

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

**May 28, 2015**



*Serving individuals with mental illness  
and developmental disabilities*

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, May 28, 2015. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

## **AGENDA**

### **I. Organizational Items**

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

### **II. Longevity Recognition Presentations**

### **III. Approve Minutes - April 23, 2015**

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

- A. DSHS
  - 1. YES Waiver
  - 2. Judge Knight Visit
- B. DADS
  - 1. HCS/TxHmL Survey
  - 2. CFC Waiver
- C. Data Use Agreement
- D. Legislative Updates
  - 1. Sunset
  - 2. CSHB 3523
- E. Building Updates
  - 1. Liberty, Texas
  - 2. Montgomery County

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

- A. FY 2016 Budget Process
- B. CFO Consortium
- C. County Annual Funding Request
- D. Fixed Asset Inventory
- E. Texas Council Risk Management Fund Board Meeting Update

### **VI. Program Committee**

#### Action Items

- A. Approve New Intellectual and Developmental Disabilities Planning Network Advisory Committee Member ..... *Page 10*

#### Information Items

- B. Community Resources Report ..... *Pages 11-13*
- C. Consumer Services Report for April 2015 ..... *Pages 14-15*
- D. Program Updates ..... *Pages 16-19*
- E. Program Presentation - Criminal Justice Services

**VII. Executive Committee**

Action Items

- A. Approve Revision to Board Policy F.1 - Employment/Hiring/Background Checks ..... Pages 20-22
- B. Approve Revision to Board Policy F.5 - Personnel Records ..... Pages 23-26
- C. Approve Revision to Board Policy F.14 - Professionalism ..... Pages 27-29
- D. Approve Board Policy F.21 - Employee Benefits ..... Pages 30-31
- E. Approve Revisions to Personnel Administration Board Policies ..... Pages 32-44

Information Items

- F. Board of Trustees Oath of Office ..... Pages 45-48
- G. Personnel Report for April 2015 ..... Pages 49-52
- H. Texas Council Risk Management Fund Claim Summary for April 2015 ..... Pages 53-54

**VIII. Business Committee**

Action Items

- A. Approve April 2015 Financial Statements ..... Pages 55-67
- B. Approve Purchase of Mobile Clinic for 1115 Integrated Healthcare Program ..... Pages 68-80
- C. Approve FY 2014-2015 DADS Performance Contract Amendment Packet #4 ..... Page 81
- D. Approve FY 2015 DSHS Adult Substance Abuse Treatment Contract Amendment #2015-046998-001A ..... Page 82
- E. Approve FY 2015 Contract Amendment for Dr. Chen ..... Page 83
- F. Approve FY 2015 Contract Amendment for Dr. Sethna ..... Page 84

Information Items

- G. Board of Trustees Unit Financial Statement for April 2015 ..... Pages 85-86
- H. Cleveland Supported Housing, Inc. Monthly Update ..... Pages 87-95

**IX. 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 23, 2015

### Board Members Present:

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

### Board Members Absent:

Tracy Sorensen  
Jacob Paschal\*

### 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  
Catherine Prestigiovanni, Behavioral Health Director  
Breanna Robertson, Director of Crisis Services  
Kelly Shropshire, Director of IDD Authority Services  
Stephanie Eveland, Executive Assistant  
Stella Montemayor, Administrative Assistant  
Melis Papila, Public Information Coordinator  
David Deaton, Legal Counsel  
Robyn Gould, Training Coordinator

### Guests:

Mike Duncum, WhiteStone Realty Consulting

**Call to Order:** Chairman, Brad Browder, called the meeting to order at 10:06 a.m. at 1506 FM 2854, Conroe, Texas.

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

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



**Resolution #04-15-01**

**Motion Made By:** Sharon Walker

**Seconded By:** Morris Johnson, with affirmative votes by Brad Browder, Patti Atkins, Cecil McKnight and Janet Qureshi that it be...

**Resolved:**

That the Board excuse the absences of Tracy Sorensen and Jacob Paschal.

**Resolution #04-15-02**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the minutes of the March 26, 2015 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 2015 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:**

**Resolution #04-15-03**

**Motion Made By:** Patti Atkins

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

**Resolved:**

That the Board approve the revision to Board Policy F.3 – Leave.

**Resolution #04-15-04**

**Motion Made By:** Patti Atkins

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

**Resolved:**

That the Board approve Board Policy F.19 – Nondiscrimination.

**Resolution #04-15-05**

**Motion Made By:** Patti Atkins

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

**Resolved:**

That the Board approve Board Policy F.20 – Workplace Requirements.

The Personnel Report for March 2015 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claim Summary for March 2015 was reviewed for information purposes only.

The Texas Council Quarterly Board Meeting Verbal Update was presented by Sharon Walker.

**BUSINESS COMMITTEE:**

**Resolution #04-15-06**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the March 2015 Financial Statements.

**Resolution #04-15-07**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the FY 2015 Budget Revision.

**Resolution #04-15-08**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board direct staff to solicit an Audit Engagement Letter from Scott, Singleton and Fincher Company, P.C. for the FY 2015 Independent Financial Audit.

**\*Jacob Paschal arrived at 11:21 a.m. bringing the quorum to seven (7) members present.**

**Resolution #04-15-09**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve an additional \$80,000 with the total cost not to exceed \$330,000 transferred from the Reserve for Facility Improvement and Acquisitions fund for the remodel of 2000 Panther Lane, Liberty, Texas.

**Resolution #04-15-10**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the Architectural and Engineering Agreement with Identity Architects for the consolidated Montgomery County facility; approve a total expenditure not to exceed \$550,000 transferred from the Reserve for Facility Improvement and Acquisitions fund; and, authorize the Executive Director, with consultation from Jackson Walker, to sign the agreement.

**Resolution #04-15-11**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board authorize the Executive Director to issue a Request for Proposal for management of Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) and further grant the Executive Director to investigate the value of ICF licenses and properties.

**Resolution #04-15-12**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the new logo and tagline for Tri-County Behavioral Healthcare.

**Resolution #04-15-13**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the use of social media for recruitment and marketing purposes at Tri-County Behavioral Healthcare.

The Board of Trustees' Unit Financial Statement for March 2015 was reviewed for information purposes only.

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

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

**The regular meeting of the Board of Trustees recessed at 12:02 p.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney.**

The meeting of the Board of Trustees reconvened at 12:19 p.m. to go into regular session.

There was no action taken from Executive Session.

The regular meeting of the Board of Trustees adjourned at 12:20 p.m.

**Adjournment:**

[Redacted signature and date]

Brad Browder  
Chairman

Date

**Attest:**

[Redacted signature and date]

Tracy Sorensen  
Secretary

Date



# Executive Director's Report

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*May 28, 2015*

## **Announcements**

- The next regularly scheduled Board meeting is Thursday, July 30, 2015.
- I am pleased to welcome Mr. Richard E. Duren, Ph.D. to the Board meeting today. Mr. Duren has been appointed by the Montgomery County Commissioner's Court to fill the remainder of the term that Mr. David Walker vacated. Mr. Duren completed Trustee training presented by the Management Team last week and will be ready to take the Oath of Office as part of today's agenda.
- Beginning June 1, 2015, we will start referring to our Center by our new name, Tri-County Behavioral Healthcare. Melis Papila will be sending out a press release to the local papers next week, and we will also be taking out advertisements for a couple of weeks to make people aware of the change. Our rebranding activities will begin in earnest this summer.
- Just a reminder that the Texas Council 30<sup>th</sup> Annual Conference is scheduled for June 17-19<sup>th</sup> and will be held at the Westin Galleria in Houston.
- Sometime between now and the next Board meeting, we anticipate that our new apartments in Cleveland, Independence Oaks, will have a Grand Opening ceremony. Dates are still moving and the Grand Opening could be after July 30<sup>th</sup>, especially with all the rain which could delay landscaping, but I wanted you to be aware that you may be receiving an invite to the ceremony between now and our next meeting.
- We will have our Board Strategic Planning meeting on July 11<sup>th</sup>. The Management Team and I are considering several items to discuss at this meeting. This year, I am going to be asking Board members to visit with us about each of the three counties and discuss county needs, how the counties are changing, etc. Please give this topic some thought between now and July 11<sup>th</sup>.
- The birthday cake today is in honor of Mr. Johnson, who celebrated a birthday on May 2<sup>nd</sup>, and Mr. Duren, who celebrated a birthday on May 15<sup>th</sup>.



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

- Staff continue to prepare for the implementation of the **Youth Empowerment Services (YES) Waiver** for our youth who are at risk of placement in an institutional setting. DSHS estimates that up to 9% of our consumers (63) would be eligible for the new program which will provide intensive wrap-around services to our youth to prevent placement. Our start date for the contract was supposed to be June 1, 2015, but a series of issues related to the program implementation have yet to be worked through and we still do not have a contract for services.

I have been asked to lead a sub-committee of Center staff to meet with DSHS to work through the issues related to the YES Waiver. The sub-committee will report up to the Behavioral Health Executive Director Liaison.

Some of the issues include the prohibition of a waiting list for the waiver (and staffing issues related to avoid a waiting list), the requirement to enter services directly into the State's CMBHS computer system, and a series of technical issues related to implementation.

- We were pleased to have the new Liberty County Judge, Honorable Jay Knight, Sheriff Bobby Rader and Dede Taylor from **Judge Knight's office visit the PETC** on May 5<sup>th</sup>. We were able to show them around the facility and discuss crisis protocols.

As follow-up to a meeting in Liberty County, we have arranged for law enforcement to have keys and codes to our two Liberty County mental health facilities so they can use our televideo equipment to connect to the PETC facility after hours and on weekends. Using video, staff will be able to assess the person in custody and advise the officer on the next steps. We plan to hold the training for the law enforcement in early June. While this will not solve all of the issues with after-hour assessments, we are hopeful that this will provide law enforcement some relief.

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

- DADS conducted our annual **Home and Community-based Services and Texas Home Living audit** of our provider services last week. This very detailed audit gets more complex each year. The auditors were very complimentary of our staff, from managers to direct care providers, and were very appreciative of the quality of services that we provide to our consumers. They found the staff very knowledgeable of the consumers and complemented the teamwork to ensure consumers with complex needs were taken care of. This year, we had four findings for each audit which were primarily related to documentation timelines that were missed.
- Kelly Shropshire and his staff continue to prepare for the June 1<sup>st</sup> implementation of the **Community First Choice (CFC) Waiver**. The CFC Waiver will provide personal attendant and habilitation services to Medicaid eligible persons with disabilities via contracts with

managed care organizations. The community centers will provide initial screening of adults with intellectual disabilities and will provide on-going service coordination for these same clients. We will also have responsibility for determining eligibility for children who may be served in the waiver. In addition to the many changes in direction from the State on the waiver, we have been challenged by the fact that there isn't a good estimate for how many persons that will need eligibility determination or service coordination. As of yesterday, there was still confusion from the State about how to prioritize assessments for potentially eligible individuals.

Kelly has hired a Psychologist with experience in eligibility determinations from MHMRA of Harris County and has also hired two Service Coordinators to start the process. We anticipate that six to eight new Service Coordinators will need to be added in the next year for CFC.

### **Data Use Agreement**

- The Texas Health and Human Services Commission (HHSC) is requiring that each contractor to sign and return a **Data Use Agreement (DUA)**. The original due date was set for March 1, 2015.

As stated in the agreement, the DUA "...describes contractor's rights and obligations with respect to the confidential information and the limited purposes for which the contractor may create, receive, maintain, use, disclose or have access to confidential information..."

There are many problems with this 10 page agreement including clear definition of who owns data that is generated by the Center to comply with the contract, clear definition of what data you can use without their permission and, most importantly, new liability for the Center related to the disclosure of the data. Centers are seeking additional insurance coverage from the Texas Council Risk Management Fund and will also be hiring experts to review network security systems.

Last week, the Texas Council notified us that the execution of the DUA has been extended again so that HHSC can review Center concerns and is now due July 30, 2015.

### **Legislative Updates**

- The **Sunset process** continues in the House and Senate and everything appears to remain on track for the system. The following are the latest updates we have on each of the Sunset Bills that directly affect Tri-County:
  - **SB 204 (DADS)** passed Senate on April 15<sup>th</sup> and House on May 25<sup>th</sup>. The House deleted provisions to establish a State Supported Living Center (SSLC) Restructuring Commission and close Austin SSLC.

*The Senate refused to concur with House Amendments, appointed a Conference Committee. Senate Conferees: Hinojosa, Nelson, Birdwell, Campbell and Schwertner. Pending House Conferees.*

- **SB 202 (DSHS)** passed Senate on May 14<sup>th</sup> and House on May 25<sup>th</sup>. Substantially streamlined to address transfer of regulatory functions, removed references to bed day allocation, OSAR, and Performance Contract changes.

*Senate refused to concur with House Amendments, appointed a Conference Committee. Senate Conferees: Nelson, Schwertner, Campbell, Hinojosa and Birdwell. Pending House Conferees.*

- **SB 200 (HHSC – Reorganization)** passed Senate on April 15<sup>th</sup> with changes in HHS agency consolidation timelines, primarily relating to DSHS Public Health functions and DFPS; passed House on May 25<sup>th</sup>. House added several amendments, one to continue the NorthSTAR exemption from SB 58 (83<sup>rd</sup> Legislature) Integrated Care implementation until the discontinuation of NorthSTAR on December 31, 2016.

*Pending Senate concurrence or appointment of a Conference Committee.*

Although there has been some slowdown of the Sunset process as it relates to HHSC, the portions of the bill that related to Community Centers is still on track as previously planned. DADS and most of DSHS will be absorbed into HHSC at the beginning of FY 2017 unless something unexpected occurs.

### **Building Consolidation Updates**

- We closed on 2000 Panther Lane in **Liberty** on Wednesday, May 20<sup>th</sup> and construction began on Friday, May 22<sup>nd</sup>. Mr. Mike Duncum will begin working with a Liberty-area realtor to put our two existing properties on the market in the coming months. Currently, we are anticipating a September 1, 2015 building dedication.
- We have a building committee that is working with architects on the **Montgomery County** consolidated facility design. Currently, we have much of the first and second floors of the building designed and are on track with project timelines. The topographical survey is done for the 8-acre site on Sgt. Ed Holcomb and we are currently evaluating the site plan, retention capacity and other related tasks. A full geotechnical analysis and partial tree survey on the site will be scheduled next.

**CHIEF FINANCIAL OFFICER'S REPORT**  
**May 28, 2015**

**FY 2016 Budget Process** – We have started the FY 2016 budget process. Budget packets have been sent out to all managers. Training sessions will be held with all cost center managers over the next few weeks. The first draft of the manager budgets will be due back to me by the middle of June. We will then consolidate all the cost centers into one master budget and compare to the current year trends. We should be close to final budget numbers by the July Board meeting depending on when the new allocations will be received from both DADS and DSHS.

**CFO Consortium** – The CFO meeting was held on April 30<sup>th</sup> and May 1<sup>st</sup> in Austin and these are the areas that were covered during the meeting:

- Texas Council update on Legislative session.
- Updates from all the other consortia meetings.
- Updates from Melissa Rowan and Jolene Rasmussen regarding reporting based on Outcome; Managed Care activity and trends; and 1115 Waiver update.
- Ramona Thomas gave a presentation from the Revenue Maximization Committee; this included a projected spreadsheet regarding the SB 58 reduction of General Revenue which had an error based on the number of individuals in Texas that have Dual Medicare and Medicaid eligibility that remained with TMHP after the managed care change over in September 2014. The corrected amount would give Tri-County approximately \$203,290 more in General Revenue for FY 2015. This will be corrected during the fiscal year end match calculation process.
- Presentation by West Texas Behavioral Health Network on Front Door Processes and Third Party Billing.
- Discussions on the new YES Waiver program that will be in the children's area.
- Discussion OIG and IRS audits in process at other centers.
- Group discussion on Financial and Clinical software systems.
- A few changes were made to the CFO Consortium Board - of note to our center, Millie is now on the Board.

**Fixed Asset Inventory** – The fixed asset inventory process is in progress. Every two years we conduct a complete inventory which was completed last year. This year, we are doing spot checks on various locations as well as complete counts on any locations that have been moved or are new programs.

**Texas Council Risk Management Board Meeting Update** – Evan appointed me as TC advisory representative on this Board back in 2013. We have quarterly Board and planning meetings 4 times a year, one of which includes a strategy planning.

At the May 8<sup>th</sup> Board meeting, it was announced that we would have increases in premiums for Auto Liability coverage of 6% and Errors and Omissions Liability coverage of 8%. Workers Compensation and Property coverage premiums will remain unchanged for FY 2016.

|   |  |
|---|--|
| <p><b>Agenda Item:</b> Appoint New Intellectual and Developmental Disabilities Planning Network Advisory Committee Member</p> <p><b>Committee:</b> Program</p>  | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>The Department of Aging and Disability Services contract requires that the Planning Network Advisory Committee "...be composed of at least nine members, fifty percent of whom shall be consumers or family members of consumers..." We currently have two (2) IDDPNAC openings.</p> <p>Staff is recommending the appointment of the volunteer listed below to the Intellectual and Developmental Disabilities Planning Network Advisory Committee.</p> <p><u>James Morris, Community Member</u></p> <ul style="list-style-type: none"> <li>• Vice President of Business Development at Jacobs Engineering</li> <li>• Son receives services at Tri-County</li> <li>• Other Activities – President of L.A.R.A (Legally Authorized Representative Alliance) provides support and transportation to adults with disabilities.</li> </ul> <p>Mr. Morris has agreed to serve on the IDDPNAC for the remainder of a two year term which will expire August 31, 2016.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>None</p>   |  |
| <p><b>Recommended Action:</b></p> <p><b>Appoint New Intellectual and Developmental Disabilities Planning Network Advisory Committee Member to the Remainder of a Two Year Term Which Expires August 31, 2016</b></p>  |  |



|   |   |
|---|---|
| <b>Agenda Item:</b> Community Resources Report<br><br><b>Committee:</b> Program | <b>Board Meeting Date</b><br><br>May 28, 2015 |
| <b>Background Information:</b><br><br>None                                      |   |
| <b>Supporting Documentation:</b><br><br>Community Resources Report              |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                   |   |

# Community Resources Report

## April 24, 2015 – May 28, 2015

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### Volunteer Hours:

| Location     | April        |
|--------------|--------------|
| Conroe       | 429.5        |
| Cleveland    | 5            |
| Liberty      | 134          |
| Huntsville   | 8            |
| <b>Total</b> | <b>576.5</b> |

