiate to supply
such goods or services, for this Center,
so help me God.

Agenda Item: Personnel Report for February 2016 Committee: Executive	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: Personnel Report for February 2016	
Recommended Action: For Information Only	

Personnel Report February 2016

Total Applications received in February = 312

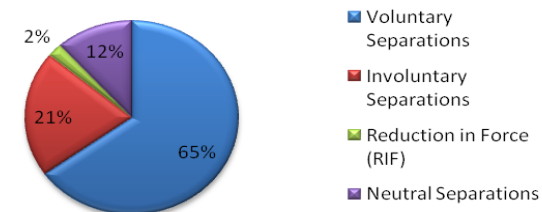
Total New Hires for the month of February = 10

Total New Hires Year to Date = 51

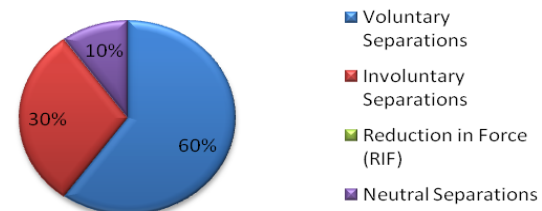
February 2016	FY16	FY15
Number of Active Employees	332	326
Number of Monthly Separations	10	5
Number of Separations YTD	43	36
Year to Date Turnover Rate	13%	11%
February Turnover	3%	2%

Separations by Reason	February Separations	Year to Date
Retired	0	0
Involuntarily Terminated	3	9
Neutral Termination	1	5
Dissatisfied	0	1
Lack of Support from Administration	0	0
Micro-managing supervisor	0	0
Lack of growth opportunities/recognition	0	0
Difficulty learning new job	0	0
Co-workers	0	0
Work Related Stress/Environment	0	2
RIF	0	1
Deceased	0	0
Pay	0	0
Health	0	1
Family	1	4
Relocation	0	3
School	0	0
Personal	1	1
Unknown	0	1
New Job	4	15
Total Separations	10	43

Year to Date Voluntary, Involuntary, RIF and Neutral Separations



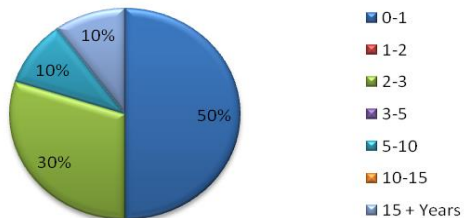
February Voluntary, Involuntary, RIF and Neutral Separations



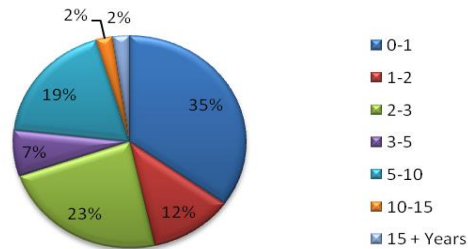
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% February	% YTD
Evan Roberson	14	0	1	0%	7%
Millie McDuffy	48	1	2	2%	4%
Amy Foerster	7	0	1	0%	14%
Tanya Bryant	9	0	1	0%	11%
MH Director	122	5	19	4%	16%
Breanna Robertson	52	2	11	4%	21%
Kelly Shropshire	32	0	4	0%	13%
Kathy Foster	39	1	3	3%	8%
Kenneth Barfield	9	1	1	11%	11%
Total	332	10	43		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date	% February	% Year to Date
Supervisors & Managers	22	1	1	5%	5%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	35	2	5	6%	14%
Professionals (QMHP)	85	3	17	4%	20%
Professionals (QIDP)	27	0	4	0%	15%
Licensed Staff (LCDC, LPC...)	19	0	1	0%	5%
Business Services (Accounting)	11	0	0	0%	0%
Central Administration (HR, IT, Executive Director)	24	1	3	4%	13%
Program Support(Financial Counselors, QA, Training, Med. Records)	40	2	4	5%	10%
Nurse Technicians/Aides	20	0	4	0%	20%
Service/Maintenance	23	0	1	0%	4%
Direct Care (HCS, Respite, Life Skills)	26	1	3	4%	12%
Total	332	10	43		

February Separations by Tenure

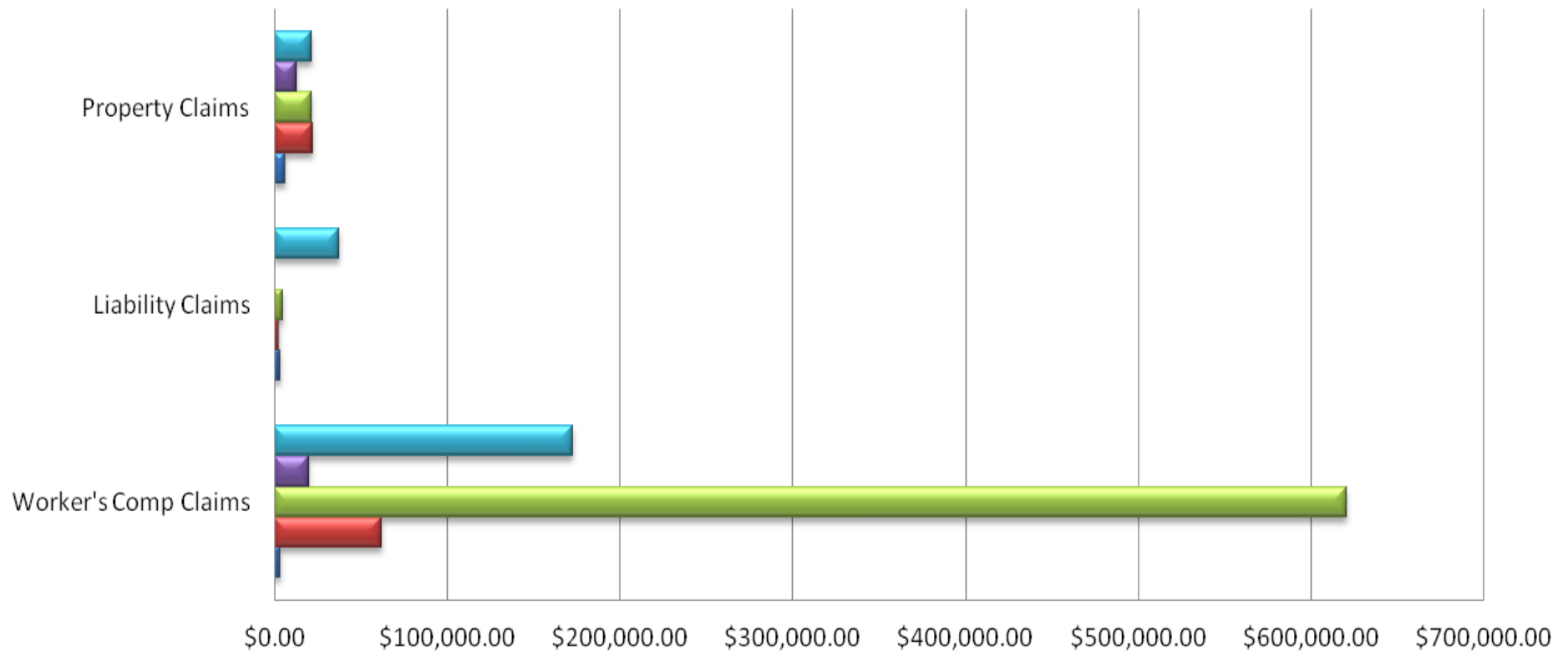


Year to Date Separations by Tenure



Agenda Item: Texas Council Risk Management Fund Claims Summary for February 2016 Committee: Executive	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: Texas Council Risk Management Fund Claims Summary for February 2016	
Recommended Action: For Information Only	

