

Tri-County Behavioral Healthcare Board of Trustees Meeting

May 24, 2018



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, May 24, 2018. The Business Committee will convene at 9:30 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 233 Sgt. Ed Holcomb Blvd S, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:05 a.m.

AGENDA

- I. Organizational Items**
 - A. Chair Calls Meeting to Order
 - B. Public Comment
 - C. Quorum
 - D. Review & Act on Requests for Excused Absence
- II. Approve Minutes - April 26, 2018**
- III. Program Presentation - Longevity Recognition**
- IV. Executive Director's Report - Evan Roberson**
 - A. IDD Transition to Managed Care
 - B. IDD Summit Update
 - C. East County Crisis Center Update
 - D. Adult Mental Health Waiting List
 - E. School-Based Clinics
 - F. Conroe Transportation Update
- V. Chief Financial Officer's Report - Millie McDuffey**
 - A. FY 2019 Budget Process
 - B. County Annual Funding Request
 - C. Fixed Asset Inventory
 - D. Texas Council Risk Management Fund Update
- VI. Program Committee**
 - Information Items
 - A. Community Resources Report Pages 8-10
 - B. Consumer Services Reports for April 2018 Pages 11-12
 - C. Program Updates Pages 13-17
 - D. RPNAC Evaluation of Services - Community Hospitalization Survey Pages 18-21
 - E. RPNAC Evaluation of Services - Local Plan Network Development Pages 22-24
- VII. Executive Committee**
 - Information Items
 - A. Personnel Reports for April 2018 Pages 25-27
 - B. Texas Council Risk Management Fund Claims Summary as of April 2018 Pages 28-29
- VIII. Business Committee**
 - Action Items
 - A. Approve April 2018 Financial Statements Pages 30-42
 - Information Items
 - B. Board of Trustees Unit Financial Statement for April 2018 Pages 43-44

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

Posted By:

Ava Green
Executive Assistant

Tri-County Behavioral Healthcare

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

April 26, 2018

Board Members Present:

Patti Atkins
Richard Duren
Gail Page
Janet Qureshi
Sharon Walker
Jacob Paschal

Board Members Absent:

Tracy Sorensen
Morris Johnson

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Kathy Foster, Director of IDD Provider Services
Tanya Bryant, Director of Quality Management and Support
Amy Foerster, Chief Compliance Officer
Kelly Shropshire, Director of IDD Authority Services
Kenneth Barfield, Director of Management Info Systems
Catherine Prestigiovanni, Director of Strategic Development
Ava Green, Executive Assistant
Mary Lou Flynn-Dupart, Legal Counsel

Call to Order: Board Chair, Patti Atkins, called the meeting to order at 10:05 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX.

Public Comment: There was no public comment.

Quorum: There being six (6) Board Members present, a quorum was established.

Resolution #04-18-01

Motion Made By: Jacob Paschal

Seconded By: Gail Page, with affirmative votes by Patti Atkins, Sharon Walker, Janet Qureshi, and Richard Duren that it be...

Resolved:

That the Board excuse the absence of Morris Johnson and Tracy Sorensen.

Resolution #04-18-02

Motion Made By: Sharon Walker

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Gail Page, Janet Qureshi and Jacob Paschal that it be...

Resolved:

That the Board approve the minutes of the March 22, 2018 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:

Resolution #04-18-03

Motion Made By: Jacob Paschal

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Gail Page, Richard Duren, and Janet Qureshi that it be...

Resolved:

That the Board approve the Provider Network Development Plan for FY 2018-2019.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for March 2018 was reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The Medicaid 1115 Transformation Waiver Project Status report was reviewed for information purposes only.

Program Presentation:

Annual Board and Management Team Training provided by Pam Beach, General Counsel for the Texas Council Risk Management Fund.

EXECUTIVE COMMITTEE:

The Personnel Report for March 2018 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for March 2018 was reviewed for information purposes only.

BUSINESS COMMITTEE:

Resolution #04-18-04

Motion Made By: Richard Duren

Seconded By: Jacob Paschal, with affirmative votes by Patti Atkins, Sharon Walker, Gail Page and Janet Qureshi that it be...

Resolved:

That the Board approve the March 2018 Financial Statements.

Resolution #04-18-05

Motion Made By: Richard Duren

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2018 Budget Revision.

Resolution #04-18-06

Motion Made By: Richard Duren

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Gail Page, Janet Qureshi and Jacob Paschal that it be...

Resolved:

That the Board approve staff to solicit an Audit Engagement Letter from Scott, Singleton, Fincher and Company, PC for the FY 2018 Independent Financial Audit.

Resolution #04-18-07

Motion Made By: Richard Duren

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Janet Qureshi, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board Ratify the Health and Human Services Commission Regular Services Program (RSP) Contract #HHS 000097700001.

Resolution #04-18-08

Motion Made By: Richard Duren

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board appoint Ms. Kris Karain and Mr. Roger Puccio-Johnson to serve on Tri-County's Consumer Foundation Board for a term which expires August 31, 2018 and appoint Mr. Philip Dupuis to serve on Tri-County's Consumer Foundation for a term which expires August 31, 2019.

Resolution #04-18-09

Motion Made By: Richard Duren

Seconded By: Janet Qureshi, with affirmative votes by Patti Atkins, Sharon Walker, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board accept the gift of a building at 111 South Second Street, Conroe, Texas from the Montgomery County Homeless Coalition and authorize the Executive Director to execute necessary documents.

The Board of Trustees Unit Financial Statements for March 2018 was reviewed for information purposes only.

There was no need for Executive Session.

The regular meeting of the Board of Trustees adjourned at 11:53 a.m.

Adjournment:

Attest:

Patti Atkins
Chair

Date

Gail Page
Secretary

Date

Agenda Item: Community Resources Report Committee: Program	Board Meeting Date: May 24, 2018
Background Information: None	
Supporting Documentation: Community Resources Report	
Recommended Action: For Information Only	

Community Resources Report

April 26, 2018 – May 24, 2018

Volunteer Hours:

Location	April
Conroe	43.5
Cleveland	0
Liberty	138.5
Huntsville	4.5
Total	186.5

COMMUNITY ACTIVITIES:

4/27/18	United Way Executives Meeting	The Woodlands
4/27/18	Juvenile Justice Alternative Educational Program Training	Conroe
4/27/18	Aging Veteran Symposium	Liberty
4/28/18	KidzFest Outreach Event	Conroe
4/30/18	Lay-In with Female Veterans at Plane State Jail	Dayton
5/1/18	Conroe ISD Mentor Luncheon	Conroe
5/1/18	Juvenile Justice Alternative Educational Program Training	Conroe
5/1/18	Liberty County Stakeholder's Senate Bill 292 Meeting	Liberty
5/1/18	One Year Anniversary for VETS Pod in Montgomery County Jail	Conroe
5/2/18	American Legion Executive Board Meeting	Conroe
5/2/18	Conroe Noon Lions Club Luncheon	Conroe
5/2/18	Sam Houston State University Job Fair	The Woodlands
5/3/18	Leadership Montgomery County	The Woodlands
5/3/18	Cleveland Chamber of Commerce Luncheon	Cleveland
5/4/18	Juvenile Justice Alternative Educational Program Training	Conroe
5/4/18	IntraCare North Community Outreach Meeting	Houston
5/5/18	Veterans Marriage Management Workshop	Conroe
5/6/18	The Woodlands Chamber Community Relations Meeting	The Woodlands
5/7/18	Civil Service Commissioner's Meeting	Conroe
5/7/18	Montgomery County Homeless Coalition Board Meeting	Conroe
5/8/18	Conroe Connection Open House	Conroe
5/8/18	Care for the Caregivers Meeting	Conroe
5/8/18	Conroe ISD Mentor Luncheon	Conroe
5/8/18	American Legion Monthly Meeting	Conroe
5/9/18	Liberty County Community Resource Coordination Group	Liberty
5/9/18	Conroe ISD Parent Access for IDD Services	Conroe
5/9/18	Conroe Noon Lions Club Luncheon	Conroe
5/9/18	Community Stakeholder Meeting regarding ACT expansion	Conroe
5/9/18	Trauma Somatic Experiencing Training – Cypress Creek Hospital	Houston
5/9/18	Veterans Treatment Court Three Year Anniversary	Conroe
5/9/18	Walker County Child Fatality Review Team Meeting	Huntsville