### COMMUNITY ACTIVITIES:

|         |  |               |
|---------|--|---------------|
| 4/25/15 | Veterans Basic Training Course                                 | The Woodlands |
| 4/25/15 | Conroe Kidzfest  | Conroe        |
| 4/27/15 | Violence Prevention Steering Committee Meeting                 | The Woodlands |
| 4/28/15 | Roots of Change Coalition Meeting                              | Conroe        |
| 4/29/15 | Montgomery County Food Bank Benefit Fair                       | Conroe        |
| 5/4/15  | Montgomery County Homeless Coalition Board Meeting             | Conroe        |
| 5/5/15  | PETC Tour with Judge Knight                                    | Conroe        |
| 5/6/15  | Veterans Breakfast   | Montgomery    |
| 5/7/15  | Veterans Expo Follow-Up Meeting                                | Conroe        |
| 5/7/15  | Cleveland Chamber of Commerce Luncheon                         | Cleveland     |
| 5/7/15  | Huntsville Chamber of Commerce Breakfast                       | Huntsville    |
| 5/7/15  | Walker County Community Resource Coordination Group            | Huntsville    |
| 5/8/15  | Veterans Basic Training Course                                 | Huntsville    |
| 5/8/15  | Career Fair at Cleveland Middle School                         | Cleveland     |
| 5/12/15 | Montgomery County-Cares Meeting                                | Woodlands     |
| 5/12/15 | Texas Department of Criminal Justice Veteran's Meeting         | Dayton        |
| 5/13/15 | Walker County Child Fatality Review Team                       | Huntsville    |
| 5/16/15 | Steps 4 Vets Ruck March Event                                  | Willis        |
| 5/18/15 | Liberty/Dayton Chamber of Commerce Luncheon                    | Liberty       |
| 5/19/15 | Montgomery County Community Resource Coordination Group        | Conroe        |
| 5/19/15 | Veterans Planning Meeting for Women's Fall Seminar             | Liberty       |
| 5/20/15 | Roots of Change Coalition Meeting                              | Conroe        |
| 5/21/15 | Up2Youth Coalition Meeting                                     | Huntsville    |
| 5/21/15 | Child Abuse Prevention Collaboration Group                     | Conroe        |
| 5/21/15 | Liberty County Child Fatality Review Team                      | Dayton        |
| 5/26/15 | Military Veteran Peer Network Event at Schlitterbahn Galveston | Galveston     |
| 5/27/15 | Conroe ISD Solutions Workgroup Meeting                         | Conroe        |
| 5/28/15 | Liberty County Health Coalition Meeting                        | Liberty       |

**UPCOMING ACTIVITIES:**

|         |  |               |
|---------|--|---------------|
| 6/1/15  | Montgomery County Homeless Coalition Board Meeting                         | Conroe        |
| 6/2/15  | Montgomery County United Way Health and Wellness Impact Council Meeting    | The Woodlands |
| 6/4/15  | Cleveland Chamber of Commerce Luncheon                                     | Cleveland     |
| 6/4/15  | Walker County Community Resource Coordination Group                        | Huntsville    |
| 6/16/15 | Montgomery County Community Resource Coordination Group                    | Conroe        |
| 6/18/15 | Montgomery County Emergency Assistance Hands Up Community Partners Meeting | Conroe        |
| 6/18/15 | Up2Youth Coalition Meeting   | Huntsville    |

|  |   |
|--|---|
| <b>Agenda Item:</b> Consumer Services Report for April 2015<br><br><b>Committee:</b> Program | <b>Board Meeting Date</b><br><br>May 28, 2015 |
| <b>Background Information:</b><br><br>None   |   |
| <b>Supporting Documentation:</b><br><br>Consumer Services Report for April 2015              |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>                                |   |

## Consumer Services Report April 2015

| Consumer Services                                      | Montgomery County | Cleveland  | Liberty    | Walker County | Total       |
|--|-------------------|------------|------------|---------------|-------------|
| <b>Crisis Services, MH Adults/Children</b>             |                   |            |            |               |             |
| Persons Screened, Intakes, Other Crisis Services       | 543               | 46         | 33         | 55            | <b>677</b>  |
| Crisis and Transitional Services (LOC0, LOC5)          | 82                | 3          | 11         | 5             | <b>101</b>  |
| Psychiatric Emergency Treatment Center (PETC) Served   | 55                | 5          | 3          | 4             | <b>67</b>   |
| Psychiatric Emergency Treatment Center (PETC) Bed Days | 260               | 23         | 17         | 14            | <b>314</b>  |
| Contract Hospital Admissions                           | 10                | 0          | 0          | 1             | <b>11</b>   |
| Diversion Admits                                       | 15                | 0          | 1          | 0             | <b>16</b>   |
| Total State Hospital Admissions                        | 9                 | 0          | 0          | 1             | <b>10</b>   |
| <b>Routine Services, MH Adults/Children</b>            |                   |            |            |               |             |
| Adult Service Packages (LOC 1m,1s,2,3,4)               | 1020              | 146        | 105        | 144           | <b>1415</b> |
| Adult Medication Services                              | 771               | 76         | 70         | 96            | <b>1013</b> |
| Child Service Packages (LOC 1-4 and YC)                | 492               | 47         | 20         | 61            | <b>620</b>  |
| Child Medication Services                              | 193               | 12         | 9          | 14            | <b>228</b>  |
| TCOOMMI (Adult Only)                                   | 104               | 11         | 7          | 8             | <b>130</b>  |
| Adult Jail Diversions                                  | 4                 | 0          | 0          | 0             | <b>4</b>    |
| <b>Persons Served by Program, IDD</b>                  |                   |            |            |               |             |
| Number of New Enrollments for IDD Services             | 16                | 2          | 0          | 1             | <b>19</b>   |
| Service Coordination                                   | 534               | 37         | 50         | 65            | <b>686</b>  |
| <b>Persons Enrolled in Programs, IDD</b>               |                   |            |            |               |             |
| Center Waiver Services (HCS, Supervised Living, TxHmL) | 45                | 6          | 22         | 27            | <b>100</b>  |
| Contractor Provided ICF-MR                             | 17                | 11         | 11         | 6             | <b>45</b>   |
| <b>Substance Abuse Services</b>                        |                   |            |            |               |             |
| Children and Youth Prevention Services                 | 96                | 0          | 0          | 56            | <b>152</b>  |
| Youth Substance Abuse Treatment Services/COPSD         | 25                | 0          | 0          | 0             | <b>25</b>   |
| Adult Substance Abuse Treatment Services/COPSD         | 36                | 0          | 0          | 3             | <b>39</b>   |
| <b>Waiting/Interest Lists as of Month End</b>          |                   |            |            |               |             |
| Home and Community Based Services Interest List        | 1506              | 130        | 135        | 133           | <b>1904</b> |
| <b>April Served by County</b>                          |                   |            |            |               |             |
| Adult Mental Health Services                           | 1390              | 155        | 126        | 207           | <b>1878</b> |
| Child Mental Health Services                           | 512               | 44         | 20         | 56            | <b>632</b>  |
| Intellectual and Developmental Disabilities Services   | 609               | 53         | 53         | 69            | <b>784</b>  |
| <b>Total Served by County</b>                          | <b>2511</b>       | <b>252</b> | <b>199</b> | <b>332</b>    | <b>3294</b> |
| <b>March Served by County</b>                          |                   |            |            |               |             |
| Adult Mental Health Services                           | 1437              | 147        | 116        | 197           | <b>1897</b> |
| Child Mental Health Services                           | 496               | 45         | 22         | 61            | <b>624</b>  |
| Intellectual and Developmental Disabilities Services   | 582               | 52         | 53         | 68            | <b>755</b>  |
| <b>Total Served by County</b>                          | <b>2515</b>       | <b>244</b> | <b>191</b> | <b>326</b>    | <b>3276</b> |
| <b>February Served by County</b>                       |                   |            |            |               |             |
| Adult Mental Health Services                           | 1333              | 152        | 99         | 182           | <b>1766</b> |
| Child Mental Health Services                           | 475               | 43         | 19         | 53            | <b>590</b>  |
| Intellectual and Developmental Disabilities Services   | 559               | 49         | 51         | 65            | <b>724</b>  |
| <b>Total Served by County</b>                          | <b>2367</b>       | <b>244</b> | <b>169</b> | <b>300</b>    | <b>3080</b> |

|  |   |
|--|---|
| <b>Agenda Item:</b> Program Updates<br><br><b>Committee:</b> Program | <b>Board Meeting Date</b><br><br>May 28, 2015 |
| <b>Background Information:</b><br><br>None                           |   |
| <b>Supporting Documentation:</b><br><br>Program Updates              |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>        |   |



# **Program Updates**

## **April 24, 2015 – May 28, 2015**

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### **MH Crisis Services**

1. The Administrator of Crisis Services resigned and her last day was on May 15<sup>th</sup>.
2. Recently, the number of individuals admitted to the Crisis Stabilization Unit with clothing in ill-repair or in only a hospital gown has substantially increased. Outreach was made to Tri-County to ask for any donations. There was an outpouring of response. Due to the generosity of staff, there are now clothing options for men and women in a variety of sizes.
3. A Memorandum of Understanding is currently being developed with Tomball Regional Hospital so that crisis assessments can be provided to Montgomery County residents in need.

### **MH Adult Services**

1. We currently have 50 clients on the Cognitive Processing Therapy referral list. This is our specialized counseling program for clients with Post Traumatic Stress Disorder. The trauma referrals continue to trend up this year.
2. The number of adults needing mental health services continues to increase. The number served for April was 2,695; the highest in FY 2014 was 2,302.
3. The Administrator of Routine Assessments and Counseling has resigned. Her last day will be June 10<sup>th</sup>.
4. We continue to interview candidates for several vacant positions which include the Director of Nursing, the Administrator of Routine Assessments and Counseling, several Psychosocial Rehabilitation Clinicians, an LVN and a Substance Abuse Counselor. We have recently filled our Team Lead Position, a therapist, and two clinician positions.

### **MH Child Services**

1. The new Coordinator of C&A Rural and Intensive Services started working on May 11<sup>th</sup>. She will be supervising CMH staff in our Rural Clinics as well as the Wrap-around/YES Waiver Team.
2. The CMH Supervisors and Wrap-Around Team continue to prepare for implementation of YES Waiver Program.

### **Criminal Justice Services**

1. TCOOMMI revenue remains on target.
2. The Jail Liaison triaged 47 people in April.
3. The Jail Diversion Clinician assessed 15 people in the jail and two (2) were granted for Jail Diversion in April.
4. Outpatient Competency Restoration had three (3) admissions the first week of May making a total of twelve (12) served in FY 2015.

## **Substance Abuse Services**

1. The Youth Substance Abuse Program is busy with new admissions and referrals.
2. Despite the typical challenges in engaging this population, this program's success rate is increasing. We had five (5) "successful discharges" in one (1) month.
3. This month, we anticipate award announcements from DSHS for Youth Outpatient, Adult Outpatient, and COPSD Services for FY 2016.
4. Youth Prevention Services are now involved in coalitions in all three (3) of our counties. They have received requests from 64 schools for the next school year in all three (3) of our counties.

## **IDD Services**

1. DADS Waiver Survey and Certification auditors conducted their annual IDD Provider Services audit the week of May 18<sup>th</sup>.
2. The Waiver Advisory Committee met in Huntsville on May 14<sup>th</sup>. There was focused discussion regarding the Community First Choice (CFC) Waiver and the impact to our HCS and TxHmL Services.
3. IDD Authority Services filled the Psychologist position to perform assessments in determining IDD eligibility for services.
4. Walker County consumers, families and providers have expressed their appreciation on the renovations made to the Huntsville Life Skills Program. We are planning an Open House on May 29<sup>th</sup>.

## **Support Services**

1. **Quality Management:**
  - a. Quality Management staff have revised the mental health treatment plan to be more in line with the State's Person Centered Recovery Planning model, and have been working with agency managers to train staff on the new process.
  - b. The Rights Protection Officer attended the Advocacy for Human Rights Conference in Austin on May 5-May 7<sup>th</sup>.
2. **Utilization Management:**
  - a. Utilization Management staff continue to work closely with our contracted Behavioral Healthcare organizations to ensure that proper information is exchanged to maintain authorization of services to individuals covered by a Managed Care Organization (MCO).
  - b. Staff have created and distributed a survey to our contracted Managed Care Organizations to determine what areas they find most valuable with regard to Behavioral Healthcare.
3. **Veteran Affairs:**
  - a. Staff met with Montgomery County United Way to officially thank them for their support of the Veteran's Expo held on March 17<sup>th</sup>.
  - b. The new VA clinic set to open in late August in Conroe is planning a health fair in which staff have been offered to assist with planning.
  - c. Staff have also been offered to assist the Veterans Court with a steering committee that meets twice a year to represent veterans within the county.

## **Community Activities**

1. Liberty-Dayton Chamber of Commerce celebrated Administrative Professionals Day during their monthly member luncheon on April 22<sup>nd</sup>.
2. The Woodlands Chamber of Commerce hosted the annual business summit on healthcare on April 29<sup>th</sup>. Several guests presented on four (4) different panels throughout the day including outpatient services.
3. Montgomery County Food Bank hosted their third Benefits Fair at the Lone Star Community Center on April 29<sup>th</sup>. Consumers visited the vendor tables where they received a bag of groceries provided by the food bank.
4. Cleveland Middle School held their annual Spring Career Fair on May 8<sup>th</sup>. Different organizations and businesses, including Tri-County Behavioral Healthcare, were present. The Manager of Youth Substance Abuse Prevention and the Public Information Coordinator discussed specific jobs and careers at Tri-County as well as the training and education needed to obtain them.
5. Student ambassadors in the Cleveland area led the monthly Cleveland Chamber of Commerce luncheon on May 14<sup>th</sup>. The Cleveland High School senior ambassadors invited their favorite teacher, Mrs. Dietrich, to be the guest speaker.

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| <p><b>Agenda Item:</b> Approve Revision to Board Policy F.1 – Employment/Hiring/Background Checks</p> <p><b>Committee:</b> Executive</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>As a part of our initiative to update Board Policy, staff have been working on completing the Personnel portion of the Board Policy Manual.</p> <p>The first policy to review today combines Board Policy F.1 – Employment-Hiring with Board Policy F.15 – Background Investigations into the new Board Policy F.1 – Employment/Hiring/Background Checks.</p> <p>The most significant change to this policy is a requirement that current employees who transfer into another position must undergo a substance abuse screening test. Another notable change is regarding physical examinations. The requirement that all persons must undergo a physical examination was replaced with a requirement that only certain positions will be required to complete this test.</p> <p>Other changes include cleanup of language related to the name change and formatting.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Board Policy F.1 – Employment/Hiring/Background Checks (Markup Version)</p>   |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve Revision to Board Policy F.1 – Employment/Hiring/Background Checks</b></p>   |  |

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: August 30, 1990

REVISION DATE(S): May 27, 1993; May 28, 2015

SUBJECT: Employment/Hiring/Background Checks

- I. Authority for Approval of Personnel Actions
  - A. The Executive Director is the sole authority for approval of new employee selections, separations, promotions and salary adjustments. The Executive Director may designate one or more other employees to approve such personnel actions in his/her absence. Tri-County Behavioral Healthcare MHMR Services is an Equal Opportunity Employer and complies with all Federal and State laws pertaining to employment.
  - B. The Executive Director has full and complete authority to discharge any employee from employment at any time, either with or without cause, if he/she determines such is in the best interest of Tri-County. Further, the Executive Director has the authority to involuntary transfer, demote, or reduce the salaries of individual employees at any time to meet changing organizational needs.
- II. Employment At Will
  - A. All employees of Tri-County Behavioral Healthcare Mental Health Mental Retardation Services are hired to serve at the pleasure of Tri-County and are employees at will as that term is known in Texas law. Nothing in these policies or in other Tri-County manuals or documents shall be interpreted as implying an employment contract or agreement exists between Tri-County and any employee. This hiring policy is designed to allow the employee and Tri-County the opportunity to determine if the employee-employer relationship is going to be a positive and productive one for both parties.

III. Physical Examinations

- A. ~~Each newly selected~~ New employees or current employees who transfers to another position ~~may, based on position, will~~ be required to complete a substance abuse screening test. ~~A a~~ physical examination ~~will be required if the position is required to have PMAB training of if~~ the essential duties have physical requirements. The tests will be at Tri-County's expense ~~by a physician or trained technician selected by Tri-County.~~

IV. Substance Abuse Screening

- A. New employees or current employees who transfer to another position will be required to complete a substance abuse screening test. The continuation of employment and benefits will be contingent on the employee being found free from illegal substances. ~~and physically fit to complete the required training and to perform the essential elements of the position.~~

V. Background Investigations

- A. Applicants, new employees, consultants, volunteers and contractors will be required to complete a background investigation, including criminal history checks, driving license checks, Office of the Inspector General fraud screenings, Health and Human Services Commission abuse neglect registry clearances or other screenings required by law. Any finding will be reviewed to determine if it is a bar or contradiction to employment, volunteering, or contracting.
- B. Current employees, consultants, volunteers and contractors may have ongoing driving license checks, Office of the Inspector General fraud screenings, Health and Human Services Commission abuse neglect registry clearances or other screenings required by law. Any finding will be reviewed to determine if it is a bar or contradiction to employment, volunteering, or contracting.

VI. Personnel Procedures

- A. The Executive Director will establish administrative procedures to standardize the processing of personnel actions at Tri-County. In order to retain necessary flexibility in the administration of policies and procedures, Tri-County reserves the right to change, revise, or eliminate any of the policies, procedures and/or benefits. The only recognized deviations from the stated policies are those authorized by the Board of Trustees.



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| <p><b>Agenda Item:</b> Approve Revision to Board Policy F.5 – Personnel Records</p> <p><b>Committee:</b> Executive</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>As a part of our initiative to update Board Policy, staff have been working on completing the Personnel portion of the Board Policy manual.</p> <p>The next Policy to review is Board Policy F.5 – Personnel Records.</p> <p>This procedure is being updated to ensure that it is in compliance with the Public Information Act. We have required that routine record requests be approved by the Human Resources Director and unusual requests must be approved by the Executive Director.</p> <p>Other changes include cleanup of language related to the name change and formatting.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Board Policy F.5 – Personnel Records (Markup Version)</p>   |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve Revision to Board Policy F.5 – Personnel Records</b></p>   |  |

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: April 30, 1987

REVISION DATE(S): December 2, 1993; May 28, 2015

SUBJECT: Personnel Records

It is the policy of the Board of Trustees that ownership of all personnel files shall be retained by ~~Tri-County Behavioral Healthcare Mental Health Mental Retardation Services~~. Information contained in an employee's personnel file shall be kept and maintained in the ~~Personnel Office~~ Human Resources Department.

I. Personnel Records

- A. The personnel record includes at least the following documents:
1. Job descriptions;
  2. Offers of employment;
  3. Proof of education achievement;
  4. Performance evaluations;
  5. Evidence of background checks as allowable by law;
  6. Training documents;
  7. Clinical training certifications (e.g. state required Cognitive Behavioral Therapy competency, ANSA training); and,
  8. Summaries of employment actions including investigations by Human Resources.

Information contained in an employee's personnel file, other than that determined to be public information, shall be confidential and access will be limited to certain designated individuals.

- B. The Public Information Act requires that all personnel information be open subject to an open records request, including personnel actions, written coaching, etc. However, exemption can be made for address, social security number, next of kin and phone

number if an exemption form is signed and filed in the record. The following information is public information;

- Name
- Social Security Number
- Sex
- Ethnicity
- Date of Birth
- Gross Salary
- Job Title, Classification Title, and Number
- Dates of Employment
- Educational Background
- Work Experience (place, duration, job title, duties)
- All other information determined to be public information by the Texas Attorney General

C. The following individuals shall have access to personnel file:

1. The Board of Trustees;
  2. The Executive Director;
  3. Supervisory staff responsible for the work product of staff;
  4. The employing authority for any position within Tri-County for which the employee has applied, or for which the employee is being considered.
  5. The State Auditors, grantors and/or the auditors engaged by Tri-County to conduct annual audits and their authorized representative in connection with the performance of their official duties;
  6. The Human Resources personnel staff of Tri-County;
  7. Any person with a valid court order authorizing inspection of the file or portions thereof; and,
  8. The employee or his designated agent as indicated by the employee's written permission shall be permitted to view the employee's personnel file in the presence of the Executive Director or his/her representative.
- Upon written request, which shall be referred to the Executive Director or his/her designee, representatives of the Equal Opportunity Commission (EEOC); the Texas Commission on Human Rights, or other government entities with subpoena powers in official investigations of charges of discrimination.