TCRMF Claims Summary February 2016



	Worker's Comp Claims	Liability Claims	Property Claims
2012	\$172,699.00	\$37,206.00	\$21,595.00
2013	\$20,263.00	\$0.00	\$12,869.00
2014	\$620,635.00	\$5,295.00	\$21,931.00
2015	\$61,974.00	\$2,556.00	\$22,505.00
2016	\$3,394.00	\$3,258.00	\$6,482.00

Agenda Item: Approve February 2016 Financial Statements Committee: Business	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: February 2016 Financial Statements	
Recommended Action: Approve February 2016 Financial Statements	

February 2016 Financial Summary

Revenues for February 2016 were \$2,528,876 and operating expenses were \$2,318,853 resulting in a gain in operations of \$210,023. Capital Expenditures and Extraordinary Expenses for February were \$35,748 resulting in a gain of \$174,276. Total revenues were 100.19% of the monthly budgeted revenues and total expenses were 95.57% of the monthly budgeted expenses.

Year to date revenues are \$15,449,519 and operating expenses are \$14,195,551 leaving excess operating revenues of \$1,253,968. YTD Capital Expenditures and Extraordinary Expenses are \$980,773 resulting in a gain YTD of \$273,195. Total revenues are 99.47% of the YTD budgeted revenues and total expenses are 98.50% 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	886,807	941,241	94.21%	54,434

Rehab – This line item is under budget due to staff vacancies in both Adult and the Child and Adolescent programs. This line item is being adjusted in the mid-year budget revision that is being presented at this Board meeting.

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
Building Repairs & Maintenance	162,694	112,498	1.45%	50,196
Contract Clinical	400,712	343,080	1.17%	57,632
Medication	339,438	306,714	1.11%	32,724
Small Equipment & Furniture	40,526	16,512	2.45%	24,014

Building Repairs & Maintenance – We continue to have maintenance issues on our many facilities. We started out the fiscal year with air conditioning repairs, tree removals and routine safety fire inspections which are reflected on this line item. We have also had roofing issues in Huntsville and the administrative building and some elevator repairs.

Contract Clinical – This line item is mainly increasing due to the use of contract doctors while we try to fill vacant staff doctor positions. We have a decrease in the payroll salary and fringe expense lines that offset this increased expense.

Medication – This line continues to trend up based mainly on the changes in the patient assistant programs and drugs no longer being available through the pap programs. And also we are serving more clients than ever before.

Small Equipment & Furniture – We have purchased new equipment and furniture for the remodeled Liberty building. The Liberty project is complete so this expense will be adjusted during the first budget revision.

TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended February 29, 2016

	TOTALS COMBINED FUNDS February 2016	TOTALS COMBINED FUNDS January 2016	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Petty Cash Funds	5,398	5,398	-
Cash on Deposit-General Fund	7,725,941	8,669,873	(943,932)
Cash on Deposit-Debt Fund			-
Accounts Receivable	1,624,193	928,516	695,676
Inventory	8,611	8,881	(270)
TOTAL CURRENT ASSETS	9,364,142	9,612,668	(248,525)
FIXED ASSETS	10,000,615	10,000,615	-
OTHER ASSETS	68,080	35,792	32,288
TOTAL ASSETS	\$ 19,432,838	\$ 19,649,074	\$ (216,236)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	914,788	1,057,914	(143,126)
NOTES PAYABLE	549,129	549,129	-
DEFERRED REVENUE	2,846,305	3,099,858	(253,553)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	550,936	570,477	(19,541)
Note Payable Prosperity Bank	682,458	695,078	(12,619)
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	273,195	98,919	174,276
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(1,233,395)	(1,265,555)	32,160
Reserved for Debt Retirement	963,631	963,631	-
COMMITTED			
Net Assets-Property and Equipment	8,577,947	8,577,947	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	1,484,499	1,484,499	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	516,833	516,833	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	36,998	30,831	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(549,129)	(549,129)	-
UNASSIGNED			
Unrestricted and Undesignated	1,266,121	1,266,121	-
TOTAL LIABILITIES/FUND BALANCE	\$ 19,432,838	\$ 19,649,074	\$ (216,236)

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended February 29, 2016**

	General Operating Funds	Memorandum Only Final August 2015
ASSETS		
CURRENT ASSETS		
Petty Cash Funds	5,398	3,165
Cash on Deposit-General Fund	7,725,941	5,928,627
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	1,624,193	1,657,209
Inventory	8,611	9,877
TOTAL CURRENT ASSETS	9,364,142	7,598,878
FIXED ASSETS	10,000,615	7,091,888
OTHER ASSETS	68,080	49,749
	\$ 19,432,838	\$ 14,740,515
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	914,788	1,103,286
NOTES PAYABLE	549,129	549,129
DEFERRED REVENUE	2,846,305	(889,779)
LONG-TERM LIABILITIES FOR		
Line of Credit - Tradition Bank	550,936	670,521
Note Payable Prosperity Bank	682,458	757,743
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	273,195	(1,065,136)
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt service-Restricted	(1,233,395)	(1,428,264)
Reserved for Debt Retirement	963,631	963,631
COMMITTED		
Net Assets-Property and Equipment-Committed	8,577,947	7,091,887
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	1,484,499	2,136,013
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	516,833	516,833
ASSIGNED		
Reserved for Workers' Compensation-Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	36,998	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(549,129)	(549,129)
UNASSIGNED		
Unrestricted and Undesignated	1,266,121	2,331,257
TOTAL LIABILITIES/FUND BALANCE	\$ 19,432,838	\$ 14,740,515

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended February 2016
and Year To Date as of February 2016

INCOME:	MONTH OF February 2016	YTD February 2016
Local Revenue Sources	106,027	1,309,340
Earned Income	1,113,972	6,887,172
General Revenue-Contract	1,308,878	7,253,007
TOTAL INCOME	\$ 2,528,876	\$ 15,449,519
EXPENSES:		
Salaries	1,312,967	7,928,644
Employee Benefits	254,509	1,509,330
Medication Expense	59,361	339,462
Travel-Board/Staff	45,215	241,600
Building Rent/Maintenance	29,053	170,408
Consultants/Contracts	457,151	2,709,149
Other Operating Expenses	160,598	1,296,957
TOTAL EXPENSES	\$ 2,318,853	\$ 14,195,551
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 210,023	\$ 1,253,968
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	206	768,621
Capital Outlay-Debt Service	35,541	212,152
TOTAL CAPITAL EXPENDITURES	\$ 35,748	\$ 980,773
GRAND TOTAL EXPENDITURES	\$ 2,354,600	\$ 15,176,324
Excess (Deficiency) of Revenues and Expenses	\$ 174,276	\$ 273,195