5/10/18	Walker County Chamber of Commerce Small Business Meeting	Huntsville
5/10/18	Conroe Police Department Reception	Conroe
5/10/18	Cleveland Chamber of Commerce Luncheon	Cleveland
5/10/18	Agrilife Harvest to Garden Class – 4 Week Session Begins	Conroe
5/11/18	Veteran 101 Seminar	Dayton
5/15/18	North Houston Area Networking Partnership Meeting	The Woodlands
5/15/18	Montgomery County Community Resource Coordination Group	Conroe
5/16/18	Conroe Noon Lions Club Luncheon	Conroe
5/16/18	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
5/16/18	Texas Jail Association Conference Presentation	Austin
5/17/18	Homeless Coalition Meeting	Conroe
5/17/18	Veteran Affairs Advisory Board	Huntsville
5/18/18	Mental Health Awareness Month Client Social Event Tri-County Huntsville Clinic	Huntsville
5/18/18	Society of Samaritan's Ribbon Cutting (LMC project)	Montgomery
5/21/18	Northside Elementary School Presentation	Cleveland
5/21/18	HUD-VA Supported Housing Stakeholder Meeting	Conroe
5/22/18	Veterans Taskforce Meeting	Conroe
5/23/18	Conroe Noon Lions Club Luncheon	Conroe
5/23/18	Veterans Treatment Court	Conroe
5/24/18	Conroe Noon Lions Golf Tournament	Conroe
5/24/18	Mentor Appreciation Luncheon	Conroe
5/24/18	The Woodlands Church Job Fair	The Woodlands

UPCOMING ACTIVITIES:

5/30/18	Conroe Noon Lions Club Luncheon	Conroe
5/30/18	YMHFA Hull-Daisetta ISD	Liberty
6/6/18	Outreach, Screening, Assessment and Referral (OSAR) Meeting	League City
6/7/18	Cleveland Chamber of Commerce Luncheon	Cleveland
6/13/18	Liberty County Community Resource Coordination Group	Liberty
6/14/18	Walker County Chamber of Commerce Small Business Meeting	Huntsville
6/14/18	Liberty County Health Coalition	Liberty
6/19/18	Montgomery County Community Resource Coordination Group	Conroe
6/19/18	North Houston Area Networking Partnership Meeting	The Woodlands
6/20/18	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
6/21/18	Homeless Coalition Meeting	Conroe

Agenda Item: Consumer Services Report for April 2018 Committee: Program	Board Meeting Date: May 24, 2018
Background Information: None	
Supporting Documentation: Consumer Services Report for April 2018	
Recommended Action: For Information Only	

Consumer Services Report

April 2018

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	586	45	43	58	732
Crisis and Transitional Services (LOC 0, LOC 5)	29	0	0	0	29
Psychiatric Emergency Treatment Center (PETC) Served	52	5	8	8	73
Psychiatric Emergency Treatment Center (PETC) Bed Days	229	11	50	25	315
Contract Hospital Admissions	11	0	2	1	14
Diversion Admits	6	1	0	0	7
Total State Hospital Admissions	0	0	0	0	0
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	1316	144	99	144	1703
Adult Medication Services	848	58	46	106	1058
Child Service Packages (LOC 1-4 and YC)	613	59	25	80	777
Child Medication Services	278	25	12	24	339
TCOOMMI (Adult Only)	125	17	29	4	175
Adult Jail Diversions	6	0	0	0	6
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	0	0	0	0	0
Service Coordination	643	37	49	67	796
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living)	24	4	13	20	61
Substance Abuse Services					
Children and Youth Prevention Services	116	38	0	9	163
Youth Substance Abuse Treatment Services/COPSD	7	0	0	0	7
Adult Substance Abuse Treatment Services/COPSD	30	0	0	0	30
Waiting/Interest Lists as of Month End					
Adult Mental Health Services	10	0	0	0	10
Home and Community Based Services Interest List	1597	140	137	165	2039
April Served by County					
Adult Mental Health Services	1723	165	115	194	2197
Child Mental Health Services	729	64	36	87	916
Intellectual and Developmental Disabilities Services	651	44	55	69	819
Total Served by County	3103	273	206	350	3932
March Served by County					
Adult Mental Health Services	1790	152	135	196	2273
Child Mental Health Services	685	60	28	79	852
Intellectual and Developmental Disabilities Services	655	44	54	71	824
Total Served by County	3130	256	217	346	3949
February Served by County					
Adult Mental Health Services	1668	174	121	199	2162
Child Mental Health Services	698	57	31	81	867
Intellectual and Developmental Disabilities Services	642	45	55	68	810
Total Served by County	3008	276	207	348	3839

Agenda Item: Program Updates Committee: Program	Board Meeting Date: May 24, 2018
Background Information: None	
Supporting Documentation: Program Updates	
Recommended Action: For Information Only	

Program Updates

April 26, 2018 – May 24, 2018

Crisis Services

1. A clinician has been hired for the East Montgomery County Crisis Clinic. This satellite crisis clinic is anticipated to open late summer/early fall and will be located in Porter, Texas. The clinician will provide administrative oversight of a team which includes a Licensed Vocational Nurse (LVN) and a Psychiatric Nursing Assistant (PNA). The hope is the clinic will help ease the burden of law enforcement and local emergency rooms located in East Montgomery County.
2. Many individuals discharging from programs at the Psychiatric Emergency Treatment Center (PETC) and private psychiatric hospitals are homeless. Unstable placement can exacerbate mental health symptoms. The Director of Crisis Services met with the new Housing Program Coordinator from Volunteers of America (VOA) in order to provide displaced clients with as many resources as possible.

MH Adult Services

1. We continue to recruit staff for our fifth adult outpatient mental health treatment team in Conroe. We have now surpassed our new Adult Mental Health performance target of 2961 by almost 500 clients, so we need this team hired and functioning as quickly as possible.
2. We have offered the RN Position for the Cleveland and Liberty Clinics. This position has been vacant for several months.
3. We have had a doctor out on leave who serves Cleveland and Liberty clinics who retired on May 11th, an Advanced Practice Registered Nurse (APN) out on leave in Conroe and a APN out for an extended vacation. As a result, coverage for medication services has been challenging. We have used an APN from ETBHN and nurse brief office visits to assist us in coverage of the clinic appointments.
4. Manuals have been created for Outpatient Adult Mental Health Program that will be provided to the staff as a training tool as one of our Board Goal activities for FY 2018. We will be working with staff to review and retrain staff, as needed, on topics covered in the manual.
5. Our adult therapy team is in the process of adding additional Cognitive Behavioral Therapy slots and is considering options for increasing our Cognitive Processing Therapy caseload as well. Intake continues to consistently offer same day evaluations to most individuals who present to the walk-in clinic and within one week for those who are unable to attend a same day evaluation.

MH Child Services

1. We are in the process of recruiting four part-time licensed clinicians in order to expand our therapy services for children and youth in the evenings.

2. We have added additional Child and Youth Rehabilitation positions to meet demand. We are currently serving over 917 children and youth, the most ever at Tri-County.
3. We are negotiating arrangements for at least two co-locations in schools - one in East Montgomery County and another at a low-income elementary school in Conroe.

Criminal Justice Services

1. The Administrator of Criminal Justice Services reports that the OCR program has served 12 individuals for FY 18 and currently is working with the courts on two potential admissions. The Jail Services Liaison assessed 29 individuals and coordinated the treatment of 75 others in Montgomery County Jail in January. Finally, the Jail Diversion program diverted four individuals in April to Tri-County services and one to private IDD services to make a total of 11 for FY 18.

Substance Abuse Services

1. Adult Substance Abuse (SA) Treatment continues to seek qualified candidates to fill new positions funded by House Bill 13 and 1115 waiver funds.
2. We are working to increase referrals for Youth Substance Abuse Treatment over the summer, by reaching out to Juvenile Probation as well as the caregivers of youth in our mental health services.
3. Youth SA Treatment and the Youth SA Prevention teams are collaborating to educate parents of at-risk teens regarding the need for early intervention and treatment for Substance Abuse issues.
4. Our Youth SA Prevention Team is planning alternative activities to ensure healthy, alcohol and drug-free activities for kids during the summer.
5. The new Youth SA Prevention Manager and existing staff have reached out to additional schools for end of year activities to ensure contract measures will be hit for this fiscal year.

IDD Services

1. Provider Services is preparing for an upcoming annual audit. Our program certification expires on June 29, 2018. We have not been notified of their arrival.
2. Provider staff are working to fill five vacant positions in Walker County.
3. Both Authority and Provider staff are meeting with local private providers to potentially assist in providing PASRR day habilitation services and transportation within Montgomery area.
4. IDD Authority is developing procedures to ensure quality assurance is occurring as required by their recent audit.

Support Services

1. **Quality Management:**
 - a. Following an offsite managed care desk review by Optum, the behavioral health plan associated with United Healthcare, staff submitted a Corrective Action Plan (CAP). Ten (10) records spanning over a year were reviewed for best practice in the following areas: Assessment, Psychiatric Evaluation, Treatment Plans,

Discharge Plans, Progress Notes, and various other services (Skills Training, Psychosocial Rehabilitation, Crisis Intervention, Medication Management, Individual Therapy, Family Therapy, and Targeted Case Management). Although many areas scored 100%, a corrective action plan was requested within 10 days to address items scoring below 80%. Of those items scoring below 80%, we believe that the majority of these are due to the fact that the auditors reviewed a standard record set that would not contain all of the elements on their audit tool. Staff requested an appeal and were informed there was not an official appeal process and instructed to submit the concerns with the CAP.

- b. Staff reviewed and submitted two charts to the Child Health Policy Institute at the University of Florida per request by the Texas Health and Human Services Commission for the time period of January 2017 to December 2017.