D. All personnel records requests will be approved by the Human Resources Director. Unusual requests, including public information requests, will also be approved by the Executive Director.

Normally, request for public information should be in writing. Information that is clearly public may be given over the telephone based on local personnel office procedure.

~~Written requests for information not listed under Public Information in this subsection by contained in personnel folders shall be forwarded to the Executive Director.~~

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| <p><b>Agenda Item:</b> Approve Revision to Board Policy F.14 – Professionalism</p> <p><b>Committee:</b> Executive</p>  | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>As a part of our initiative to update Board Policy, staff have been working on completing the Personnel portion of the Board Policy Manual.</p> <p>The next policy to review is Board Policy F.14 – Professionalism formerly known as Professional Staff.</p> <p>This policy has been updated to delegate the responsibility for staff professionalism to the Executive Director. As part of this revision, we are deleting the Executive Memo G.1 – Children at Work. A child coming into the workplace has been addressed in a Human Resources procedure, and the revised version of F.14 should cover any expectations regarding workplace activities.</p> <p>Other changes include cleanup of language related to the name change and formatting.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>F.14 – Professionalism (Markup Version)</p> <p>Executive Memo G.1 – Children at Work</p>  |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve Revision to Board Policy F.14 – Professionalism</b></p>  |  |

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: February 29, 1996

REVISION DATE(S): May 28, 2015

SUBJECT: Professionalism (*Formerly Professional Staff*)

- I. The professional staff of Tri-County Behavioral Healthcare ~~Mental Health Mental Retardation Services~~ is responsible for the quality of care provided to its consumers. The professional staffs, as employees, agree to accept and discharge this responsibility, subject to the ultimate authority of the Board of Trustees. The cooperative efforts of the professional staff, the Executive Director, and the Board of Trustees are necessary to fulfill Tri-County's obligations to its consumers.
  
- II. The Executive Director shall develop and implement procedures ~~By-Laws~~ that ensure the orderly provision of services to the persons served subject to directives from the Board of Trustees and within state contractual guidelines.
  1. ~~provide for the organization of the professional staff of Tri-County;~~
  2. ~~provide a framework for governance that permits the professional staff to discharge its responsibilities in matters involving the quality of care delivered to consumers; and~~
  3. ~~govern the orderly resolution of those purposes, subject to the authority of the Board of Trustees.~~

## Executive Memorandum

To: Tri-County MHMR Services Employees

From: Cindy Sill, Executive Director

Re: Children at Work

Date: May 5, 1996

It was brought to the attention of the Leadership Team that at some of our service locations employees have occasionally been bringing their children to work. After discussing this matter at two Leadership Team Meetings and seeking the advice from attorneys, it was decided that it is not appropriate to bring children to our work environment. Therefore, effective immediately, children should not be brought to any work setting; this includes any function or activity for which an employee is being compensated by Tri-County MHMR Services.

Among the factors considered in this decision were:

- Our consumers, their families and visitors deserve and warrant each employee's undivided attention.
- Children may, unintentionally, be a distraction to both our colleagues and our consumers.
- Children in the work place increase the liability of both the employee and employer.

If you have questions or need additional information about this matter, do not hesitate to contact one of the Leadership Team members. Thank you for your cooperation in this matter.

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| <p><b>Agenda Item:</b> Approve Board Policy F.21 – Employee Benefits</p> <p><b>Committee:</b> Executive</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>As a part of our initiative to update Board Policy, staff have been working on completing the Personnel portion of the Board Policy Manual.</p> <p>The next policy to review is a new Board Policy F.21 – Employee Benefits</p> <p>As the Board will remember, staff split the former Board Policy F.3 – Employee Benefits, into two policies. The first Board Policy, F.3 – Leave, was approved at the Board Meeting on April 23, 2015. Now, the second piece of this policy has been revised to form the new Board Policy – F.21 Employee Benefits.</p> <p>As you will see in the attachment, the original language from the former policy was used in forming this new policy. Other changes include cleanup of language related to the name change and formatting.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Board Policy F.21 – Employee Benefits (Markup Version)</p>   |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve Board Policy F.21 – Employee Benefits</b></p>   |  |



# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: May 28, 2015

REVISION DATE(S):

SUBJECT: Employee Benefits

It is the policy of the Board of Trustees to provide appropriate benefits to employees of Tri-County Behavioral Healthcare. ~~Services as are available to employees of the sponsoring bodies, which established Tri-County in Texas Statute 5547-203, Section 3.08, as amended.~~

- I. Tri-County employees will be eligible for benefits as determined by their classification. ~~Employee benefits are detailed in the following sections: Section I General, and Section II Leave.~~
  - A. ~~General~~ Benefits include the following:
    - 1. ~~Worker’s Compensation Insurance~~
    - 2. ~~Professional Liability Insurance~~
    - 3. ~~Unemployment Compensation~~
    - 4. ~~Medicare Hospital Insurance Withholding Coverage~~
    - 5. Health Insurance
    - 6. Life Insurance
    - 7. Long Term Disability Insurance
    - 8. Retirement Plan
    - 9. Paid Time Off, including Holidays and VIP days
    - 10. Educational Assistance

**Agenda Item:** Approve Revisions to Personnel Administration Board Policies

**Board Meeting Date**

May 28, 2015

**Committee:** Executive

**Background Information:**

As a part of our initiative to update Board Policy, staff have been working on completing the Personnel portion of the Board Policy Manual.

Minor revisions were made to seven (7) personnel policies and are listed as one action item for review and approval. All changes include cleanup of language related to the name change and formatting. Additional revisions are noted below.

- **F.4 – Performance Evaluation**
- **F.6 – Employee Compensation System** – Added references to Center salary surveys and market surveys to determine Center salaries
- **F.7 – Nepotism** – Cleanup of language related to civil law relationships (currently under review by Jackson Walker)
- **F.8 – Employee Complaints** – Added statement regarding making a complaint in good faith
- **F.10 – Conflict of Interest**
- **F.17 – Reduction in Force or Reconfiguration**
- **F.18 – Arbitration and Single-employee Resolution** – Changes of references of Chief Executive Officer to Executive Director

**Supporting Documentation:**

F.4 – Performance Evaluation (Markup Version)

F.6 – Employee Compensation System (Markup Version)

F.7 – Nepotism (Markup Version)

F.8 – Employee Complaints (Markup Version)

F.10 – Conflict of Interest (Markup Version)

F.17 – Reduction in Force or Reconfiguration (Markup Version)

F.18 – Arbitration and Single-employee Resolution (Markup Version)

**Recommended Action:**

**Approve Revisions to Board Policies F.4 – Performance Evaluation; F.6 – Employee Compensation System; F.7 – Nepotism; F.8 – Employee Complaints; F.10 – Conflict of Interest; F.17 – Reduction in Force or Reconfiguration; and, F.18 – Arbitration and Single-employee Resolution**

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: May 27, 1993

REVISION DATE(S): October 26, 2000; May 28, 2015

SUBJECT: Performance Evaluation

- I. Supervisors and employees shall discuss job performance and goals on a formal, informal and on-going basis. Employees may receive additional written performance evaluations as determined by the supervisor.
- II. **Employment At Will.** Nothing in this policy ~~creates an expectation of continued employment and the employee serves at the will of~~ shall be interpreted as implying an employment contract or agreement exists between Tri-County and any employee.

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: November 1987

REVISION DATE(S): August 1996; April 2000; July 22, 2004; May 28, 2015

SUBJECT: Employee Compensation System

It is the intent of the Board of Trustees that Tri-County Behavioral Healthcare ~~Mental Health Mental Retardation Services~~ to have a multifaceted system of compensating employees that incorporates rises in the cost of living indices and individual and agency accomplishments.

- I. Tri-County ~~MHMR Services~~ utilizes the State Classification System, ~~Community Center salary surveys and market surveys~~ to evaluate, classify and establish compensation for all positions. Salary increases may be approved by the Executive Director if sufficient funds are available. To provide an additional incentive for employees to assist Tri-County ~~MHMR Services~~ in meeting and exceeding its service and revenue goals, the Executive Director may approve performance incentive pay if sufficient funds are available.
- II. The Executive Director will ~~develop procedures to implement this policy~~ be responsible for ~~assuring that procedures for this policy are developed and implemented.~~

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: June 29, 1989

REVISION DATE(S): December 2, 1993; January 26, 2012; **May 28, 2015**

SUBJECT: Nepotism

Tri-County Services permits the employment of qualified relatives of employees or persons sharing a household with an employee as long as such employment does not, in the opinion of the Center's Executive Director, create actual or potential improprieties or conflicts of interest.

The Center will exercise sound business judgment in the placement of related employees. These procedures shall apply to all categories of employees at the Center.

- I. Employees who are related or share a household and work at the Center are subject to the following conditions:
  - A. No employee is permitted to be directly supervised by a relative or individual sharing a household.
  - B. No relatives or individuals sharing a household are permitted to work in positions in which the administration believes that an inherent conflict of interest might exist.
  - C. An employee in Financial Services may not be related within the third degree of consanguinity, second degree of affinity or share a household with an employee in Human Resources or vice versa. This practice enhances sound internal and financial control. Additionally, no employee, in any department, may hold a position, which would violate the principles of sound internal and/or financial control.
  - D. Employees who marry while employed are treated in accordance with these guidelines. If, in the opinion of the Executive Director, a conflict or apparent or potential conflict arises as a result of the marriage, one of the employees will be transferred or terminated at the earliest practical time.

- E. No applicant shall be employed who is related to a member of the Board of Trustees, Executive Director or Leadership Team member in any of the following ways:
  1. Within the third degree of consanguinity (related by blood)
  2. Within the second degree of affinity (related by marriage)
  3. A household member
- F. Current employees in any of the above situations will be grandfathered.

II. ~~Civil Law Degree of Relationship Chart~~

| <b>CIVIL LAW – DEGREE OF RELATIONSHIP*</b> |                |                   |                          |
|--|----------------|-------------------|--------------------------|
| <b>1ST</b>                                 | <b>2ND</b>     | <b>3RD</b>        | <b>4TH</b>               |
| Child                                      | Grandchild     | Great Grandchild  | Great, Great Grandchild  |
| Parent                                     | Sister/Brother | Niece/Nephew      | Grand Niece/Nephew       |
| Spouse                                     | Niece/Nephew   | Aunt/Uncle        | 1 <sup>st</sup> Cousin   |
|  | Grandparent    | Great Grandparent | Great Aunt/Uncle         |
|  |                |                   | Great, Great Grandparent |

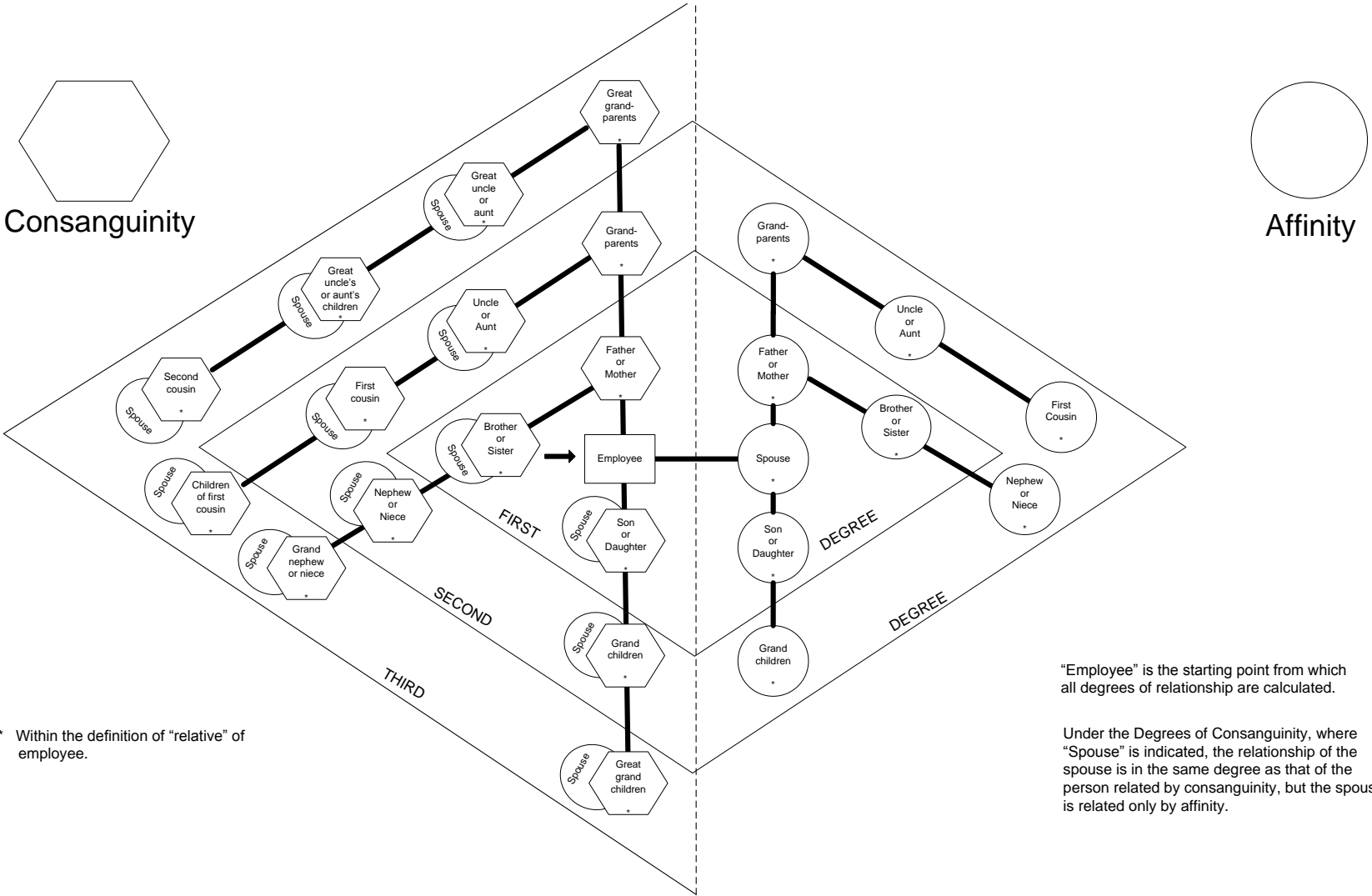
\*Includes Step Relations

III. Definitions

- A. Applicant – Any person who is not a Center employee and who completes and submits the Center’s standard employment application; a Center employee who completes and submits a Request for Transfer.
- B. Center – Tri-County ~~Services~~ Behavioral Healthcare
- C. Classified Position – A classified position is:
  1. A budgeted full-time position within a specific salary range on the current salary schedule and which shall require 40 hours of work per week, or
  2. A budgeted part-time position within a specific salary range on the current salary schedule and which shall require less than 40 hours of work per week, or
  3. A budgeted or unbudgeted temporary position, which shall not exceed six (6) months.
- D. Employee – An individual hired to perform the work of a classified position and paid a salary or wage for performing that work.
- E. May – As used in this policy, "may" statements identify what actions are allowed.
- F. Relative – A spouse, child, parent, someone in loco parentis, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

IV. The Consanguinity and Affinity Relationship Chart is on the following page.

# Consanguinity and Affinity Relationship Chart



# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: March 28, 1981

REVISION DATE(S): September 30, 1993; June 25, 1998; **May 28, 2015**

SUBJECT: Employee Complaints

- I. Employees have the right to present complaints to a person with the authority to give the relief the employee seeks.
- II. An individual employee’s wages, work hours, conditions of work, or specific allegations of unlawful discrimination on the basis of sex, including sexual harassment, race, religion, national origin, or handicap, or on the basis of the employee’s exercise of constitutional rights may be the subject of a complaint. **Tri-County prohibits unlawful discrimination between a Trustee or employee and another employee.** The complaint must state the individual harm suffered by the complainant.
- III. **Tri-County prohibits any sexual harassment activities between a Trustee or employee and another employee.**
- IV. No reprisals or retaliation of any kind shall be taken at any level against an employee for bringing a complaint, **as long as the complaint is made in good faith. If complaints are determined to be unfounded and/or used as a tool by an employee against another, administrative action may be taken. The Executive Director will make the final decision regarding any administrative action.**

~~The employee filing a complaint or any employee who is the subject of a complaint may be represented at his or her own expense by a fellow employee, attorney, person or representative of any organization that does not claim the right to strike. Tri County may be assisted in processing complaints as is deemed appropriate.~~

- V. The decision of the Executive Director on a complaint shall be final.



- VI. **Employment At Will.** Nothing in this policy shall be interpreted as implying an employment contract or agreement exists between Tri-County and any employee.

~~The Executive Director shall be responsible for developing procedures to implement this policy.~~

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: May 27, 1903

REVISION DATE(S): April 24, 1997; May 28, 2015

SUBJECT: Conflicts of Interest

It is the policy of the Board of Trustees of Tri-County ~~Mental Health Mental Retardation Services~~ Behavioral Healthcare that no employee of Tri-County shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the performance of their duty.

- I. The following standards of conduct are provided as a guide for all Center employees:
  - A. No Tri-County employee should accept or solicit any gift, favor or service that might reasonable tend to influence them in the discharge of their official duties.
  - B. No Tri-County employee should engage in any business or professional activity which they might reasonable expect would require or induce them to disclose confidential information acquired by reason of their position.
  - C. No Tri-County employee shall accept other employment or compensation which could reasonably be expected to impair their independence or judgment in the performance of their duties.
  - D. No Tri-County employee should make personal investments which could reasonably be expected to create a substantial conflict between their private interests and Tri-County's interests.
  - E. No Tri-County employee should intentionally or knowingly solicit, accept or agree to accept any benefit for having exercised the authority of their official position or performed their official duties in favor of another.

- F. Any Tri-County employee who wishes to engage in outside employment, private practice or consultant services must submit a written request prior to engaging in such activities. The Board of Trustees authorizes the Executive Director to approve or disapprove all such requests.
  
- G. Tri-County must maintain a high degree of professionalism and responsibility for the safety and wellbeing of clients at all times, therefore, all Tri-County staff, volunteers, or Board of Trustee members are prohibited from sexual activity with active clients.

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: November 5, 1992

REVISION DATE(S): May 26, 2011; May 28, 2015

SUBJECT: Reduction-in-Force or Reconfiguration

It is the policy of the Board of Trustees of Tri-County Behavioral Healthcare Services to establish and maintain a consistent, equitable, and non-discriminatory policy to address Reduction-in-Force and/or Reconfiguration of the Workforce. The Executive Director is authorized to respond to substantial changes in levels of job responsibility, budget cutbacks and/or changes in pay of Center staff while maintaining maximum flexibility in the provision of quality services.

- I. The following considerations will underlie the decision-making process in implementing a necessary reduction-in-force or reconfiguration of the workforce:
  - A. Positions may be changed and/or eliminated when the function(s) has been deleted or absorbed elsewhere in Tri-County or by other agencies in the community.
  - B. Positions may be changed and/or eliminated when the qualifications and credentials required for that position are no longer appropriate for changing program needs (or funding source requirements).
  - C. Reduction-in-force may occur Center-wide or in specific program area(s) when required as a result of budget cutbacks, reallocation or loss of supporting funds.
  - D. Reduction-in-force may occur when identified needs and/or service demands are reduced or reprioritized to a lower level.
  - E. Staff terminated due to reduction-in-force shall receive a termination notice that contains the date of termination; effective date of termination; and, reason for termination.

