

Tri-County Behavioral Healthcare Board of Trustees Meeting

May 30, 2019



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, May 30, 2019. 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. In compliance with the Americans with Disabilities Act, Tri-County Behavioral Healthcare will provide for reasonable accommodations for persons attending the Board Meeting. To better serve you, a request should be received with 48 hours prior to the meeting. Please contact Tri-County Behavioral Healthcare at 936-521-6119.

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 25, 2019

III. Program Presentation - Retirement for Darlene Smith

IV. Presentation - School Based Clinics

V. Executive Director's Report - Evan Roberson

- A. First Episode Psychosis Updates
- B. Electronic Visit Verification
- C. Behavioral Health & Suicide Prevention Taskforce Meeting
- D. TVC Veteran Mental Health Clinical and Crisis Support Grant
- E. Legislative Updates

VI. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2020 Budget Process

VII. Program Committee

Information Items

- A. Community Resources Report *Pages 7-10*
- B. Consumer Services Reports for April 2019 *Pages 11-12*
- C. Program Updates *Pages 13-17*

VIII. Executive Committee

Information Items

- A. Personnel Reports for April 2019 *Pages 18-20*
- B. Texas Council Risk Management Fund Claims Summary as of April 2019 *Pages 21-22*

IX. Business Committee

Action Items

- | | |
|--|-------------|
| A. Approve April 2019 Financial Statements..... | Pages 23-35 |
| B. Approve FY 2019 Auditor and Solicit Audit Engagement Letter..... | Page 36 |
| C. Approve the Purchase of Financial, Human Resources and Payroll Software | Pages 37-39 |
| D. Approve Feasibility Study for a Facility in Cleveland, Texas..... | Page 40 |
| E. Decide on Next Steps to Resolve Building Issues at 233 Sgt Ed Holcomb Blvd South..... | Page 41 |
| F. Independent Oaks Apartments..... | Page 42 |

Information Items

- | | |
|--|-------------|
| G. Board of Trustees Unit Financial Statement for April 2019 | Pages 43-44 |
|--|-------------|

X. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney, and Section 551.072, Real Property.

Posted By:

Ava Green
Executive Assistant

Tri-County Behavioral Healthcare

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

April 25, 2019

Board Members Present:

Patti Atkins
Gail Page
Tracy Sorensen
Sharon Walker
Morris Johnson
Richard Duren
Janet Qureshi

Board Members Absent:

Jacob Paschal

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Kelly Shropshire, Director of IDD Authority Services
Kenneth Barfield, Director of Management Info Systems
Tanya Bryant, Director of Quality Management and Support
Kathy Foster, Director of IDD Provider Services
Ava Green, Executive Assistant
Tabatha Abbott, Cost Accountant
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 seven (7) Board Members present, a quorum was established.

Resolution #04-19-01

Motion Made By: Tracy Sorensen

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

Resolved:

That the Board excuse the absence of Jacob Paschal.

Resolution #04-19-02

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the minutes of the March 28, 2019 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 2019 was reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The Medicaid 1115 Transformation Waiver Project Update 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.

Patti Atkins, Board Chair, suspended the Agenda at 11:18 a.m. to move to Business Committee Action Item VII-C, Decide on Next Steps to Resolve Building Issues at 233 Sgt Ed Holcomb Blvd South, Conroe, TX and Information Item VII-E, Cleveland Property Update. Mike Duncum, Building Consultant presented the information on both items. No action taken.

EXECUTIVE COMMITTEE:

The Personnel Report for March 2019 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for March 2019 was reviewed for information purposes only.

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

BUSINESS COMMITTEE:

Resolution #04-19-03

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the March 2019 Financial Statements.

Resolution #04-19-04

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the FY 2019 Budget Revision.

Business Committee Action Item V11-D, Independence Oaks Apartments, was moved to Executive Session.

The Board of Trustees Unit Financial Statements for March 2019 were reviewed for information purposes only.