2. Utilization Management:

- a. Staff are currently monitoring the Adult Mental Health Waitlist. Effective May 1, 2018, the Executive Director notified the staff of the need to begin adding more lower need individuals who are seeking services in Conroe and Cleveland to the Adult Mental Health Waiting List. We expect that the number of persons on the list will begin to grow rapidly.

3. Training:

- a. The Training Coordinator has completed her certification in Satori Alternatives to Managing Aggression (SAMA) and Cardiopulmonary Resuscitation (CPR) and is now fully certified in all training courses required for the position.
- b. As of May 18, 2018, all selected licensed staff were certified in Psychological First Aid, as outlined in the Board goal due by May 31, 2018.

4. Planning and Network Advisory Committee(s):

- a. The Mental Health Planning and Network Advisory Committee met on Wednesday April 25, 2018 where they reviewed Center Updates, Performance Measures, Financial Summary Reports, Service Reports and the Final Draft Local Provider and Network Development Plan.
- b. The Intellectual and Developmental Disability Planning and Network Advisory Committee met on Wednesday May 9, 2018 where they reviewed Center Updates, Performance Measures, Financial Summary Reports, Service reports, and a variety of other topics including a review of findings from the recent Health and Human Service Commission (HHSC) review of the Local Authority. The committee also reviewed a monitoring report from San Angelo State Supported Living Center and a survey from HHSC seeking feedback from Texas families who have children or young adults with special health care needs.

5. Veteran Services:

- a. Montgomery County will be receiving 20 HUD-VASH Vouchers soon. TCBHC is hosting a collaborative luncheon with stakeholders to determine best practices for how Veterans will access vouchers while receiving wrap-around care for other needs, including mental health related to homelessness.

Community Activities

1. Several staff were interviewed for a Hurricane Harvey documentary being developed by the Texas Council, we are hoping to have at least one of our interviews highlighted in the final production.
2. We have received three new requests for YMHFA training: Hull-Daisetta ISD has requested all 100 of their staff be trained this month; Hardin ISD has requested all of their staff be trained in August; and the Montgomery County Public Health District will be trained in June. Conroe ISD nurses will be trained in late September on a Saturday.
3. The Hurricane Harvey Team continues to exceed expectations with the number of individuals they have been able to contact and assist; with much of their focus being in Liberty County.

<p>Agenda Item: Regional Planning Network Advisory Committee's FY 2018 Community Hospitalization Survey Evaluation Summary and Recommendations</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>May 24, 2018</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare (Tri-County), as a member of the East Texas Behavioral Healthcare Network (ETBHN), collaborates with member Centers for the provision of certain administrative support. ETBHN formed a Regional Planning Network Advisory Committee (RPNAC) made up of at least one PNAC member from each ETBHN member Center (although it can be as many as two from each Center). At least one of Tri-County's PNAC members and the Administrator of Quality Management attend the quarterly RPNAC meetings. RPNAC members, Leadership staff and Quality Management staff work with other ETBHN Centers to meet the following goals:</p> <ul style="list-style-type: none"> • To assure that the ETBHN network of providers will continuously improve the quality of services provided to all clients through prudent mediation by network leadership. • To continuously evaluate efforts to improve clinical outcomes, client choice and cost benefit issues. • To maintain a process by which unacceptable outcomes, processes, and practices can be identified. • Evaluations shall take place one Center program at a time as determined by the Regional Oversight Committee (ROC). ETBHN will collect and compile data and distribute it to member Centers. <p>The RPNAC created a Community Hospitalization Survey and reviewed the results for each Center. This evaluation represents part of an ongoing effort to gather information to assure the Local Authority Management Team and Board of Trustees that any problems identified are properly understood and addressed.</p> <p>Based on the findings from the RPNAC Community Hospitalization Survey, which included evaluation of crisis and hospitalization data at Tri-County, as well as the other ETBHN Centers, several recommendations were made in the attached report.</p>	
<p>Supporting Documentation:</p> <p>FY 2018 Community Hospitalization Survey Evaluation Summary and Recommendations</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

REGIONAL PLANNING AND NETWORK ADVISORY COMMITTEE

EVALUATION OF SERVICES

SERVICE: COMMUNITY HOSPITALIZATION SURVEY

LOCAL AUTHORITY: TRI-COUNTY BEHAVIORAL HEALTHCARE

EXECUTIVE SUMMARY:

It is the policy of TRI-COUNTY BEHAVIORAL HEALTHCARE to have a procedure in place for the systematic and objective evaluation of services on a routine basis and that best use of public money is considered in Network Development. To ensure this, TRI-COUNTY BEHAVIORAL HEALTHCARE will assure that each of its decisions involving Network Development and Provider Procurement considers the results of service evaluations. In general, a service evaluation determination is an evaluation of the overall worth of a service. Many subjective elements are involved in such an assessment, but it is the role of the Center Board, the Center staff, and the Regional Planning and Network Advisory Committee (RPNAC) to attempt to quantify and qualify various aspects of services into objective measures that can be applied to all services and providers.

In general, the RPNAC will make reports to each East Texas Behavioral Health Network (ETBHN) members' board/governing body regarding planning, development, design, management, and evaluation of the local provider network, including but not limited to:

- Client care issues;
- Consumer choice;
- Ultimate cost-benefit issues; and
- Best use of public money.

The FY 2018 Health and Human Services Contracts require that each Local Authority have a process to establish outcome and reporting requirements. For the Member Centers of ETBHN, the Regional Planning and Network Advisory Committee is charged with this required evaluation. The ETBHN Regional Oversight Committee selects the services for evaluation. The final recommendations from the RPNAC are compiled for distribution to the respective Centers' Board of Trustees.

This evaluation represents part of an ongoing effort to gather information to assure the Local Authority Management Team and Board of Trustees that any problems identified are properly understood and addressed. While the purpose of these evaluations is to examine the Local Authority's needs and capabilities of the current system, it is also important to note that, in time, this process will also allow Local Authorities to utilize trends in provider services and consumer utilization. In turn, a Local Authority can use this data to ensure the proper capacity of its provider network to ensure the best interests of the consumers are met.

The Regional Planning and Network Advisory Committee is comprised of members representing each of the eleven Centers of the East Texas Behavioral Healthcare Network, appointed by the Local Authority Board/Governing Body of each respective Member Center.

SERVICE DEFINITION:

The Community Hospitalization Survey was an attempt to gather information from each ETBHN Member Center on factors that may impact the hospitalization rate and length of care of consumers in that Center's local area. Many factors were considered in developing and carrying out this assessment. The mission was to gather information that may be helpful to Community Centers, as used in comparison to other Centers. These factors should not be taken as "causation", but merely information to help make more informed decisions or to further explore.

REVIEW METHODOLOGY:

The RPNAC Center Representatives each filled out the attached survey and presented it to the RPNAC members. The RPNAC members determined the data necessary to evaluate the service.

Both center liaisons and ETBHN staff compiled this information and the RPNAC completed its evaluation of services. Please find attached the results of the survey that was completed by each Center. Committee members and center liaisons identified outliers and preferred practices based on the outcomes of the evaluation.

FINDINGS AND STATISTICS:

Findings for FY17 were compiled in a spreadsheet. Survey results are attached. Please note that all Centers participated in the survey; however, some data was difficult to gather on this survey.

RECOMMENDATIONS:

There were no direct recommendations made as a result of the surveys; however, the data proved very useful and deserves further exploration by each Center. There were several best practices noted by the RPNAC for some Centers. Following is a list of some of those notations:

- Some Centers offer regular clinic hours past 5:00pm. It was noted that this can be very helpful in child and adolescent services.
- Telemedicine seems to be an answer to some issues that arise after hours, especially for crisis. This is, also, very useful in jails and hospitals. It was noted that many Centers have difficulty with credentialing psychiatrists with local hospitals. Telemedicine can be a help with this, if the E.R. doctor receives consult, but does not use the Psychiatrist to write the prescription.
- Safety issues were discussed when seeing consumers in their home or locations outside of E.R. or local law enforcement offices. Most of the Centers have a good relationship with their local law enforcement, with some having MCOT located in that location. Also, some have their MCOT team located in local Emergency Rooms. Spindletop was commended for this.

- The information of how many private hospitals are located in a Center's catchment area or close by was useful. It was a widespread concern about fluctuating costs of contracts with private hospitals for consumers with no funding.
- Crisis Stabilization Units have proven very useful in reducing hospitalizations.
- Almost all Centers have some good relationships with private providers in the community.
- "Urban sprawl" was a common issue with Centers located close to a metropolitan area. The movement of consumers in and out of catchment areas is a common issue and population growth was noted as a cause of sometimes having consumers hospitalized without knowing those consumers – new to that area in many cases.
- Mental Health Deputies have been found to be extremely useful to help assure safety and assistance.
- Dual diagnosis of mental health issues and substance abuse is becoming more common. Opioid abuse is on the rise, as reported by most Member Centers, just as it is a national trend.