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## STATEMENT OF POLICY

\_\_\_\_\_  
Brad Browder, Chairman

\_\_\_\_\_  
Date

ORIGINAL EFFECTIVE DATE: October 23, 2014

REVISION DATE(S): May 28, 2015

SUBJECT: Arbitration and Single-employee Resolution

Tri-County Behavioral Healthcare Services provides a single mechanism to resolve disputes between Tri-County Services and its Employees.

- I. Consistent with the laws of the State of Texas, and notwithstanding any provision in an Arbitration Agreement, Tri-County Services personnel rules, or any other writing that does not expressly purport to modify this specific Employee's employment at-will status, Employee's employment with Tri-County Services, regardless of specific job assignment, is, and shall remain, employment at-will. Accordingly, Employee has, and will have, the right to resign from Center's employment at any time, with or without notice, and with or without cause. Similarly, Tri-County Services may terminate Employee's employment at any time, with or without notice, and with or without cause.
- II. An Arbitration Agreement is not intended to, and does not, alter Employee's at-will employment status with Tri-County Services. Employee's at-will employment with Tri-County Services may only be modified by a separate written agreement that specifically states an intent to make that specific change and is signed by Employee and Tri-County's Executive Director Services's Chief Executive Officer. No other representation, whether written or oral may modify this relationship. The terms of this Agreement may only be modified by a separate written agreement that specifically states an intent to make that specific change and is signed by Employee and Tri-County Tri-County's Executive Director Services's Chief Executive Officer.
- III. Any controversy or dispute between Employee and Tri-County Services or any of its constituent members, employees, officers, agents, affiliates, or benefit plans, arising from or in any way related to Employee's employment by Tri-County Services, or the termination thereof, including but not limited to the construction or application of this Agreement, shall be resolved exclusively by final and binding single-person arbitration administered by the American

Arbitration Association ("AAA") under its Employment Rules then applicable to the dispute as modified to limit any arbitration to 120 days and to limit discovery to two depositions per side, each no longer than three hours, and to preclude any written discovery beyond fifteen requests for production. Class and/or collective actions are waived and not permitted.

- IV. Each Applicant must agree to arbitrate and to waive class and collective action participation and each Employee, without exception, must sign and agree to the terms of the Arbitration Agreement as a condition of employment with Tri-County **Services**.

|   |  |
|---|--|
| <p><b>Agenda Item:</b> Board of Trustees Oath of Office</p> <p><b>Committee:</b> Executive</p>  | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>The Montgomery County Commissioner’s Court appointed Mr. Richard E. Duren, Ph.D. to fill the unexpired term of Mr. David Walker which will expire on August 31, 2016. Mr. Duren will recite his oath of office at the Board meeting.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Montgomery County Commissioner’s Court Minutes</p> <p>Oath of Office Recitation</p>  |  |
| <p><b>Recommended Action:</b></p> <p><b>Recite Oath of Office</b></p>   |  |

#10 11A

**County Judge**

**MAY 04 2015**

**TO:** Montgomery County Commissioners' Court

**FROM:** Craig Doyal, County Judge

**DATE:** 05/04/2015

**SUBJECT:** CONSIDER AND ACCEPT DAVID WALKER'S RESIGNATION FROM THE TRI-COUNTY  
BEHAVIORAL HEALTHCARE BOARD OF TRUSTEES.

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#11 11B

MAY 04 2015

**County Judge**

**TO:** Montgomery County Commissioners' Court

**FROM:** Craig Doyal, County Judge

**DATE:** 05/04/2015

**SUBJECT:** CONSIDER AND APPROVE THE APPOINTMENT OF DR. DUREN TO THE TRI-COUNTY BEHAVIORAL HEALTHCARE BOARD OF TRUSTEES FULFILLING THE REMAINDER OF THE TERM VACATED BY MR. DAVID WALKER EXPIRING AUGUST 31, 2016.

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# OATH OF OFFICE

I, \_\_\_\_\_,  
do solemnly swear,  
that I will faithfully execute  
the duties of the office of Trustee  
of Tri-County Services,  
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.

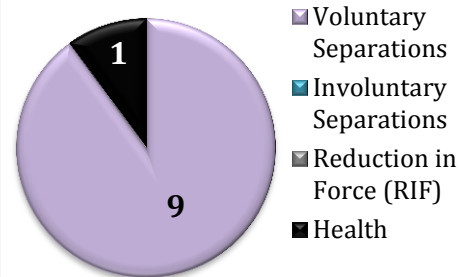
|   |  |
|---|--|
| <p><b>Agenda Item:</b> Personnel Report for April 2015</p> <p><b>Committee:</b> Executive</p> | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>None</p>   |  |
| <p><b>Supporting Documentation:</b></p> <p>Personnel Report for April 2015</p>                |  |
| <p><b>Recommended Action:</b></p> <p><b>For Information Only</b></p>                          |  |

# Personnel Report April 2015

| April 2015                    | FY15 | FY14 |
|-------------------------------|------|------|
| Number of Active Employees    | 327  | 316  |
| Number of Monthly Separations | 10   | 2    |
| Number of Separations YTD     | 53   | 38   |
| Year to Date Turnover Rate    | 16%  | 12%  |
| April Turnover                | 3%   | 1%   |

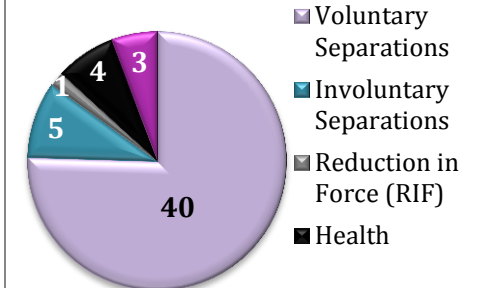
| Separations by Reason    | April Separations | Year to Date |
|--------------------------|-------------------|--------------|
| Retired                  | 0                 | 4            |
| Involuntarily Terminated | 0                 | 5            |
| Neutral Termination      | 0                 | 3            |
| Dissatisfied             | 0                 | 10           |
| Co-workers               | 1                 | 1            |
| Work Related Stress      | 1                 | 1            |
| RIF                      | 0                 | 1            |
| Deceased                 | 0                 | 0            |
| Pay                      | 2                 | 2            |
| Health                   | 1                 | 4            |
| Illness                  | 0                 | 3            |
| Relocation               | 1                 | 4            |
| School                   | 0                 | 1            |
| Personal                 | 1                 | 2            |
| Unknown                  | 0                 | 1            |
| New Job                  | 2                 | 10           |
| Temp                     | 1                 | 1            |
| <b>Total Separations</b> | <b>10</b>         | <b>53</b>    |

**April 2015 Voluntary, Involuntary, RIF, & Neutral Separations**



**Total: 10**

**Year to Date Voluntary, Involuntary, RIF & Neutral Separations**



**Total: 53**

**Total Applications received in April=348**

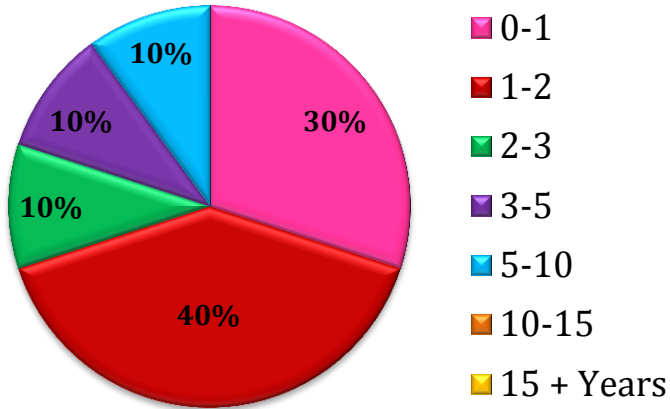
**Total New Hires for the month of April=11**

**Total New Hires Year to date =63**

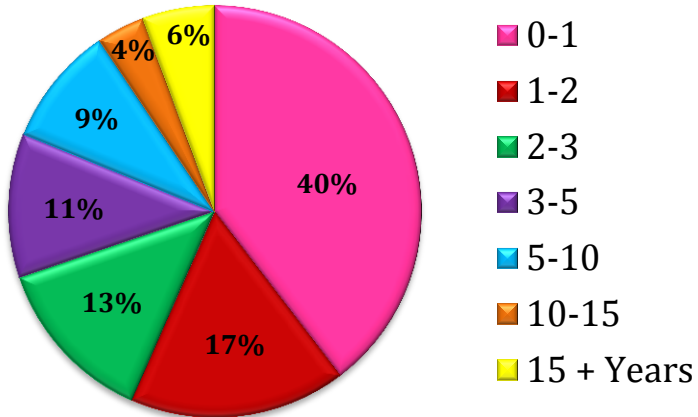
| Separation by EEO Category  | # of Employees | Monthly Separations | Year to Date Separations | % April | % YTD |
|---|----------------|---------------------|--------------------------|---------|-------|
| Supervisors & Managers  | 25             | 0                   | 2                        | 0%      | 8%    |
| Medical (MD,DO, LVN, RN, APN)                                     | 37             | 3                   | 6                        | 8%      | 16%   |
| Professionals (QMHP)  | 89             | 5                   | 21                       | 6%      | 24%   |
| Professionals (QIDP)  | 26             | 0                   | 4                        | 0%      | 15%   |
| Licensed Staff (LCDC, LPC...)                                     | 15             | 1                   | 2                        | 7%      | 13%   |
| Business Services (Accounting)                                    | 11             | 0                   | 0                        | 0%      | 0%    |
| Central Administration (HR, IT, Executive Director)               | 21             | 0                   | 1                        | 0%      | 5%    |
| Program Support(Financial Counselors, QA, Training, Med. Records) | 40             | 1                   | 5                        | 3%      | 13%   |
| Nurse Technicians/Aides   | 17             | 0                   | 2                        | 0%      | 12%   |
| Service/Maintenance   | 21             | 0                   | 2                        | 0%      | 10%   |
| Direct Care (HCS, Respite, Life Skills)                           | 25             | 0                   | 8                        | 0%      | 32%   |
| <b>Total Separations</b>  | <b>327</b>     | <b>10</b>           | <b>53</b>                |         |       |

| Management Team                 | # of Employees | Monthly Separations | Year to Date Separations | % April | % YTD |
|---------------------------------|----------------|---------------------|--------------------------|---------|-------|
| <b>Evan Roberson</b>            | 14             | 0                   | 1                        | 0%      | 7%    |
| <b>Millie McDuffey</b>          | 43             | 0                   | 2                        | 0%      | 5%    |
| <b>Amy Foerster</b>             | 8              | 0                   | 0                        | 0%      | 0%    |
| <b>Tanya Bryant</b>             | 8              | 0                   | 0                        | 0%      | 0%    |
| <b>Catherine Prestigiovanni</b> | 127            | 8                   | 30                       | 6%      | 24%   |
| <b>Breanna Robertson</b>        | 53             | 2                   | 7                        | 4%      | 13%   |
| <b>Kelly Shropshire</b>         | 31             | 0                   | 4                        | 0%      | 13%   |
| <b>Kathy Luker-Foster</b>       | 35             | 0                   | 8                        | 0%      | 23%   |
| <b>Kenneth Barfield</b>         | 8              | 0                   | 1                        | 0%      | 13%   |
| <b>Total</b>                    | <b>327</b>     | <b>10</b>           | <b>53</b>                |         |       |

### April 2015 Separations by Tenure



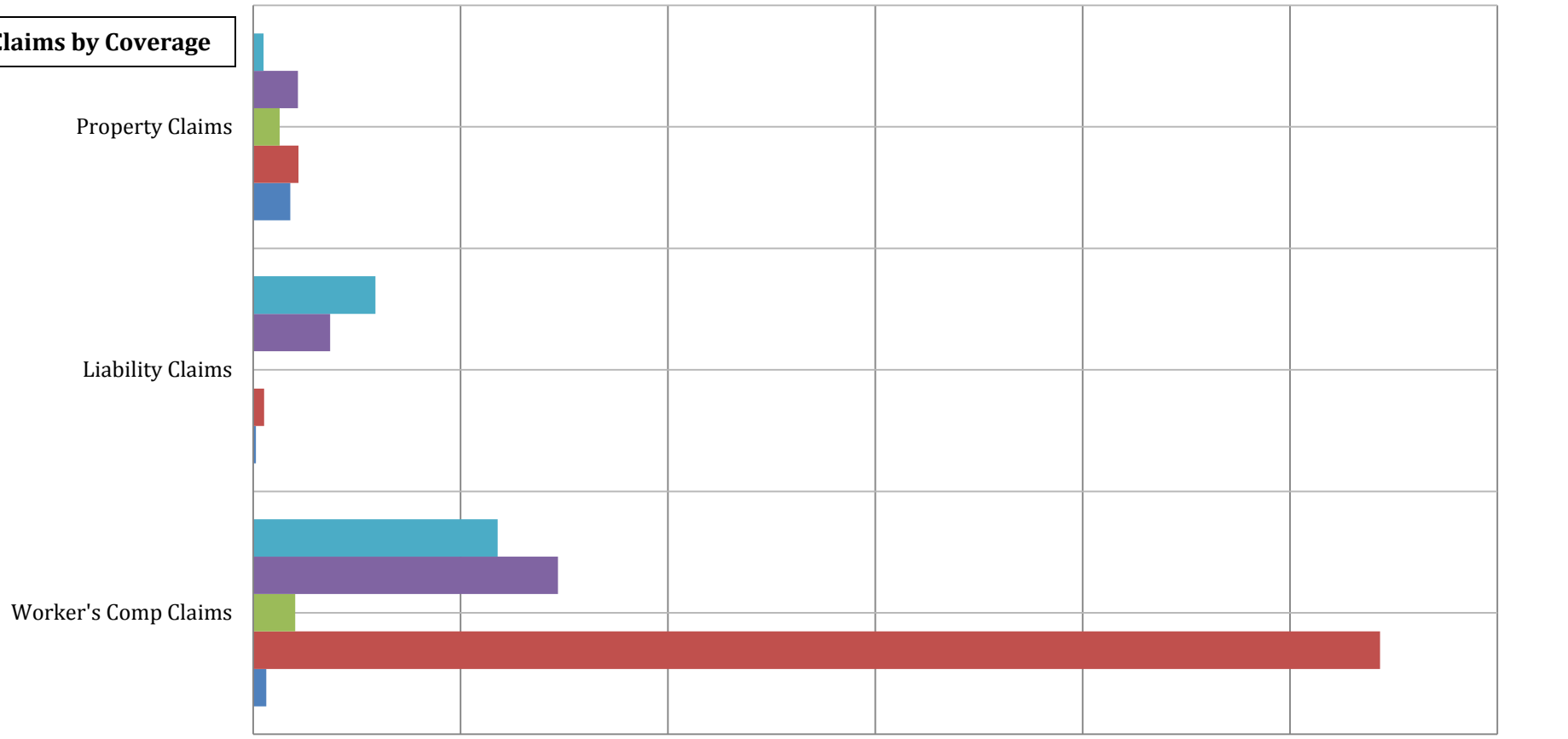
### Year to Date Separations by Tenure



|   |  |
|---|--|
| <p><b>Agenda Item:</b> Texas Council Risk Management Fund Claim Summary for April 2015</p> <p><b>Committee:</b> Executive</p> | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>None</p>   |  |
| <p><b>Supporting Documentation:</b></p> <p>Texas Council Risk Management Fund Claim Summary for April 2015</p>                |  |
| <p><b>Recommended Action:</b></p> <p><b>For Information Only</b></p>  |  |

# TCRMF Claims Summary April 2015

**Claims by Coverage**



|      | Worker's Comp Claims | Liability Claims | Property Claims |
|------|----------------------|------------------|-----------------|
| 2011 | \$117,981.00         | \$59,008.00      | \$5,057.00      |
| 2012 | \$147,062.00         | \$37,206.00      | \$21,595.00     |
| 2013 | \$20,263.00          | \$0.00           | \$12,869.00     |
| 2014 | \$543,395.00         | \$5,295.00       | \$21,931.00     |
| 2015 | \$6,426.00           | \$1,307.00       | \$17,979.00     |

**Gross Total Reported**

**Total Open  
Worker's Comp  
Claims: 8**



|  |  |
|--|--|
| <p><b>Agenda Item:</b> Approve April 2015 Financial Statements</p> <p><b>Committee:</b> Business</p> | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>None</p>  |  |
| <p><b>Supporting Documentation:</b></p> <p>April 2015 Financial Statements</p>                       |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve April 2015 Financial Statements</b></p>              |  |

### April 2015 Financial Summary

Revenues for April 2015 were \$2,647,716 and operating expenses were \$2,583,655 resulting in a gain in operations of \$64,061. Capital Expenditures and Extraordinary Expenses for April were \$62,113 resulting in a gain of \$1,948. Total revenues were 104.41% of the monthly budgeted revenues and total expenses were 108.64% of the monthly budgeted expenses.

Year to date revenues are \$18,843,302 and operating expenses are \$18,151,164 leaving excess operating revenues of \$692,138. YTD Capital Expenditures and Extraordinary Expenses are \$283,435 resulting in a gain YTD of 408,703. Total revenues are 99.78% of the YTD budgeted revenues and total expenses are 98.37% of the YTD budgeted expenses

#### **REVENUES**

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

| Revenue Source       | YTD Revenue | YTD Budget | % of Budget | \$ Variance |
|----------------------|-------------|------------|-------------|-------------|
| DSHS – Gen Rev - NGM | 455,988     | 500,432    | 91.11%      | 44,444      |

DSHS – Gen Rev – NGM – This line item pays for medication and is also used to fund numerous staff positions across the agency. Currently, we have a vacancy in an APN position which has caused the lapse in this line item. We continue to recruit for this position and hope to have someone hired very soon.