The Tri-County Consumer Foundation Fundraiser Update was presented by Richard Duren.

The regular meeting of the Board of Trustees adjourned at 12:14 p.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney; 551.074, Personnel and Section 551.072, Real Property.

The meeting of the Board of Trustees reconvened at 12:34 p.m. to go into regular session. There was no action required from Executive Session.

The regular meeting of the Board of Trustees adjourned at 12:35 p.m.

Adjournment:

Attest:

Patti Atkins
Chair

Date

Jacob Paschal
Secretary

Date

Agenda Item: Community Resources Report Committee: Program	Board Meeting Date: May 30, 2019
Background Information: None	
Supporting Documentation: Community Resources Report	
Recommended Action: For Information Only	

Community Resources Report

April 26, 2019 – May 30, 2019

Volunteer Hours:

Location	April
Conroe	467.50
Cleveland	0
Liberty	21
Huntsville	10
Total	498.5

COMMUNITY ACTIVITIES:

4/26/19	The Woodlands Chamber of Commerce Volunteer Appreciation Luncheon	The Woodlands
4/26/19	Veterans and Medicare Briefing Meeting	Conroe
4/26/19	Walker County Juvenile Justice Staffing Meeting	Huntsville
4/26/19	Family and Communities Coalition Fair	Conroe
4/26/19	Volunteer Appreciation Luncheon	The Woodlands
4/27/19	KidzFest	Conroe
4/27/19	Quarterly Saturday Military Veterans Peer Network Basic Training	Conroe
4/27/19	Family to Family Presentation – “Sexuality in IDD Individuals”	Houston
4/30/19	Conroe ISD Mentor Luncheon	Grangerland
4/30/19	Liberty County Mental Health Issues Workgroup Meeting	Liberty
4/30/19	Bringing Everyone Into the Zone (BEITZ) – Jail	Conroe
5/1/19	2 nd Anniversary Vet Pod	Conroe
5/1/19	Conroe Noon Lions Luncheon	Conroe
5/1/19	Garden to Harvest Class	Conroe
5/1/19	Veterans of Foreign Wars (VFW) Meeting	Conroe
5/1/19	Willis ISD Meeting	Willis
5/2/19	Network of Victim Assistance Programs (NOVA) Meeting	Conroe
5/2/19	Cleveland Chamber of Commerce Luncheon	Cleveland
5/2/19	Lake Conroe Area Republican Women’s Luncheon	Walden
5/3/19	IDD Services Presentation – Conroe ISD Bridges Conference	Conroe
5/3/19	Veterans Affairs (VA) and Medicare Meeting	Cleveland
5/4/19	Paralyzed Veterans of America Fundraiser	Liberty
5/6/19	Montgomery County Homeless Coalition Board Meeting	Conroe
5/7/19	Conroe ISD Mentor Luncheon	Grangerland
5/7/19	Veterans Extension Office Planning Committee	Conroe
5/7/19	Bringing Everyone Into The Zone (BEITZ) Vet POD	Conroe
5/8/19	Veterans Treatment Court	Conroe
5/8/19	Conroe Noon Lions Luncheon	Conroe
5/8/19	Conroe Noon Lions Board Meeting	Conroe
5/8/19	Liberty County Community Resource Coordination Group	Liberty