<p>Agenda Item: Regional Planning Network Advisory Committee's Evaluation of and Recommendations for the Local Plan and Network Development for FY 2018-2019</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>May 24, 2018</p>
<p>Background Information:</p> <p>As a part of the Regional Planning and Network Advisory Committee's (RPNAC) goal to evaluate services and report to each East Texas Behavioral Health Network (ETBHN) members' board/governing body regarding planning, development, design, management, and evaluation of the local provider network, the RPNAC has reviewed, evaluated, and provided recommendations for each members' FY 2018 – 2019 Local Provider Network Development Plan.</p> <p>Although there were no recommendations made specifically for Tri-County Behavioral Healthcare following evaluation by the RPNAC, general comments and points of discussion may be found in the attached report.</p>	
<p>Supporting Documentation:</p> <p>Regional Planning Network Advisory Committee's Evaluation of and Recommendations for the Local Plan and Network Development for FY 2018-2019</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

REGIONAL PLANNING AND NETWORK ADVISORY COMMITTEE

EVALUATION OF SERVICES

LOCAL PLAN NETWORK DEVELOPMENT

LOCAL AUTHORITY: TRI-COUNTY BEHAVIORAL HEALTHCARE

EXECUTIVE SUMMARY:

It is the policy of TRI-COUNTY BEHAVIORAL HEALTHCARE to have a procedure in place for the systematic and objective evaluation of services on a routine basis and that best use of public money is considered in Network Development. To ensure this, TRI-COUNTY BEHAVIORAL HEALTHCARE will assure that each of its decisions involving Network Development and Provider Procurement considers the results of service evaluations. In general, a service evaluation determination is an evaluation of the overall worth of a service. Many subjective elements are involved in such an assessment, but it is the role of the Center Board, the Center staff, and the Regional Planning and Network Advisory Committee (RPNAC) to attempt to quantify and qualify various aspects of services into objective measures that can be applied to all services and providers.

The RPNAC will make reports to each East Texas Behavioral Health Network (ETBHN) members' board/governing body regarding planning, development, design, management, and evaluation of the local provider network, including but not limited to:

- Client care issues in Network development;
- Consumer choice issues in Network development;
- Ultimate cost-benefit issues in Network development; and
- Best use of public money in Network development.

The FY 2018 Health and Human Services Contracts require that each Local Authority have a process to establish outcome and reporting requirements. For the Member Centers of ETBHN, the Regional Planning and Network Advisory Committee is charged with this required evaluation. The ETBHN Regional Oversight Committee selects the services for evaluation. The final recommendations from the RPNAC are compiled for distribution to the respective Centers' Board of Trustees.

This evaluation represents part of an ongoing effort to gather information to assure the Local Authority Management Team and Board of Trustees that any problems identified are properly understood and addressed. While the purpose of these evaluations is to examine the Local Authority's needs and capabilities of the current system, it is also important to note that, in time, this process will also allow Local Authorities to utilize trends in provider services and consumer utilization. In turn, a Local Authority can use this data to ensure the proper capacity of its provider network to ensure the best interests of the consumers are met.

The Regional Planning and Network Advisory Committee is comprised of members representing each of the eleven Centers of the East Texas Behavioral Healthcare Network, appointed by the Local Authority Board/Governing Body of each respective Member Center.

SERVICE DEFINITION:

Review of each Community Center's Local Plan, as required by The Health and Human Services Department. Each Center has developed their local plan and has attempted to gather community comments and input.

REVIEW METHODOLOGY:

The RPNAC Center Representatives presented a description of their Local Plan to the RPNAC, review all forms of local community input, and interest in being part of the local service plan of that Center.

Center liaisons and ETBHN staff compiled this information and the RPNAC completed its evaluation. Please find attached the actual Local Plan that was completed by each Center.

RECOMMENDATIONS:

There were no recommendations that applied to any individual Center; however, there were comments and discussion by and for each Community Center. The comments were as follows:

- There were few new provider contracts as a result of the effort to gain those in the community.
- Administrative efficiencies gained by each Center include services received through East Texas Behavioral Healthcare Network (ETBHN) and Texas Council of Community Services, as well as through partnerships with other Centers within the ETBHN Network.
- There were few comments from the local communities on the plans of any Center in ETBHN, despite Stakeholder meetings and local newspaper notices

Agenda Item: Personnel Report for April 2018 Committee: Executive	Board Meeting Date: May 24, 2018
Background Information: None	
Supporting Documentation: Personnel Report for April 2018	
Recommended Action: For Information Only	

Personnel Report April 2018

Total Applications received in April = 451

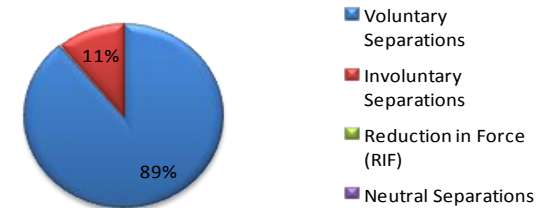
Total New Hires for the month of April = 8

Total New Hires Year to Date = 75

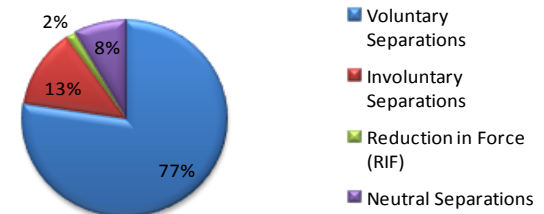
April Turnover - FY18 compared to FY17	FY18	FY17
Number of Active Employees	347	349
Number of Monthly Separations	9	3
Number of Separations YTD	62	58
Year to Date Turnover Rate	18%	16%
April Turnover Rate	2%	1%

Separations by Reason	April Separations	FY18 YTD
Retired	0	2
Involuntarily Terminated	1	8
Neutral Termination	0	4
Dissatisfied	1	2
Lack of Support from Administration	0	0
Micro-managing supervisor	1	1
Lack of growth opportunities/recognition	0	0
Difficulty learning new job	0	0
Co-workers	0	0
Work Related Stress/Environment	1	1
RIF	0	1
Deceased	0	0
Pay	1	2
Health	0	4
Family	1	6
Relocation	1	4
School	0	0
Personal	0	1
Unknown	1	5
New Job	1	21
Total Separations	9	62

April Voluntary, Involuntary, RIF and Neutral Separations



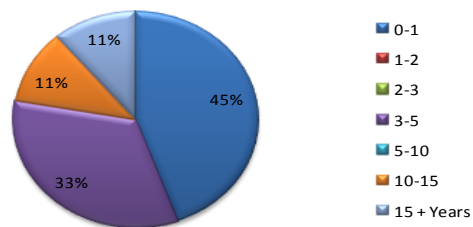
Year to Date Voluntary, Involuntary, RIF and Neutral Separations



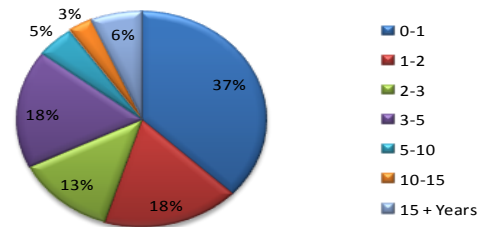
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% April	% YTD
Evan Roberson	20	1	4	5%	20%
Millie McDuffey	30	1	6	3%	20%
Amy Foerster	11	0	1	0%	9%
Tanya Bryant	11	1	1	9%	9%
MH Adult	80	1	11	1%	14%
MH Child & Youth	58	0	13	0%	22%
Catherine Prestigiovanni	9	0	1	0%	11%
Breanna Robertson	55	3	13	5%	24%
Kelly Shropshire	32	1	9	3%	28%
Kathy Foster	32	1	3	3%	9%
Kenneth Barfield	9	0	0	0%	0%
Total	347	9	62		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date	% April	% Year to Date
Supervisors & Managers	23	0	1	0%	4%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	45	1	9	2%	20%
Professionals (QMHP)	101	3	28	3%	28%
Professionals (QIDP)	27	1	8	4%	30%
Licensed Staff (LCDC, LPC...)	16	0	1	0%	6%
Business Services (Accounting)	13	1	2	8%	15%
Central Administration (HR, IT, Executive Director)	24	0	1	0%	4%
Program Support(Financial Counselors, QA, Training, Med. Records)	45	2	6	4%	13%
Nurse Technicians/Aides	18	0	2	0%	11%
Service/Maintenance	9	0	1	0%	11%
Direct Care (HCS, Respite, Life Skills)	26	1	3	4%	12%
Total	347	9	62		