#### **EXPENSES**

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

| Expense Source     | YTD Expenses | YTD Budget | % of Budget | \$ Variance |
|--------------------|--------------|------------|-------------|-------------|
| No items to report |              |            |             |             |

**TRI-COUNTY SERVICES  
CONSOLIDATED BALANCE SHEET  
For the Month Ended April 30, 2015**

|   | <b>TOTALS COMBINED<br/>FUNDS<br/>April 2015</b> | <b>TOTALS<br/>COMBINED<br/>FUNDS<br/>March 2015</b> | <b>Increase<br/>(Decrease)</b> |
|---|---|---|--------------------------------|
| <b>ASSETS</b>   |   |   |                                |
| <b>CURRENT ASSETS</b>                                       |   |   |                                |
| Imprest Cash Funds  | 5,250   | 5,387   | (137)                          |
| Cash on Deposit-General Fund                                | 9,290,933                                       | 10,991,818  | (1,700,885)                    |
| Cash on Deposit-Debt Fund                                   | -   | -   | -                              |
| Accounts Receivable   | 1,369,657                                       | 1,293,951   | 75,706                         |
| Inventory   | 9,290   | 9,442   | (152)                          |
| <b>TOTAL CURRENT ASSETS</b>                                 | <b>\$ 10,675,130</b>                            | <b>\$ 12,300,598</b>                                | <b>\$ (1,625,468)</b>          |
| <b>FIXED ASSETS</b>   | <b>5,487,590</b>                                | <b>5,487,590</b>                                    | <b>-</b>                       |
| <b>OTHER ASSETS</b>   | <b>14,193</b>                                   | <b>27,930</b>                                       | <b>(13,737)</b>                |
| <b>TOTAL ASSETS</b>   | <b>\$ 16,176,914</b>                            | <b>\$ 17,816,119</b>                                | <b>\$ (1,639,205)</b>          |
| <b>LIABILITIES, DEFERRED REVENUE, FUND BALANCE:</b>         |   |   |                                |
| <b>CURRENT LIABILITIES</b>                                  | <b>800,151</b>                                  | <b>946,137</b>                                      | <b>(145,985)</b>               |
| <b>NOTES PAYABLE</b>  | <b>536,765</b>                                  | <b>536,765</b>                                      | <b>-</b>                       |
| <b>DEFERRED REVENUE</b>                                     | <b>1,081,670</b>                                | <b>2,470,447</b>                                    | <b>(1,388,776)</b>             |
| <b>LONG-TERM LIABILITIES FOR</b>                            |   |   |                                |
| Line of Credit - Tradition Bank                             | 749,498   | 769,125   | (19,627)                       |
| <b>EXCESS(DEFICIENCY) OF REVENUES<br/>OVER EXPENSES FOR</b> |   |   |                                |
| General Fund  | 408,703   | 368,525   | 40,178                         |
| Debt Service Fund   | -   | -   | -                              |
| <b>FUND EQUITY</b>  |   |   |                                |
| <b>RESTRICTED</b>   |   |   |                                |
| Net Assets Reserved for Debt Service                        | (749,497)                                       | (769,125)   | 19,628                         |
| Reserved for Debt Retirement                                | 963,631   | 963,631   | -                              |
| <b>COMMITTED</b>  |   |   |                                |
| Net Assets-Property and Equipment                           | 5,487,590                                       | 5,487,590   | -                              |
| Reserved for Vehicles & Equipment Replacement               | 327,871   | 387,871   | -                              |
| Reserved for Facility Improvement & Acquisitions            | 2,426,254                                       | 2,426,254   | -                              |
| Reserved for Board Initiatives                              | 1,500,000                                       | 1,500,000   | -                              |
| Reserved for 1115 Waiver Programs                           | 516,833   | 516,833   | -                              |
| <b>ASSIGNED</b>   |   |   |                                |
| Reserved for Workers' Compensation                          | 183,620   | 274,409   | (90,789)                       |
| Reserved for Current Year Budgeted Reserve                  | 49,332  | 43,165  | 6,167                          |
| Reserved for Insurance Deductibles                          | 100,000   | 100,000   | -                              |
| Reserved for Accrued Paid Time Off                          | (536,765)                                       | (536,765)   | -                              |
| <b>UNASSIGNED</b>   |   |   |                                |
| Unrestricted and Undesignated                               | 2,331,257                                       | 2,331,257   | -                              |
| <b>TOTAL LIABILITIES/FUND BALANCE</b>                       | <b>\$ 16,176,914</b>                            | <b>\$ 17,816,119</b>                                | <b>\$ (1,579,205)</b>          |

**TRI-COUNTY SERVICES  
CONSOLIDATED BALANCE SHEET  
For the Month Ended April 30, 2015**

|   | <b>General<br/>Operating<br/>Funds</b> | <b>TOTALS<br/>Memorandum Only</b> |                              |
|---|--|-----------------------------------|------------------------------|
|   |  | <b>April 2015</b>                 | <b>Final<br/>August 2014</b> |
| <b>ASSETS</b>   |  |                                   |                              |
| <b>CURRENT ASSETS</b>                                       |  |                                   |                              |
| Imprest Cash Funds  | 5,250                                  | 5,250                             | 4,350                        |
| Cash on Deposit-General Fund                                | 9,290,933                              | 9,290,933                         | 7,523,501                    |
| Cash on Deposit-Debt Fund                                   | -                                      | -                                 | -                            |
| Accounts Receivable   | 1,369,657                              | 1,369,657                         | 1,634,194                    |
| Inventory   | 9,290                                  | 9,290                             | 8,787                        |
| <b>TOTAL CURRENT ASSETS</b>                                 | <b>\$ 10,675,130</b>                   | <b>\$ 10,675,130</b>              | <b>\$ 9,170,832</b>          |
| <b>FIXED ASSETS</b>   | 5,487,590                              | 5,487,590                         | 5,487,590                    |
| <b>OTHER ASSETS</b>   | 14,193                                 | 14,193                            | 42,111                       |
|   | <b>\$ 16,176,914</b>                   | <b>\$ 16,176,914</b>              | <b>\$ 14,700,532</b>         |
| <b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>         |  |                                   |                              |
| <b>CURRENT LIABILITIES</b>                                  | 800,151                                | 800,151                           | 908,243                      |
| <b>NOTES PAYABLE</b>  | 536,765                                | 536,765                           | 536,765                      |
| <b>DEFERRED REVENUE</b>                                     | 1,081,670                              | 1,081,670                         | (195,556)                    |
| <b>LONG-TERM LIABILITIES FOR</b>                            |  |                                   |                              |
| Line of Credit - Tradition Bank                             | 749,498                                | 749,498                           | 905,707                      |
| <b>EXCESS(DEFICIENCY) OF REVENUES<br/>OVER EXPENSES FOR</b> |  |                                   |                              |
| General Fund  | 408,703                                | 408,703                           | 391,867                      |
| Debt Service Fund   | -                                      | -                                 | -                            |
| <b>FUND EQUITY</b>  |  |                                   |                              |
| <b>RESTRICTED</b>   |  |                                   |                              |
| Net Assets Reserved for Debt service-Restricted             | (749,497)                              | (749,497)                         | (905,708)                    |
| Reserved for Debt Retirement                                | 963,631                                | 963,631                           | 963,631                      |
| <b>COMMITTED</b>  |  |                                   |                              |
| Net Assets-Property and Equipment-Committed                 | 5,487,590                              | 5,487,590                         | 5,487,590                    |
| Reserved for Vehicles & Equipment Replacement               | 327,871                                | 327,871                           | 387,871                      |
| Reserved for Facility Improvement & Acquisitions            | 2,426,254                              | 2,426,254                         | 2,426,254                    |
| Reserved for Board Initiatives                              | 1,500,000                              | 1,500,000                         | 1,500,000                    |
| Reserved for 1115 Waiver Programs                           | 516,833                                | 516,833                           | 516,833                      |
| <b>ASSIGNED</b>   |  |                                   |                              |
| Reserved for Workers' Compensation-Assigned                 | 183,620                                | 183,620                           | 274,409                      |
| Reserved for Current Year Budgeted Reserve -Assigned        | 49,332                                 | 49,332                            | -                            |
| Reserved for Insurance Deductibles-Assigned                 | 100,000                                | 100,000                           | 100,000                      |
| Reserved for Accrued Paid Time Off                          | (536,765)                              | (536,765)                         | (536,765)                    |
| <b>UNASSIGNED</b>   |  |                                   |                              |
| Unrestricted and Undesignated                               | 2,331,257                              | 2,331,257                         | 1,939,391                    |
| <b>TOTAL LIABILITIES/FUND BALANCE</b>                       | <b>\$ 16,176,914</b>                   | <b>\$ 16,176,914</b>              | <b>\$ 14,700,532</b>         |

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**For the Month Ended April 2015**  
**and Year To Date as of April 2015**

| <b>INCOME:</b>  | <b>MONTH OF<br/>April 2015</b> | <b>YTD<br/>April 2015</b> |
|---|--------------------------------|---------------------------|
| Local Revenue Sources   | \$ 270,850                     | \$ 1,025,075              |
| Earned Income   | \$ 1,146,979                   | \$ 8,357,395              |
| General Revenue-Contract  | \$ 1,229,887                   | \$ 9,460,832              |
| <b>TOTAL INCOME</b>   | <b>\$ 2,647,716</b>            | <b>\$ 18,843,302</b>      |
|   |                                |                           |
| <b>EXPENSES:</b>  |                                |                           |
| Salaries  | \$ 1,388,353                   | \$ 9,821,962              |
| Employee Benefits   | \$ 350,659                     | \$ 2,018,273              |
| Medication Expense  | \$ 42,291                      | \$ 353,778                |
| Travel-Board/Staff  | \$ 55,557                      | \$ 301,593                |
| Building Rent/Maintenance   | \$ 25,819                      | \$ 178,735                |
| Consultants/Contracts   | \$ 501,706                     | \$ 3,726,114              |
| Other Operating Expenses  | \$ 219,270                     | \$ 1,750,710              |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,583,655</b>            | <b>\$ 18,151,164</b>      |
|   |                                |                           |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 64,061</b>               | <b>\$ 692,138</b>         |
|   |                                |                           |
| <b>CAPITAL EXPENDITURES</b>   |                                |                           |
| Capital Outlay-FF&E, Automobiles, Building  | \$ 62,113                      | \$ 283,435                |
| Capital Outlay-Debt Service Bonds   | \$ -                           | \$ -                      |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 62,113</b>               | <b>\$ 283,435</b>         |
|   |                                |                           |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,645,768</b>            | <b>\$ 18,434,599</b>      |
|   |                                |                           |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ 1,948</b>                | <b>\$ 408,703</b>         |

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**Year to Date as of April 2015**

|   | YTD<br>April 2015    | APPROVED<br>BUDGET   | Increase<br>(Decrease) |
|---|----------------------|----------------------|------------------------|
| <b>INCOME:</b>  |                      |                      |                        |
| Local Revenue Sources   | \$ 1,025,075         | \$ 1,023,377         | \$ 1,698               |
| Earned Income   | \$ 8,357,395         | \$ 8,341,966         | \$ 15,429              |
| General Revenue-Contract  | \$ 9,460,832         | \$ 9,520,444         | \$ (59,612)            |
| <b>TOTAL INCOME</b>   | <b>\$ 18,843,302</b> | <b>\$ 18,885,787</b> | <b>\$ (42,485)</b>     |
| <b>EXPENSES:</b>  |                      |                      |                        |
| Salaries  | \$ 9,821,962         | \$ 9,832,056         | \$ (10,095)            |
| Employee Benefits   | \$ 2,018,273         | \$ 2,025,340         | \$ (7,067)             |
| Medication Expense  | \$ 353,778           | \$ 375,451           | \$ (21,673)            |
| Travel-Board/Staff  | \$ 301,593           | \$ 295,771           | \$ 5,822               |
| Building Rent/Maintenance   | \$ 178,735           | \$ 234,166           | \$ (55,432)            |
| Consultants/Contracts   | \$ 3,726,114         | \$ 3,824,158         | \$ (98,044)            |
| Other Operating Expenses  | \$ 1,750,710         | \$ 1,852,868         | \$ (102,158)           |
| <b>TOTAL EXPENSES</b>   | <b>\$ 18,151,164</b> | <b>\$ 18,439,810</b> | <b>\$ (288,646)</b>    |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 692,138</b>    | <b>\$ 445,977</b>    | <b>\$ 246,161</b>      |
| <b>CAPITAL EXPENDITURES</b>   |                      |                      |                        |
| Capital Outlay-FF&E, Automobiles  | \$ 283,435           | \$ 300,571           | \$ (17,136)            |
| Capital Outlay-Debt Service Bonds   | \$ -                 | \$ -                 | \$ -                   |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 283,435</b>    | <b>\$ 300,571</b>    | <b>\$ (17,136)</b>     |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 18,434,599</b> | <b>\$ 18,740,381</b> | <b>\$ (305,782)</b>    |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ 408,703</b>    | <b>\$ 145,406</b>    | <b>\$ 263,297</b>      |

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended April 2015**

| <b>INCOME:</b>  | <b>MONTH OF<br/>April 2015</b> | <b>APPROVED<br/>BUDGET</b> | <b>Increase<br/>(Decrease)</b> |
|---|--------------------------------|----------------------------|--------------------------------|
| Local Revenue Sources   | \$ 270,850                     | \$ 277,507                 | \$ (6,657)                     |
| Earned Income   | \$ 1,146,979                   | \$ 1,016,132               | \$ 130,847                     |
| General Revenue-Contract  | \$ 1,229,887                   | \$ 1,242,181               | \$ (12,294)                    |
| <b>TOTAL INCOME</b>   | <b>\$ 2,647,716</b>            | <b>\$ 2,535,820</b>        | <b>\$ 111,896</b>              |
| <br>  |                                |                            |                                |
| <b>EXPENSES:</b>  |                                |                            |                                |
| Salaries  | \$ 1,388,353                   | \$ 1,217,741               | \$ 170,612                     |
| Employee Benefits   | \$ 350,659                     | \$ 345,354                 | \$ 5,305                       |
| Medication Expense  | \$ 42,291                      | \$ 51,555                  | \$ (9,264)                     |
| Travel-Board/Staff  | \$ 55,557                      | \$ 30,758                  | \$ 24,799                      |
| Building Rent/Maintenance   | \$ 25,819                      | \$ 83,871                  | \$ (58,052)                    |
| Consultants/Contracts   | \$ 501,706                     | \$ 436,612                 | \$ 65,094                      |
| Other Operating Expenses  | \$ 219,270                     | \$ 204,347                 | \$ 14,923                      |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,583,655</b>            | <b>\$ 2,370,238</b>        | <b>\$ 213,417</b>              |
| <br>  |                                |                            |                                |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 64,061</b>               | <b>\$ 165,582</b>          | <b>\$ (101,521)</b>            |
| <br>  |                                |                            |                                |
| <b>CAPITAL EXPENDITURES</b>   |                                |                            |                                |
| Capital Outlay-FF&E, Automobiles  | \$ 62,113                      | \$ 65,009                  | \$ (2,896)                     |
| Capital Outlay-Debt Service Bonds   | \$ -                           |                            | \$ -                           |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 62,113</b>               | <b>\$ 65,009</b>           | <b>\$ (2,896)</b>              |
| <br>  |                                |                            |                                |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,645,768</b>            | <b>\$ 2,435,247</b>        | <b>\$ 210,521</b>              |
| <br>  |                                |                            |                                |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ 1,948</b>                | <b>\$ 100,573</b>          | <b>\$ (98,625)</b>             |

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With April 2014 Comparative Data**  
**Year to Date as of April 2015**

| <b>INCOME:</b>  | <b>YTD<br/>April 2015</b> | <b>YTD<br/>April 2014</b> | <b>Increase<br/>(Decrease)</b> |
|---|---------------------------|---------------------------|--------------------------------|
| Local Revenue Sources   | \$ 1,025,075              | \$ 966,409                | \$ 58,666                      |
| Earned Income   | \$ 8,357,395              | \$ 6,142,544              | \$ 2,214,851                   |
| General Revenue-Contract  | \$ 9,460,832              | \$ 9,543,542              | \$ (82,710)                    |
| <b>TOTAL INCOME</b>   | <b>\$ 18,843,302</b>      | <b>\$ 16,652,495</b>      | <b>\$ 2,190,807</b>            |
| <br>  |                           |                           |                                |
| <b>EXPENSES:</b>  |                           |                           |                                |
| Salaries  | \$ 9,821,962              | \$ 8,479,136              | \$ 1,342,826                   |
| Employee Benefits   | \$ 2,018,273              | \$ 1,650,026              | \$ 368,247                     |
| Medication Expense  | \$ 353,778                | \$ 259,054                | \$ 94,724                      |
| Travel-Board/Staff  | \$ 301,593                | \$ 267,349                | \$ 34,244                      |
| Building Rent/Maintenance   | \$ 178,735                | \$ 240,990                | \$ (62,256)                    |
| Consultants/Contracts   | \$ 3,726,114              | \$ 3,624,692              | \$ 101,422                     |
| Other Operating Expenses  | \$ 1,750,710              | \$ 1,711,022              | \$ 39,688                      |
| <b>TOTAL EXPENSES</b>   | <b>\$ 18,151,164</b>      | <b>\$ 16,232,269</b>      | <b>\$ 1,918,895</b>            |
| <br>  |                           |                           |                                |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 692,138</b>         | <b>\$ 420,226</b>         | <b>\$ 271,912</b>              |
| <br>  |                           |                           |                                |
| <b>CAPITAL EXPENDITURES</b>   |                           |                           |                                |
| Capital Outlay-FF&E, Automobiles  | \$ 283,435                | \$ 148,683                | \$ 134,752                     |
| Capital Outlay-Debt Service Bonds   | \$ -                      |                           | \$ -                           |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 283,435</b>         | <b>\$ 148,683</b>         | <b>\$ 134,752</b>              |
| <br>  |                           |                           |                                |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 18,434,599</b>      | <b>\$ 16,380,952</b>      | <b>\$ 2,053,647</b>            |
| <br>  |                           |                           |                                |
| <b>Excess (Deficiency) of Revenues and Expense:</b>                                 | <b>\$ 408,703</b>         | <b>\$ 271,543</b>         | <b>\$ 137,160</b>              |



**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With April 2014 Comparative Data**  
**For the Month Ended April 2015**

| <b>INCOME:</b>  | <b>MONTH OF<br/>April 2015</b> | <b>MONTH OF<br/>April 2014</b> | <b>Increase<br/>(Decrease)</b> |
|---|--------------------------------|--------------------------------|--------------------------------|
| Local Revenue Sources   | \$ 270,850                     | \$ 114,960                     | \$ 155,890                     |
| Earned Income   | \$ 1,146,979                   | \$ 834,067                     | \$ 312,912                     |
| General Revenue-Contract  | \$ 1,229,887                   | \$ 1,335,431                   | \$ (105,544)                   |
| <b>TOTAL INCOME</b>   | <b>\$ 2,647,716</b>            | <b>\$ 2,284,458</b>            | <b>\$ 363,258</b>              |
| <br>  |                                |                                |                                |
| <b>EXPENSES:</b>  |                                |                                |                                |
| Salaries  | \$ 1,388,353                   | \$ 1,210,094                   | \$ 178,259                     |
| Employee Benefits   | \$ 350,659                     | \$ 276,661                     | \$ 73,998                      |
| Medication Expense  | \$ 42,291                      | \$ 32,250                      | \$ 10,041                      |
| Travel-Board/Staff  | \$ 55,557                      | \$ 38,008                      | \$ 17,549                      |
| Building Rent/Maintenance   | \$ 25,819                      | \$ 45,980                      | \$ (20,161)                    |
| Consultants/Contracts   | \$ 501,706                     | \$ 477,068                     | \$ 24,638                      |
| Other Operating Expenses  | \$ 219,270                     | \$ 230,395                     | \$ (11,125)                    |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,583,655</b>            | <b>\$ 2,310,456</b>            | <b>\$ 273,199</b>              |
| <br>  |                                |                                |                                |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 64,061</b>               | <b>\$ (25,998)</b>             | <b>\$ 90,059</b>               |
| <br>  |                                |                                |                                |
| <b>CAPITAL EXPENDITURES</b>   |                                |                                |                                |
| Capital Outlay-FF&E, Automobiles  | \$ 62,113                      | \$ 15,018                      | \$ 47,095                      |
| Capital Outlay-Debt Service Bonds   | \$ -                           | -                              | -                              |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 62,113</b>               | <b>\$ 15,018</b>               | <b>\$ 47,095</b>               |
| <br>  |                                |                                |                                |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,645,768</b>            | <b>\$ 2,325,474</b>            | <b>\$ 320,294</b>              |
| <br>  |                                |                                |                                |
| <b>Excess (Deficiency) of Revenues and Expenses:</b>                                | <b>\$ 1,948</b>                | <b>\$ (41,016)</b>             | <b>\$ 42,964</b>               |