5/9/19	Huntsville Chamber Small Business Breakfast	Huntsville
5/9/19	Cleveland Chamber of Commerce Lunch	Cleveland
5/9/19	Walker County Chamber of Commerce Small Business Meeting	Huntsville
5/9/19	Entergy Corporation Community Networking Breakfast	Conroe
5/9/19	Habitat for Humanity Veterans Project Meeting	Conroe
5/10/19	Project Mentor Luncheon	Conroe
5/10/19	Older American Appreciation Monthly Class	Conroe
5/14/19	Assisting Victims Escape & Resist Trafficking (AVERT) Human Trafficking Deferment Meeting	Conroe
5/14/19	Conroe ISD Mentor Luncheon	Grangerland
5/14/19	Mental Health Awareness at Texas Children's Hospital	The Woodlands
5/14/19	Liberty County Jail Diversion Workgroup Meeting	Liberty
5/14/19	Bringing Everyone Into The Zone (BEITZ) Vet Pod	Conroe
5/14/19	American Legion Meeting	Conroe
5/14/19	Collaborative Planning for Women Veterans Day	Conroe
5/15/19	Conroe Noon Lions Luncheon	Conroe
5/16/19	Collaborative Brainstorming with Texans United for Freedom (TUFF)	Conroe
5/16/19	Homeless Coalition Meeting	Conroe
5/16/19	Behavioral Health & Suicide Prevention Taskforce Meeting	Conroe
5/16/19	Montgomery County Homeless Coalition Community Meeting	Conroe
5/17/19	Meeting with Lone Survivor Foundation	Huntsville
5/17/19	Meeting with SHSU Veteran Services	Huntsville
5/17/19	Older American Appreciation Monthly Class	Conroe
5/20/19	Military Veteran Peer Network (MVPN) Basic Training	Conroe
5/21/19	Bringing Everyone Into The Zone (BEITZ) Vet Pod	Conroe
5/21/19	Veterans Taskforce Meeting	Conroe
5/21/19	Conroe ISD Mentor Luncheon	Grangerland
5/21/19	Montgomery County Community Resource Coordination Group	Conroe
5/21/19	North Houston Networking Group	The Woodlands
5/21/19	Montgomery County Child Mental Health Coalition	Conroe
5/22/19	Veterans Treatment Court	Conroe
5/22/19	Conroe Noon Lions Club Luncheon	Conroe
5/23/19	Conroe Noon Lions Golf Tournament	Conroe
5/23/19	Liberty County Health Awareness Coalition	Liberty
5/24/19	Memorial Day Ceremony at McKesson Headquarters	The Woodlands
5/24/19	Older American Appreciation Monthly Class	Conroe
5/27/19	Liberty Chamber of Commerce Monthly Luncheon	Liberty
5/27/19	Memorial Day Ceremonies	Conroe
5/28/19	Operation Deep Dive Meeting	Houston
5/28/19	Bringing Everyone Into The Zone (BEITZ) Vet Pod	Conroe
5/28/19	Conroe ISD Mentor Luncheon	Grangerland
5/28/19	Liberty County Mental Health Issues Workgroup Meeting	Liberty

5/29/19	Conroe Noon Lions Luncheon	Conroe
5/29/19	Counseling Access to Lethal Means (CALM) Training	Conroe
5/29/19	Lake Creek High School - Montgomery ISD – to Tour 233 Sgt Ed Holcomb Blvd	Conroe

UPCOMING ACTIVITIES:

5/31/19	Walker County Juvenile Probation Staffing	Huntsville
6/6/19	Cleveland Chamber of Commerce Luncheon	Cleveland
6/12/19	National Alliance on Mental Illness (NAMI) Meeting	The Woodlands
6/13/19	Huntsville Chamber Small Business Breakfast	Huntsville
6/18/19	Montgomery County Community Resource Coordination Group	Conroe
6/18/19	Montgomery County Child Mental Health Coalition	Conroe
6/19/19	Liberty Chamber of Commerce Luncheon	Liberty
6/20/19	Homeless Management Information Systems Forum at the Conroe Chamber of Commerce	Conroe
6/27/19	Liberty County Health Awareness Coalition	Liberty

Agenda Item: Consumer Services Report for April 2019 Committee: Program	Board Meeting Date: May 30, 2019
Background Information: None	
Supporting Documentation: Consumer Services Report for April 2019	
Recommended Action: For Information Only	

