

# **Tri-County Services Board of Trustees Meeting**

**May 22, 2014**



*Serving individuals with mental illness  
and developmental disabilities*

## **AGENDA**

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, May 22, 2014. 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.

### **I. Organizational Items**

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

### **II. Client Art Contest Winners**

### **III. Longevity Recognition Presentations**

### **IV. Approve Minutes - April 24, 2014**

### **V. Executive Director's Report - Evan Roberson**

- A. DSHS
  - 1. TRR Impact on Level of Care Assignments
  - 2. Mental Health First Aid Update
- B. DADS
  - 1. HCS and TxHmL Waiver Audit Results
- C. Representative Bell Visit
- D. 1115 Waiver Program Updates

### **VI. Chief Financial Officer's Report - Millie McDuffey**

- A. FY 2015 Budget Process
- B. Fixed Asset Inventory
- C. County Annual Funding Request
- D. FY 2011 Rehabilitation and Case Management Settle-up
- E. CFO Consortium
- F. Building Consultant Update

### **VII. Program Committee**

#### **Information Items**

- A. Community Resources Report..... Pages 9-10
- B. Consumer Services Report for April 2014..... Pages 11-12
- C. Program Updates..... Pages 13-15
- D. Program Presentation - Pre-Admission, Screening & Resident Review

### **VIII. Executive Committee**

#### **Information Items**

- A. Personnel Report for April 2014..... Pages 16-17

### **IX. Business Committee**

#### **Action Items**

- A. Approve April 2014 Financial Statements..... Pages 18-31
- B. Approve Midyear Budget Revision..... Pages 32-34

C. Approve Purchase of Ram ProMaster.....	Page 35
D. Approve Revision to Board Policy E.24 - Retention of Fund Balance.....	Pages 36-41
E. Approve Revision to Board Policy E.19 - Solicitation of Bid Proposals.....	Pages 42-46
F. Approve FY 2014 Kingwood Pines Inpatient Hospital Contract Addendum.....	Pages 47-48

Information Items

G. Board of Trustees Unit Financial Statement for April 2014.....	Pages 49-50
H. Cleveland Supported Housing, Inc. Update.....	Page 51

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

Posted By:

Stephanie Eveland  
Executive Assistant

# Tri-County Services

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES MEETING

April 24, 2014

### Board Members Present:

David Walker  
Tracy Sorensen  
Patti Atkins  
Morris Johnson  
Cecil McKnight  
Janet Qureshi  
Sharon Walker

### Board Members Absent:

Brad Browder

### Tri-County Staff Present:

Evan Roberson, Executive Director  
Millie McDuffey, Chief Financial Officer  
Amy Foerster, Director of Human Resources  
Kathy Foster, Director of IDD Provider Services  
Catherine Prestigiovanni, Behavioral Health Director  
Breanna Robertson, Director of Crisis Services  
Kelly Shropshire, Director of IDD Authority Services  
Stephanie Eveland, Executive Assistant  
Sandy Kelly, Public Information Coordinator  
Stella Montemayor, Administrative Assistant  
Mary Lou Flynn-DuPart, Legal Counsel  
Robyn Gould, Staff  
Brandy Maraviglia, Staff

### Guests:

Jacob Paschal, Haney.Moorman.Paschal, P.C.

**Call to Order:** Chairman, David Walker, called the meeting to order at 10:08 a.m. at 1506 FM 2854, Conroe, Texas.

**Public Comment:** There were no public comments.

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

**Resolution #04-14-01**

**Motion Made By:** Patti Atkins

**Seconded By:** Morris Johnson, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Janet Qureshi and Sharon Walker that it be...

**Resolved:**

That the Board excuse the absence of Brad Browder.

**Resolution #04-14-02**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the minutes of the March 27, 2014 meeting of the Board of Trustees.

**Executive Director's Report:**

The Executive Director's report is on file.

**Chief Financial Officer's Report:**

The Chief Financial Officer's report is on file.

**PROGRAM COMMITTEE:**

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for March 2014 was reviewed for information purposes only.

The Program Updates were reviewed for information purposes only.

Program Presentation – The Board of Trustees and Management Team received their annual training.

**EXECUTIVE COMMITTEE:**

The Personnel Report for March 2014 was reviewed for information purposes only.

The Texas Council quarterly meeting verbal update was presented by Sharon Walker.

Cont.

**BUSINESS COMMITTEE:**

**Resolution #04-14-03**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the March 2014 Financial Statements.

**Resolution #04-14-04**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the recommendation to direct staff to solicit an Audit Engagement Letter from Scott, Singleton and Fincher Company, P.C. for the FY 2014 Independent Financial Audit.

**Resolution #04-14-05**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the recommendation to select "Tri-County Behavioral Healthcare/Health Care" as the DBA name for Tri-County MHMR Services contingent upon approval and further investigation conducted by the Executive Director.

**Resolution #04-14-06**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the re-certification request to participate in the Texas Department of Housing and Community Affairs Home Reservation System, approve the resolution regarding available cash reserves for the project and authorize the Executive Director to execute any necessary documents.

**Resolution #04-14-07**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board authorize Sean McElroy, Psychiatric Clinic Administrator, to enter and approve project set-ups and draw requests for the TBRA Persons with Disabilities Reservation System project.

**Resolution #04-14-08**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board authorize Evan Roberson, Executive Director, to enter and approve project set-ups and draw requests for the TBRA Persons with Disabilities Reservation System project.

**Resolution #04-14-09**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the DSHS amendment to the Mental Health Performance Contract #2014-044767-001A.

The Board of Trustees' Unit Financial Statement for March 2014 was reviewed for information purposes only.

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

**There was no need for Executive Session.**

**The regular meeting of the Board of Trustees adjourned at 11:23 a.m.**

**Adjournment:**

[Redacted Signature]

David Walker  
Chairman

Date

**Attest:**

[Redacted Signature]

Tracy Sorensen  
Secretary

Date





# Executive Director's Report

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*May 22, 2014*

## **Announcements**

- The next regularly scheduled Board meeting is July 24, 2014. This will be a large agenda if the State contract documents for FY 2015 begin to arrive.
- Mr. Jacob Paschal's appointment is on the Walker County Commissioners Court agenda for May 27, 2014. We expect to train him sometime in June and he will take the oath of office at the July meeting if all goes as planned. He has also agreed to attend the Annual Conference in San Antonio and will be able to get some training there. Ironically, he is fulfilling Mr. George's remaining term and as a result, will be up for reappointment in August.
- Please reserve Saturday, July 19<sup>th</sup> from 9 am to 3 pm for the annual Board strategic planning meeting. Like last year, we will plan to mix the meeting up and will include discussions of issues beyond goals and objectives for the coming year.
- Also, please be aware that ETBHN is planning an ETBHN Board strategic planning meeting sometime in September. As been the case before, the meeting is being tentatively planned for Galveston.
- The birthday cake this month is in honor of Mr. Morris Johnson.

## **Department of State Health Services (DSHS)**

- As we've discussed all year, the impact of DSHS' new set of evidence-based practices, Texas Resilience and Recovery (TRR), has been significant. Although we were aware that TRR would require a lot of training (especially for child and youth staff) and an entire new set of documentation guidelines, we didn't fully anticipate the **TRR impact on Level of Care (LOC) assignments** as we experienced. LOC is determined by three different assessments (CANS, Baby-CANS and ANSA) that are administered every 90 days. Each LOC has service utilization standards for the services which are provided in the LOC.

The CFOs of the Texas Center System analyzed the impact of these new assessments and determined the following statewide trends:

- Adult LOC 2 (Medication and Therapy) dropped by 31%
- Adult LOC 3 (Medication and Rehabilitation) dropped by 60%
- Adult LOC 4 (ACT Team) increased by 80%

As the Board is aware, Adult LOC 3-Psychosocial Rehabilitation has historically been the one LOC that generated margin for adult services. We have received tentative word that MCOs, as part of the Senate Bill (SB) 58 implementation, will now reimburse the Center for these services and are not likely to approve movement from the assessed LOC to a higher LOC.

A group of Centers, along with DSHS Utilization Management, is working on changes that could be made in the assessments to allow for greater alignment with historical LOC distribution prior to SB 58 implementation on September 1<sup>st</sup>.

- Our **Mental Health First Aid (MHFA)** program is now up and running. Catherine Prestigiovanni and Melissa Zemencsik completed the first training with the Raven School in New Waverly on Saturday, May 17<sup>th</sup>. The Raven School, and independent public charter school, is an alternative for kids that have failed in other alternate school environments. A good time was had by all. We have five other trainers trained, and we hope to get out to most of the local school districts as a part of next years' teacher training. We are very excited about this opportunity to educate the community on what to do with children who may be in crisis.

### **Department of Aging and Disability Services (DADS)**

- Our DADS Home and Community-based Services (HCS) and Texas Home Living (TxHmL) Waiver audits were both completed last week, and I am very pleased to announce that neither program had any deficiencies.

The audit staff were very complimentary and made the following comments:

- They were very pleased with the services we provide our consumers and their families;
- They were very complimentary of how all the records were organized;
- They appreciated staff responsiveness to their requests; and
- They indicated that the team conducted themselves in a very professional manner.

Much thanks to Kathy Foster and her outstanding team. This is a very detailed audit and to have zero findings is quite exceptional.

## **Legislative Visit**

- Representative Cecil Bell, who represents portions of Waller and Montgomery Counties and is the most senior Representative in Montgomery County, visited the PETC last Thursday. Breanna Robertson, Suzanne Murray, Director of Nurses, and I met with Representative Bell, his Chief of Staff from Austin, Jessica McGee, and his District Director, Carolyn Bruton. We spent just over two hours touring and discussing the PETC as well as discussing changes from the last session and for the next session. We had a good visit and laid good groundwork for the future.