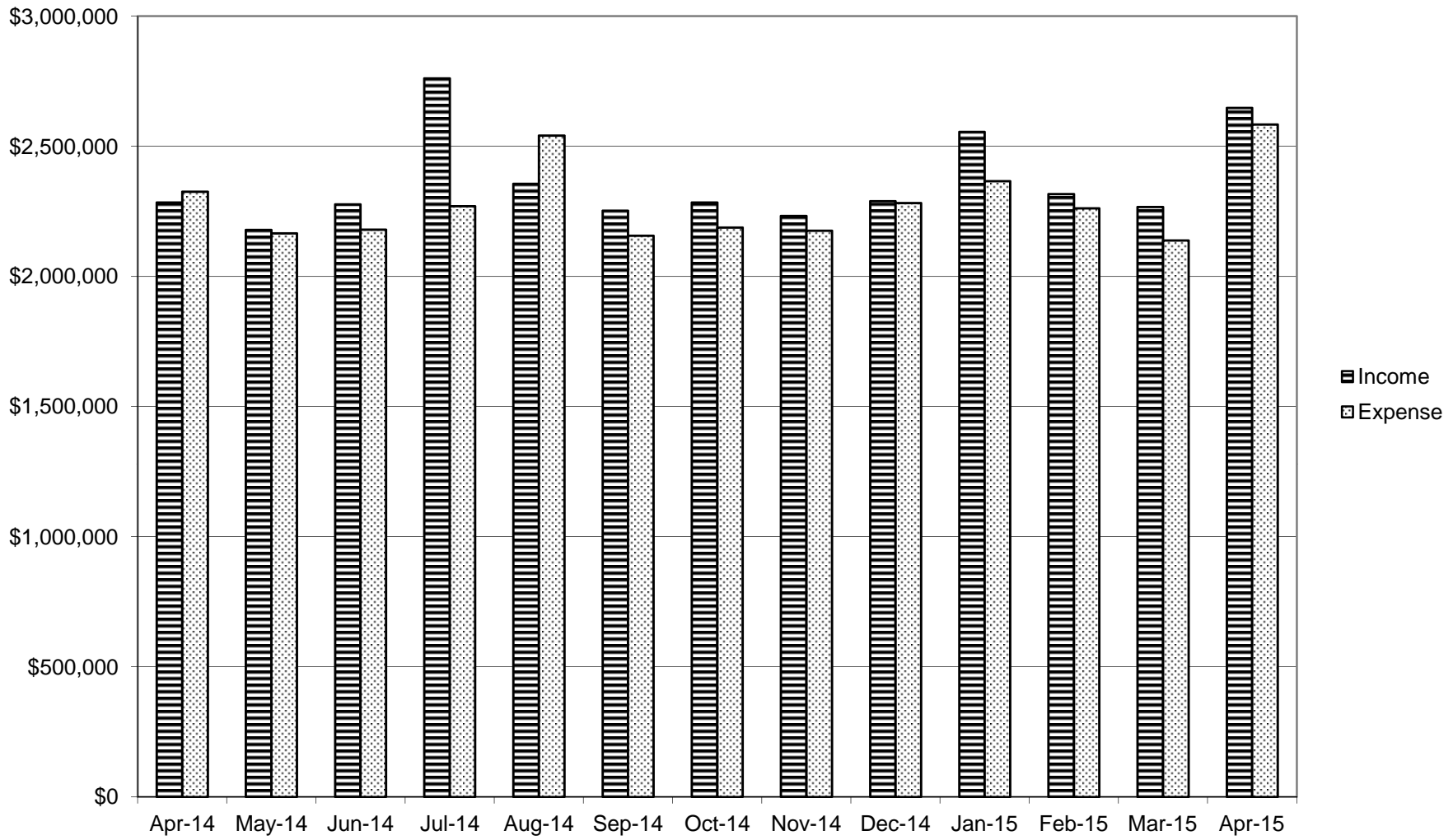
**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With March 2015 Comparative Data**  
**For the Month Ended April 2015**

| <b>INCOME:</b>  | <b>MONTH OF<br/>April 2015</b> | <b>MONTH OF<br/>March 2015</b> | <b>Increase<br/>(Decrease)</b> |
|---|--------------------------------|--------------------------------|--------------------------------|
| Local Revenue Sources   | \$ 270,850                     | \$ 98,110                      | \$ 172,740                     |
| Earned Income   | \$ 1,146,979                   | \$ 1,036,625                   | \$ 110,354                     |
| General Revenue-Contract  | \$ 1,229,887                   | \$ 1,132,228                   | \$ 97,659                      |
| <b>TOTAL INCOME</b>   | <b>\$ 2,647,716</b>            | <b>\$ 2,266,964</b>            | <b>\$ 380,753</b>              |
| <br>  |                                |                                |                                |
| <b>EXPENSES:</b>  |                                |                                |                                |
| Salaries  | \$ 1,388,353                   | \$ 1,178,808                   | \$ 209,546                     |
| Employee Benefits   | \$ 350,659                     | \$ 235,798                     | \$ 114,861                     |
| Medication Expense  | \$ 42,291                      | \$ 54,905                      | \$ (12,613)                    |
| Travel-Board/Staff  | \$ 55,557                      | \$ 37,175                      | \$ 18,382                      |
| Building Rent/Maintenance   | \$ 25,819                      | \$ 17,559                      | \$ 8,260                       |
| Consultants/Contracts   | \$ 501,706                     | \$ 387,396                     | \$ 114,309                     |
| Other Operating Expenses  | \$ 219,270                     | \$ 226,348                     | \$ (7,078)                     |
| <b>TOTAL EXPENSES</b>   | <b>\$ 2,583,655</b>            | <b>\$ 2,137,988</b>            | <b>\$ 445,667</b>              |
| <br>  |                                |                                |                                |
| <b>Excess(Deficiency) of Revenues over<br/>Expenses before Capital Expenditures</b> | <b>\$ 64,061</b>               | <b>\$ 128,975</b>              | <b>\$ (64,914)</b>             |
| <br>  |                                |                                |                                |
| <b>CAPITAL EXPENDITURES</b>   |                                |                                |                                |
| Capital Outlay-FF&E, Automobiles  | \$ 62,113                      | \$ 13,350                      | \$ 48,763                      |
| Capital Outlay-Debt Service Bonds   | \$ -                           | \$ -                           | \$ -                           |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 62,113</b>               | <b>\$ 13,350</b>               | <b>\$ 48,763</b>               |
| <br>  |                                |                                |                                |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 2,645,768</b>            | <b>\$ 2,151,339</b>            | <b>\$ 494,430</b>              |
| <br>  |                                |                                |                                |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                                 | <b>\$ 1,948</b>                | <b>\$ 115,625</b>              | <b>\$ (113,677)</b>            |

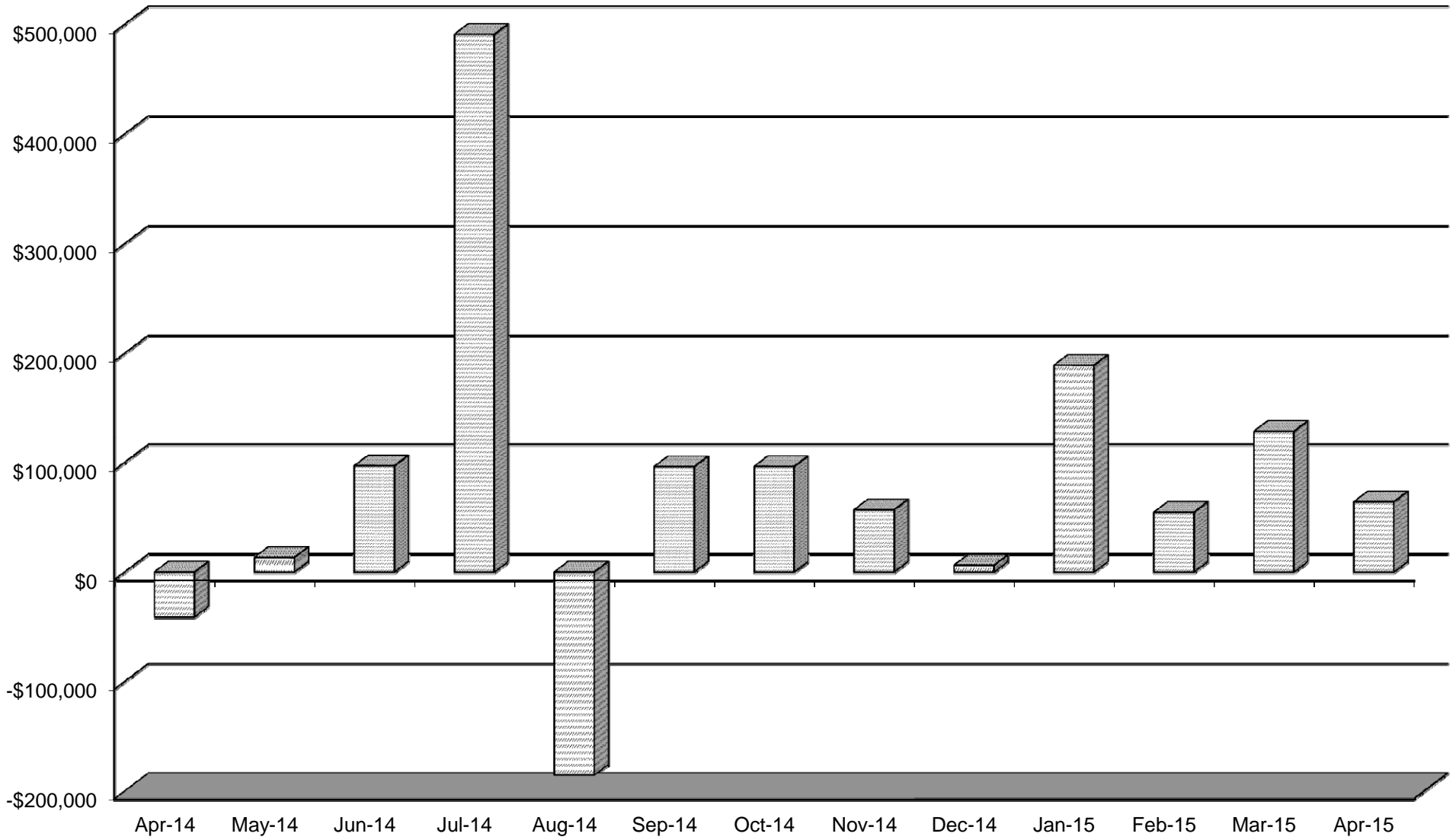
**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**Year To Date as of April 2015**

|   | YTD<br>Mental<br>Health<br>April 2015 | YTD<br>IDD<br>April 2015 | YTD<br>Other<br>Services<br>April 2015 | YTD<br>Agency<br>Total<br>April 2015 | YTD<br>Approved<br>Budget<br>April 2015 | Increase<br>(Decrease) |
|---|---------------------------------------|--------------------------|--|--------------------------------------|---|------------------------|
| <b>INCOME:</b>  |                                       |                          |  |                                      |   |                        |
| Local Revenue Sources   | \$ 805,142                            | \$ 192,898               | \$ 27,035                              | \$ 1,025,075                         | \$ 1,023,377                            | \$ 1,698               |
| Earned Income   | \$ 2,184,071                          | \$ 3,767,402             | \$ 2,405,922                           | \$ 8,357,395                         | \$ 8,341,966                            | \$ 15,429              |
| General Revenue-Contract  | \$ 8,142,846                          | \$ 1,192,178             | \$ 125,809                             | \$ 9,460,832                         | \$ 9,520,444                            | \$ (59,612)            |
| <b>TOTAL INCOME</b>   | <b>\$ 11,132,059</b>                  | <b>\$ 5,152,478</b>      | <b>\$ 2,558,766</b>                    | <b>\$ 18,843,302</b>                 | <b>\$ 18,885,787</b>                    | <b>\$ (42,485)</b>     |
| <b>EXPENSES:</b>  |                                       |                          |  |                                      |   |                        |
| Salaries  | \$ 6,432,977                          | \$ 1,815,602             | \$ 1,573,382                           | \$ 9,821,961                         | \$ 9,832,056                            | \$ (10,095)            |
| Employee Benefits   | \$ 1,340,429                          | \$ 385,695               | \$ 292,149                             | \$ 2,018,273                         | \$ 2,025,340                            | \$ (7,067)             |
| Medication Expense  | \$ 284,476                            |                          | \$ 69,305                              | \$ 353,778                           | \$ 375,451                              | \$ (21,673)            |
| Travel-Board/Staff  | \$ 185,958                            | \$ 76,130                | \$ 39,504                              | \$ 301,592                           | \$ 295,771                              | \$ 5,821               |
| Building Rent/Maintenance   | \$ 102,385                            | \$ 56,665                | \$ 19,685                              | \$ 178,735                           | \$ 234,166                              | \$ (55,431)            |
| Consultants/Contracts   | \$ 1,312,944                          | \$ 2,260,304             | \$ 152,866                             | \$ 3,726,114                         | \$ 3,824,158                            | \$ (98,044)            |
| Other Operating Expenses  | \$ 1,161,244                          | \$ 372,863               | \$ 216,603                             | \$ 1,750,710                         | \$ 1,852,868                            | \$ (102,158)           |
| <b>TOTAL EXPENSES</b>   | <b>\$ 10,820,413</b>                  | <b>\$ 4,967,259</b>      | <b>\$ 2,363,494</b>                    | <b>\$ 18,151,163</b>                 | <b>\$ 18,439,810</b>                    | <b>\$ (288,647)</b>    |
| <b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b> | <b>\$ 311,646</b>                     | <b>\$ 185,219</b>        | <b>\$ 195,272</b>                      | <b>\$ 692,139</b>                    | <b>\$ 445,977</b>                       | <b>\$ 246,162</b>      |
| <b>CAPITAL EXPENDITURES</b>   |                                       |                          |  |                                      |   |                        |
| Capital Outlay-FF&E, Automobiles  | \$ 132,267                            | \$ 65,746                | \$ 85,422                              | \$ 283,435                           | \$ 300,571                              | \$ (17,136)            |
| Capital Outlay-Debt Service Bonds   |                                       |                          |  | \$ -                                 |   | \$ -                   |
| <b>TOTAL CAPITAL EXPENDITURES</b>   | <b>\$ 132,267</b>                     | <b>\$ 65,746</b>         | <b>\$ 85,422</b>                       | <b>\$ 283,435</b>                    | <b>\$ 300,571</b>                       | <b>\$ (17,136)</b>     |
| <b>GRAND TOTAL EXPENDITURES</b>   | <b>\$ 10,952,680</b>                  | <b>\$ 5,033,005</b>      | <b>\$ 2,448,916</b>                    | <b>\$ 18,434,598</b>                 | <b>\$ 18,740,381</b>                    | <b>\$ (305,783)</b>    |
| <b>Excess (Deficiency) of Revenues and Expenses</b>                             | <b>\$ 179,379</b>                     | <b>\$ 119,473</b>        | <b>\$ 109,850</b>                      | <b>\$ 408,703</b>                    | <b>\$ 145,406</b>                       | <b>\$ 263,298</b>      |

### TRI-COUNTY SERVICES Income and Expense



**TRI-COUNTY SERVICES  
Income after Expense**



**Agenda Item:** Approve Purchase of Mobile Clinic for 1115 Integrated Healthcare Program

**Board Meeting Date**

May 28, 2015

**Committee:** Business

**Background Information:**

As a part of the 1115 Medicaid Transformation Waiver Program, Tri-County implemented the Integrated Primary and Behavioral Healthcare Program. Part of this program includes a mobile clinic component which will improve access to primary care for persons receiving behavioral treatment services from Tri-County. A mobile clinic was included in the plan to increase the likelihood that our individuals will receive the physical health care that they need.

Staff have been researching and visiting various providers that currently have mobile clinics in use to ensure that we get the best value available and include the required equipment needed to operate an efficient mobile clinic. We were also able to visit one of the bidders located in Jasper, Texas to see first-hand the construction and final versions of their product.

An RFP was sent out to the following vendors:

- Mobile Specialty Vehicles, Jasper, Texas
- Farber Specialty Vehicles, Reynoldsbury, Ohio
- Matthews Specialty Vehicles, Greensboro, North Carolina
- Armor Mobile Systems, Mason, Ohio
- Winnebago, Inc., Forest City, Iowa

We received submitted proposals from the following vendors:

- Mobile Specialty Vehicles, Jasper, Texas
- Farber Specialty Vehicles, Reynoldsbury, Ohio

**Supporting Documentation:**

Proposals Available for Review at Board Meeting

Summary and Comparison of Proposals

Pictures of Completed Mobile Clinics from each Vendor and Floor Plan Layouts

**Recommended Action:**

**Approve Purchase of Mobile Clinic for the 1115 Integrated Healthcare Program at a not to exceed price of \$300,000**

| Specifications |  | Mobile Speciality Vehicles   |          |          | Farber Specialty Vehicles                           |
|----------------|--|--|----------|----------|---|
|                |  | Initial Price as Quoted<br>\$279,004.75  | Included | Included | Initial Price as Quoted<br>\$253,294                |
| A              | Multi-functional areas                   | X  | ☺        |          | X   |
| B              | Exam room                                | X - inc.Floor to ceiling cabinet   | ☺        | ☺        | X   |
| C              | Exam Table / W-A777-TC to clarify models | Midmark 204/W-A  | ☺        | ☺        | Midmark 204/W-A                                     |
| D              | Assessment room                          | booth w/ pocket door   | ☺        |          | open to hall /chair provided                        |
| E              | Waiting area near front                  | X  | ☺        |          | wait area in middle                                 |
| F              | 2 Sleep or conversion areas              | X - 1 magic sofa, 1 conver booth   | ☺        | ☺        | X - 2 jackknife sofas                               |
| G              | Shower, mirror, toilet, sink             | X - separate tub, shower area  | ☺        |          | X - toilet, sink in shower area                     |
| H              | Wireless, Wi-Fi w/in 50'                 | Dual carrier cellular/PCS Comm System/Dual ext. antenna/ broadband   | ☺        | ☺        | CAT 6 network                                       |
| I              | Storage - climate controlled             | X - add'l storage  | ☺        |          | X - no climate control                              |
| J              | Ease of entry -                          | 30" entry door/safety handles  | ☺        |          | entry location not preferred                        |
| K              | Ability to use EHR                       | X  | ☺        | ☺        | X   |
| L              | Vehicle Specifications (below)           |  |          |          |   |
| M              | Refresh area (food prep)                 | Refrigerator/microwave/overhead cabinet  | ☺        |          | microwave, refrigerator                             |
| N              | Hydraulic leveling system                | X  | ☺        | ☺        | X   |
| O              | Rear backup system w/ camera             | X - add'l side view cameras  | ☺        |          | X - 7" LCD monitor                                  |
| P              | Entry/Exit stairs                        | Hydraulic automatic entry step/handrail  | ☺        | ☺        | 1dual electric step w/ handrail                     |
| Q              | Med storage (locked) dry/refrig          | X  | ☺        | ☺        | X   |
| R              | Gas and/or electric water heater         | Electric   | ☺        | ☺        | Electric  |
| S              | Lab area                                 | Will customize layout  | ☺        | ☺        | Will customize layout                               |
| T              | Generator - minimum 15KW                 | 2- 1300 CCA Chassis  | ☺        |          | 20 KW Powertech?                                    |
| U              | AC unit (100+ degrees) HEPA preferred    | (3) 15,000 BTU Acs w/ heat strips/HEPA AC filters/R60 w/ radiant barrier/50% noise reduction/ 3 roof ventilators w/ remote | ☺        |          | (3)13,770 BTU/ Roof mounted/fan/ 2 roof ventilators |