Consumer Services Report

April 2019

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	612	54	43	67	776
Crisis and Transitional Services (LOC 0, LOC 5)	31	0	0	3	34
Psychiatric Emergency Treatment Center (PETC) Served	57	6	6	8	77
Psychiatric Emergency Treatment Center (PETC) Bed Days	211	19	12	32	274
East Montgomery County Crisis Service Admits	31	2	4	0	37
Contract Hospital Admissions	4	0	0	0	4
Diversion Admits	7	0	2	0	9
Total State Hospital Admissions	3	0	0	2	5
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	1369	128	132	130	1759
Adult Medication Services	1012	88	84	114	1298
Child Service Packages (LOC 1-4 and YC)	795	85	38	83	1001
Child Medication Services	306	28	11	27	372
TCOOMMI (Adult Only)	113	12	23	8	156
Adult Jail Diversions	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	6	0	0	0	6
Service Coordination	665	31	48	67	811
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living)	22	3	13	20	58
Substance Abuse Services					
Children and Youth Prevention Services	122	44	0	7	173
Youth Substance Abuse Treatment Services/COPSD	15	0	0	0	15
Adult Substance Abuse Treatment Services/COPSD	51	0	0	1	52
Waiting/Interest Lists as of Month End					
Adult Mental Health Services	180	2	0	0	182
Home and Community Based Services Interest List	1709	131	153	197	2190
April Served by County					
Adult Mental Health Services	1777	170	135	205	2287
Child Mental Health Services	914	90	47	92	1143
Intellectual and Developmental Disabilities Services	688	44	55	72	859
Total Served by County	3379	304	237	369	4289
March Served by County					
Adult Mental Health Services	1673	181	142	174	2170
Child Mental Health Services	847	92	38	83	1060
Intellectual and Developmental Disabilities Services	691	47	53	78	869
Total Served by County	3211	320	233	335	4099
February Served by County					
Adult Mental Health Services	1770	145	136	199	2250
Child Mental Health Services	871	71	46	87	1075
Intellectual and Developmental Disabilities Services	681	48	54	74	857
Total Served by County	3322	264	236	360	4182

Agenda Item: Program Updates Committee: Program	Board Meeting Date: May 30, 2019
Background Information: None	
Supporting Documentation: Program Updates	
Recommended Action: For Information Only	

Program Updates

April 26, 2019 – May 30, 2019

Crisis Services

1. In May, Tri-County clinical staff assigned to the Conroe Police Department Crisis Intervention Response Teams (CIRT) went to Crisis Intervention Training along with their partner-officers from CPD.
2. We have filled a clinical supervisor position that has been vacant since August of 2018 with an internal candidate. We will not be working to fill the vacated position.
3. Staff provided a review of televideo technology at the Liberty Mental Health Stakeholders meeting at the end of April. Peace officers in Liberty and Cleveland will be given access to the buildings and agency televideo equipment so they can facilitate rapid clinical screenings between clients and PETC staff after hours and on weekends. In providing this access, the officers will have an option for attaining a crisis assessment without having to transport individuals to Conroe or Porter.

MH Adult Services

1. We have hired an Advanced Practice Registered Nurse (APRN) to be our prescriber in the Cleveland and Liberty clinics; she will start seeing patients in Cleveland and Liberty on June 3rd. We have had a psychiatrist resign in Conroe and we will be filling his role with a contracted East Texas Behavioral Healthcare APRN until August when a new psychiatrist begins with Tri-County.
2. We are currently recruiting for a fulltime psychiatrist that can see Adults and Children, a Registered Nurse for the Cleveland/Liberty location and a Licensed Vocational Nurse for the Conroe Child and Youth clinic.
3. The Assertive Community Treatment (ACT) team has filled all direct care positions and is now able to accept new referrals to the program.
4. Over the past month, there has been an increase in volume for both crisis and routine requests for treatment in the Liberty clinic, reflective of efforts to engage the community in that area.
5. We continue to observe increasing trends in requests for treatment in Conroe, with the third highest volume year to date in April. Despite this growth, the intake department has consistently been able to provide immediate access to care, expediting the admission process and allowing for treatment to begin within days of the initial request.
6. The First Episode Psychosis program continues to work toward being fully staffed and has hired several key positions. The program is looking forward to receiving national training that will aid in the development and implementation of services, as well as provide ongoing supports through webinar based technical assistance over a nine month period. Following this training, the program will enhance marketing efforts and begin admitting individuals to treatment.