## **Medicaid 1115 Transformation Waiver Update**

- I wanted to provide you a brief update on the Medicaid 1115 Transformation Waiver programs:
  - *Intellectual and Developmental Disability Assertive Community Treatment (IDD ACT)*- All staff are hired or under contract and all equipment has been purchased and installed. We will start enrolling clients by June 1<sup>st</sup>.
  - *Integrated Healthcare*-A Registered Nurse, caseworker and part-time Physical Health Advanced Nurse Practitioner has been hired for the program. We are still seeking a ½ time Medical Doctor, but will be able to start the program as soon as the oxygen tank (required) arrives. We have a waiting list of interested clients and expect to begin services by June 1<sup>st</sup>.
  - *Expanded Psychiatry*-In both regions, caseworkers were hired and equipment was ordered and installed. We are still seeking an Advanced Nurse Practitioner and a Medical Doctor for the programs.
  - *Intensive Diversion and Evaluation*-This program was not supposed to come up until July. Building modifications may be required for the PETC if the program will fit there. As a result, we may have a construction request on the July Board agenda for the building.

Meanwhile, our 1115 Coordinator has been very busy meeting all of the paperwork requirements and submissions associated with this project. We are a little behind in implementation, but as is the case for most providers due to: 1) uncertainty in deliverables, and 2) a difficulty finding key medical staff.

## **CHIEF FINANCIAL OFFICER'S REPORT**

### **May 22, 2014**

**FY 2015 Budget** – We have started the budget process for FY 15. On this past Monday we had meetings with all Budget managers in regards to the process. Spreadsheets have been sent out and are due back to me by June 9<sup>th</sup>. From there we combine all the cost centers in to the master budget and start comparing to the current fiscal year for accuracy. After all that is done we will bring a preliminary report back to the July Board meeting.

**Fixed Asset Inventory** – We have also started the complete fixed asset inventory that is required by both DADS and DSHS contracts. Spreadsheets have been sent and we have already started to receive them back from staff with inventory in their areas. After the initial forms have been received we will then identify any problem areas that have discrepancies from the last complete count and make visits to locations as needed. As seems to be the normal for us every time we do inventory, we have moved some buildings and will do a complete count of those locations to ensure everything has been accounted for in the process. This will all be completed prior to the end of the fiscal year.

**County Annual Funding Request** – Still have not received the annual funding request from Walker County. The Annual Funding Request has been submitted to Montgomery County. As we have done in the past we asked for an increase of \$20,000 to help offset the increased use of the contract inpatient services. This continues to be a high need for all of our service areas. Liberty County does not request annual funding updates but we submit a request to them every year.

**FY 2011 Rehabilitation, Targeted Case Management and Service Coordination Settle-up** – We have not received the settle up amount that I reported to you last month. Texas Health and Human Services Commission sent the initial notification letter on April 4, 2014 and said we would have the final notification letter 30 days from that date. Well we have not received the letter or the payment. Hopefully we will have better news at the July board meeting. Just for a reminder we are expecting to receive a total of \$164,407.

**CFO Consortium** – The CFO meeting that occurred at the same time as last month's board meeting covered the following areas:

- Updates from all the other consortia meetings.
- HCS Waiver best practices and what makes the program at least break even for other centers.
- Managed Care activity was ran by Melissa Rowan. Talked in large part about the SB 58 transition that takes place in September for Rehab and TCM services. Also spent some time on 1115 Waiver updates.
- Had an update from DSHS where most of the people from DSHS were new to their positions.
- Presentation from the Revenue Maximization Committee that talked about Medicaid Random Moment in Time Study, Transition to managed care, Trends in level of care in the TRR setting. Comparing Aug 13 to Feb 14 LOC Recommendations saw the following changes, LOC 2 dropped by 35%, LOC 3 dropped by 60% and LOC 4 increased by 88%. And ineligible increased by 100%. They are looking at some of the data and have found many issues.

- Small Group Discussion on many different topics that are affecting the centers, my staff joined the Employee Retention discussion. Had many different centers explain their benefits that are keeping employees hired.
- Update from Texas Council – Sunset review – this is done every 12 years to determine if the separate departments should exist such as DADS, DSHS, DARS and DFPS.
- DADS Update from Contract Manager - Talked about SB 7 for Acute Care starting 9/1/14. Community First Choice probably won't happen 9/1/14 and they even said probably won't even happen in anytime in FY 15.

**Building Consultant Update** – I have a meeting scheduled on Friday with Mike Duncum, the building consultant that we have contracted with to help assess our needs to be consolidated into one building in the Montgomery County service area. He has some questions to tie together all the information that we have provided to him and which he has gathered by inspecting our existing buildings. Hopefully we will have a report in the near future.

**DADS Fiscal Monitoring Review** – Received notice on May 15<sup>th</sup> of a DADS On-Site Fiscal Monitoring Review on June 3. We went into panic mode since 2 of our accounting department staff have long-time planned vacations the first half of June. I made an emergency call and luckily they were very happy to change the review date to be July 15<sup>th</sup>. We do expect that we will probably have the same type of visit from DSHS very soon.

<b>Agenda Item:</b> Community Resources Report  <b>Committee:</b> Program	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Community Resources Report

## April 25, 2014 – May 22, 2014

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### Volunteer Hours:

Location	April
Conroe	223
Cleveland	0
Liberty	12
Huntsville	16
<b>Total</b>	<b>251</b>

### COMMUNITY ACTIVITIES:

5/1/14	Walker County Community Resource Coordination Group	Huntsville
5/2/14	Montgomery County Hospital District Annual Provider's Banquet	The Woodlands
5/5/14	Mental Health Proclamation Reading Montgomery County Courthouse	Conroe
5/7/14	Mental Health Proclamation Reading Liberty County Courthouse	Liberty
5/7/14	East Montgomery County Chamber of Commerce Luncheon	New Caney
5/7/14	Roots of Change Coalition	Conroe
5/8/14	Cleveland Chamber of Commerce Luncheon	Cleveland
5/8/14	Huntsville Chamber of Commerce Breakfast	Huntsville
5/12/14	Mental Health Proclamation Reading Walker County Courthouse	Huntsville
5/14/14	PETC Site Visit with Representative Bell/Legislative Staff	Conroe
5/15/14	Up2You Coalition	Huntsville
5/20/14	Montgomery County Community Resource Coordination Group	Conroe
5/20/14	Jail Diversion Working Group	Conroe
5/21/14	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
5/22/14	Woodlands Church Career Fair	The Woodlands
5/23/14	Women of Distinction Luncheon	The Woodlands

### UPCOMING ACTIVITIES:

6/5/14	Cleveland Chamber of Commerce Luncheon	Cleveland
6/5/14	Walker County Community Resource Coordination Group	Huntsville
6/6/14	Region 2 1115 Waiver Meeting	League City
6/17/14	Montgomery County Community Resource Coordination Group	Conroe
6/19/14	Up2You Coalition	Huntsville



<b>Agenda Item:</b> Consumer Services Report for April 2014  <b>Committee:</b> Program	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for April 2014	
<b>Recommended Action:</b>  <b>For Information Only</b>	

## Consumer Services Report

### April 2014

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
<b>Crisis Services, MH Adults/Children</b>					
Persons Screened, Intakes, Other Crisis Services	472	33	37	46	588
Crisis and Transitional Services (Loc 0, Loc5)	49	0	4	1	54
Psychiatric Emergency Treatment Center (PETC) Served	52	4	2	1	59
Psychiatric Emergency Treatment Center (PETC) bed days	340	21	5	7	373
Contract Hospital Admissions	5	0	1	0	6
Diversion Admits	10	2	0	0	12
Total State Hospital Admissions	9	1	1	2	13
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (LOC 1m,1s,2,3,4)	987	105	95	133	1320
Adult Medication Services	670	58	64	96	888
Child Service Packages (LOC 1-4 and YC)	333	26	12	38	409
Child Medication Services	161	11	4	18	194
TCOOMMI (Adult Only)	101	4	9	10	124
Adult Jail Diversions	7	0	0	0	7
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	7	0	0	0	7
Service Coordination	463	26	49	60	598
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living, TXHmL)	48	5	23	27	103
Contractor Provided ICF-MR	17	11	12	6	46
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	120	156	0	61	337
Youth Substance Abuse Treatment Services/COPSD	14	0	0	1	15
Adult Substance Abuse Treatment Services/COPSD	26	0	0	0	26
<b>Waiting/Interest Lists as of Month End</b>					
Department of State Health Services-Adults	19	1	2	1	23
Department of State Health Services-Children	0	0	0	0	0
Home and Community Based Services Interest List	1387	112	126	131	1756
<b>April Served by County</b>					
Adult Mental Health Services	1332	130	116	181	1759
Child Mental Health Services	346	26	11	40	423
Intellectual and Developmental Disabilities Services	523	43	63	66	695
<b>Total Served by County</b>	<b>2201</b>	<b>199</b>	<b>190</b>	<b>287</b>	<b>2877</b>
<b>March Served by County</b>					
Adult Mental Health Services	1221	134	124	173	1652
Child Mental Health Services	323	22	14	39	398
Intellectual and Developmental Disabilities Services	516	44	62	64	686
<b>Total Served by County</b>	<b>2060</b>	<b>200</b>	<b>200</b>	<b>276</b>	<b>2736</b>
<b>February Served by County</b>					
Adult Mental Health Services	1246	125	117	169	1657
Child Mental Health Services	318	20	14	38	390
Intellectual and Developmental Disabilities Services	508	47	55	66	676
<b>Total Served by County</b>	<b>2072</b>	<b>192</b>	<b>186</b>	<b>273</b>	<b>2723</b>

<b>Agenda Item:</b> Program Updates  <b>Committee:</b> Program	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# **Program Updates**

## **April 25, 2014 – May 22, 2014**

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### **MH Crisis and Admission Services**

1. PETC admissions have been steady over the past month with an average census of twelve consumers served each week. There has been an increase in people presenting with comorbid alcohol and substance related issues. Beginning in June, additional programming will be added to address substance abuse/dependence.
2. Regular 1115 waiver meetings are underway with the current focus on the following areas: identifying staff needed for the extended observation program and determining how the PETC can best accommodate the needed building design modifications.