April Separations by Tenure

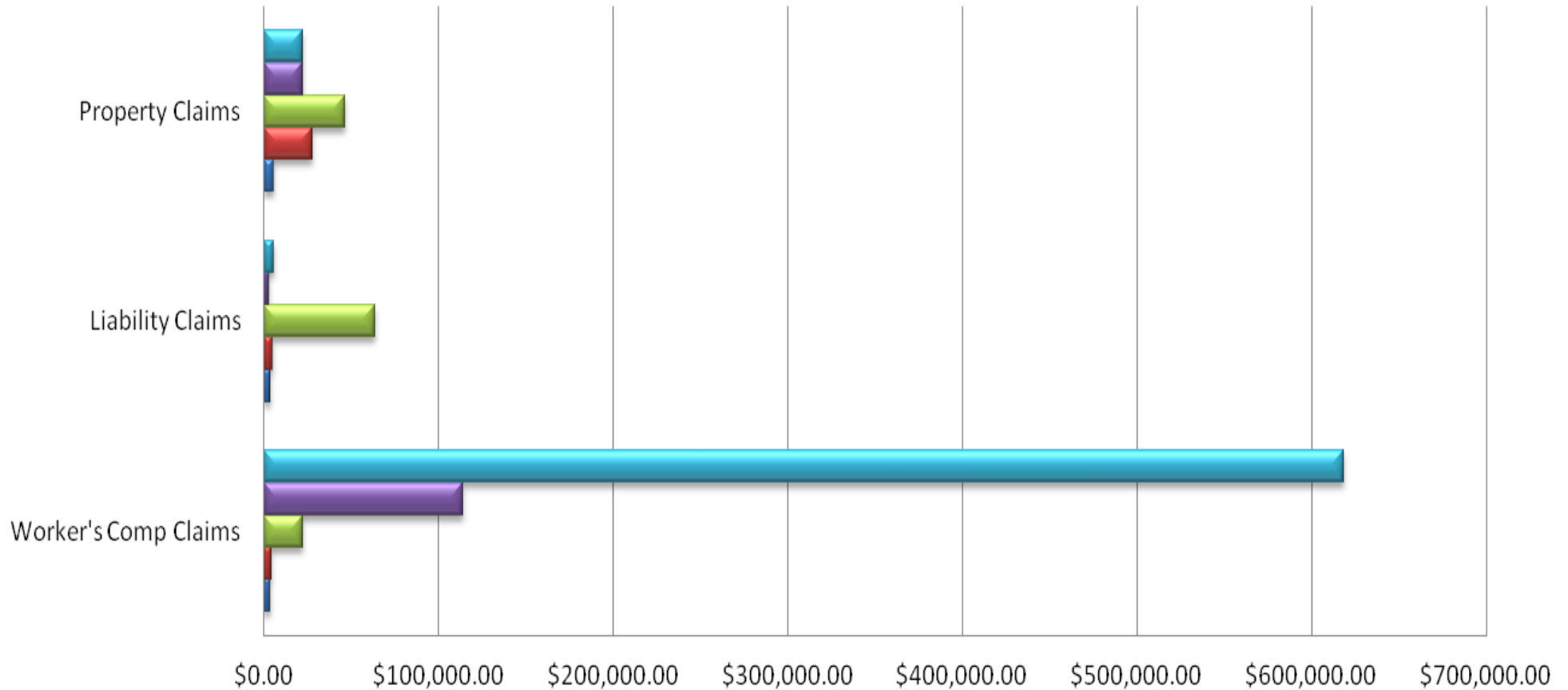


Year to Date Separations by Tenure



Agenda Item: Texas Council Risk Management Fund Claims Summary as of April 2018 Committee: Executive	Board Meeting Date: May 24, 2018
Background Information: None	
Supporting Documentation: Texas Council Risk Management Fund Claims Summary as of April 2018	
Recommended Action: For Information Only	

TCRMF Claims Summary April 2018



	Worker's Comp Claims	Liability Claims	Property Claims
2014	\$618,722.00	\$5,295.00	\$21,931.00
2015	\$113,917.00	\$2,556.00	\$22,505.00
2016	\$21,902.00	\$63,524.00	\$46,114.00
2017	\$4,517.00	\$4,893.00	\$27,455.00
2018	\$3,401.00	\$3,782.00	\$5,626.00

Agenda Item: Approve April 2018 Financial Statements Committee: Business	Board Meeting Date May 24, 2018
Background Information: None	
Supporting Documentation: April 2018 Financial Statements	
Recommended Action: Approve April 2018 Financial Statements	

April 2018 Financial Summary

Revenues for April 2018 were \$2,494,334 and operating expenses were \$2,298,004; resulting in a gain in operations of \$196,330. Capital Expenditures and Extraordinary Expenses for April were \$95,410; resulting in a gain of \$100,921. Total revenues were 97.21% of the monthly budgeted revenues and total expenses were 98.78% of the monthly budgeted expenses.

Year to date revenues are \$19,351,268 and operating expenses are \$18,358,022; leaving excess operating revenues of \$993,246. YTD Capital Expenditures and Extraordinary Expenses are \$770,715; resulting in a gain YTD of \$222,531. Total revenues are 100.22% of the YTD budgeted revenues and total expenses are 98.77% 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
No items to report				

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 BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended April 30, 2018**

	TOTALS COMBINED FUNDS April 2018	TOTALS COMBINED FUNDS March 2018	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	3,910	3,810	100
Cash on Deposit-General Fund	10,446,053	11,517,415	(1,071,362)
Cash on Deposit-Debt Fund			-
Accounts Receivable	1,841,623	1,836,015	5,609
Inventory	4,512	4,632	(120)
TOTAL CURRENT ASSETS	12,296,098	13,361,871	(1,065,773)
FIXED ASSETS	20,760,463	20,760,463	-
OTHER ASSETS	46,002	66,970	(20,969)
TOTAL ASSETS	\$ 33,102,563	\$ 34,189,305	\$ (1,086,741)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,194,103	1,286,925	(92,822)
NOTES PAYABLE	642,552	642,552	-
DEFERRED REVENUE	1,889,774	2,990,783	(1,101,009)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	-	-	-
Note Payable Prosperity Bank	-	-	-
First Financial loan tied to CD	802,083	825,000	(22,917)
First Financial Construction Loan	12,286,589	12,323,362	(36,773)
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	222,531	121,610	100,921
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(13,088,672)	(13,148,362)	59,690
Reserved for Debt Retirement	-	-	-
COMMITTED			
Net Assets-Property and Equipment	20,760,463	20,760,463	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	-	-	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	516,833	516,833	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	49,332	43,165	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(642,552)	(642,552)	-
UNASSIGNED			
Unrestricted and Undesignated	5,917,008	5,917,008	-
TOTAL LIABILITIES/FUND BALANCE	\$ 33,102,563	\$ 34,189,305	\$ (1,086,743)

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended April 30, 2018**

	General Operating Funds	Memorandum Only Final August 2017
ASSETS		
CURRENT ASSETS		
Imprest Cash Funds	3,910	3,854
Cash on Deposit-General Fund	10,446,053	5,383,227
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	1,841,623	4,136,003
Inventory	4,512	4,986
TOTAL CURRENT ASSETS	12,296,098	9,528,070
FIXED ASSETS	20,760,463	20,760,463
OTHER ASSETS	46,002	205,342
	\$ 33,102,563	\$ 30,493,875
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	1,194,103	1,169,877
NOTES PAYABLE	642,552	642,552
DEFERRED REVENUE	1,889,774	(422,827)
LONG-TERM LIABILITIES FOR		
Line of Credit - Tradition Bank	-	-
Note Payable Prosperity Bank	-	-
First Financial loan tied to CD	802,083	985,417
First Financial Construction Loan	12,286,589	12,399,793
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	222,531	3,492,382
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt service-Restricted	(13,088,672)	(13,385,209)
Reserved for Debt Retirement	-	-
COMMITTED		
Net Assets-Property and Equipment-Committed	20,760,463	20,760,463
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	-	-
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	516,833	516,833
ASSIGNED		
Reserved for Workers' Compensation-Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	49,332	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(642,552)	(642,552)
UNASSIGNED		
Unrestricted and Undesignated	5,917,008	2,424,625
TOTAL LIABILITIES/FUND BALANCE	\$ 33,102,563	\$ 30,493,875

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended April 2018
and Year To Date as of April 2018

INCOME:	MONTH OF April 2018	YTD April 2018
Local Revenue Sources	108,216	826,401
Earned Income	1,068,429	8,117,327
General Revenue-Contract	1,317,689	10,407,541
TOTAL INCOME	\$ 2,494,334	\$ 19,351,268
EXPENSES:		
Salaries	1,502,102	11,254,799
Employee Benefits	272,664	2,177,590
Medication Expense	53,258	461,630
Travel-Board/Staff	44,524	288,761
Building Rent/Maintenance	9,024	204,408
Consultants/Contracts	202,516	2,404,458
Other Operating Expenses	213,915	1,566,376
TOTAL EXPENSES	\$ 2,298,004	\$ 18,358,022
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 196,330	\$ 993,246
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	1,220	201,653
Capital Outlay-Debt Service	94,190	569,063
TOTAL CAPITAL EXPENDITURES	\$ 95,410	\$ 770,715
GRAND TOTAL EXPENDITURES	\$ 2,393,413	\$ 19,128,738
Excess (Deficiency) of Revenues and Expenses	\$ 100,921	\$ 222,531

Debt Service and Fixed Asset Fund:

Debt Service	94,190	569,063
Excess(Deficiency) of revenues over Expenses	94,190	569,063