MH Child and Youth Services

1. Our school-based team is making arrangements with Grangerland Intermediate, one of our school-based clinic sites, to meet with students and families on campus throughout most of the summer. This will reduce transportation barriers as well as enable us to keep families more engaged during this break.
2. We are working with Conroe ISD to expand our school-based presence to two more schools located in the Grangerland area with the goal of improving emotional wellness and decreasing the suicide rate for youth in that area.
3. Child and Youth leadership has been working with Willis ISD to increase assessability for services for students in the district. C&Y staff now have the ability to meet with students on campus.

Criminal Justice Services

1. The Criminal Justice program is fully staffed allowing for ongoing compliance with contract expectations.
2. The Outpatient Competency Restoration program has admitted two additional individuals in April, bringing total numbers served to 10 for FY19. With these additions, the program is projected to meet admission numbers in FY19.

Substance Use Disorder Services

1. The Substance Use Disorder Services revenue in the Adult Outpatient program remained consistent despite a reduction in program census in April. The program has experienced an increase in successful treatment 'completions' over the last several months.
2. In the Youth Outpatient program, the Administrator reports the highest census year to date with an increase in successful treatment 'completions'.
3. We have applied for additional HHSC funding to expand our Prevention Program substantially and are eagerly awaiting the announcement of awards being granted. The new funding would enable us to serve rural areas more effectively and meet significant requests for prevention services in New Caney ISD, Splendora ISD, and Magnolia ISD.
4. New Caney ISD has asked us to partner with them on two grants they have applied for to expand social and emotional learning and increase MH services on their campuses. We are also awaiting the results of those applications.
5. Our Youth Substance Abuse Prevention team has successfully established summer prevention activities at community sites, including the Boys and Girls Club in Walker County and the Oscar Johnson Center in Conroe.

IDD Services

1. Provider Services staff continues to prepare for their annual provider services audit. Staff anticipates that the audit will occur any time, but have not been notified yet regarding audit dates.
2. IDD Authority Services is required to contact each individual/family on the Home and Community-Based Services or Texas Home Living interest lists to determine if the individual/family want to remain on the interest lists, update any demographic

changes, and offer information on services if not in services already. Each person/family must be contacted every two years and we are nearly complete with the task for this biennium.

3. IDD Authority Services has 152 individuals who are eligible for services. Staff has contacted 83 of these individuals in an attempt to enroll them in services and currently 46 have begun the enrollment process.

Support Services

1. Quality Management:

- a. Staff participated in a managed care audit with Superior on May 15, 2019. All charts reviewed scored above 90% and there were only minor findings.
- b. Four client charts are currently being reviewed to be submitted to Aetna via encrypted e-mail by May 24th, 2019.
- c. Telemedicine Surveys are tracked regularly by the QM department and continue to produce mostly positive results. It is the practice of the QM department to follow up on any negative results to ensure appropriate quality improvement where needed.
- d. Staff are currently reviewing and updating the IDD QM and Local Plans which will be brought to the Board for review in July.

2. Utilization Management:

- a. The Junior Utilization Committee (JUM) has been working on creating workflows of all of the intake services around the Center to assist the Center with procedural changes needed as we move toward certification as a Certified Community Behavioral Health Clinic (CCBHC).

3. Training:

- a. The Clinical Trainer has started work on Trauma Informed Care 2.0 training to continue growing trauma informed principles within Tri-County.