### **MH Adult Services**

1. The 1115 Integrated Program will be ready to start seeing patients within the next few weeks.
2. WEH is settling in to their new space quite nicely and the patients seem to love it. There has been an overwhelmingly positive response to not only the new space but the organization of the clinic flow. The most common response: "I feel like I'm in a real doctor's office."

### **MH Child Services**

1. C&A Rehab Specialists have increased the number of services provided to children and families since the beginning of this fiscal year.
2. C&A Licensed Therapists are providing therapy to more children and youth than ever before. In addition to providing Cognitive Behavioral Therapy, they are all trained to provide Trauma-Focused – Cognitive Behavioral Training to youth who are experiencing trauma-related issues.

### **Criminal Justice Services**

1. TCOOMMI caseloads remain full with 119 served in April (contracted to serve 110).
2. The OCR program admitted two diversions for April making a total of nine served for FY 2014.
3. There were two people diverted from jail into the jail diversion program in April.

### **Substance Abuse Services**

1. Several youth in the Substance Abuse Treatment Program, are in the final stages of completing the program successfully; with new referrals ready to take their place.
2. The Substance Abuse Prevention Program is very busy as more schools and community organizations become interested in our services.

## **IDD Services**

1. IDD Provider Services audits occurred the week of May 12<sup>th</sup>.
  - a. HCS – The team arrived on May 13<sup>th</sup> and exited on May 15<sup>th</sup> with zero findings.
  - b. TxHmL – The team arrived on May 14<sup>th</sup> and exited on May 15<sup>th</sup> with zero findings.
2. The Waiver Advisory Committee met on May 8<sup>th</sup> in Huntsville. We had a good turnout of nine participants not including staff.
3. The BCBA has been hired to begin the IDD ACT 1115 program.

## **Support Information**

1. **Quality Management (QM):** The Administrator of QM completed the Mobile Crisis Outreach Team (MCOT), Continuity of Care (COC) and Crisis Walk-in Program Review and is currently working on a review of Routine Intake and Counseling services.
2. **Utilization Management (UM):** The Administrator of Utilization and Risk Management attended the Regional Utilization Management Committee quarterly meeting on April 28<sup>th</sup>. Staff continue to monitor service authorizations to ensure that individuals served are receiving the appropriate levels of care in line with State guidelines and that all individuals have been appropriately taken off of the Waiting List.
3. **Veteran Affairs:** On May 7<sup>th</sup>, veteran peer support groups were recommenced at our River Pointe location in an effort to provide additional resources to local veterans following the most recent tragedy at Fort Hood. As you may remember, these groups were offered in the past with minimal attendance. Following a change in command at the Liberty County Veterans of Foreign Wars (VFW), the Veteran Volunteer Coordinator was contacted in order to set up training for additional volunteers. Staff attended the Texas Justice Involved Veterans Conference from May 11-16<sup>th</sup> in San Antonio, Texas.
4. **Intellectual/Developmental Disabilities Planning Network Advisory Committee (IDDPNAC):** The IDDPNAC met on April 30<sup>th</sup> to review the feedback obtained from this year's Local Planning meetings.

## **Community Activities**

1. May is Mental Health Awareness Month Proclamations were read in Commissioner's Courts in Montgomery County on May 5<sup>th</sup>, Liberty County on May 6<sup>th</sup> and Walker County on May 12<sup>th</sup>.

<b>Agenda Item:</b> Personnel Report for April 2014  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for April 2014	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# TRI-COUNTY SERVICES PERSONNEL BOARD REPORT APRIL 2014

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		25	1	17	1	14		3	100	87	1%	17%
Qualified Developmental Disability Professionals (State Title)		4		1		1			21	19	0%	5%
Licensed Staff	2	6		1		1			17	16	0%	6%
Medical												
Physicians		1		1		1			9	6	0%	11%
Advanced Practice Nurses		3		1				1	4	3	0%	25%
RN's	2	3		1		1			14	13	0%	7%
LVN's		2							12	10	0%	0%
Techs/Aides												
MH		1		1		1			19	14	0%	5%
IDD		4		2				2	31	30	0%	6%
Supervisor/Manager												
MH		1		3		3			16	16	0%	19%
IDD									8	8	0%	0%
Program Support	1	12	1	7	1	4		3	43	39	2%	16%
Central Administration	1	2		2		1		1	20	20	0%	10%
Business Services									14	14	0%	0%
Maintenance/Janitorial/Lawn		1		1				1	23	21	0%	4%
GRAND TOTALS	6	65	2	38	2	27	0	11	351	316	1%	11%

<b>Agenda Item:</b> Approve April 2014 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  April 2014 Financial Statements	
<b>Recommended Action:</b>  <b>Approve April 2014 Financial Statements</b>	



### April 2014 Financial Summary

Revenues for April 2014 were \$2,284,457 and operating expenses were \$2,310,456 resulting in a loss in operation of \$25,999. Capital Expenditures and Extraordinary Expenses for April were \$15,018 resulting in a loss of \$41,017. Total revenues were 96.62% of the monthly budgeted revenues and total expenses were 101.45% of the monthly budgeted expenses.

Year to date revenues are \$16,652,494 and operating expenses are \$16,232,270 leaving excess operating revenues of \$420,225. YTD Capital Expenditures and Extraordinary Expenses are \$148,683 resulting in a gain YTD of \$271,541. Total revenues are 95.80% of the YTD budgeted revenues and total expenses are 94.62% of the YTD budgeted expenses.

#### **REVENUES**

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

<b>Revenue Source</b>	<b>YTD Revenue</b>	<b>YTD Budget</b>	<b>% of Budget</b>	<b>\$ Variance</b>
Interest Income	18,226	32,284	56.45%	14,058
HCS Program – Title XIX	1,190,160	1,252,286	95.03%	62,126
ICF Program – Title XIX	1,552,855	1,693,626	91.68%	140,771
Texas Home Living – Title XIX	137,666	171,302	80.36%	33,636
Rehab – Title XIX	787,443	858,606	91.71%	71,163
DSHS – Gen Rev - NGM	445,920	500,486	89.09%	54,566
DSHS – Outpatient Competency Restoration	78,751	142,068	55.43%	63,317

Interest Income – Due to not earning the expected interest on our investments, this line is adjusted in the 2<sup>nd</sup> budget revision.

HCS Program – Title XIX – As reported last month, this item remains under budget due to the loss of Medicaid eligibility for a client and multiple hospitalizations. This line item is adjusted to year to date trends in the 2<sup>nd</sup> budget revision.

ICF Program – Title XIX – This line item is still under budget due to hospital stays as well as vacancies in this program. We have received some back billing for new consumers that had not previously received their ICF Medicaid coverage when admitted, but we still have additional back billing when approved coverage is received. This is a cost reimbursement program so the financials will also show a reduction on the expense side to offset this decrease in revenue. This line item is adjusted in the 2<sup>nd</sup> budget revision to match the expected revenue through year end.

Texas Home Living – Title XIX – This line item is adjusted in the 2<sup>nd</sup> budget revision. This program has been affected by a large number of services not being utilized by consumers. On the expense side for this program, we have employee vacancies that offset the decrease in revenue.

Rehab – Title XIX – As we have reported the last couple of months, this line item continues to be under budget mainly due to the implementation of the TRR effective September 1<sup>st</sup> as required by our DSHS Contract. But this is the first month that we have actually exceeded our monthly budget by \$5,000. We anticipate a slight decrease in the children rehab services over the summer months as has been the trend for many years but we hope that the adult services will continue to increase slightly. This line item has been adjusted in the 2<sup>nd</sup> budget revision.

DSHS – Gen Rev – NGM – This line item is under budget due to positions that are funded by NGM that have been vacant for the entire year. We have filled one of the positions so this variance should not be growing for the remainder of the fiscal year. We anticipate using the lapsed funds for the Children's Summer Camp program as we have done in previous years and they have begun the hiring process.

DSHS – Outpatient Competency Restoration – We continue to have issues with no referrals to this program and we have had a vacant position in this program for the past four months. We have filled the vacant position but still anticipate having a lapse. DSHS has sent us a request to determine if they will de-obligate funds for this program. This is a cost reimbursement program so we also have a decrease in expenses associated with this program.

## **EXPENSES**

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

<b>Expense Source</b>	<b>YTD Expenses</b>	<b>YTD Budget</b>	<b>% of Budget</b>	<b>\$ Variance</b>
Medication	256,393	230,798	111%	25,595

Medication – Expenses are trending higher for medications over the last couple of months in part due to the increase of consumers receiving these services. We have made an adjustment in the 2<sup>nd</sup> budget revision to adjust for the year to date trends.