Debt Service and Fixed Asset Fund:		
Debt Service	35,541	212,152
Excess(Deficiency) of revenues over Expenses	35,541	212,152

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of February 2016

	YTD February 2016	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,309,340	1,306,260	3,080
Earned Income	6,887,172	6,938,250	(51,078)
General Revenue-Contract	7,253,007	7,287,091	(34,084)
TOTAL INCOME	\$ 15,449,519	\$ 15,531,601	\$ (82,082)
EXPENSES:			
Salaries	7,928,644	8,093,088	(164,444)
Employee Benefits	1,509,330	1,544,511	(35,181)
Medication Expense	339,462	307,712	31,750
Travel-Board/Staff	241,600	240,258	1,342
Building Rent/Maintenance	170,408	123,246	47,162
Consultants/Contracts	2,709,149	2,726,728	(17,579)
Other Operating Expenses	1,296,957	1,302,013	(5,056)
TOTAL EXPENSES	\$ 14,195,551	\$ 14,337,556	\$ (142,005)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,253,968	\$ 1,194,045	\$ 59,923
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	768,621	860,061	(91,440)
Capital Outlay-Debt Service	212,152	210,355	1,797
TOTAL CAPITAL EXPENDITURES	\$ 980,773	\$ 1,070,416	\$ (89,643)
GRAND TOTAL EXPENDITURES	\$ 15,176,324	\$ 15,407,972	\$ (231,648)
Excess (Deficiency) of Revenues and Expenses	\$ 273,195	\$ 123,629	\$ 149,566

Debt Service and Fixed Asset Fund:

Debt Service	212,152	210,355	1,797
Excess(Deficiency) of revenues over Expenses	212,152	210,355	1,797

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended February 2016

INCOME:	MONTH OF February 2016	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	106,027	101,912	4,115
Earned Income	1,113,972	1,123,848	(9,877)
General Revenue-Contract	1,308,878	1,298,346	10,532
TOTAL INCOME	\$ 2,528,876	\$ 2,524,106	\$ 4,770
EXPENSES:			
Salaries	1,312,967	1,377,480	(64,513)
Employee Benefits	254,509	267,863	(13,354)
Medication Expense	59,361	51,288	8,073
Travel-Board/Staff	45,215	49,927	(4,712)
Building Rent/Maintenance	29,053	18,459	10,594
Consultants/Contracts	457,151	434,760	22,391
Other Operating Expenses	160,598	204,489	(43,891)
TOTAL EXPENSES	\$ 2,318,853	\$ 2,404,266	\$ (85,413)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 210,023	\$ 119,840	\$ 90,183
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	206	24,484	(24,278)
Capital Outlay-Debt Service	35,541	35,060	481
TOTAL CAPITAL EXPENDITURES	\$ 35,748	\$ 59,544	\$ (23,796)
GRAND TOTAL EXPENDITURES	\$ 2,354,600	\$ 2,463,810	\$ (109,210)
Excess (Deficiency) of Revenues and Expenses	\$ 174,276	\$ 60,296	\$ 113,980

Debt Service and Fixed Asset Fund:

Debt Service	35,541	35,060	481
Excess(Deficiency) of revenues over Expenses	35,541	35,060	481

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With February 2015 Comparative Data
Year to Date as of February 2016

INCOME:	YTD February 2016	YTD February 2015	Increase (Decrease)
Local Revenue Sources	1,309,340	656,114	653,226
Earned Income	6,887,172	6,173,791	713,381
General Revenue-Contract	7,253,007	7,098,717	154,290
TOTAL INCOME	\$ 15,449,519	\$ 13,928,622	\$ 1,520,897
EXPENSES:			
Salaries	7,928,644	7,254,801	673,843
Employee Benefits	1,509,330	1,431,817	77,513
Medication Expense	339,462	256,582	82,880
Travel-Board/Staff	241,600	208,860	32,740
Building Rent/Maintenance	170,408	135,356	35,052
Consultants/Contracts	2,709,149	2,837,012	(127,863)
Other Operating Expenses	1,296,957	1,305,093	(8,136)
TOTAL EXPENSES	\$ 14,195,551	\$ 13,429,521	\$ 766,030
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,253,968	\$ 499,101	\$ 754,867
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	768,621	207,972	560,649
Capital Outlay-Debt Service	212,152	-	212,152
TOTAL CAPITAL EXPENDITURES	\$ 980,773	\$ 207,972	\$ 772,801
GRAND TOTAL EXPENDITURES	\$ 15,176,324	\$ 13,637,493	\$ 1,538,831
Excess (Deficiency) of Revenues and Expenses	\$ 273,195	\$ 291,129	\$ (17,934)

Debt Service and Fixed Asset Fund:

Debt Service	212,152	-	212,152
Excess(Deficiency) of revenues over Expenses	212,152	-	212,152

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With February 2015 Comparative Data
For the Month Ended February 2016

INCOME:	MONTH OF February 2016	MONTH OF February 2015	Increase (Decrease)
Local Revenue Sources	106,027	96,999	9,028
Earned Income	1,113,972	1,064,651	49,321
General Revenue-Contract	1,308,878	1,154,963	153,915
TOTAL INCOME	\$ 2,528,876	\$ 2,316,613	\$ 212,263
EXPENSES:			
Salaries	1,312,967	1,231,599	81,368
Employee Benefits	254,509	220,319	34,190
Medication Expense	59,361	53,951	5,410
Travel-Board/Staff	45,215	35,473	9,742
Building Rent/Maintenance	29,053	30,335	(1,282)
Consultants/Contracts	457,151	497,651	(40,500)
Other Operating Expenses	160,598	192,727	(32,129)
TOTAL EXPENSES	\$ 2,318,853	\$ 2,262,055	\$ 56,798
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 210,023	\$ 54,558	\$ 155,465
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	206	8,567	(8,361)
Capital Outlay-Debt Service	35,541	-	35,541
TOTAL CAPITAL EXPENDITURES	\$ 35,748	\$ 8,567	\$ 27,181
GRAND TOTAL EXPENDITURES	\$ 2,354,600	\$ 2,270,622	\$ 83,978
Excess (Deficiency) of Revenues and Expenses	\$ 174,276	\$ 45,991	\$ 128,285

Debt Service and Fixed Asset Fund:

Debt Service	35,541	-	35,541
			-
Excess(Deficiency) of revenues over Expenses	35,541	-	35,541

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With January 2016 Comparative Data
For the Month Ended February 2016