#### L. Vehicle Specifications

|    |                                |                             |   |   |                         |
|----|--------------------------------|-----------------------------|---|---|-------------------------|
| 1) | Chassis                        | 5-speed auto                | ☺ | ☺ | 5-speed auto            |
| a  | Type                           | Ford                        | ☺ | ☺ | Ford F-53, Super Duty   |
| b  | Engine size -                  | 6.8L/3-valve/Triton V10     | ☺ | ☺ | 6.8L/3-valve/Triton V10 |
| c  | Length                         | 34'*** See below in options |   | ☺ | 38' 11"                 |
| d  | Wheelbase                      | 208"                        |   |   | 248"                    |
| e  | Gross Vehicle Weight           | 24,000                      |   |   | 26,000 lbs              |
| f  | Fuel - 75 gallon capacity      | 75 gal                      | ☺ | ☺ | 75 gal                  |
| g  | Emission Control configuration | 50 states                   | ☺ | ☺ | 50 states               |

|     |                               |   |   |   |  |
|-----|-------------------------------|---|---|---|--|
| 2)  | Electrical System             | Alternator- 130amps/100 amp elec panel/90 amp converter/12V water pump/750 CCA,78 amp       | ☺ | ☺ | 750 CCA 78 amp/alternator: 12V, 130 amp,1950 watt/   |
| 3)  | Wheels - size, materials      | 235/80R 22.5G   |   |   | 255/80R22  |
| 4)  | Instrumentation               | standard  | ☺ | ☺ | standard   |
| 5)  | Body Construction/Style       | Bus style/section modulus   | ☺ |   | Coach style/welded extruded aluminum   |
| a   | Roof                          | 1-piece fiberglass/full length/reinforced   | ☺ | ☺ | 1-piece fiberglass/full length reinforced around AC units  |
| b   | Sidewalls                     | heavy T661 aluminum structural tubing/16" OC vertical framing in walls                      | ☺ |   | Interlocking extruded welded aluminum/   |
| c   | Floors                        | flat interior floors/medical grade  | ☺ |   | flat interior floors/medical grade   |
| d   | Front wall/Rear wall          | 1-piece fiberglass front cap/16" OC vertical framing in walls/ gloss white exterior         | ☺ |   | fiberglass/integrally molded bumper  |
| e   | Storage                       | Design allows for more capacity/ heated/shelves/dual gas struts                             | ☺ |   | In line with vehicle wheels wells/shelves/gas struts   |
| 6)  | Body Openings                 | No driver's door for structural strength/solar shades/30" door w/ window                    | ☺ |   | Street side driver's door/Main entrance in cargo area/28" door w/ window   |
| 7)  | Exterior Trim                 | X   | ☺ | ☺ | X  |
|     | Exterior Storage              | Greater space/interior switch   | ☺ |   |  |
| 8)  | Interior                      | Insulating foam   |   |   |  |
| a   | Walls                         | Seamless/ vinyl w/ radius at corners (no batten strips)/12V LED throughout/attenuated walls | ☺ | ☺ | polyurethane block foam  |
| b   | Ceilings                      | padded vinyl/seamless/ full length of vehicle/R60 insulation                                | ☺ |   | Sound absorbing/R14 factor   |
| c   | Cabinets/Locks                | Hand-built laminate cabinets/safety corners/storage above windshield                        | ☺ |   | 3/4" plywood/laminate or dry erase board/soft close/mod dovetails/storage above windshield/vertical hinged doors have deadbolts or locks |
| d   | Passage doors                 | Pocket doors/keyed to ignition  | ☺ |   | Pocket doors   |
| e   | Décor                         | Medical grade antimicrobial Naugahyde vinyl seating/electric window shades                  | ☺ |   | 3 sliding windows-mini blinds/ wraparound pleated windshield shade/2 desk chairs   |
| f   | Assist items                  | Robust stairs/large handrail  | ☺ |   | stair rail/chairs secured  |
| 9)  | Driver/Passenger Conveniences | Medical grade seating   |   |   | 180° swivel/windshield fans/driver cab entry door  |
| 10) | Instrumentation/Accessories   |   |   |   |  |
| 11) | Electrical                    | Recessed lighting/separate dimmer switches/50 amp power cable/reel                          |   |   | meets or exceeds NEC/FMVSS/2-Onan 7KW air cooled gas powered generators?   |

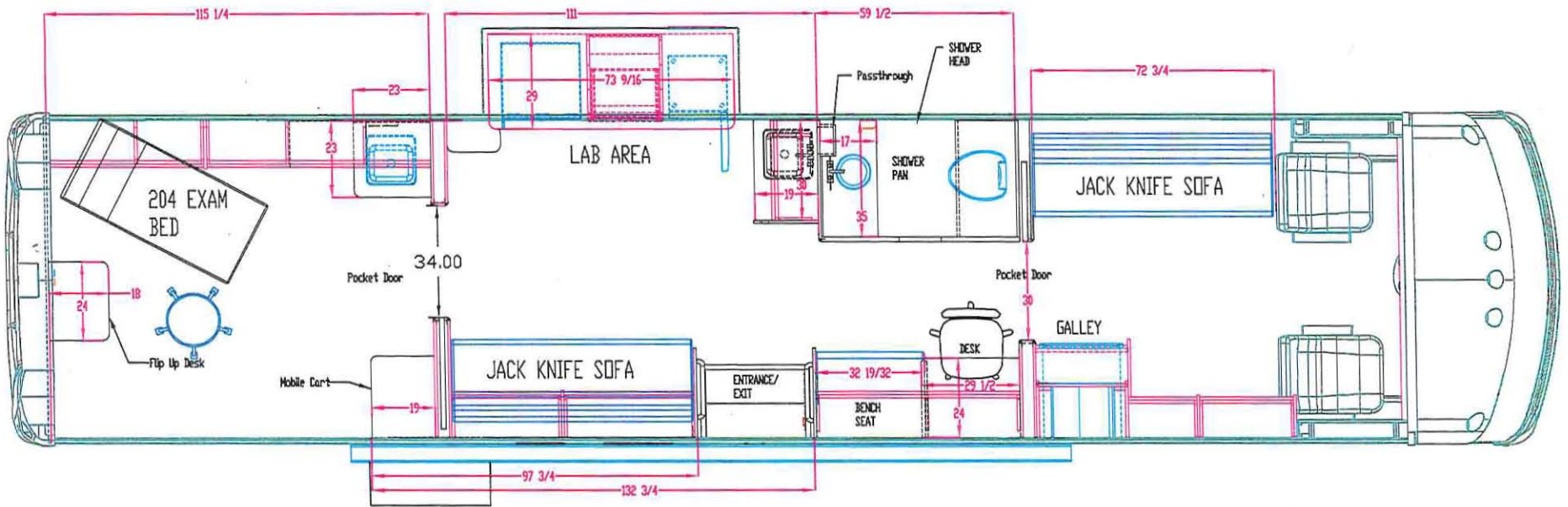


|   |                                   |  |                      |                      |  |
|---|-----------------------------------|--|----------------------|----------------------|--|
| a   | Lights                            | running lights/docking lights  |                      |                      | ext running lights/  |
| b   | Batteries                         | 2- 1300 CCA Chassis  | ☺                    |                      | 12V - 78 amp-hr  |
| c   | Switches                          | Dimmer switches in ea room   |                      |                      |  |
| 12)   | Plumbing / Water Tanks & Capacity | Macerator Dump System-do not need designated dump sites  | ☺                    |                      |  |
| 13)   | Heating/AC/Ventilation            | 15K gas generator/(3) 15,000 BTU ACs w/ heat strips/HEPA AC filters/R60 w/ radiant barrier/50% noise reduction/3 ceiling mounted exhaust fans/3 electric baseboard heaters | ☺                    |                      | (3) 13,700 BTU air conditioners/forced air electric heat near floor/72°/ 2 roof vents/2 Onan 7KW generators/draw fuel from chassis fuel tank |
| 14)   | Waste & water -system             | X - advanced dump system   | ☺                    |                      | X  |
| Initial Price Quotes  |                                   |  | \$ 279,004.75        | \$ 253,294.00        |  |
| Items included in quote are to be removed not included in request:  |                                   |  |                      |                      |  |
| Page 14 - 5.2 NuPhysicia Periperal Kit for Telemedicine diagnostics |                                   |  | \$ (9,712.00)        |                      |  |
| Page 14 - 5.3 Telemedicine Video Hardware                           |                                   |  | \$ (9,333.00)        |                      |  |
| Page 14 - 5.4. EKG Capabilities                                     |                                   |  | \$ (3,718.75)        |                      |  |
| Recalculated Price  |                                   |  | \$ 256,241.00        | \$253,294.00         |  |
| <b>Optional Equipment</b>   |                                   |  | Options to include   | Options to include   |  |
| A   | Handicapped lift                  | \$14,875   |                      | \$                   | 14,580   |
| B   | Satellite system                  | \$30,576   |                      |                      | \$22,500 - \$49,130  |
| C   | Automatic awning w/ wind sensor   | \$3,425  | \$3,425              |                      | Included 18' - \$2,340   |
| D   | Slide out room                    | will add 2' to accommodate - \$8,985   | \$8,985              | \$17,850             | \$17,850   |
| E   | Exterior graphics package         | Cut vinyl on both sides-name & logo-lettering on front & rear caps   | \$3,400              |                      | 1-4 units - Included - \$5,000   |
| <b>Safety enhancements that are unique</b>                          |                                   | assist bars at entrance, non-slip flooring/high voltage wire is braided for flexibility/Comb smoke-carbon/fire exting/battery disconnect system/                           |                      |                      | Security alarm system w/ motion sensors/1-9V smoke alarm/2-fire extin \$625.00   |
| <b>Delivery &amp; Training</b>                                      |                                   |  |                      | \$2,500              | Plant visit for 2 people   |
| <b>Total Price with Optional Equipment Requested</b>                |                                   |  | <b>\$ 272,051.00</b> | <b>\$ 273,644.00</b> |  |
| <b>10% Change Order for Possible Unforeseen Items</b>               |                                   |  | <b>\$ 27,205.10</b>  | <b>\$ 27,364.40</b>  |  |
|   |                                   |  | <b>\$ 299,256.10</b> | <b>\$ 301,008.40</b> |  |









|                   |      |
|-------------------|------|
| CUSTOMER APPROVAL |      |
| PENIT NAME        |      |
| SIGNATURE         | DATE |

**FARBER**  
SPECIALTY VEHICLES  
7052 AMERICANA PARKWAY  
COLUMBUS, OH 43060  
USA

|   |      |
|---|------|
| DESIGN  | MHQB |
| CHARGE  | FRED |
| UNLESS OTHERWISE SPECIFIED<br>DIMENSIONS ARE IN INCHES<br>TOLERANCES: ± 1/16"<br>HOLE SIZE: ± 0.005"<br>TYP PLACE: DECIMAL ± .05<br>THREE PLACE: DECIMAL ± .005 |      |

|   |          |
|---|----------|
| DESIGN CHECKED BY   | DATE     |
| ELEC. ENGINEER  | 05-20-10 |
| ENG. MGR. APPROVAL  |          |
| SALES: J.A. FARBER  |          |
| PROPRIETARY AND CONFIDENTIAL<br>THE INFORMATION CONTAINED IN THIS<br>DRAWING IS THE SOLE PROPERTY OF<br>FARBER SPECIALTY VEHICLES. ANY<br>REPRODUCTION IN PART OR AS A WHOLE<br>WITHOUT THE WRITTEN PERMISSION OF<br>FARBER SPECIALTY VEHICLES IS PROHIBITED. |          |

|                                  |       |          |              |
|----------------------------------|-------|----------|--------------|
| CUSTOMER                         |       |          |              |
| TRI-COUNTY BEHAVIORAL HEALTHCARE |       |          |              |
| TITLE                            |       |          |              |
| SALES DWG                        |       |          |              |
| SHEET SIZE                       | SCALE | UNIT NO. | REV          |
| D                                |       |          | -            |
| DATE PRINTED                     |       |          | SHEET 1 OF 1 |





# **Mobile Specialty Vehicles**

**Partial Medical  
Client Contact  
List**

# 2015



## Partial Medical Client Contact List

**St David's Community Health**  
811 Baton Springs Rd  
Austin, TX 78704

**Dental**

Madge Vasquez  
(512) 879-6226  
[mvasquez@stdaidsfoundation.org](mailto:mvasquez@stdaidsfoundation.org)



**Lakes Regional MHMR**  
400 Airport Road  
Terrell, Texas 75160

**PHC/Telemedicine**

Debbie Goggans  
(972) 563-1200 ext 1166  
[debbieg@lrmhmrc.org](mailto:debbieg@lrmhmrc.org)



**Mary Bird Perkins Cancer Center**  
4950 Essen Lane  
Baton Rouge, Louisiana 70809

**Cancer Screening**

Renea Duffin  
(225) 215-1227  
[rduffin@marybird.com](mailto:rduffin@marybird.com)





**Seton Highland Lakes Hospital**  
3201 S Water Street  
Burnet, TX 78611

**Primary Health Care**

Kathy Schreiber  
(512) 715-3111  
[kschreiber@seton.org](mailto:kschreiber@seton.org)



**Driscoll Children's Hospital**  
3533 S Alameda Street  
Corpus Christi, TX 78411

**Primary Health Care/WIC**

Dalia Aguilar  
(361) 694-6774  
[dalia.aguilar@dchstx.org](mailto:dalia.aguilar@dchstx.org)



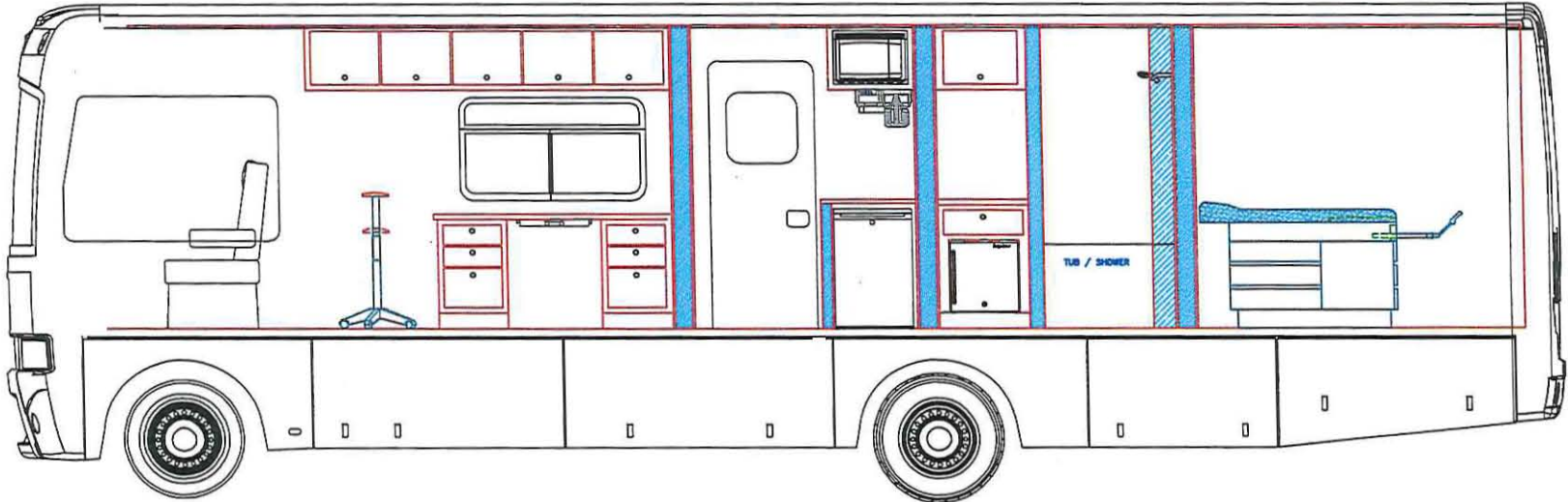
**Our Lady of the Lake Hospital**  
5000 Hennessy Blvd.  
Baton Rouge, LA 70808

**Telemedicine**


David Butler  
(225) 765-8714  
[DButler01@olofmc.com](mailto:DButler01@olofmc.com)



# Curbside Elevation

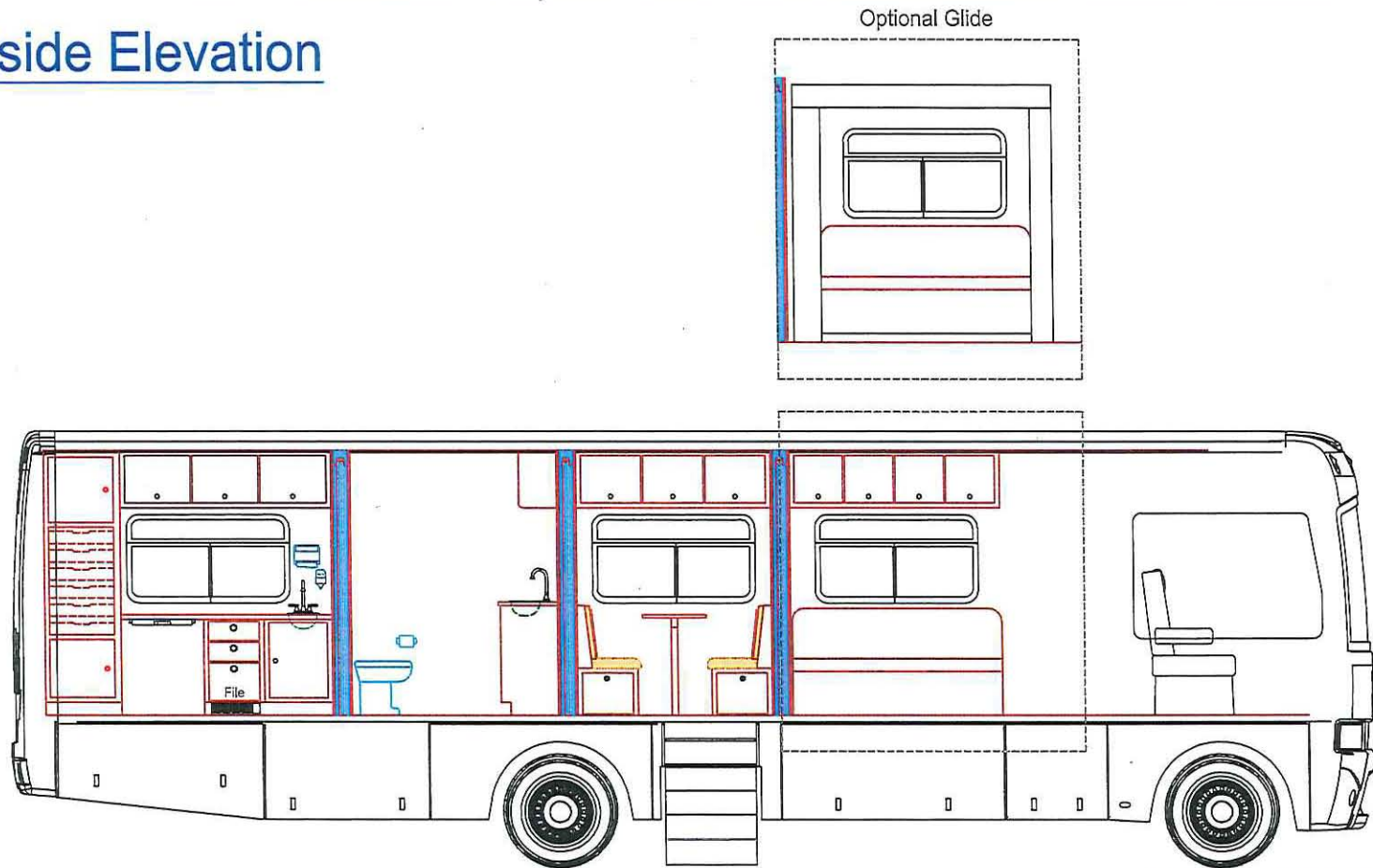


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|  |                        |                                |   |  |   |
|--|------------------------|--------------------------------|---|--|---|
| TITLE<br><b>36' Motorcoach</b>         | DRAWN BY<br><b>LLD</b> | DATE<br><b>02/27/2015</b>      | <b>-Proposal Rendering-</b><br>While this drawing represents the layout of the proposed vehicle as accurately as we perceive possible, we may find that minor changes may be required when fully engineering the vehicle, due to variations in the chassis or components. |  |  |
|  | SCALE<br><b>NTS</b>    | JOB NO.<br><b>TCS-LS-36-R4</b> |   |  |   |
| CUSTOMER<br><b>Tri County Services</b> |                        | REV. DATE<br><b>05/21/2015</b> |   |  |   |