**TRI-COUNTY SERVICES**  
**CONSOLIDATED BALANCE SHEET**  
**As of April 30, 2014**

	<b>TOTALS COMBINED FUNDS April 2014</b>	<b>TOTALS COMBINED FUNDS March 2014</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	4,550	4,275	275
Cash on Deposit-General Fund	9,370,950	10,858,690	(1,487,740)
Cash on Deposit-Debt Fund	3,274	3,274	-
Accounts Receivable	1,902,178	1,535,843	366,336
Inventory	9,246	8,642	604
<b>TOTAL CURRENT ASSETS</b>	<b>11,290,199</b>	<b>12,410,725</b>	<b>(1,120,525)</b>
<b>FIXED ASSETS</b>	<b>5,730,985</b>	<b>5,730,985</b>	<b>-</b>
<b>OTHER ASSETS</b>	<b>37,016</b>	<b>50,841</b>	<b>(13,824)</b>
<b>TOTAL ASSETS</b>	<b>17,058,201</b>	<b>18,192,551</b>	<b>(1,134,349)</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	<b>875,522</b>	<b>917,962</b>	<b>(42,439)</b>
<b>NOTES PAYABLE</b>	<b>473,777</b>	<b>473,777</b>	<b>-</b>
<b>DEFERRED REVENUE</b>	<b>2,022,432</b>	<b>3,079,492</b>	<b>(1,057,060)</b>
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	982,908	1,002,085	(19,177)
Bond Series 2004	-	-	-
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	271,541	312,558	(41,017)
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(1,456,686)	(1,475,862)	19,177
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment	5,730,985	5,730,985	-
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	2,046,849	2,046,849	-
<b>ASSIGNED</b>			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	49,332	43,165	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	3,190,463	3,190,463	-
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>17,058,201</b>	<b>18,192,551</b>	<b>(1,134,350)</b>

**TRI-COUNTY SERVICES  
CONSOLIDATED BALANCE SHEET  
As of April 30, 2014**

	<b>General Operating Funds</b>	<b>TOTALS</b>	
		<b>Memorandum Only</b>	
		<b>April 2014</b>	<b>Final August 2013</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	4,550	4,550	5,325
Cash on Deposit-General Fund	9,370,950	9,370,950	7,747,392
Cash on Deposit-Debt Fund	3,274	3,274	421,561
Accounts Receivable	1,902,178	1,902,178	1,657,784
Inventory	9,246	9,246	6,661
<b>TOTAL CURRENT ASSETS</b>	<b>11,290,199</b>	<b>11,290,199</b>	<b>9,838,723</b>
<b>FIXED ASSETS</b>	<b>5,730,985</b>	<b>5,730,985</b>	<b>5,730,985</b>
<b>OTHER ASSETS</b>	<b>37,016</b>	<b>37,016</b>	<b>36,317</b>
		-	-
	<b>17,058,201</b>	<b>17,058,201</b>	<b>15,606,026</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	<b>875,522</b>	<b>875,522</b>	<b>1,340,397</b>
<b>NOTES PAYABLE</b>	<b>473,777</b>	<b>473,777</b>	<b>473,777</b>
<b>DEFERRED REVENUE</b>	<b>2,022,432</b>	<b>2,022,432</b>	<b>426,256</b>
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	982,908	982,908	1,135,612
Bond Series 2004	-	-	410,000
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	271,541	271,541	1,108,422
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt service-Restricted	(1,456,686)	(1,456,686)	(2,019,389)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment-Committed	5,730,985	5,730,985	5,730,985
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	2,046,849	2,046,849	2,046,849
<b>ASSIGNED</b>			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	49,332	49,332	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	3,190,463	3,190,463	2,082,041
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>17,058,201</b>	<b>17,058,201</b>	<b>15,606,026</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**For the Month Ended April 2014**  
**and YTD as of April 2014**

<b>INCOME:</b>	<b>MONTH OF April 2014</b>	<b>YTD April 2014</b>
Local Revenue Sources	114,960	966,409
Earned Income	834,067	6,142,544
General Revenue-Contract	1,335,431	9,543,542
<b>TOTAL INCOME</b>	<b>2,284,457</b>	<b>16,652,494</b>
<b>EXPENSES:</b>		
Salaries	1,210,094	8,479,136
Employee Benefits	276,661	1,650,026
Medication Expense	32,250	259,054
Travel-Board/Staff	38,008	267,349
Building Rent/Maintenance	45,980	240,990
Consultants/Contracts	477,068	3,624,692
Other Operating Expenses	230,395	1,711,022
<b>TOTAL EXPENSES</b>	<b>2,310,456</b>	<b>16,232,270</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>(25,999)</b>	<b>420,225</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	15,018	148,683
Capital Outlay-Debt Service Bonds	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>15,018</b>	<b>148,683</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>2,325,474</b>	<b>16,380,953</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>(41,017)</b>	<b>271,541</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budgeted**  
**Year to Date as of April 2014**

	YTD April 2014	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	966,409	1,264,980	(298,571)
Earned Income	6,142,544	6,510,727	(368,183)
General Revenue-Contract	9,543,542	9,607,147	(63,605)
<b>TOTAL INCOME</b>	<b>16,652,494</b>	<b>17,382,854</b>	<b>(730,360)</b>
<b>EXPENSES:</b>			
Salaries	8,479,136	8,886,120	(406,984)
Employee Benefits	1,650,026	1,698,487	(48,461)
Medication Expense	259,054	230,798	28,256
Travel-Board/Staff	267,349	293,340	(25,991)
Building Rent/Maintenance	240,990	248,773	(7,783)
Consultants/Contracts	3,624,692	3,879,891	(255,199)
Other Operating Expenses	1,711,022	1,776,879	(65,857)
<b>TOTAL EXPENSES</b>	<b>16,232,270</b>	<b>17,014,288</b>	<b>(782,018)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>420,225</b>	<b>368,566</b>	<b>51,659</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	148,683	297,789	(149,106)
Capital Outlay-Debt Service Bonds			-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>148,683</b>	<b>297,789</b>	<b>(149,106)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>16,380,953</b>	<b>17,312,077</b>	<b>(931,124)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>271,541</b>	<b>70,777</b>	<b>200,764</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	-	-	-
Bond Payments Disbursements		-	-
Interest Income			
<b>Excess(Deficiency) of revenues over Expense:</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended April 2014**

<b>INCOME:</b>	<b>MONTH OF April 2014</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	114,960	158,862	(43,902)
Earned Income	834,067	844,128	(10,061)
General Revenue-Contract	1,335,431	1,361,444	(26,013)
<b>TOTAL INCOME</b>	<b>2,284,457</b>	<b>2,364,434</b>	<b>(79,977)</b>
<b>EXPENSES:</b>			
Salaries	1,210,094	1,199,919	10,175
Employee Benefits	276,661	216,944	59,717
Medication Expense	32,250	29,238	3,012
Travel-Board/Staff	38,008	37,563	445
Building Rent/Maintenance	45,980	58,940	(12,960)
Consultants/Contracts	477,068	485,444	(8,376)
Other Operating Expenses	230,395	234,468	(4,073)
<b>TOTAL EXPENSES</b>	<b>2,310,456</b>	<b>2,262,516</b>	<b>47,940</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>(25,999)</b>	<b>101,918</b>	<b>(127,917)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	15,018	29,623	(14,605)
Capital Outlay-Debt Service Bonds	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>15,018</b>	<b>29,623</b>	<b>(14,605)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>2,325,474</b>	<b>2,292,139</b>	<b>33,335</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>(41,017)</b>	<b>72,295</b>	<b>(113,312)</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	-	-	-
Bond Payments Disbursements	-	-	-
Interest Income	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With April 2013 Comparative Data**  
**Year to Date as of April 2014**

<b>INCOME:</b>	<b>YTD April 2014</b>	<b>YTD April 2013</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	966,409	1,213,375	(246,966)
Earned Income	6,142,544	6,996,211	(853,667)
General Revenue-Contract	9,543,542	8,379,324	1,164,218
<b>TOTAL INCOME</b>	<b>16,652,494</b>	<b>16,588,910</b>	<b>63,584</b>
<b>EXPENSES:</b>			
Salaries	8,479,136	7,916,986	562,150
Employee Benefits	1,650,026	1,473,682	176,344
Medication Expense	259,054	192,550	66,504
Travel-Board/Staff	267,349	264,123	3,226
Building Rent/Maintenance	240,990	177,202	63,788
Consultants/Contracts	3,624,692	3,620,874	3,818
Other Operating Expenses	1,711,022	1,561,551	149,471
<b>TOTAL EXPENSES</b>	<b>16,232,270</b>	<b>15,206,968</b>	<b>1,025,302</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>420,225</b>	<b>1,381,942</b>	<b>(961,717)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	148,683	113,993	34,690
Capital Outlay-Debt Service Bonds		283,857	(283,857)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>148,683</b>	<b>397,850</b>	<b>(249,167)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>16,380,953</b>	<b>15,604,818</b>	<b>776,135</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>271,541</b>	<b>984,092</b>	<b>(712,551)</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	-	283,857	(283,857)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>-</b>	<b>283,857</b>	<b>(283,857)</b>



**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With April 2013 Comparative Data**  
**Year to Date as of April 2014**

<b>INCOME:</b>	<b>MONTH OF April 2014</b>	<b>MONTH OF April 2013</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	114,960	314,337	(199,377)
Earned Income	834,067	868,268	(34,201)
General Revenue-Contract	1,335,431	1,080,217	255,214
<b>TOTAL INCOME</b>	<b>2,284,457</b>	<b>2,262,822</b>	<b>21,635</b>
<b>EXPENSES:</b>			
Salaries	1,210,094	1,072,377	137,717
Employee Benefits	276,661	183,147	93,514
Medication Expense	32,250	22,848	9,402
Travel-Board/Staff	38,008	42,164	(4,156)
Building Rent/Maintenance	45,980	18,797	27,183
Consultants/Contracts	477,068	500,968	(23,900)
Other Operating Expenses	230,395	213,377	17,018
<b>TOTAL EXPENSES</b>	<b>2,310,456</b>	<b>2,053,678</b>	<b>256,778</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>(25,999)</b>	<b>209,144</b>	<b>(235,143)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	15,018	13,093	1,925
Capital Outlay-Debt Service Bonds	-	35,482	(35,482)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>15,018</b>	<b>48,575</b>	<b>(33,557)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>2,325,474</b>	<b>2,102,253</b>	<b>223,221</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>(41,017)</b>	<b>160,569</b>	<b>(201,586)</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	-	35,482	(35,482)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>-</b>	<b>35,482</b>	<b>(35,482)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With March 2014 Comparative Data**  
**As of April 2014**