4. Veteran Services:

- a. The Veteran Services Liaison is currently collaborating with the Lone Survivor Foundation following the relocation of their headquarters to Huntsville.
- b. The VETS Pod at the Montgomery County jail celebrated their second year anniversary.

Community Activities

1. In preparation for hurricane season and at the recommendation of HHSC, The Director of Strategic Development has completed 13 hour FEMA Emergency Management training, six hours of Psychological First Aid, and 16 hours of CISM training. A three day Incident Command Systems training will be held at Conroe Police Department next month to complete Tri-County's Critical Incident Response/Disaster Training.
2. Director of Strategic Development was contacted by an area women's homeless shelter, Family Promise, and asked to provide self-care and self-esteem classes to give hope and encouragement to parents who have recently become homeless.

3. Social media continues to build interest in the agency. For the first two weeks of May we reached 1,068 people with our Facebook posts, we had 278 likes, and we now have 300 followers. The posts are typically educational or informational, with occasional feel good stories.

Agenda Item: Personnel Report for April 2019 Committee: Executive	Board Meeting Date: May 30, 2019
Background Information: None	
Supporting Documentation: Personnel Report April 2019	
Recommended Action: For Information Only	

Personnel Report April 2019

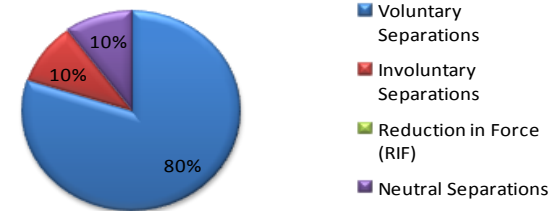
Total Applications received in April= 348

Total New Hires for the month of April= 12

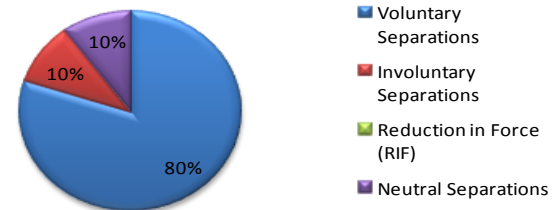
Total New Hires Year to Date = 87

April Turnover - FY19 compared to FY18	FY19	FY18
Number of Active Employees	359	347
Number of Monthly Separations	10	9
Number of Separations YTD	70	62
Year to Date Turnover Rate	19%	18%
April Turnover Rate	3%	2%

April Voluntary, Involuntary, RIF and Neutral Separations



Year to Date Voluntary, Involuntary, RIF and Neutral Separations

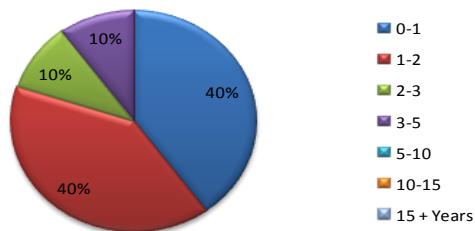


Separations by Reason	April Separations	FY19 YTD
Retired	0	0
Involuntarily Terminated	1	8
Neutral Termination	1	7
Dissatisfied	3	3
Lack of Support from Administration	1	3
Micro-managing supervisor	0	0
Lack of growth opportunities/recognition	0	1
Difficulty learning new job	0	0
Co-workers	0	0
Work Related Stress/Environment	0	2
RIF	0	0
Deceased	0	0
Pay	0	0
Health	0	0
Family	1	4
Relocation	0	2
School	1	5
Personal	0	4
Unknown	1	7
New Job	1	24
Total Separations	10	70