	MONTH OF February 2016	MONTH OF January 2016	Increase (Decrease)
INCOME:			
Local Revenue Sources	106,027	134,225	(28,199)
Earned Income	1,113,972	1,124,110	(10,138)
General Revenue-Contract	1,308,878	1,215,538	93,341
TOTAL INCOME	\$ 2,528,876	\$ 2,473,873	\$ 55,004
EXPENSES:			
Salaries	1,312,967	1,363,010	(50,044)
Employee Benefits	254,509	262,912	(8,403)
Medication Expense	59,361	78,207	(18,846)
Travel-Board/Staff	45,215	39,381	5,834
Building Rent/Maintenance	29,053	24,460	4,594
Consultants/Contracts	457,151	437,123	20,027
Other Operating Expenses	160,598	237,520	(76,922)
TOTAL EXPENSES	\$ 2,318,853	\$ 2,442,612	\$ (123,760)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 210,023	\$ 31,260	\$ 178,763
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	206	35,618	(35,411)
Capital Outlay-Debt Service	35,541	35,322	219
TOTAL CAPITAL EXPENDITURES	\$ 35,748	\$ 70,940	\$ (35,192)
GRAND TOTAL EXPENDITURES	\$ 2,354,600	\$ 2,513,552	\$ (158,952)
Excess (Deficiency) of Revenues and Expenses	\$ 174,276	\$ (39,680)	\$ 213,955

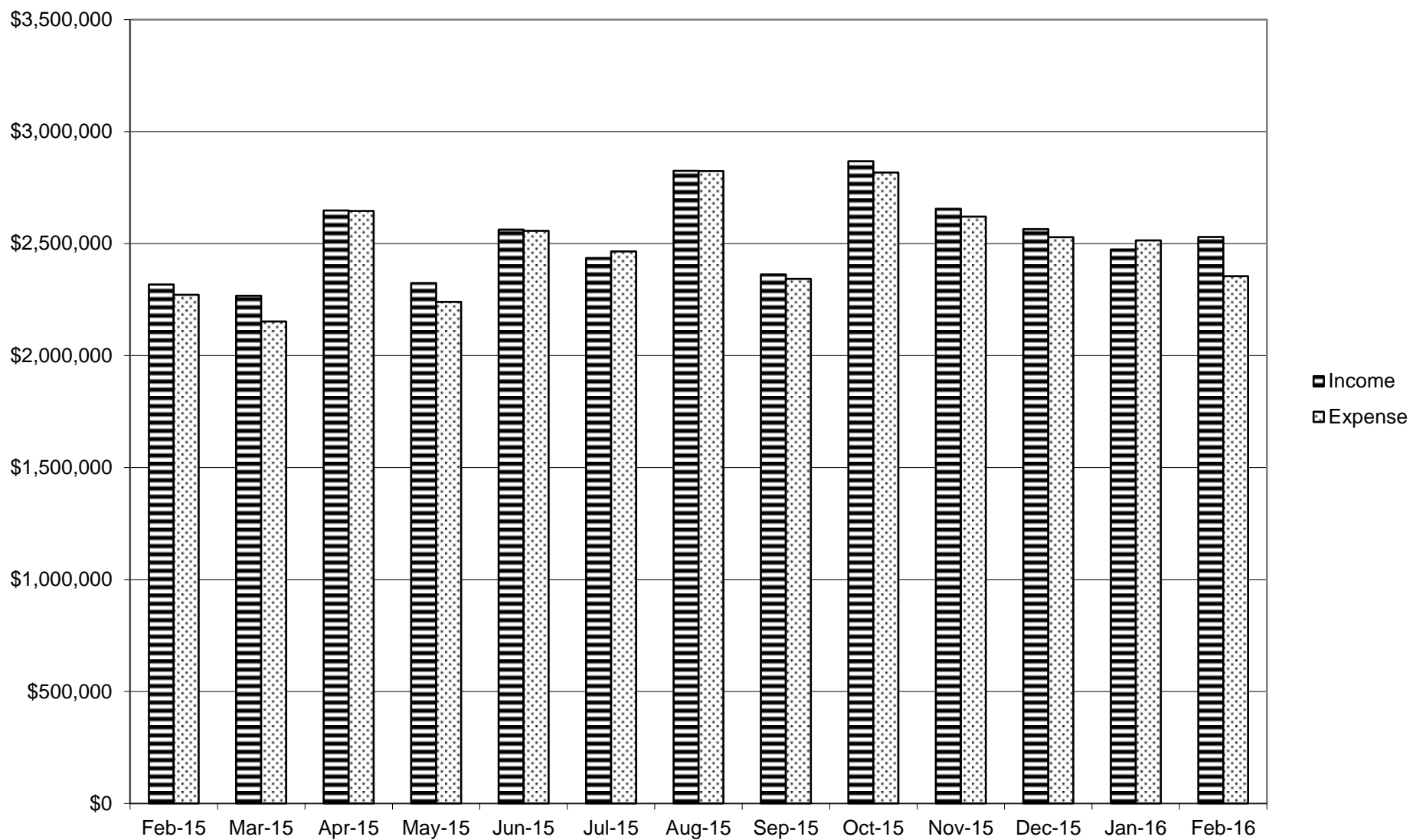
Debt Service and Fixed Asset Fund:

Debt Service	35,541	35,322	219
Excess(Deficiency) of revenues over Expenses	35,541	35,322	219