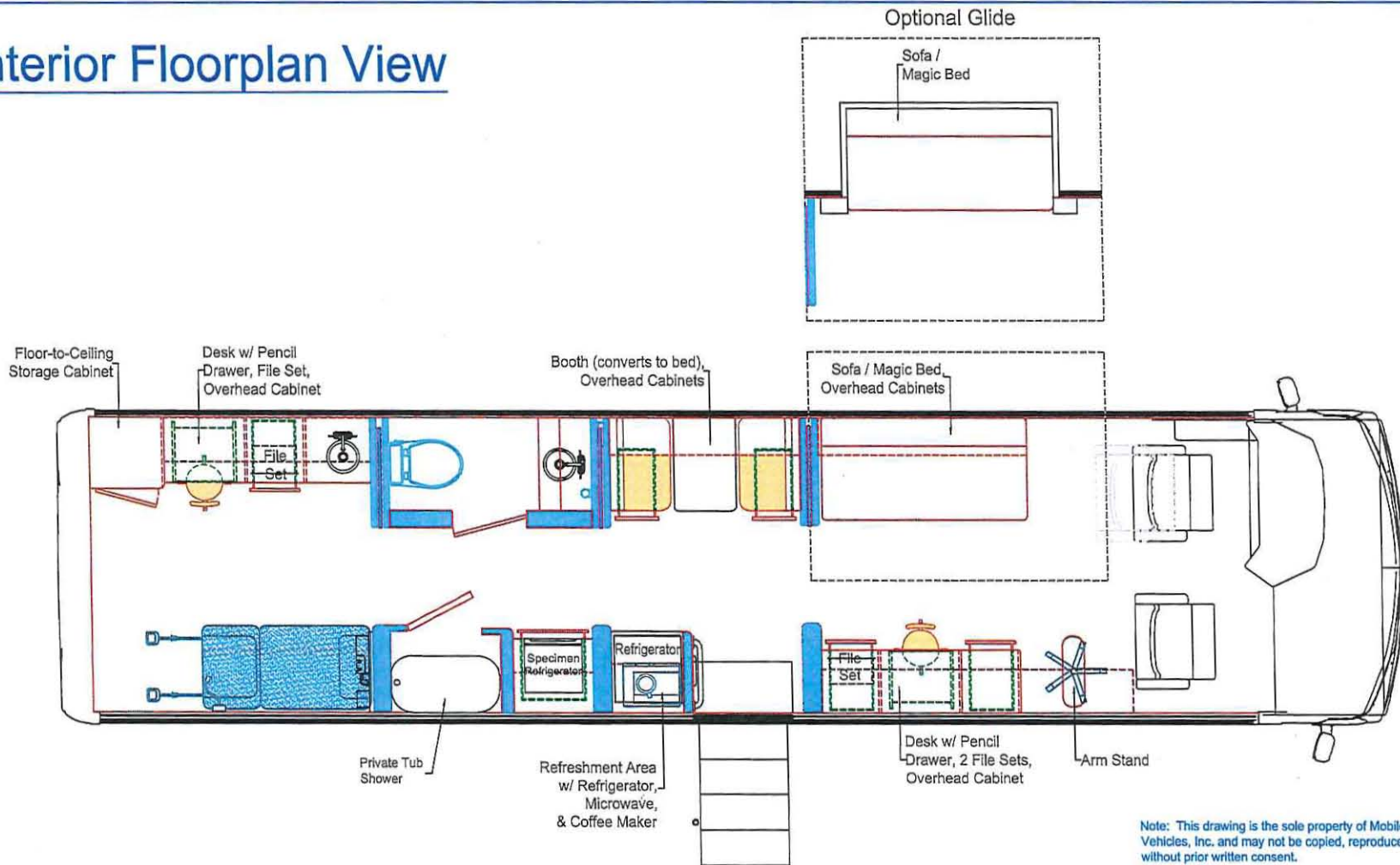
# Roadside Elevation




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|  |                        |                                |  |   |   |
|--|------------------------|--------------------------------|--|---|---|
| TITLE<br><b>36' Motorcoach</b>         | DRAWN BY<br><b>LLD</b> | DATE<br><b>02/27/2015</b>      |  | <b>-Proposal Rendering-</b><br>While this drawing represents the layout of the proposed vehicle as accurately as we perceive possible, we may find that minor changes may be required when fully engineering the vehicle, due to variations in the chassis or components. |  |
|  | SCALE<br><b>NTS</b>    | JOB NO.<br><b>TCS-LS-36-R4</b> | PAGE<br>2 of 3<br>REV. DATE<br><b>05/21/2015</b> |   |   |
| CUSTOMER<br><b>Tri County Services</b> |                        |                                |  |   |   |

# Interior Floorplan View



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|  |                                |                                |   |   |
|--|--------------------------------|--------------------------------|---|---|
| <b>TITLE</b><br>36' Motorcoach         | <b>DRAWN BY</b><br>LLD         | <b>DATE</b><br>02/27/2015      | <b>-Proposal Rendering-</b><br>While this drawing represents the layout of the proposed vehicle as accurately as we perceive possible, we may find that minor changes may be required when fully engineering the vehicle, due to variations in the chassis or components. |  |
|  | <b>SCALE</b> NTS               | <b>PAGE</b><br>1 of 3          |   |   |
| <b>CUSTOMER</b><br>Tri County Services | <b>JOB NO.</b><br>TCS-LS-36-R4 | <b>REV. DATE</b><br>05/21/2015 |   |   |

|   |  |
|---|--|
| <p><b>Agenda Item:</b> Approve FY 2014-2015 DADS Performance Contract Amendment Packet #4</p> <p><b>Committee:</b> Business</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>The Department of Aging and Disability Services (DADS) has issued Amendment Packet #4 to the FY 2014-2015 Performance Contract.</p> <p>Amendment Packet #4 includes:</p> <ul style="list-style-type: none"> <li>• New requirements for the Pre-Admission and Resident Review (PASRR) services</li> <li>• Language on coordinating services with managed care organizations to implement Community First Choice</li> <li>• New administrative requirements related to the management of the Texas Home Living Interest List</li> </ul> <p>This contract does not include any change in funding, but, as the Board will remember, Amendment Packet #2 included \$112,269 in new funding for FY 2015 to pay for some of the administrative costs associated with Community First Choice implementation.</p> <p>Staff are having conversations about changes to our service design that will be required to pay for these new administrative responsibilities with the limited amount of General Revenue funding from DADS. Historically, staff have been able to find a way to work through these changes in contract requirements, but as they become more plentiful and prescriptive, it is getting more challenging.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Contract Amendment Available for Review at Board Meeting</p>   |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve FY 2014-2015 DADS Performance Contract Amendment Packet #4</b></p>  |  |

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| <p><b>Agenda Item:</b> Approve FY 2015 DSHS Adult Substance Abuse Treatment Contract Amendment #2015-046998-001A</p> <p><b>Committee:</b> Business</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>The Department of State Health Services (DSHS) has issued Amendment #001A to the Adult Substance Abuse Treatment Contract #2015-046998.</p> <p>As the Board will remember, our contracts for substance abuse treatment were cut last year because Tri-County was not fully utilizing allocated funds for our substance abuse services. In our discussions with the State regarding these cuts from last year, they indicated that they would increase our contract award if our performance would support the increase.</p> <p>In this contract amendment, DSHS has given us another \$50,000 and increased our target from 60 to 100. We have already served 78 people in FY 2015 and, as a result, staff believe that the service target is attainable. All other requirements remain the same.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Contract Amendment Available for Review at Board Meeting</p>  |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve FY 2015 DSHS Adult Substance Abuse Treatment Contract #2015-046998-001A</b></p>  |  |

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| <p><b>Agenda Item:</b> Approve FY 2015 Contract Amendment for Dr. Frank Chen</p> <p><b>Committee:</b> Business</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>Tri-County has utilized Cypress Creek Hospital for inpatient contract services for several years. The primary contractor that serves Tri-County referrals at this facility is Dr. Frank Chen. He provides psychiatric evaluations and medication management for individuals that are in need of longer term inpatient treatment than available at the PETC due to acute mental health needs. He also provides inpatient stabilization for adolescent populations.</p> <p>Dr. Chen’s contract maximum allowance for FY 2015 was initially set at \$50,000 for physician services consistent with prior utilization trends. However, due to an increase in demand for adolescent and adult inpatient level of care services, an amendment revision is requested for the amount of \$65,000. This will permit Tri-County individuals in crisis to continue to use Cypress Creek Hospital and Dr. Chen as a resource for mental health stabilization.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Contract Amendment Available for Review at Board Meeting</p>  |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve Addendum to Extend the FY 2015 Dr. Frank Chen Contract for Psychiatric Services, an Additional Contract Maximum of \$15,000 for a total of \$65,000</b></p>  |  |

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| <p><b>Agenda Item:</b> Approve FY 2015 Contract Amendment for Dr. Jerri Sethna</p> <p><b>Committee:</b> Business</p>  | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>Tri-County has utilized Kingwood Pines Hospital for inpatient contract services for several years. The primary contractor that serves Tri-County referrals at this facility is Dr. Jerri Sethna. She provides psychiatric evaluations and medication management for individuals that are in need of longer term inpatient treatment than available at the PETC due to acute mental health needs. She also provides inpatient stabilization for children and adolescent populations.</p> <p>Dr. Sethna’s contract maximum allowance for FY 2015 was initially set at \$75,000 for physician services consistent with prior utilization trends. However, due to an increase in demand for children and adult inpatient level of care services, an amendment revision is requested for the amount of \$82,000. This will permit Tri-County individuals in crisis to continue to use Kingwood Pines Hospital and Dr. Sethna as a resource for mental health stabilization.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Contract Amendment Available for Review at Board Meeting</p>   |  |
| <p><b>Recommended Action:</b></p> <p><b>Approve Addendum to Extend the FY 2015 Dr. Jerri Sethna Contract for Psychiatric Services, an Additional Contract Maximum of \$7,000 for a total of \$82,000</b></p>  |  |

|   |   |
|---|---|
| <b>Agenda Item:</b> Board of Trustees Unit Financial Statement for April 2015<br><br><b>Committee:</b> Business | <b>Board Meeting Date</b><br><br>May 28, 2015 |
| <b>Background Information:</b><br><br>None  |   |
| <b>Supporting Documentation:</b><br><br>April 2015 Board of Trustees Unit Financial Statement                   |   |
| <b>Recommended Action:</b><br><br><b>For Information Only</b>   |   |

### Unit Financial Statement

FY 2015

|                                     | April 2015<br>Actuals | April 2015<br>Budgeted | Variance             | YTD<br>Actual       | YTD<br>Budget       | Variance             | Percent       | Budget              |
|-------------------------------------|-----------------------|------------------------|----------------------|---------------------|---------------------|----------------------|---------------|---------------------|
| <b>Revenues</b>                     |                       |                        |                      |                     |                     |                      |               |                     |
| Allocated Revenue                   | \$ 2,440.00           | \$ 2,440.00            | \$ -                 | \$ 20,920.00        | \$ 21,920.00        | \$ (1,000.00)        | 95.44%        | \$ 31,680.00        |
| <b>Total Revenue</b>                | <b>\$ 2,440.00</b>    | <b>\$ 2,440.00</b>     | <b>\$ -</b>          | <b>\$ 20,920.00</b> | <b>\$ 21,920.00</b> | <b>\$ (1,000.00)</b> | <b>95.44%</b> | <b>\$ 31,680.00</b> |
| <b>Expenses</b>                     |                       |                        |                      |                     |                     |                      |               |                     |
| Food Items                          | \$ 268.54             | \$ 167.00              | \$ 101.54            | \$ 1,778.36         | \$ 1,332.00         | \$ 446.36            | 133.51%       | \$ 2,000.00         |
| Insurance-Worker Compensation       | \$ 11.31              | \$ 19.00               | \$ (7.69)            | \$ 60.90            | \$ 154.00           | \$ (93.10)           | 39.55%        | \$ 230.00           |
| Legal Fees                          | \$ 1,500.00           | \$ 1,500.00            | \$ -                 | \$ 12,000.00        | \$ 12,000.00        | \$ -                 | 100.00%       | \$ 18,000.00        |
| Postage-Express Mail                | \$ -                  | \$ 4.00                | \$ (4.00)            | \$ -                | \$ 34.00            | \$ (34.00)           | 0.00%         | \$ 50.00            |
| Supplies-Office                     | \$ -                  | \$ 4.00                | \$ (4.00)            | \$ 12.00            | \$ 34.00            | \$ (22.00)           | 0.00%         | \$ 50.00            |
| Training                            | \$ -                  | \$ 300.00              | \$ (300.00)          | \$ 1,400.00         | \$ 3,000.00         | \$ (1,600.00)        | 46.67%        | \$ 3,600.00         |
| Travel - Local                      | \$ 80.79              | \$ 63.00               | \$ 17.79             | \$ 605.14           | \$ 498.00           | \$ 107.14            | 121.51%       | \$ 750.00           |
| Travel - Non-local Mileage/Air      | \$ 171.20             | \$ 167.00              | \$ 4.20              | \$ 1,173.56         | \$ 1,332.00         | \$ (158.44)          | 88.11%        | \$ 2,000.00         |
| Travel - Non-local Hotel            | \$ 1,916.67           | \$ 317.00              | \$ 1,599.67          | \$ 2,040.87         | \$ 2,532.00         | \$ (491.13)          | 80.60%        | \$ 3,800.00         |
| Travel - Meals                      | \$ 776.97             | \$ 100.00              | \$ 676.97            | \$ 836.99           | \$ 800.00           | \$ 36.99             | 104.62%       | \$ 1,200.00         |
| <b>Total Expenses</b>               | <b>\$ 4,725.48</b>    | <b>\$ 2,641.00</b>     | <b>\$ 2,084.48</b>   | <b>\$ 19,907.82</b> | <b>\$ 21,716.00</b> | <b>\$ (1,808.18)</b> | <b>91.67%</b> | <b>\$ 31,680.00</b> |
| <b>Total Revenue minus Expenses</b> | <b>\$ (2,285.48)</b>  | <b>\$ (201.00)</b>     | <b>\$ (2,084.48)</b> | <b>\$ 1,012.18</b>  | <b>\$ 204.00</b>    | <b>\$ 808.18</b>     | <b>3.76%</b>  | <b>\$ -</b>         |



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| <p><b>Agenda Item:</b> Cleveland Supported Housing, Inc. Update</p> <p><b>Committee:</b> Business</p>   | <p><b>Board Meeting Date</b></p> <p>May 28, 2015</p> |
| <p><b>Background Information:</b></p> <p>The Cleveland Supported Housing, Inc. Board (CSHI) held a board meeting on May 8, 2015.</p> <p>With the significant weather that hit Liberty County and surrounding areas the week of April 27<sup>th</sup>, the punch list meeting set for May 29<sup>th</sup>, will be rescheduled for a later date. Entergy had planned to set up the power the date of the storm but pushed it to later in the week. There is now power to the property and they are working on installing the HVAC units, lighting, and cleaning up the site to prepare for the sidewalks.</p> <p>McDougal Property Management began working on the applications for the property in mid-April. This process can sometimes take up to 60 days for someone to be approved. Currently they have had three applicants complete and turn in applications. Since turning over the list, there have been several other people interested and those names have been sent to McDougal as well. They are also in the process of hiring an on-site manager for the property. They have three prospective managers and hope to have a selection by the end of May.</p> <p>On April 24<sup>th</sup> the project team met with HUD on-site to review the progress and discuss the allocations for the 8<sup>th</sup> requisition. The next meeting with HUD will be held on-site May 29, 2015.</p> |  |
| <p><b>Supporting Documentation:</b></p> <p>Recent Project Pictures</p>  |  |
| <p><b>Recommended Action:</b></p> <p><b>For Information Only</b></p>  |  |

Independence Oaks Apartments  
Photos Taken May 8, 2015

Exterior of the Community Room



Building 2 Exterior



Independence Oaks Apartments  
Photos Taken May 8, 2015

Interior Building 2- Wall Sconces



Kitchen Building 2



Independence Oaks Apartments  
Photos Taken May 8, 2015

Interior Building 5



Interior Building 5





Independence Oaks Apartments  
Photos Taken May 8, 2015

Bathroom Building 5



Vanity Building 5



Independence Oaks Apartments  
Photos Taken May 8, 2015

Kitchen Building 5



HVAC and Hot Water Heater Set up



Independence Oaks Apartments  
Photos Taken May 8, 2015

Porch light Building 5



Exterior of Building 5





Independence Oaks Apartments  
Photos Taken May 8, 2015

Exterior Building 1 (Community Room and Managers Unit)



Exterior of Building 3





Independence Oaks Apartments  
Photos Taken May 8, 2015

Exterior of Building 4



# UPCOMING MEETINGS

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## **July 30<sup>th</sup>, 2015 – Board Meeting**

- Longevity Recognition Presentations – May through July
- Approve Minutes from May 28, 2015 Board Meeting
- Community Resources Report
- Consumer Services Reports for May & June 2015
- Program Updates
- Year-to-Date FY 2015 Goals & Objectives Progress Report
- 3<sup>rd</sup> Quarter FY 2015 Corporate Compliance & Quality Management Report
- 4<sup>th</sup> Quarter FY 2015 Corporate Compliance Training
- Appoint Nominating Committee for FY 2016 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Reports for May & June 2015
- Texas Council Risk Management Fund Claim Summaries for May & June 2015
- Approve May 2015 Financial Statements
- Approve June 2015 Financial Statements
- Approve FY 2015 Audit Engagement Letter
- 3<sup>rd</sup> Quarter FY 2015 Investment Report
- Board of Trustees Unit Financial Statements for May & June 2015
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Monthly Update
- Other Business Committee Issues

## **August 27<sup>th</sup>, 2015 – Board Meeting**

- Approve Minutes from July 30, 2015 Board Meeting
- Approve Goals & Objectives for FY 2016
- Community Resources Report
- Consumer Services Report for July 2015
- Program Updates
- Annual Election of FY 2016 Board Officers
- Executive Director's Evaluation, Compensation & Contract for FY 2016
- Nominations for the Texas Council Risk Management Fund's Board of Trustees
- Personnel Report for July 2015
- Texas Council Risk Management Fund Claim Summary for July 2015
- Texas Council Quarterly Board Meeting Update
- Approve July 2015 Financial Statements
- Approve FY 2015 Year End Budget Revision
- Approve Proposed FY 2016 Operating Budget
- Approve FY 2016-2017 DADS Contract
- Approve FY 2015 DSHS Contract
- Board of Trustees Unit Financial Statement for July 2015
- Cleveland Supported Housing, Inc. Monthly Update
- Other Business Committee Issues