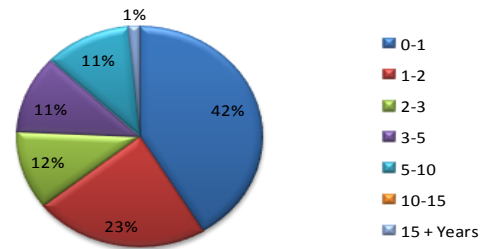
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% April	% Year to Date
Evan Roberson	21	0	7	0%	33%
Millie McDuffey	38	0	1	0%	3%
Amy Foerster	5	0	0	0%	0%
Tanya Bryant	12	0	0	0%	0%
MH Adult	90	3	18	3%	20%
MH Child & Youth	61	4	21	7%	34%
Catherine Prestigiovanni	0	0	1	0%	50%
PETC	55	0	5	0%	9%
Kelly Shropshire	36	2	10	6%	28%
Kathy Foster	32	1	6	3%	19%
Kenneth Barfield	9	0	1	0%	11%
Total	359	10	70		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date Separations	% April	% Year to Date
Supervisors & Managers	26	1	5	4%	19%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	48	0	10	0%	21%
Professionals (QMHP)	102	4	29	4%	28%
Professionals (QIDP)	30	2	9	7%	30%
Licensed Staff (LCDC, LPC...)	18	1	4	6%	22%
Business Services (Accounting)	15	0	0	0%	0%
Central Administration (HR, IT, Executive Director)	22	0	1	0%	5%
Program Support(Financial Counselors, QA, Training, Med. Records)	47	1	5	2%	11%
Nurse Technicians/Aides	16	0	1	0%	6%
Service/Maintenance	9	0	0	0%	0%
Direct Care (HCS, Respite, Life Skills)	26	1	6	4%	23%
Total	359	10	70		