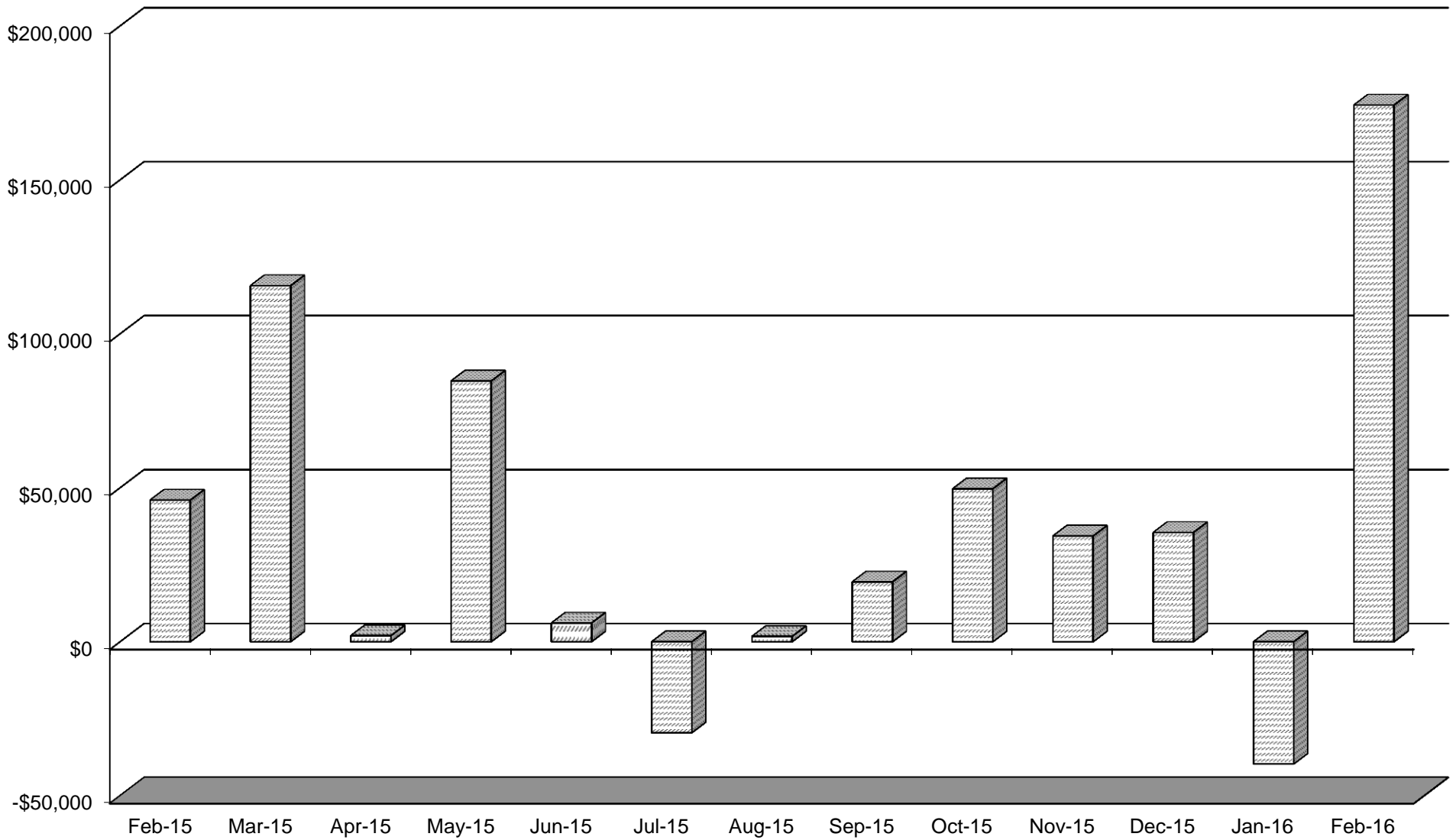
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of February 2016

	YTD Mental Health February 2016	YTD IDD February 2016	YTD Other Services February 2016	YTD Agency Total February 2016	YTD Approved Budget February 2016	Increase (Decrease)
INCOME:						
Local Revenue Sources	1,154,832	305,888	(151,380)	1,309,340	1,306,260	3,080
Earned Income	1,719,009	2,953,611	2,214,553	6,887,173	6,938,250	(51,077)
General Revenue-Contract	6,361,691	788,973	102,343	7,253,007	7,287,091	(34,084)
TOTAL INCOME	\$ 9,235,532	\$ 4,048,472	\$ 2,165,516	\$ 15,449,520	\$ 15,531,601	\$ (82,081)
EXPENSES:						
Salaries	4,975,836	1,588,339	1,364,470	7,928,644	8,093,088	(164,444)
Employee Benefits	951,707	323,849	233,775	1,509,330	1,544,511	(35,181)
Medication Expense	240,815		98,648	339,462	307,712	31,750
Travel-Board/Staff	138,791	71,569	31,240	241,600	240,258	1,342
Building Rent/Maintenance	102,166	44,828	23,412	170,408	123,246	47,162
Consultants/Contracts	1,097,127	1,531,902	80,119	2,709,149	2,726,728	(17,579)
Other Operating Expenses	753,541	320,879	222,537	1,296,957	1,302,013	(5,056)
TOTAL EXPENSES	\$ 8,259,983	\$ 3,881,366	\$ 2,054,201	\$ 14,195,550	\$ 14,337,556	\$ (142,006)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 975,549	\$ 167,106	\$ 111,315	\$ 1,253,970	\$ 1,194,045	\$ 59,925
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	383,292	179,026	206,303	768,621	860,061	(91,440)
Capital Outlay-Debt Service	176,118	23,024	13,010	212,152	210,355	1,797
TOTAL CAPITAL EXPENDITURES	\$ 559,410	\$ 202,050	\$ 219,313	\$ 980,773	\$ 1,070,416	\$ (89,643)
GRAND TOTAL EXPENDITURES	\$ 8,819,393	\$ 4,083,416	\$ 2,273,514	\$ 15,176,323	\$ 15,407,972	\$ (231,649)
Excess (Deficiency) of Revenues and Expenses	\$ 416,139	\$ (34,944)	\$ (107,998)	\$ 273,195	\$ 123,629	\$ 149,568
Debt Service and Fixed Asset Fund:						
Debt Service	176,118	23,024	13,010	212,152	210,355	(34,237)
		-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	176,118	23,024	13,010	212,152	210,355	(34,237)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Income and Expense
including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Capital Expenditures



Agenda Item: Approve FY 2016 Budget Revision Committee: Business	Board Meeting Date March 24, 2016
Background Information: Periodically, throughout the budget year, we adjust the budget for changes to funding or other scenarios that may have changed from the initial budget process. This budget revision reflects new programs awarded after the beginning of fiscal year. This revision also shows adjustments made to revenue and expenses based on YTD trends and projections through the end of the fiscal year.	
Supporting Documentation: Summary FY 2016 Budget Revision	
Recommended Action: Approve FY 2016 Budget Revision	

Tri-County Behavioral Healthcare
Proposed 1st Revision FY 2016 Budget Compared to
Current FY 2016 Approved Budget

Explanation of line items that have material changes from Proposed 1st Revision FY 2016 Budget compared to the Current FY 2016 Approved Budget.

REVENUES:

Local Revenue – This line item shows an overall increase based on transfer from reserves for the Conroe building projects. Expenses included the purchase of the generator and the final payment to the architect and also City of Conroe permit fees.

Earned Income – This line item shows an overall decrease mainly due to the trends in Rehab services in the Adult Conroe program and IDD Service Coordination for the Community First Choice program. This line also shows a decrease for ICF based on billing issues due to Medicaid eligibility issues with clients.

General Revenue – This line item reflects an increase based on the DSHS contract amendment that was approved by the Board at the January meeting. There was also a new IDD amendment that had an increase for Enhanced Service Coordination that we just received.

EXPENSES:

Salaries – This line shows an overall decrease based on lapsed positions through the first six months of the fiscal year. This line also had some increased lines for On-Call and Overtime for the PETC. We also moved money from the Payroll exempt line to the Contractor line for contracted doctor services.

Employee Benefits – This line shows an overall increase due to more staff participating in the Tri-County Health Insurance and also an increase in retirement contributions for the Center.

Travel – Board/Staff – This line shows a decrease based on the mileage reimbursement being adjusted down based on our procedure to be indexed to the State Mileage reimbursement rate which dropped on January 1st.

Medication Expense – This line shows an increase based on current medication costs trending up.

Building Rent/Maintenance – This line item shows an increase on the maintenance of our existing buildings. We continue to have costly roof leaks as well as air conditioning units that need to be replaced.

Consultants/Contracts – This line item shows an increase based on the transfer of funds to this line for contracted doctor services. This line also included a decrease for ICF contract services based on Educare and Medicaid eligibility issues.