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of April 2018

	YTD April 2018	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	826,401	795,140	31,261
Earned Income	8,117,327	8,083,483	33,844
General Revenue-Contract	10,407,541	10,429,844	(22,303)
TOTAL INCOME	\$ 19,351,268	\$ 19,308,467	\$ 42,801
EXPENSES:			
Salaries	11,254,799	11,292,444	(37,645)
Employee Benefits	2,177,590	2,211,380	(33,790)
Medication Expense	461,630	472,603	(10,973)
Travel-Board/Staff	288,761	298,864	(10,103)
Building Rent/Maintenance	204,408	202,268	2,140
Consultants/Contracts	2,404,458	2,509,388	(104,930)
Other Operating Expenses	1,566,376	1,580,842	(14,466)
TOTAL EXPENSES	\$ 18,358,022	\$ 18,567,789	\$ (209,767)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 993,246	\$ 740,678	\$ 252,568
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	201,653	238,727	(37,074)
Capital Outlay-Debt Service	569,063	560,082	8,981
TOTAL CAPITAL EXPENDITURES	\$ 770,715	\$ 798,809	\$ (28,094)
GRAND TOTAL EXPENDITURES	\$ 19,128,738	\$ 19,366,598	\$ (237,860)
Excess (Deficiency) of Revenues and Expenses	\$ 222,531	\$ (58,131)	\$ 280,662

Debt Service and Fixed Asset Fund:

Debt Service	569,063	560,082	8,981
Excess(Deficiency) of revenues over Expenses	569,063	560,082	8,981

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended April 2018

INCOME:	MONTH OF April 2018	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	108,216	151,970	(43,754)
Earned Income	1,068,429	918,166	150,263
General Revenue-Contract	1,317,689	1,495,849	(178,160)
TOTAL INCOME	\$ 2,494,334	\$ 2,565,985	\$ (71,651)

EXPENSES:			
Salaries	1,502,102	1,412,309	89,793
Employee Benefits	272,664	291,786	(19,122)
Medication Expense	53,258	79,641	(26,383)
Travel-Board/Staff	44,524	43,444	1,080
Building Rent/Maintenance	9,024	91,818	(82,794)
Consultants/Contracts	202,516	193,640	8,876
Other Operating Expenses	213,915	154,019	59,896
TOTAL EXPENSES	\$ 2,298,004	\$ 2,266,657	\$ 31,347

Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 196,330	\$ 299,328	\$ (102,998)
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CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,220	61,352	(60,132)
Capital Outlay-Debt Service	94,190	95,013	(823)
TOTAL CAPITAL EXPENDITURES	\$ 95,410	\$ 156,365	\$ (60,955)

GRAND TOTAL EXPENDITURES	\$ 2,393,413	\$ 2,423,022	\$ (29,609)
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Excess (Deficiency) of Revenues and Expenses	\$ 100,921	\$ 142,963	\$ (42,042)
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Debt Service and Fixed Asset Fund:

Debt Service	94,190	95,013	(823)
Excess(Deficiency) of revenues over Expenses	94,190	95,013	(823)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With April 2017 Comparative Data
Year to Date as of April 2018

INCOME:	YTD April 2018	YTD April 2017	Increase (Decrease)
Local Revenue Sources	826,401	3,530,537	(2,704,136)
Earned Income	8,117,327	9,652,109	(1,534,782)
General Revenue-Contract	10,407,541	10,243,711	163,830
TOTAL INCOME	\$ 19,351,268	\$ 23,426,357	\$ (4,075,089)
EXPENSES:			
Salaries	11,254,799	10,991,026	263,773
Employee Benefits	2,177,590	2,173,473	4,117
Medication Expense	461,630	473,899	(12,269)
Travel-Board/Staff	288,761	310,926	(22,165)
Building Rent/Maintenance	204,408	286,426	(82,018)
Consultants/Contracts	2,404,458	4,034,181	(1,629,723)
Other Operating Expenses	1,566,376	1,834,377	(268,001)
TOTAL EXPENSES	\$ 18,358,022	\$ 20,104,308	\$ (1,746,286)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 993,246	\$ 3,322,049	\$ (2,328,803)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	201,653	836,541	(634,888)
Capital Outlay-Debt Service	569,063	483,042	86,021
TOTAL CAPITAL EXPENDITURES	\$ 770,715	\$ 1,319,583	\$ (548,868)
GRAND TOTAL EXPENDITURES	\$ 19,128,738	\$ 21,423,891	\$ (2,295,153)
Excess (Deficiency) of Revenues and Expenses	\$ 222,531	\$ 2,002,466	\$ (1,779,935)

Debt Service and Fixed Asset Fund:

Debt Service	569,063	483,042	86,021
Excess(Deficiency) of revenues over Expenses	569,063	483,042	86,021

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With April 2017 Comparative Data
For the Month Ended April 2018

INCOME:	MONTH OF April 2018	MONTH OF April 2017	Increase (Decrease)
Local Revenue Sources	108,216	2,515,639	(2,407,423)
Earned Income	1,068,429	1,218,023	(149,594)
General Revenue-Contract	1,317,689	1,193,560	124,129
TOTAL INCOME	\$ 2,494,334	\$ 4,927,222	\$ (2,432,888)
Salaries	1,502,102	1,486,389	15,713
Employee Benefits	272,664	234,661	38,003
Medication Expense	53,258	56,373	(3,115)
Travel-Board/Staff	44,524	41,160	3,364
Building Rent/Maintenance	9,024	23,357	(14,333)
Consultants/Contracts	202,516	480,716	(278,200)
Other Operating Expenses	213,915	261,131	(47,216)
TOTAL EXPENSES	\$ 2,298,004	\$ 2,583,787	\$ (285,783)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 196,330	\$ 2,343,435	\$ (2,147,105)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,220	19,926	(18,706)
Capital Outlay-Debt Service	94,190	89,084	5,106
TOTAL CAPITAL EXPENDITURES	\$ 95,410	\$ 109,010	\$ (13,600)
GRAND TOTAL EXPENDITURES	\$ 2,393,413	\$ 2,692,797	\$ (299,384)
Excess (Deficiency) of Revenues and Expenses	\$ 100,921	\$ 2,234,425	\$ (2,133,504)

Debt Service and Fixed Asset Fund:

Debt Service	94,190	89,084	5,106
Excess(Deficiency) of revenues over Expenses	94,190	89,084	5,106

**Revenue and Expense Summary
With March 2018 Comparative Data
For the Month Ended April 2018**

INCOME:	MONTH OF April 2018	MONTH OF March 2018	Increase (Decrease)
Local Revenue Sources	108,216	89,360	18,856
Earned Income	1,068,429	1,036,743	31,686
General Revenue-Contract	1,317,689	1,213,235	104,455
TOTAL INCOME	\$ 2,494,334	\$ 2,339,338	\$ 154,997
EXPENSES:			
Salaries	1,502,102	1,353,513	148,589
Employee Benefits	272,664	268,940	3,725
Medication Expense	53,258	53,101	157
Travel-Board/Staff	44,524	36,865	7,659
Building Rent/Maintenance	9,024	10,409	(1,385)
Consultants/Contracts	202,516	311,450	(108,934)
Other Operating Expenses	213,915	189,697	24,218
TOTAL EXPENSES	\$ 2,298,004	\$ 2,223,975	\$ 74,029
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 196,330	\$ 115,363	\$ 80,968
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	1,220	102,265	(101,045)
Capital Outlay-Debt Service	94,190	94,070	120
TOTAL CAPITAL EXPENDITURES	\$ 95,410	\$ 196,335	\$ (100,925)
GRAND TOTAL EXPENDITURES	\$ 2,393,413	\$ 2,420,310	\$ (26,896)
Excess (Deficiency) of Revenues and Expenses	\$ 100,921	\$ (80,972)	\$ 181,893

Debt Service and Fixed Asset Fund:

Debt Service	94,190	94,070	120
Excess(Deficiency) of revenues over Expenses	94,190	94,070	120