<b>INCOME:</b>	<b>MONTH OF April 2014</b>	<b>MONTH OF March 2014</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	114,960	148,776	(33,816)
Earned Income	834,067	785,474	48,592
General Revenue-Contract	1,335,431	1,207,034	128,397
<b>TOTAL INCOME</b>	<b>2,284,457</b>	<b>2,141,284</b>	<b>143,173</b>
<b>EXPENSES:</b>			
Salaries	1,210,094	1,057,098	152,996
Employee Benefits	276,661	201,894	74,767
Medication Expense	32,250	31,117	1,133
Travel-Board/Staff	38,008	33,775	4,233
Building Rent/Maintenance	45,980	67,730	(21,750)
Consultants/Contracts	477,068	435,373	41,694
Other Operating Expenses	230,395	225,326	5,069
<b>TOTAL EXPENSES</b>	<b>2,310,456</b>	<b>2,052,314</b>	<b>258,142</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>(25,999)</b>	<b>88,971</b>	<b>(114,970)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	15,018	51,726	(36,708)
Capital Outlay-Debt Service Bonds	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>15,018</b>	<b>51,726</b>	<b>(36,708)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>2,325,474</b>	<b>2,104,040</b>	<b>221,435</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>(41,017)</b>	<b>37,245</b>	<b>(78,262)</b>

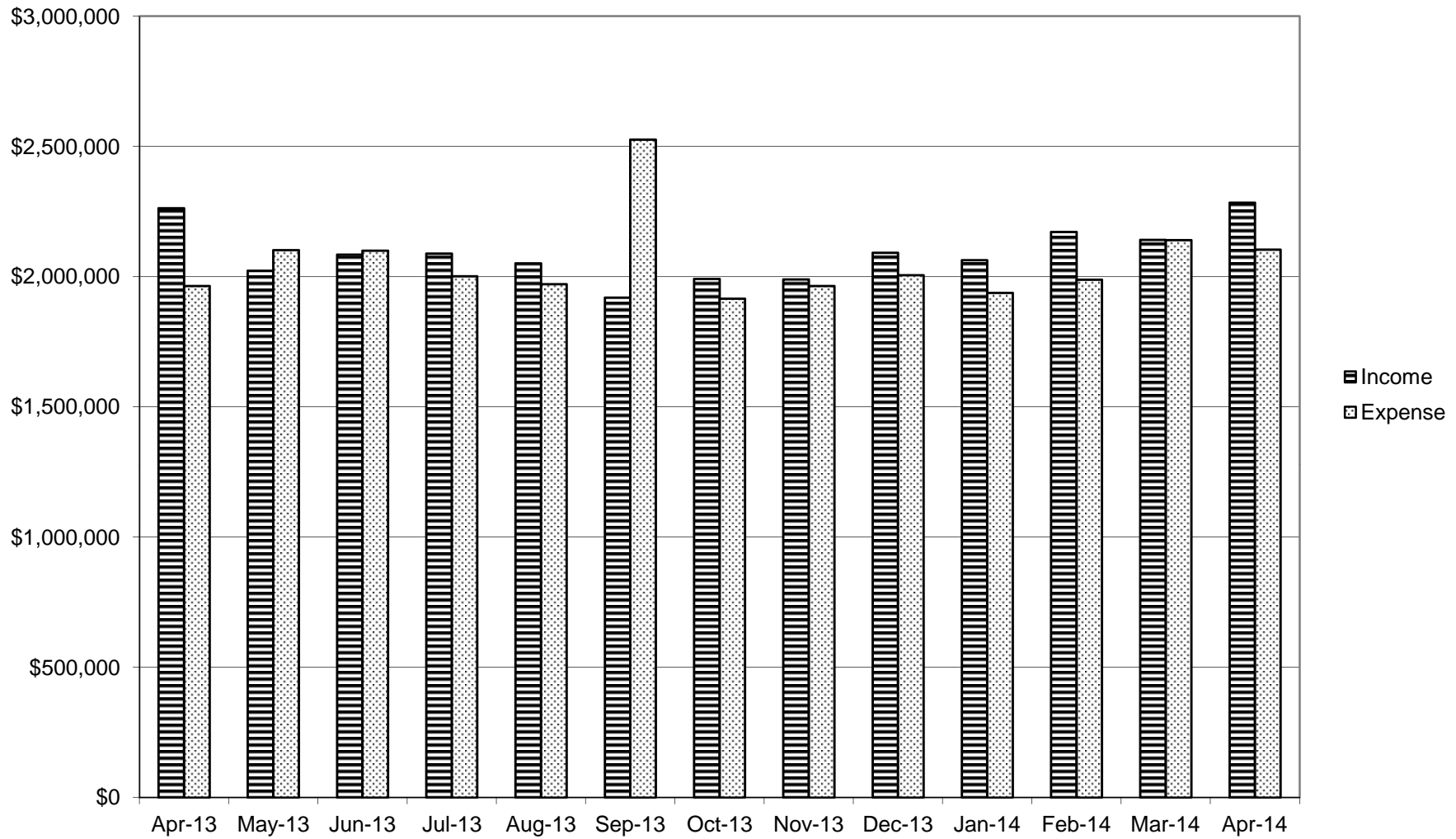
<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	-	-	-
Bond Payments Disbursements			-
Interest Income			
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**As of YTD Ended April 2014**

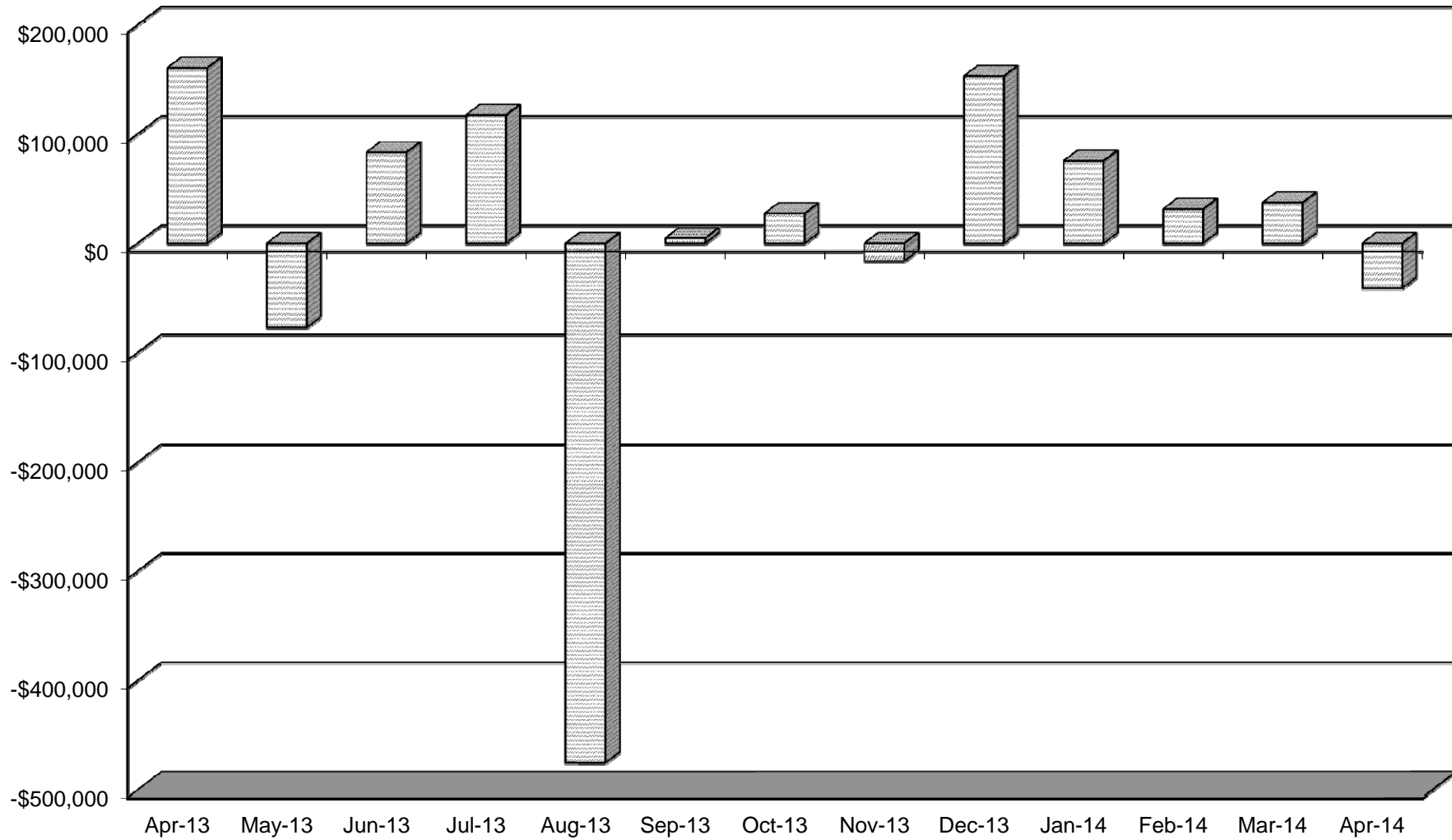
	YTD Mental Health April 2014	YTD IDD April 2014	YTD Other Services April 2014	YTD Agency Total April 2014	YTD Approved Budget April 2014	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	680,192	79,046	207,170	966,409	1,264,980	(298,571)
Earned Income	1,370,151	3,773,072	999,321	6,142,544	6,510,727	(368,183)
General Revenue-Contract	8,526,706	1,016,836		9,543,542	9,607,147	(63,605)
<b>TOTAL INCOME</b>	<b>10,577,049</b>	<b>4,868,954</b>	<b>1,206,491</b>	<b>16,652,495</b>	<b>17,382,854</b>	<b>(730,359)</b>
<b>EXPENSES:</b>						
Salaries	5,938,354	1,750,805	789,976	8,479,136	8,886,120	(406,984)
Employee Benefits	1,124,768	367,527	157,732	1,650,026	1,698,487	(48,461)
Medication Expense	243,456		15,598	259,054	230,798	28,256
Travel-Board/Staff	161,650	70,733	34,966	267,349	293,340	(25,991)
Building Rent/Maintenance	156,029	70,132	14,829	240,990	248,773	(7,783)
Consultants/Contracts	1,297,476	2,268,990	58,227	3,624,692	3,879,891	(255,199)
Other Operating Expenses	1,120,181	405,923	184,919	1,711,022	1,776,879	(65,857)
<b>TOTAL EXPENSES</b>	<b>10,041,914</b>	<b>4,934,110</b>	<b>1,256,247</b>	<b>16,232,269</b>	<b>17,014,288</b>	<b>(782,019)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>535,135</b>	<b>(65,156)</b>	<b>(49,756)</b>	<b>420,226</b>	<b>368,566</b>	<b>51,660</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles	88,005	10,074	50,604	148,683	297,789	(149,106)
Capital Outlay-Debt Service Bonds				-		-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>88,005</b>	<b>10,074</b>	<b>50,604</b>	<b>148,683</b>	<b>297,789</b>	<b>(149,106)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>10,129,919</b>	<b>4,944,184</b>	<b>1,306,851</b>	<b>16,380,952</b>	<b>17,312,077</b>	<b>(931,125)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>447,130</b>	<b>(75,230)</b>	<b>(100,360)</b>	<b>271,541</b>	<b>70,777</b>	<b>200,766</b>