Other Operating Expenses – This line has an overall increase based on operational needs throughout the fiscal year.

Capital Outlay-FF&E, Automobiles – This item reflects an increase based on the reserve transfers for the Conroe building project.

Capital Outlay - Debt Service Bonds – No change.

**TRI-COUNTY BEHAVIORAL HEALTHCARE
PROPOSED 1ST REVISION FY 2016 BUDGET COMPARED TO
CURRENT FY 2016 APPROVED BUDGET**

	PROPOSED 1st REVISION FY 2016 BUDGET	CURRENT FY 2016 APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	\$ 1,922,571	\$ 1,248,012	\$ 674,559
Earned Income	\$ 14,101,310	\$ 14,449,554	\$ (348,244)
General Revenue	\$ 14,817,193	\$ 14,078,952	\$ 738,242
TOTAL INCOME	\$ 30,841,074	\$ 29,776,517	\$ 1,064,557
EXPENSES:			
Salaries	\$ 16,336,271	\$ 16,501,461	\$ (165,191)
Employee Benefits	\$ 3,085,452	\$ 2,974,652	\$ 110,800
Travel-Board/Staff	\$ 431,152	\$ 457,050	\$ (25,898)
Medication Expense	\$ 702,000	\$ 615,440	\$ 86,560
Building Rent/Maintenance	\$ 281,000	\$ 221,500	\$ 59,500
Consultants/Contracts	\$ 5,573,957	\$ 5,526,290	\$ 47,667
Other Operating Expenses	\$ 2,616,021	\$ 2,580,608	\$ 35,413
TOTAL EXPENSES	\$ 29,025,853	\$ 28,877,002	\$ 148,851
Excess (Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,815,221	\$ 899,515	\$ 915,706
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles	\$ 1,094,506	\$ 478,800	\$ 615,706
Capital Outlay - Debt Services Bonds	\$ 420,715	\$ 420,715	\$ -
TOTAL CAPITAL EXPENDITURES	\$ 1,515,221	\$ 899,515	\$ 615,706
GRAND TOTAL EXPENDITURES	\$ 30,541,074	\$ 29,776,517	\$ 764,557
Excess (Deficiency) of Revenues and Expenses	\$ 300,000	\$ (0)	\$ 300,000

Agenda Item: ICF/IID Contracting Options Committee: Business	Board Meeting Date March 24, 2016
Background Information: <p>At the direction of the Board, staff reviewed possible options for the Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) contract that is currently managed by Educare of Texas.</p> <p>As the Board will remember, staff completed a Request for Proposal (RFP) for contract management in FY 2015 and only Educare responded to the request to manager our 8, 6-bed small ICF homes.</p> <p>Staff are monitoring the contract with Educare very closely during FY 2016 and Evan Roberson is providing consistent feedback about contract concerns to Troy Robb, Senior Vice President at Rescare, Educare's parent organization. While there is some improvement, there continues to be a good bit of concern about contract management.</p> <p>A team of staff at Tri-County, headed by Kathy Foster, reviewed the possibility of internally managing the homes rather than contracting the management out. Her analysis, which she will share at the Board meeting, indicates that Tri-County would have an annual loss associated with the contract because of our salary scale and fringe rates. She will provide information to the Board about the circumstances that would need to be in place to avoid financial loss on an annual basis.</p> <p>Staff will be seeking further input from the Board on whether the Board would like to: 1) Continue with Educare managing the homes; 2) Pursue sale of the license; or 3) Consider assuming the contract management with an anticipated financial loss. There are benefits and risks associated with each of the three options.</p>	
Supporting Documentation: Financial Analysis of Managing ICF/IID Homes Available for Review at the Board Meeting	
Recommended Action: Direct Staff to Pursue Appropriate Next Steps for the Management of ICF/IID Homes	

March 24, 2016

ICF/IDD Contract Options

- **Option 1** - bring the operations back into TCBHC.
 - Model 1 – This is the ideal staffing pattern
 - Expenses exceed revenue by 541,996.66 and this is with a conservative vacant bed day of 10%. Over the past few years it has been averaging around 25% plus vacant bed days.
 - Model 2 – This is a conservative staffing pattern but still paying the group home staff 10.80 per hour, for an annual salary of 22,167.23
 - Expenses exceed revenue by 285,449.24
 - Model 3 – This is extremely conservative budget with no room for error or overtime. Paying the group home staff minimum wage for annual salary of 15,080 and allowing for 10% vacant bed days.
 - Revenue exceeds expenses by 28,020.93
 - This is not the ideal situation as the salary for house staff salary is so low we would have challenges keeping the positions filled.
 - Constant turn over creating additional burden to management and HR.
 - Our hiring requirements are more stringent, eliminating applicants.
 - Our salary structure, fringe benefits and administrative cost impacts our ability to provide in a more cost effective manner.
 - Other things to be considered is the start up cost
 - Houses are the responsibility of the provider. Furnishings and house must be in good repair at all times. Taking over the homes would appear to require furnishing of 8 homes.
 - Vehicles for each home and 4-5 of the homes require wheelchair accessible vehicles. (takes approximately 6 months to purchase and modify at additional expense for average of 55,000 each)
 - Revenue contingent on keeping the beds filled. There appears to be an issue across the state keeping them filled.
 - Day Habilitation in Montgomery – we have no site requiring travel to Huntsville and Cleveland. Adding the additional 18 individuals to the other sites would require some expansion of space. Cleveland has a very limited amount of space inside so we would need to expand the building or renovate the storage building for use.
- **Option 2** – Keep the contract with additional penalties
 - Revise contract to include more consequences when contract is not followed.
 - Payment for services provided to come off the top before Rescare is paid
 - They must maintain eligibility. If they lose Medicaid then Provider has to pay TRBHC and hope for recoupment back to date of loss.
- **Option 3** - sale the license. What is the impact on the agency we sale license?
 - Reduction in admin fees the agency receives to administer contract of 4%. This figure varies based on actual revenue. Ideally it would be approximately 107,539.23, however with vacant bed days and Medicaid coverage it averages 80,654.42.
 - Reduction in rental income on houses that is also used to cover some maintenance cost. Approximately 124,000 in rent, minus maintenance and insurance for a loss of 68,000
 - Day Hab sites may be impacted depending on if they choose to contract with us to provide the services.
 - Our agency name would no longer be tied to the ICF contract.