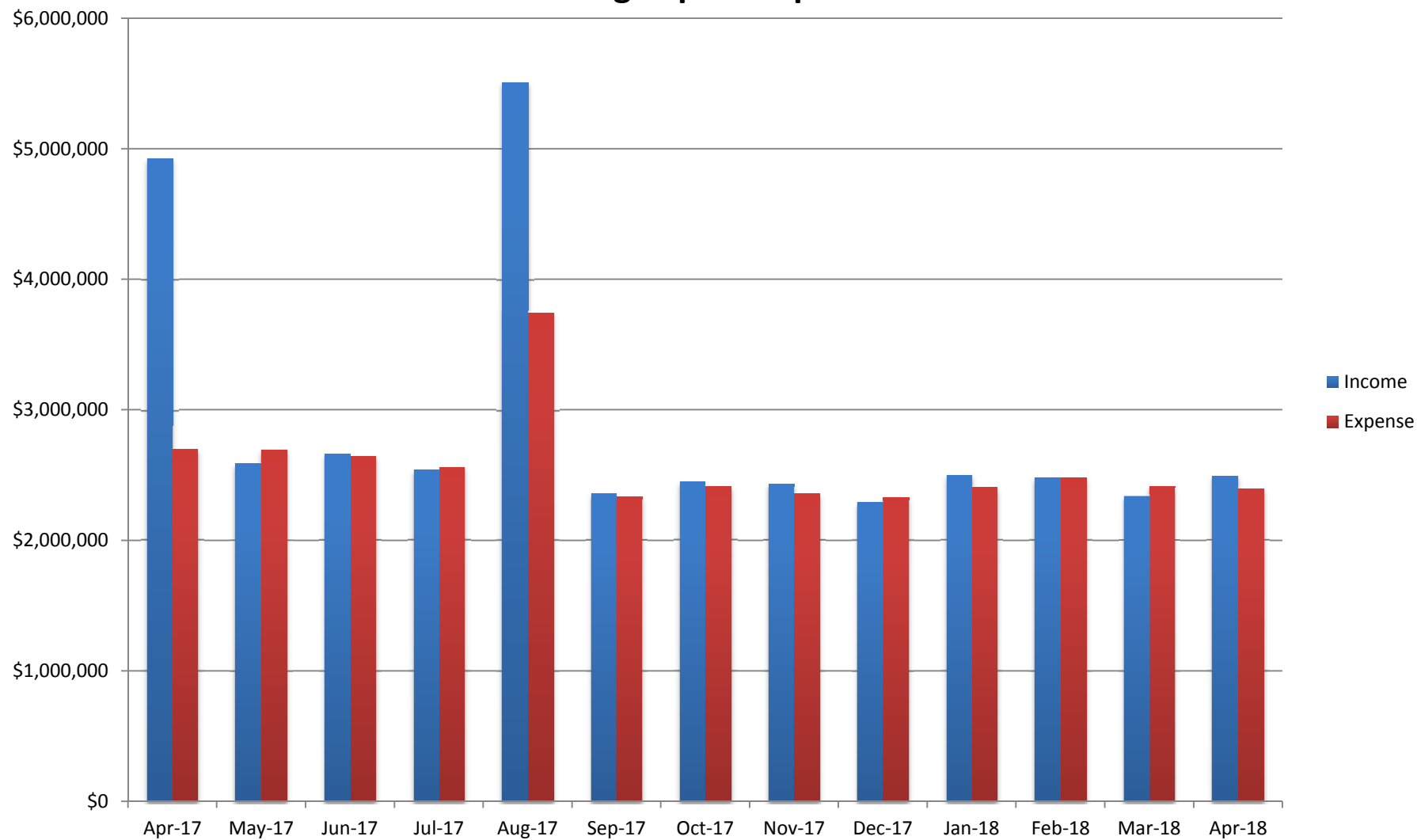
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of April 2018

	YTD Mental Health April 2018	YTD IDD April 2018	YTD Other Services April 2018	YTD Agency Total April 2018	YTD Approved Budget April 2018	Increase (Decrease)
INCOME:						
Local Revenue Sources	1,361,250	44,911	(579,761)	826,401	795,140	31,261
Earned Income	2,820,464	2,522,805	2,774,056	8,117,325	8,083,483	33,842
General Revenue-Contract	8,599,792	1,237,651	570,098	10,407,541	10,429,844	(22,303)
TOTAL INCOME	\$ 12,781,506	\$ 3,805,367	\$ 2,764,393	\$ 19,351,267	\$ 19,308,467	\$ 42,800
EXPENSES:						
Salaries	7,484,698	1,978,650	1,791,451	11,254,799	11,292,444	(37,645)
Employee Benefits	1,424,600	421,031	331,959	2,177,590	2,211,380	(33,790)
Medication Expense	380,694		80,936	461,630	472,603	(10,973)
Travel-Board/Staff	157,760	84,781	46,220	288,761	298,864	(10,103)
Building Rent/Maintenance	150,978	27,965	25,465	204,408	202,268	2,140
Consultants/Contracts	1,511,862	766,422	126,174	2,404,458	2,509,388	(104,930)
Other Operating Expenses	979,647	365,424	221,306	1,566,376	1,580,842	(14,466)
TOTAL EXPENSES	\$ 12,090,239	\$ 3,644,273	\$ 2,623,511	\$ 18,358,022	\$ 18,567,789	\$ (209,767)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 691,267	\$ 161,094	\$ 140,882	\$ 993,245	\$ 740,678	\$ 252,567
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	129,672	57,085	14,896	201,653	238,727	(37,074)
Capital Outlay-Debt Service	328,824	158,743	81,495	569,063	560,082	8,981
TOTAL CAPITAL EXPENDITURES	\$ 458,496	\$ 215,828	\$ 96,391	\$ 770,716	\$ 798,809	\$ (28,093)
GRAND TOTAL EXPENDITURES	\$ 12,548,735	\$ 3,860,101	\$ 2,719,902	\$ 19,128,738	\$ 19,366,598	\$ (237,860)
Excess (Deficiency) of Revenues and Expenses	\$ 232,771	\$ (54,734)	\$ 44,491	\$ 222,531	\$ (58,131)	\$ 280,660
Debt Service and Fixed Asset Fund:						
Debt Service	328,824	158,743	81,495	569,063	560,082	(231,258)
		-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	328,824	158,743	81,495	569,063	560,082	(231,258)

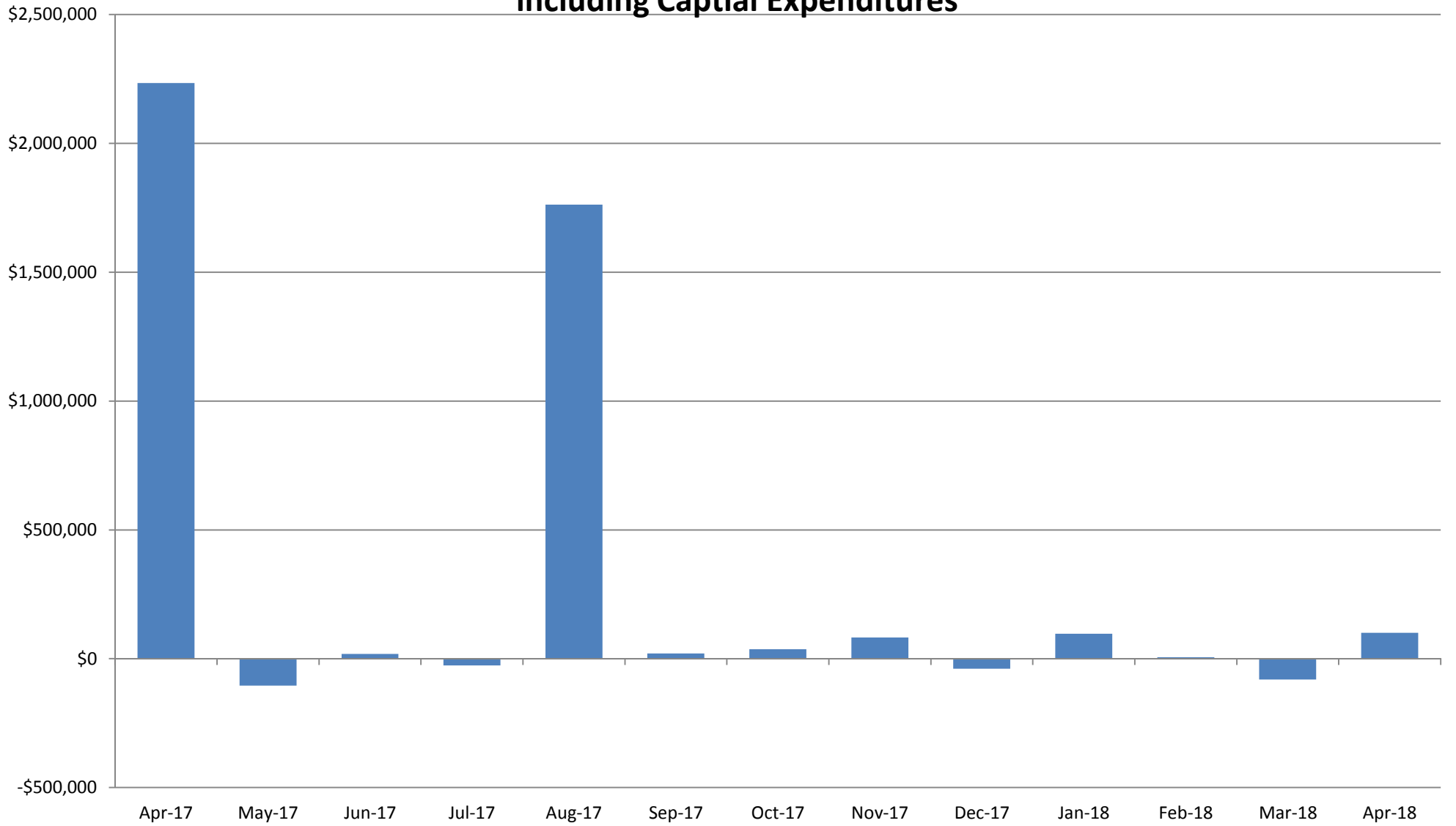
TRI-COUNTY BEHAVIORAL HEALTHCARE

Income and Expense

including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Captial Expenditures