<b>Debt Service and Fixed Asset Fund:</b>						
Bond Payments Receipts	-	-	-	-	-	-
Bond Payments Disbursements		-	-	-	-	-
Interest Income		-	-	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### TRI-COUNTY SERVICES Income and Expense



**TRI-COUNTY SERVICES**  
**Income after Expense**



<b>Agenda Item:</b> FY 2014 Midyear Budget Revision  <b>Committee:</b> Business	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  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 revision will adjust for the delay in hiring of key staff, the additional cost incurred for the William E. Hall renovation project as well as projections through year-end based on current year-to-date trends.	
<b>Supporting Documentation:</b>  Summary  FY 2014 Midyear Budget Revision	
<b>Recommended Action:</b>  <b>Approve FY 2014 Midyear Budget Revision</b>	

**Tri-County MHMR Services  
Proposed Revised FY 2014 Budget Compared to  
Current FY 2014 Approved Budget**

**Explanation of line items that have material changes from Proposed Revised FY 2014 Budget compared to the Current FY 2014 Approved Budget.**

**REVENUES:**

**Local Revenue** – This line item shows an overall decrease due to a decrease in ICF Client Fees, Navigator Grant and projections for Interest Income.

**Earned Income** – This line item shows an overall decrease based on an adjustment of 1115 expenses due to a delay in hiring key staff and also a decrease in the following programs; ICF, OCR, Texas Home Living and the HCS program. These programs have an offsetting expense reduction. Also in this line, there is a positive adjustment for Rehab based on the difference of the FY 2011 Settle-up and the adjustment down based on the YTD trends of the TRR implementation the first part of this fiscal year.

**General Revenue** – This line item reflects an increase based on additional funding from DSHS for Rapid Crisis Hospital Beds and an adjustment to the original contracted amount for TANF and Substance Abuse Adult Treatment. This line also reflects decreases for a de-obligation of Supported Housing program which was funded after the first of the year and the Substance Abuse Treatment for both Adults and Children based on trends.

**EXPENSES:**

**Salaries** – This line shows an overall decrease based on year to date lapse and the estimated time to fill key positions that remain vacant.

**Employee Benefits** – This line shows a decrease for the fringe associated the above lapsed staff.

**Travel – Board/Staff** – This line shows a slight decrease based on projected travel.

**Medication Expense** – This line shows a slight increase based on current year to date projections for Medication expense.

**Building Rent/Maintenance** – This line item shows an increase due to the increased cost of the modification to the William E. Hall building and an increase in A/C repairs year to date.

**Consultants/Contracts** – This line item shows a decrease based mainly on year to date trends of the Empowerment Options contract. This line also reflects increase in Hospital for Rapid Crisis Hospital Beds contract and increase in Child hospital trends.

**Other Operating Expenses** – This line has an overall decrease due to Supported Housing de-obligation and reclassification of 1115 program startup to furniture purchase. This line also reflects an increase in Home Grant, lab costs and slight increase in utility costs.

**Capital Outlay-FF&E, Automobiles** – This item reflects an increase based the possible purchase of new wheelchair vehicle and a reclassification of 1115 start-up purchases.

**Capital Outlay - Debt Service Bonds** – No change

**TRI-COUNTY MHMR SERVICES  
PROPOSED REVISED FY 2014 BUDGET COMPARED TO  
CURRENT FY 2014 APPROVED BUDGET**

	<b>PROPOSED REVISED FY 2014 BUDGET</b>	<b>CURRENT FY 2014 APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
<b>INCOME:</b>			
Local Revenue Sources	1,411,738	1,485,362	(73,624)
Earned Income	10,935,878	11,403,722	(467,844)
General Revenue	14,592,725	14,434,667	158,058
<b>TOTAL INCOME</b>	<b>26,940,340</b>	<b>27,323,751</b>	<b>(383,411)</b>
<b>EXPENSES:</b>			
Salaries	13,558,055	14,270,125	(712,070)
Employee Benefits	2,579,377	2,670,197	(90,821)
Travel-Board/Staff	426,371	454,192	(27,821)
Medication Expense	455,325	408,750	46,575
Building Rent/Maintenance	338,633	284,533	54,100
Consultants/Contracts	5,663,268	5,823,562	(160,293)
Other Operating Expenses	2,789,456	2,809,204	(19,748)
<b>TOTAL EXPENSES</b>	<b>25,810,485</b>	<b>26,720,563</b>	<b>(910,078)</b>
<b>Excess (Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>1,129,855</b>	<b>603,188</b>	<b>526,667</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay - FF&E, Automobiles	698,281	603,188	95,093
Capital Outlay - Debt Services Bonds			-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>698,281</b>	<b>603,188</b>	<b>95,093</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>26,508,766</b>	<b>27,323,751</b>	<b>(814,985)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 431,574</b>	<b>\$ -</b>	<b>\$ 431,574</b>



<b>Agenda Item:</b> Approve Purchase of Ram ProMaster  <b>Committee:</b> Business	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  <p>Liberty Life Skills is in need of a wheelchair van. Currently, we have two wheelchair vans with lifts that do not work. The two vans have significant mileage and it is not recommended to place new lifts in vehicles in this condition. Additionally, our current vehicles can only accommodate one wheelchair at a time; however, it is a very tight fit. In obtaining a new van, it is desired we have the ability to transport more than one individual in a wheelchair. We have experienced challenges with wheelchairs fitting in the vans as many individuals have customized wheelchairs that are not standard size.</p> <p>The Ram ProMaster Upfit model has a track system that will enable staff to move the seats to appropriately accommodate the size of the wheelchair and individual. Purchasing a vehicle and installing the wheelchair conversion would cost approximately \$30,000 for the van and then \$18,000 for the conversion. The standard converted vehicle would not provide the ability to meet the needs of those in the modified wheelchairs and would also limit wheelchair passengers to only one.</p> <p>Staff recommends the purchase of a Ram ProMaster to be purchased at the dealership chosen by the Board.</p> <p>Listed below are the bids received for the purchase of a Ram ProMaster</p> <ul style="list-style-type: none"> <li>• Martin Chrysler – Cleveland, Texas - \$53,891</li> </ul>	
<b>Supporting Documentation:</b>  Copy of Bids Available for Review at the Board Meeting	
<b>Recommended Action:</b>  <b>Approve the Purchase of a Ram ProMaster as Recommended</b>	

<b>Agenda Item:</b> Approve Revision to Board Policy E.24 Retention of Fund Balance	<b>Board Meeting Date</b>
<b>Committee:</b> Business	May 22, 2014
<b>Background Information:</b>	
Based on the results from the FY 2013 audit, it is recommended that we make the following changes to our fund equity:	
RESTRICTED – This area is limited to assets externally imposed by outside sources only such as creditors, grantors, contributors or law.	
COMMITTED – The Board can designate committed funds for a specific purpose imposed by formal action by the Board. The key here is a specific purpose. Examples of items needing to be reviewed would include “Reserved for Board Policy Requirements” and “Reserved for Operations and Programs”.	
ASSIGNED – Delegated by the Board to the Management Team. Again, these must have a specific purpose. An example, due to current circumstances, of a specific purpose that can be Assigned is Waiver Funds for various 1115 projects future expenditures.	
<b>Supporting Documentation:</b>	
Board Policy E.24 – Retention of Fund Balance	
Current Balance Sheet – Equity Section as of March 31 <sup>st</sup>	
Proposed Balance Sheet – Equity Section as of March 31 <sup>st</sup>	
<b>Recommended Action:</b>	
<b>Approve Recommended Revision to Board Policy E.24 – Retention of Fund Balance and Approve Proposed Fund Equity Designation and Associated Transfers</b>	

## TRI-COUNTY SERVICES

### STATEMENT OF POLICY

\_\_\_\_\_  
David Walker, Chairman

\_\_\_\_\_  
May 22, 2014

Date

ORIGINAL EFFECTIVE DATE: February 26, 1992

REVISION DATES: March 22, 2007  
December 9, 2010  
August 25, 2011  
May 22, 2014

SUBJECT: Retention of Fund Balance

It is the policy of the Board of Trustees of Tri-County Services that the Center establish adequate reserve funds as a prudent business practice. The expectation is that the Center has a goal of a minimum of 120 days in designated reserves for operations. These funds are for major business changes, sufficient funds to handle fiscal emergencies such as short term cash flow problems, unanticipated reductions or loss of funding, or unanticipated losses and/or deterioration of physical assets.

In order to comply with Government Accounting Standards Board, fund balances shall be classified in accordance with GASB Statement 54 – “Fund Balance Reporting and Governmental Fund Type Definitions” as follows:

- **Non-Spendable Fund Balance** includes amounts not in spendable form, such as inventory, prepaids, or amounts required to be maintained intact legally or contractually (Fixed Assets, Inventory)
- **Restricted Fund Balance** includes amounts constrained for a specific purpose by external parties (Debt ~~Retirement~~[Requirements](#), Debt Services)
- **Committed Fund Balance** includes amounts constrained for a specific purpose by a government using its highest level of decision making authority (Board Policy ~~Retirements~~[Requirements](#), Operations and Programs, Equipment Reserve)

- **Assigned Fund Balance** includes funds other than the general fund ~~amounts~~ constrained for a specific purpose by a governing board or by an official that has been delegated authority to assign amounts (Current Year Budget Reserve, Worker's Compensation, Insurance Deductibles)
- **Unassigned Fund Balance** is the residual classification for the general fund.