<p>Agenda Item: Approve HHSC Enterprise Agency Contract Amendment #537-16-0124-00035B</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>March 24, 2016</p>
<p>Background Information:</p> <p>As the Board is aware, all Department of State Health Services contracts, which were previously received separately, are now covered by the Health and Human Services Commission (HHSC) Enterprise Agency contract.</p> <p>The attached contract amendment makes minor changes to two of our supplemental services contract.</p> <p>For the Mental Health First Aid Scope of Work, we have requested to train an additional person in Mental Health First Aid. Our contract was amended to add this one additional individual and we were awarded an additional \$1,000 to train that staff.</p> <p>For the Supported Housing Scope of Work, we were given one additional long-term slot for the Supported Housing program and we were awarded an additional \$12,000 to serve that one person for one year.</p> <p>So, in total, we have an increase in funding for the contract of \$13,000. None of these increases pose a concern, and staff recommend approval of the contract amendment.</p>	
<p>Supporting Documentation:</p> <p>HHSC Enterprise Agency Contract Amendment Summary</p>	
<p>Recommended Action:</p> <p>Approve HHSC Enterprise Agency Contract Amendment #537-16-0124-00035B</p>	

DEPARTMENT OF STATE HEALTH SERVICES



Amendment B

The DEPARTMENT OF STATE HEALTH SERVICES (“Receiving Agency” or the “Enterprise Agency”) and TRI-COUNTY BEHAVIORAL HEALTHCARE (“Performing Agency or “Contractor”), each a “Party” and collectively the “Parties,” agree to amend Interlocal Cooperation Contract ID# 537-16-0124-00035A (Contract). This Contract has been amended once prior to this Amendment.

- I. The Parties agree to renumber the Contract ID# to 537-16-0124-00035B.
- II. The Parties agree to amend Scope of Work A05 MH/MHFA, Section II. PERFORMANCE MEASURES to revise the goals as follows:
 - A. Contractor shall have certified a minimum of 1 employees/contracted providers during the contract term as MHFA instructors.
- III. The Parties agree to amend Scope of Work A11 MH/SHR Section I. STATEMENT OF WORK, B.13.a.(2) as follows:

(2) Service Target – Long Term: 15
- IV. The Parties agree to amend Section IV of the Interlocal Cooperation Contract by revising the following:
 - A. The Enterprise Agency Share and Total Scope of Work Value of Line A05 are increased to \$11,000.
 - B. The Enterprise Agency Share and Total Scope of Work Value of Line A11 are increased to \$230,177.
 - C. The Enterprise Agency Share of Line TOTAL is increased to \$13,145,971.
 - D. The Total Scope of Work Value of Line TOTAL is increased to \$14,694,029.
- V. The total amount of this Amendment is an increase of \$13,000.
- VI. Except as provided in this Amendment, all other terms and conditions in the Contract will remain, and be in full effect.
- VII. This Amendment is effective April 1, 2016, and terminates August 31, 2016.

SIGNATURE PAGE FOLLOWS
SIGNATURE PAGE FOR ENTERPRISE AGENCY CONTRACT NO. 537-16-0124-00035
AMENDMENT B

By signing this Amendment, the undersigned certify that they have the authority to bind their respective Party to this Amendment's terms and conditions.

**HEALTH AND HUMAN SERVICES
COMMISSION**

**TRI-COUNTY BEHAVIORAL
HEALTHCARE**

By: _____

Chris Traylor, Executive Commissioner

By: _____

Evan Roberson, Executive Director

Date: _____

Date: _____

Agenda Item: Appoint New Directors for the Montgomery Supported Housing, Inc. (MSHI) Board Committee: Business	Board Meeting Date March 24, 2016
Background Information: Ms. Jane Fetterman and Mr. Mike Cooley have expressed interest in serving as directors on the Montgomery Supported Housing, Inc. (MSHI) Board for terms that would expire January 1, 2018. The current Board has the three (3) required minimum members but the Board members have expressed interest in having five (5) total.	
Supporting Documentation: None	
Recommended Action: Appoint Ms. Jane Fetterman and Mr. Mike Cooley to Serve on the Montgomery Supported Housing, Inc. Board for Terms Which Expire January 1, 2018	

Agenda Item: 2 nd Quarter FY 2016 Quarterly Investment Report Committee: Business	Board Meeting Date March 24, 2016
Background Information: This report is provided to the Board of Trustees of Tri-County Behavioral Healthcare 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, 2016

GENERAL INFORMATION

This report is provided to the Board of Trustees of Tri-County Behavioral Healthcare 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 Federated Investors, Inc. ("Federated"). 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, advise 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 final maturity of 397 days for fixed rate securities and 24 months for variable rate notes;

- Fully collateralized repurchase agreements and reverse repurchase agreements with defined termination dates may not exceed 90 days unless the repurchase agreements have a provision that enables TexPool to liquidate the position at par with no more than seven days notice to the counterparty. The maximum maturity on repurchase agreements may not exceed 181 days. These agreements may be placed only with primary government securities dealers or a financial institution doing business in the State of Texas.

- No-load money market mutual funds are registered and 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 90 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 calculated using the reset date for variable rate notes and 90 days calculated using the final maturity date for variable rate notes.

The maximum maturity for any individual security in the portfolio is limited to 397 days for fixed rate securities and 24 months for variable rate notes.

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	\$4,503.62	\$399,571.14	\$82,790,955.12
Accrual of Interest Income	12,339,526.38	17,038,567.31	9,774,012.09
Interest and Management Fees Payable	(2,024,988.76)	(3,528,403.33)	(4,162,404.57)
Payable for Investments Purchased	(149,928,499.50)	(454,682,355.12)	0.00
Accrued Expense & Taxes	(17,802.94)	(61,240.92)	(20,279.85)
Repurchase Agreements	1,529,067,072.50	1,815,689,467.50	1,819,546,435.00
Mutual Fund Investments	680,000,000.00	555,022,103.88	855,022,103.88
Government Securities	9,705,600,562.49	11,335,669,696.20	11,525,333,153.21
U.S. Treasury Bills	239,957,760.00	339,875,520.00	539,924,580.00
U.S. Treasury Notes	2,161,878,504.01	3,004,674,756.40	2,122,265,900.90
TOTAL	\$14,176,876,637.80	\$16,610,097,683.06	\$16,950,474,455.78

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	\$697,748.61	\$82,790,955.12
Accrual of Interest Income	1,570,284.27	9,774,012.09
Interest and Management Fees Payable	(1,091,696.74)	(4,162,404.57)
Payable for Investments Purchased	0.00	0.00
Accrued Expenses & Taxes	(15,046.49)	(20,279.85)
Repurchase Agreements	2,544,241,000.00	1,819,597,000.00
Mutual Fund Investments	0.00	855,022,103.88
Government Securities	6,098,418,971.67	11,525,250,675.64
U.S. Treasury Bills	1,689,944,247.25	539,910,905.54
U.S. Treasury Notes	1,712,339,778.78	2,122,298,830.57
TOTAL	\$12,046,105,287.35	\$16,950,461,798.42

Portfolio by Maturity as of February 29, 2016

1 to 7 days	8 to 90 day	91 to 180 days	181 + days
25.5%	63.4%	9.9%	1.2%

Portfolio by Type of Investments as of February 29, 2016

Agencies	Repurchase Agreements	Treasuries	Money Market Funds
71.2%	10.7%	13.0%	5.1%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.19% for December, 0.27% for January and 0.30% 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, 2016 was 39 days.

The net asset value as of February 29, 2016 was 1.00000.

The total amount of interest distributed to participants during the period was \$9,715,234.28.

This quarter TexPool rates did not 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 2,348.