Agenda Item: Board of Trustees Unit Financial Statement as of April 2018 Committee: Business	Board Meeting Date May 24, 2018
Background Information: None	
Supporting Documentation: April 2018 Board of Trustees Unit Financial Statement	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2018

	April 2018 Actuals	April 2018 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,554.00	\$ 2,554.00	\$ -	\$ 20,429.00	\$ 20,429.00	\$ -	100.00%	\$ 30,645.00
Total Revenue	\$ 2,554.00	\$ 2,554.00	\$ -	\$ 20,429.00	\$ 20,429.00	\$ -	100.00%	\$ 30,645.00
Expenses								
Food Items	\$ -	\$ 167.00	\$ (167.00)	\$ -	\$ 1,332.00	\$ (1,332.00)	0.00%	\$ 2,000.00
Insurance-Worker Compensation	\$ 5.27	\$ 17.00	\$ (11.73)	\$ 65.91	\$ 132.00	\$ (66.09)	49.93%	\$ 200.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	100.00%	\$ 18,000.00
Supplies-Office	\$ -	\$ 20.00	\$ (20.00)	\$ 12.00	\$ 165.00	\$ (153.00)	0.00%	\$ 245.00
Training	\$ 650.00	\$ 300.00	\$ 350.00	\$ 650.00	\$ 2,400.00	\$ (1,750.00)	27.08%	\$ 3,600.00
Travel - Local	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 400.00	\$ (400.00)	0.00%	\$ 600.00
Travel - Non-local Mileage/Air	\$ -	\$ 150.00	\$ (150.00)	\$ 864.90	\$ 1,200.00	\$ (335.10)	72.08%	\$ 1,800.00
Travel - Non-local Hotel	\$ 1,209.50	\$ 250.00	\$ 959.50	\$ 1,798.45	\$ 2,000.00	\$ (201.55)	89.92%	\$ 3,000.00
Travel - Meals	\$ 324.97	\$ 100.00	\$ 224.97	\$ 478.40	\$ 800.00	\$ (321.60)	59.80%	\$ 1,200.00
Total Expenses	\$ 3,689.74	\$ 2,554.00	\$ 1,135.74	\$ 15,869.66	\$ 20,429.00	\$ (4,559.34)	77.68%	\$ 30,645.00
Total Revenue minus Expenses	\$ (1,135.74)	\$ -	\$ (1,135.74)	\$ 4,559.34	\$ -	\$ 4,559.34	22.32%	\$ -

UPCOMING MEETINGS

June 2018 – No Board Meeting

July 26, 2018 – Board Meeting

- Approve Minutes from May 25, 2018 Board Meeting
- Program Presentations – Longevity Recognitions & Essay Contest Winners
- Community Resources Report
- Consumer Services Report for May and June 2018
- Program Updates
- FY 2018 Goals & Objectives Progress Report
- 3rd Quarter FY 2018 Corporate Compliance & Quality Management Report
- 4th Quarter FY 2018 Corporate Compliance Training
- Medicaid 1115 Transformation Waiver Project Status Report
- Appoint Nominating Committee for FY 2019 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Report for May and June 2018
- Texas Council Risk Management Fund Claims Summary for May and June 2018
- Approve Financial Statements for May and June 2018
- Approve FY 2018 Auditor Engagement Letter
- Approve Recommendation for Tri-County Employee Health Insurance & Ancillary Plans
- Approve Participation in TCRMF Minimum Contribution Plan for Worker's Compensation Coverage
- Review Tri-County's FY 2016 990 Tax Return Prepared by Scott, Singleton, Fincher & Co., P.C.
- 3rd Quarter FY 2018 Investment Report
- Board of Trustees Unit Financial Statement as of May and June 2018
- Tri-County Consumer Foundation Board Update
- HUD 811 – Cleveland, Montgomery & Huntsville Updates

August 30, 2018 – Board Meeting

- Approve Minutes from July 26, 2018 Board Meeting
- Approve Goals and Objectives for FY 2019
- Community Resources Report
- Consumer Services Report for July 2018
- Program Updates
- Annual Election of FY 2019 Board Officers
- Executive Director's Evaluation, Compensation & Contract for FY 2019
- Nominations for the Texas Council Risk Management Fund's Board of Trustees
- Personnel Report for July 2018
- Texas Council Risk Management Fund Claims Summary for July 2018
- Texas Council Quarterly Board Meeting Verbal Update

- Approve July 2018 Financial Statements
- Approve FY 2018 Year End Budget Revision
- Approve Proposed FY 2019 Operating Budget
- Approve FY 2019 Dues Commitment & Payment Schedule for the Texas Council
- Board of Trustees Unit Financial Statement for July 2018

Tri-County Acronyms	
1115	Medicaid 1115 Transformation Waiver
ACT	Assertive Community Treatment
APS	Adult Protective Services
ADRC	Aging and Disability Resource Center
ANSA	Adult Needs and Strengths Assessment
APRN	Advanced Practice Registered Nurse
ARDS	Assignment Registration and Dismissal Services
BJA	Bureau of Justice Administration
BMI	Body Mass Index
C&Y	Child & Youth Services
CAM	Cost Accounting Method
CANS	Child and Adolescent Needs and Strengths
CARE	Client Assignment Registration & Enrollment
CBT	Computer Based Training & Cognitive Based Therapy
CC	Corporate Compliance
CFRT	Child Fidelity Review Team
CHIP	Children's Health Insurance Program
CPS	Child Protective Service
CRCG	Community Resource Coordination Group
CSHI	Cleveland Supported Housing, Inc.
DADS	Department of Aging and Disability Service
DOB	Date of Birth
DRPS	Department of Protective and Regulatory Services
DSHS	Department of State Health Services
Dx	Diagnosis
ETBHN	East Texas Behavioral Healthcare Network
FLSA	Fair Labor Standards Act
FY	Fiscal Year
HCBS-AMH	Home and Community based Services - Adult Mental Health
HCS	Home and Community based Services
HHSC	Health & Human Services Commission
HIPAA	Health Insurance Portability & Accountability Act
HR	Human Resources
ICAP	Inventory for Client and Agency Planning
ICF-IID	Intermediate Care Facility - for Individuals w/Intellectual Disabilities
ICI	Independence Communities, Inc.
IHP	Individual Habilitative Plan
IPP	Individual Program Plan
ITP	Individual Transition Planning (schools)
JUM	Junior Utilization Management Committee
LAR	Legally Authorized Representative
LCDC	Licensed Chemical Dependency Counselor
LCSW	Licensed Clinical Social Worker
LIDDA	Local Intellectual & Developmental Disabilities Authority
LMC	Leadership Montgomery County
LOC	Level of Care (MH)
LOC-TAY	Level of Care - Transition Age Youth
LON	Level Of Need (IDD)

LOSS	Local Outreach for Suicide Survivors
LPHA	Licensed Practitioner of the Healing Arts
LPC	Licensed Professional Counselor
LMSW	Licensed Masters Social Worker
LSFHC	Lone Star Family Health Center
LTD	Long Term Disability
MAC	Medicaid Administrative Claiming
MCHC	Montgomery County Homeless Coalition
MCHD	Montgomery County Hospital District
MCOT	Mobile Crisis Outreach Team
MD	Medical Director/Doctor
MHFA	Mental Health First Aid
MIS	Management Information Services
MOU	Memorandum of Understanding
MSHI	Montgomery Supported Housing, Inc.
MTP	Master Treatment Plan
MVPN	Military Veteran Peer Network
NAMI	National Alliance for the Mentally Ill
NEO	New Employee Orientation
NGM	New Generation Medication
NGRI	Not guilty for Reason of Insanity
PA	Physician's Assistant
PAP	Patient Assistance Program
PASRR	Pre-Admission Screening and Resident Review
PATH	Projects for Assistance in Transition from Homelessness (PATH)
PNAC	Planning Network Advisory Committee
PRS	Psychosocial Rehab Specialist
PQI	Partnership for Quality Improvement
QIDP	Qualified Intellectual Disabilities Professional
QM	Quality Management
QMHP	Qualified Mental Health Professional
RN	Registered Nurse
RPNAC	Regional Planning & Network Advisory Committee
SAMA	Satori Alternatives to Managing Aggression
TAC	Texas Administrative Code
TCBHC	Tri-County Behavioral Healthcare
TCOOMMI	Texas Correction Office on Offenders with Medical & Mental Impairments
TCO	Treatment Co-Occurring Mental Health and Substance Abuse Services
TCRMF	Texas Council Risk Management Fund
TRA	Treatment Adult Services (Substance Abuse)
TRR	Texas Resilience and Recovery
TxHML	Texas Home Living
TRY	Treatment Youth Services (Substance Abuse)
UM	Utilization Management
UW	United Way
YES	Youth Empowerment Services
YMHFA	Youth Mental Health First Aid
YPS	Youth Prevention Services

Updated 4/17/17