The Board of Trustees is the Center's highest level of decision making authority and the formal action that is required to be taken to establish, modify, or rescind a Restricted, Committed or Assigned fund balance is a resolution approved by the Board at a Board meeting. The resolution must either be approved or rescinded prior to the last day of the fiscal year for which the commitment or assignment is made.

When multiple categories of fund balance are available for expenditure, the Center will spend funds from the most restricted category first and then from the next category in the hierarchy with available funds.

The Board of Trustees can designate money to the following reserve funds:

- ~~A. Board Policy Requirements (Committed Fund)~~
- ~~B. Reserve for Operations and Programs (Committed Fund)~~
- ~~C. Reserve for Current Year Budgeted Reserved (Assigned Fund)~~

#### Assigned

- A. Net Asset Property
- B. Net Asset Vehicles & Equipment
- C. Reserve for Vehicle & Equipment Replacement  
(20% of Approximate Replacement Cost)
- D. Reserve for Facility Improvement & Acquisitions
- E. Reserve for Future Board Initiatives
- F. Reserve for 1115 Waiver Programs

Further, the Board of Trustees will also designate money in the following funds:

- ~~A. Reserve for Debt Service (Restricted Fund) — a designated fund equal to the current fiscal year's debt service.~~
- ~~B. Equipment Replacement Revenue (Committed Fund) — a designated fund equal to 20% of the approximate replacement cost of capital equipment plus 1% of the cost of owned facilities and their improvements.~~

- ~~C. Reserve for Debt Retirement (Restricted Fund) – a designated fund equal to the total amount of long term debt owed by the Center less the amount in Reserve for Debt Service as stated above.~~
- ~~D. Reserve for Worker’s Compensation (Assigned Fund) – a designated fund based on maximum contributions expected by policy.~~
- ~~E. Reserve for Insurance Deductibles (Assigned Fund) – a designated fund based on deductibles set by the Board on coverage types.~~

#### Committed

- A. Reserve for Current Year Budgeted Reserve  
(Set by the Budget each Year)
- B. Reserve for Workers Compensation
- C. Reserve for Insurance Deductibles
- D. Reserve for Accrued Paid Time Off

The ~~eight~~ Committed and Assigned designated funds may periodically be adjusted by Board Resolution when necessary and/or when excess funds are available in a fiscal year.

The ~~eight~~ designated funds shall be semi-permanent in nature and ~~that monies the money~~ so designated shall be invested in U.S. Government backed securities (at least one year maturities). In order to meet the Texas Department of Aging and Disability Services (DADS) and the Texas Department of State Health Services (DSHS) matching funds requirements, interest earned on the investment of designated funds shall continue to be recognized as local revenues rather than compounding as designated fund.

<b>FUND EQUITY</b>	<b>March 2014</b>
<b>RESTRICTED</b>	
Net Assets Reserved for Debt Service	(1,475,862)
Reserved for Debt Retirement	1,230,000
Reserved for Debt Service	-
<b>COMMITTED</b>	
Net Assets-Property and Equipment	5,730,985
Reserved for Board Policy Requirements	879,405
Reserved for Equipment Reserve	354,290
Reserved for Inventory Reserve	32,973
Reserved for Operations and Programs	2,046,849
<b>ASSIGNED</b>	
Reserved for Workers' Compensation	274,409
Reserved for Current Year Budgeted Reserve	43,165
Reserved for Insurance Deductibles	100,000
<b>UNASSIGNED</b>	
Unrestricted and Undesignated	3,190,463
<b>TOTAL FUND BALANCE</b>	<b>12,406,677</b>

<b>FUND EQUITY</b>	<b>Proposed</b>
<b>RESTRICTED</b>	
Net Assets Reserved for Debt Service	(1,002,085)
Reserved for Debt Requirement	1,002,085
<b>COMMITTED</b>	
Net Assets Property	5,419,350
Net Assets Vehicles & Equipment	311,635
Reserved for Vehicle & Equipment Replacement	387,871
Reserved for Facility Improvement & Acquisitions	2,426,254
Reserved for Board Initiatives	1,500,000
Reserved for 1115 Waiver Programs	516,833
<b>ASSIGNED</b>	
Reserved for Current Year Budgeted Reserve	43,165
Reserved for Workers' Compensation	274,409
Reserved for Insurance Deductibles	100,000
Accrued Paid Time Off	(473,777)
<b>UNASSIGNED</b>	
Unrestricted and Undesignated	1,900,937
<b>TOTAL FUND BALANCE</b>	<b>12,406,677</b>

<b>Agenda Item:</b> Approve Revision to Board Policy E.19 – Solicitation of Bid Proposals	<b>Board Meeting Date</b>
<b>Committee:</b> Business	May 22, 2014
<b>Background Information:</b>	
<p>As noted in our Fiscal Audit Management Letter, the Center policy for procuring contract services for the construction, repair, renovation or improvements to facilities or real property requires a bid process for all contracts in the amount of \$10,000 or more.</p>	
<p>The Center policy has not been revised in some time and state law relating to bidding thresholds has been increased over the years. Maintaining the bid threshold at this amount creates additional administrative burden that could be alleviated by increasing the bid threshold.</p>	
<b>Supporting Documentation:</b>	
<b>Board Policy E.19 – Solicitation of Bid Proposals</b>	
<b>Recommended Action:</b>	
<b>Approve Recommended Revision to Board Policy E.19 – Solicitation of Bid Proposals</b>	



## TRI-COUNTY SERVICES

### STATEMENT OF POLICY

\_\_\_\_\_  
David Walker, Chairman

\_\_\_\_\_  
May 22, 2014

Date

ORIGINAL EFFECTIVE DATE: September 29, 1988

REVISION DATES: November 5, 1992  
May 22, 2014

SUBJECT: Solicitation of Bid Proposals for the Construction, Repair, Renovation or Improvements to Facilities or Real Property

In recognition of their responsibility for expending Center funds in the most effective and efficient manner, the Tri-County MHMR Services Board of Trustees also recognized that such responsibility includes the statement of a fair and orderly process for the solicitation and evaluation of bid proposals and the awarding of contracts for the construction, repair, renovation or improvement of facilities or real property.

It is the policy of the Board of Trustees that all prospective contract services for construction, repair, renovation or improvement of facilities or real property be sought, evaluated and awarded in accordance with the following criteria. Each criterion is designated with the intent to assure an open and equitable process through which the best interests of the Center and the public shall be observed.

#### I. Criteria for the Solicitation of Bid Proposals

- A. The Executive Director or his/her designee shall approve the solicitation of bids for all contracts in the amount of ~~\$10,000.00~~ \$50,000.00 or more.
- B. In the case of an emergency situation which places a Center facility, program or clients in immediate risk of harm as determined by the Executive Director or his/her designee(s), the requirements of the policy may be waived.

- C. In accordance with Texas ~~Department of Mental Health Mental Retardation Rule of the Commissioner (TAC 403.7d)~~, advance approval from TDMHMR is required for any building renovation, alteration and/or repair maintenance expenses exceeding \$20,000.00 for each project per fiscal year. Local Government Code Title 8 Subtitle C Chapter 271 Subchapter J Section 271.186 Limitation on Number of Projects Subsection b Item (1) a local governmental entity with a population of 500,000 or more may, under this subchapter, enter into contracts for not more than six projects in any fiscal year.

~~D. Solicitation of Bids~~

- ~~1. Tri County MHMR Services shall advertise for bids. The advertisement for bids will include a notice that:~~
  - ~~a. Describes the work;~~
  - ~~b. States the location at which the bidding documents, plans, specifications, or other data may be examined by all bidders;~~
  - ~~c. States the time and place for submitting bids and the time and place that the bids will be opened.~~
- ~~2. The advertisement for bids shall be published twice in one (1) or more newspapers of general circulation in the county or counties in which the work is to be performed. The second publication must be on or before the tenth (10<sup>th</sup>) day before the first (1<sup>st</sup>) date bids may be submitted; and~~
- ~~3. Tri County MHMR Services will mail a notice containing the information required under Subsection (1) on or before the date the first newspaper advertisement to any organization that:~~
  - ~~a. Requests in advance that notices for bids be sent to it;~~
  - ~~b. Agrees in writing to pay the actual cost of mailing the notice; and~~
  - ~~c. Certifies that it circulates notices for bids to the construction trade in general.~~
- ~~4. Bond requirements for any project shall be determined by the Board of Trustees, Executive Director or his/her designee(s), as appropriate based on the following:~~
  - ~~a. Scope and extent of project;~~
  - ~~b. Technical requirements of the project;~~
  - ~~c. Any special considerations (i.e., specific standards, funding source requirements);~~
  - ~~d. Proof of Worker's Compensation and other applicable insurance coverage;~~
  - ~~e. Time and place for opening bid.~~

- ~~5. In order to evaluate the bidder's ability to comply with the contract, a bidder's qualifications form shall be submitted as part of the proposal.~~
  - ~~a. All bidders shall be in compliance with applicable Federal, State, County, and City regulations, Fair Labor Standards and be Equal Opportunity Employers.~~
  - ~~b. A contractor's bid proposal shall be written on a form included with bidding documents and submitted in a sealed envelope at the announced place prior to the time for opening bids.~~

## ~~II. Evaluation of Bid Proposals~~

### ~~A. Opening of the bids~~

~~At the place and promptly at the announced time, representatives of Tri County MHMR Services will open each bid envelope and read the bids.~~

- ~~1. Bids submitted after the announced time will not be accepted and will be returned unopened to the bidder.~~
- ~~2. Bid openings are considered to be public information.~~

~~B. Tri County MHMR Services representatives shall consist of the Executive Director or designees(s).~~

~~C. The Executive Director or his designee shall evaluate the bid proposals in compliance with the selection criteria state in Section III below. The Center reserves the right to delay the announcement of the award until such time as the bids are fully evaluated.~~

## ~~III. Selection Criteria~~

~~Administrative procedures shall be developed to objectively weigh the degrees of compliance to be used as guidelines for selecting a bid proposal.~~

~~Summary of Criteria (not listed in order of importance) for selection of Architects, Engineers, Contractors or other vendors for the construction, repair, renovation or improvement of facilities or real property as follows:~~

~~A. Price consideration.~~

- ~~B. Geographical area of the project — Firms in or near the geographical area of the project is normally recommended.~~
- ~~C. Experience of the bidder — Scope and size of bidding firm's previous work should be commensurate with the size of the project.~~
- ~~D. Past performance on Tri-County MHMR Services' projects.~~
- ~~E. Professional references.~~
- ~~F. Experience with Federal, State or local government work.~~
- ~~G. Recommendations and other related data such as score computed on checklists to be developed by Administrative Procedures.~~
- ~~H. Conformity to specifications.~~
- ~~I. Terms of payment.~~
- ~~J. Time frame for completion of project.~~

#### ~~IV.~~ II. Awarding Bids

The Board of Trustees or its designated representative shall approve acceptance of all bids with the exception of emergencies.