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 Behavioral Healthcare's Investment Policy and with the Public Funds Investment Act.

Submitted by:


Millie McDuffey
Chief Financial Officer / Investment Officer


Evan Roberson
Executive Director / Investment Officer


Date


Date

**TRI-COUNTY BEHAVIORAL HEALTHCARE
QUARTERLY INTEREST EARNED REPORT
FISCAL YEAR 2016
As Of February 29, 2016**

BANK NAME	INTEREST EARNED				
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	YTD TOTAL
Alliance Bank - Central Texas CD	\$ 605.53	\$ 605.53			\$ 1,211.06
Citizens 1st Bank CD	\$ 234.57	\$ 234.57			\$ 469.14
First Liberty National Bank	\$ 0.21	\$ 0.24			\$ 0.45
First Liberty National Bank CD	\$ 498.62	\$ 339.72			\$ 838.34
JP Morgan Chase (HBS)	\$ 237.97	\$ 594.75			\$ 832.72
Prosperity Bank	\$ 43.23	\$ 40.98			\$ 84.21
TexPool Participants	\$ 160.37	\$ 94.51			\$ 254.88
Tradition Bank (now Prosperity)	\$ 3,693.16	\$ 3,683.31			\$ 7,376.46
Total Earned	\$ 5,473.66	\$ 5,593.61			\$ 11,067.27

Agenda Item: Board of Trustees' Unit Financial Statement for February 2016 Committee: Business	Board Meeting Date March 24, 2016
Background Information: None	
Supporting Documentation: Board of Trustees' Unit Financial Statement for February 2016	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2016

	February 2016 Actuals	February 2016 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,596.00	\$ 2,596.00	\$ -	\$ 15,574.00	\$ 15,574.00	\$ -	100.00%	\$ 31,150.00
Total Revenue	\$ 2,596.00	\$ 2,596.00	\$ -	\$ 15,574.00	\$ 15,574.00	\$ -	100.00%	\$ 31,150.00
Expenses								
Food Items	\$ 456.27	\$ 208.00	\$ 248.27	\$ 936.02	\$ 1,252.00	\$ (315.98)	74.76%	\$ 2,500.00
Insurance-Worker Compensation	\$ 15.66	\$ 17.00	\$ (1.34)	\$ 43.50	\$ 98.00	\$ (54.50)	44.39%	\$ 200.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	100.00%	\$ 18,000.00
Postage-Express Mail	\$ -	\$ 4.00	\$ (4.00)	\$ -	\$ 26.00	\$ (26.00)	0.00%	\$ 50.00
Supplies-Office	\$ -	\$ 8.00	\$ (8.00)	\$ 244.77	\$ 52.00	\$ 192.77	0.00%	\$ 100.00
Training	\$ -	\$ 300.00	\$ (300.00)	\$ 1,850.00	\$ 1,800.00	\$ 50.00	102.78%	\$ 3,600.00
Travel - Local	\$ 80.79	\$ 75.00	\$ 5.79	\$ 242.36	\$ 450.00	\$ (207.64)	53.86%	\$ 900.00
Travel - Non-local Mileage/Air	\$ 1,375.03	\$ 150.00	\$ 1,225.03	\$ 1,375.03	\$ 900.00	\$ 475.03	152.78%	\$ 1,800.00
Travel - Non-local Hotel	\$ 191.96	\$ 250.00	\$ (58.04)	\$ 534.66	\$ 1,500.00	\$ (965.34)	35.64%	\$ 3,000.00
Travel - Meals	\$ 40.16	\$ 83.00	\$ (42.84)	\$ 40.16	\$ 502.00	\$ (461.84)	8.00%	\$ 1,000.00
Total Expenses	\$ 3,659.87	\$ 2,595.00	\$ 1,064.87	\$ 14,266.50	\$ 15,580.00	\$ (1,313.50)	91.57%	\$ 31,150.00
Total Revenue minus Expenses	\$ (1,063.87)	\$ 1.00	\$ (1,064.87)	\$ 1,307.50	\$ (6.00)	\$ 1,313.50	8.43%	\$ -

Agenda Item: Building Consolidation Update Committee: Business	Board Meeting Date March 24, 2016
Background Information: As a standing information item on the agenda, Tri-County staff, Mike Duncum and/or contractors will continue to provide updates to the Board regarding progress made throughout the construction phase until we have officially moved into the new consolidated facility in Montgomery County.	
Supporting Documentation: Project Pictures	
Recommended Action: For Information Only	



1. Viewing the temporary construction lending sign installed at the site.



2. Viewing the culvert pipe and safety end installed at the entrance off St. Ed Holcomb Boulevard.



3. Culvert pipes have also been installed at the two entrances off Anderson Road.



4. Viewing a portion of the temporary fence and erosion control fabric installed on the west side of the site.



5. Clearing and grading has been completed with work on the building pad underway.



6. Excavation of the detention pond is in progress.



7. Installation of the two large drainage boxes is complete at the detention pond.



8. Installation of the inlet boxes and storm drainage piping is in progress at the paved areas.



9. Viewing the stabilization and perimeter forms installed at the north drive.



10. The reinforcing steel and forming materials stored onsite.

Agenda Item: Cleveland Supported Housing, Inc. Update Committee: Business	Board Meeting Date March 24, 2016
Background Information: The Cleveland Supported Housing, Inc. Board held a meeting on February 12, 2016 to discuss project status updates, re-elect officers, and review the engagement letter for the upcoming 2015 Audit. Since the opening of the property, they have reached full capacity and continue to process incoming applications that are received. We are currently on target for final closing to take place this month, but have yet to receive a final closing date from HUD. The Board plans to meet face-to-face again after final closing to take care of the final Requisition and discuss any follow up items.	
Supporting Documentation: None	
Recommended Action: For Information Only	

UPCOMING MEETINGS

April 28th, 2016 – Board Meeting

- Approve Minutes from March 24, 2016 Board Meeting
- Community Resources Report
- Consumer Services Report for March 2016
- Program Updates
- Medicaid 1115 Transformation Waiver Project Status Report
- Annual Board & Management Team Training
- Personnel Report for March 2016
- Texas Council Risk Management Fund Claim Summary for March 2016
- Texas Council Quarterly Board Meeting Update
- Approve March 2016 Financial Statements
- Approve YES Waiver Contract
- Board of Trustees Unit Financial Statement for March 2016
- Building Consolidation Update
- Other Business Committee Issues

May 26th, 2016 – Board Meeting

- Approve Minutes from April 28, 2016 Board Meeting
- Longevity Recognition Presentations – February through April 2016
- Community Resources Report
- Consumer Services Report for April 2016
- Program Updates
- Program Presentation
- Personnel Report for April 2016
- Texas Council Risk Management Fund Claim Summary for April 2016
- Approve April 2016 Financial Statements
- Board of Trustees Unit Financial Statement for April 2016
- Building Consolidation Update
- Other Business Committee Issues

June 2016 – No Board Meeting

July 9th or July 23rd, 2016 – Annual Strategic Planning Meeting