Tri-County MHMR Services has the option of rejecting any or all bids. A contract will be drawn between the successful bidder and Tri-County MHMR Services. Unsuccessful bidder may be notified of the final word.

#### ~~V.~~ III. Administrative Procedures shall be developed to implement the requirements of this policy.

<b>Agenda Item:</b> Approve FY 2014 Kingwood Pines Inpatient Hospital Contract Addendum	<b>Board Meeting Date</b>  May 22, 2014
<b>Committee:</b> Business	
<p><b>Background Information:</b></p> <p>Tri-County Services has utilized Kingwood Pines for inpatient contract services for several years. This service is utilized for individuals with psychiatric acuity levels that exceed the resources and service capabilities for our Psychiatric Emergency Treatment Center (PETC) program. This includes persons who are aggressive and a threat to others, and who need longer term inpatient treatment than that permitted in the PETC.</p> <p>Kingwood Pines is one of two hospitals that Tri-County uses to serve persons as a part of the contract with the Department of State Health Services (DSHS) for five private psychiatric beds intended for state hospital diversion (Diversion beds). We have \$1,000,000 in funding for these Diversion beds from the Department.</p> <p>In FY 2013, Cypress Creek was utilized for Diversion beds more frequently than Kingwood Pines hospital, but this year Kingwood Pines has been used more frequently. The Kingwood Pines contract for FY 2014 state hospital diversion beds, which was based on FY 2013 utilization, is currently \$350,000. A contract addendum is recommended to increase the maximum allowance by \$300,000 to bring the total contract to \$650,000.</p> <p>Although we are ahead of the 2013 utilization of contract hospital days and may have to do a budget revision to reflect this increased utilization at some point before the year is out, this contract addendum does not reflect a budget line item adjustment.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Addendum</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve Addendum to Extend the FY 2014 Kingwood Pines Hospital Contract for Psychiatric Inpatient Services, an Additional Contract Maximum of \$300,000 for a total of \$650,000</b></p>	



**TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES  
COMMUNITY BASED SERVICES AGREEMENT ADDENDUM**

Effective 5/23/14, the undersigned agree to the following modifications to the Community Based Services Agreement between Kingwood Pines Hospital and Tri-County Services dated 6/19/13:

The maximum annual amount of \$350,000 will be increased to \$650,000 for fiscal year 2014. This is an additional \$300,000 dollar allowance from the contracted amount. The authority agrees to pay the contractor, in accordance with the fee schedule, for an amount not to exceed \$650,000.

\_\_\_\_\_  
Evan Roberson  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor  
Jimmy Burroughs  
CEO  
Kingwood Pines Hospital

\_\_\_\_\_  
Date

<b>Agenda Item:</b> Board of Trustees' Unit Financial Statement for April 2014  <b>Committee:</b> Business	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  April 2014 Board of Trustees' Unit Financial Statement	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Unit Financial Statement

FY 2014

	April 14 Actuals	April 14 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
<b>Revenues</b>								
80103998 Allocated Revenue	\$ 2,858.00	\$ 2,858.00	\$ -	\$ 22,868.00	\$ 22,868.00	\$ -	100.00%	\$ 34,300.00
Total Revenue	\$ 2,858.00	\$ 2,858.00	\$ -	\$ 22,868.00	\$ 22,868.00	\$ -	100.00%	\$ 34,300.00
<b>Expenses</b>								
80105275 Food Items	\$ 159.88	\$ 167.00	\$ (7.12)	\$ 1,269.65	\$ 1,332.00	\$ (62.35)	95.32%	\$ 2,000.00
80105320 Insurance-Worker Compensation	\$ 10.05	\$ 19.00	\$ (8.95)	\$ 81.42	\$ 154.00	\$ (72.58)	52.87%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	100.00%	\$ 18,000.00
80155605 Postage-Express Mail	\$ -	\$ -	\$ -	\$ 21.10	\$ -	\$ 21.10	0.00%	\$ -
80105715 Supplies-Office	\$ -	\$ -	\$ -	\$ 20.17	\$ -	\$ 20.17	0.00%	\$ -
80105736 Telephone - Air cards	\$ -	\$ 13.00	\$ (13.00)	\$ (12.77)	\$ 108.00	\$ (120.77)	0.00%	\$ 160.00
80105738 Telephone - Mobile Service	\$ -	\$ 47.00	\$ (47.00)	\$ -	\$ 372.00	\$ (372.00)	0.00%	\$ 560.00
80105750 Training	\$ -	\$ 300.00	\$ (300.00)	\$ 675.00	\$ 2,400.00	\$ (1,725.00)	28.13%	\$ 3,600.00
80105755 Travel - Local	\$ 78.52	\$ 63.00	\$ 15.52	\$ 473.40	\$ 498.00	\$ (24.60)	95.06%	\$ 750.00
80105757 Travel - Non-local Mileage/Air	\$ 158.39	\$ 350.00	\$ (191.61)	\$ 1,235.79	\$ 2,800.00	\$ (1,564.21)	44.14%	\$ 4,200.00
80105758 Travel - Non-local Hotel	\$ 276.00	\$ 300.00	\$ (24.00)	\$ 714.53	\$ 2,400.00	\$ (1,685.47)	29.77%	\$ 3,600.00
80105759 Travel - Meals	\$ 110.27	\$ 100.00	\$ 10.27	\$ 144.82	\$ 800.00	\$ (655.18)	18.10%	\$ 1,200.00
Total Expenses	\$ 2,293.11	\$ 2,859.00	\$ (565.89)	\$ 16,623.11	\$ 22,864.00	\$ (6,240.89)	72.70%	\$ 34,300.00
Total Revenue minus Expenses	\$ 564.89	\$ (1.00)	\$ 565.89	\$ 6,244.89	\$ 4.00	\$ 6,240.89	27.30%	\$ -



<b>Agenda Item:</b> Cleveland Supported Housing, Inc.  <b>Committee:</b> Business	<b>Board Meeting Date</b>  May 22, 2014
<b>Background Information:</b>  <p>Following receipt of the Firm Commitment for Independence Oaks Apartments on March 31<sup>st</sup>, staff have been working with Beth Hoff, our consultant with Gagnier, Hicks Associates, LLC to process the documents needed for initial closing.</p> <p>Staff have successfully collected and prepared the majority of information needed and continue to work closely with David Deaton of Jackson Walker in order to finalize the contract with Auto Zone to establish use of the drainage easement.</p> <p>We were hoping to be able to use one title company for both the closure on the property and initial closing with HUD; however, the property owner has requested to utilize Tarver Abstract Company for the closing on the property. Due to the detail and complexity involved in closing with HUD, we will be using a separate title company, Declaration Title, for the initial closing with HUD. Our contact with Declaration Title has initiated communication with Tarver Abstract Company in order to facilitate this process.</p> <p>As you may remember, Houston Endowment granted an extension to the \$200,000 award through July 2014 and the most recent Option payment remains in effect until June 30, 2014. At this point we do not anticipate needing to extend either of these timelines.</p>	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# UPCOMING MEETINGS

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## **July 24<sup>th</sup>, 2014 – Board Meeting**

- Longevity Recognition Presentations – May through July
- Approve Minutes from May 22, 2014 Board Meeting
- Community Resources Report
- Consumer Services Reports for May & June 2014
- Program Updates
- Year-to-Date FY 2014 Goals & Objectives Progress Report
- 3<sup>rd</sup> Quarter FY 2014 Corporate Compliance & Quality Management Report
- 4<sup>th</sup> Quarter FY 2014 Corporate Compliance Training
- Program Presentation – 1115 Waiver Program
- Appoint Nominating Committee for FY 2015 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Reports for May & June 2014
- Approve May 2014 Financial Statements
- Approve June 2014 Financial Statements
- Approve FY 2014 Audit Engagement Letter
- 3<sup>rd</sup> Quarter FY 2014 Investment Report
- Board of Trustees' Unit Financial Statements for May & June 2014
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues

## **August 28<sup>th</sup>, 2014 – Board Meeting**

- Approve Minutes from July 24, 2014 Board Meeting
- Approve Goals & Objectives for FY 2015
- Community Resources Report
- Consumer Services Report for July 2014
- Program Updates
- Annual Election of FY 2015 Board Officers
- Executive Director's Evaluation, Compensation & Contract for FY 2015
- Nominations for the Texas Council Risk Management Fund's Board of Trustees
- Personnel Report for July 2014
- Texas Council Quarterly Board Meeting Update
- Approve July 2014 Financial Statements
- Approve FY 2014 Year End Budget Revision
- Approve Proposed FY 2015 Operating Budget
- Approve FY 2014-15 DADS Contract Amendment
- Approve the FY 2015 DSHS Performance Contract
- Board of Trustees' Unit Financial Statements for July 2014
- Other Business Committee Issues