April Separations by Tenure

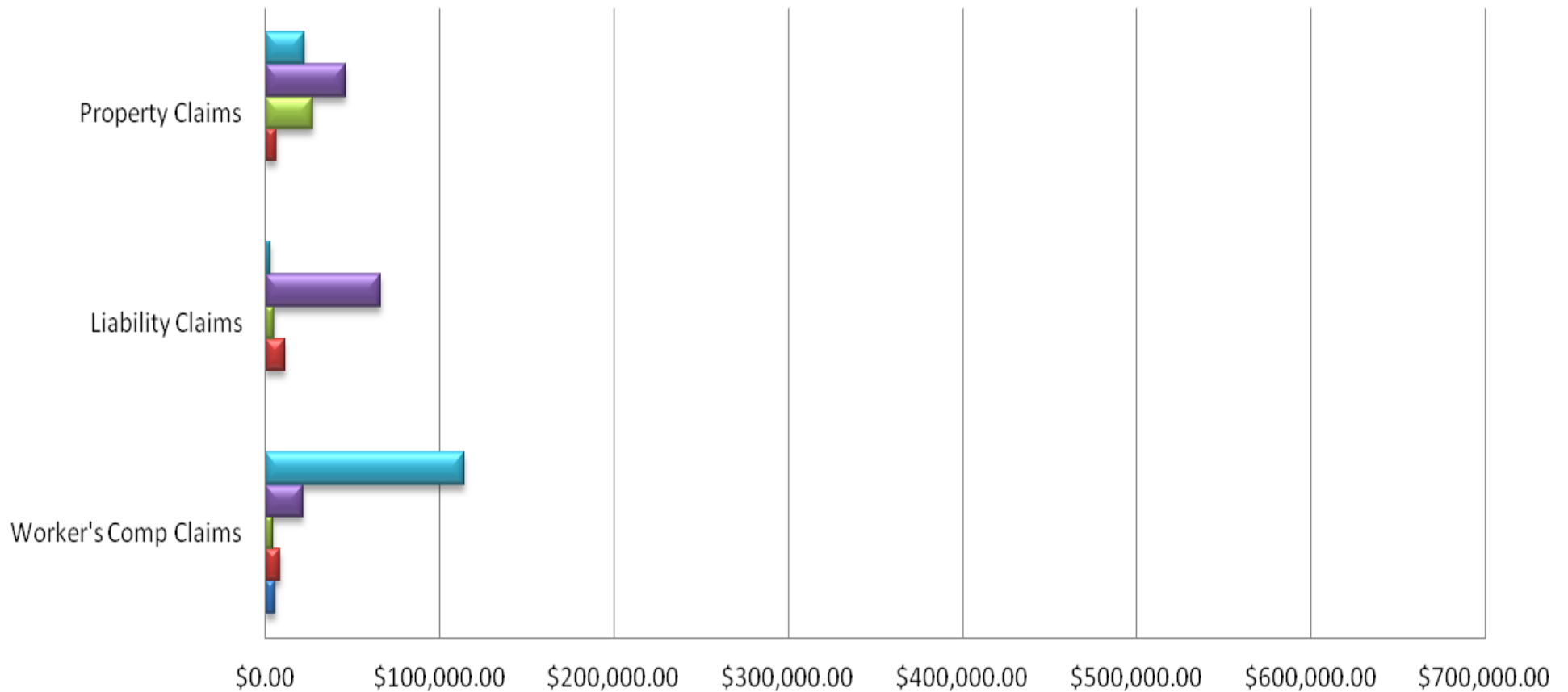


Year to Date Separations by Tenure



Agenda Item: Texas Council Risk Management Fund Claims Summary as of April 2019 Committee: Executive	Board Meeting Date: May 30, 2019
Background Information: None	
Supporting Documentation: Texas Council Risk Management Fund Claims Summary as of April 2019	
Recommended Action: For Information Only	

TCRMF Claims Summary April 2019



	Worker's Comp Claims	Liability Claims	Property Claims
2015	\$113,917.00	\$2,556.00	\$22,505.00
2016	\$21,902.00	\$65,795.00	\$46,114.00
2017	\$4,517.00	\$4,893.00	\$27,455.00
2018	\$8,191.00	\$11,417.00	\$6,126.00
2019	\$5,550.00	\$0.00	\$0.00

Agenda Item: Approve April 2019 Financial Statements Committee: Business	Board Meeting Date May 30, 2019
Background Information: None	
Supporting Documentation: April 2019 Financial Statements	
Recommended Action: Approve April 2019 Financial Statements	

April 2019 Financial Summary

Revenues for April 2019 were \$2,561,092 and operating expenses were \$2,477,756; resulting in a gain in operations of \$83,336. Capital Expenditures and Extraordinary Expenses for April were \$93,652; resulting in a loss of \$10,316. Total revenues were 105.82% of the monthly budgeted revenues and total expenses were 101.95% of the monthly budgeted expenses (difference of 3.87%).

Year to date revenues are \$20,483,032 and operating expenses are \$19,333,771; leaving excess operating revenues of \$1,149,261. YTD Capital Expenditures and Extraordinary Expenses are \$842,803; resulting in a gain YTD of \$306,458. Total revenues are 100.59% of the YTD budgeted revenues and total expenses are 99.08% of the YTD budgeted expenses (difference of 1.51%).

REVENUES

YTD Individual 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 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, 2019

	TOTALS COMBINED FUNDS April 2019	TOTALS COMBINED FUNDS March 2019	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	3,640	3,640	-
Cash on Deposit-General Fund	9,704,298	10,945,778	(1,241,480)
Cash on Deposit-Debt Fund	-	-	-
Accounts Receivable	1,959,994	2,169,902	(209,908)
Inventory	4,904	3,754	1,150
TOTAL CURRENT ASSETS	11,672,836	13,123,073	(1,450,238)
FIXED ASSETS	20,867,904	20,867,904	-
OTHER ASSETS	68,505	92,964	(24,459)
TOTAL ASSETS	\$ 32,609,245	\$ 34,083,942	\$ (1,474,696)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,161,214	1,148,175	13,040
NOTES PAYABLE	618,198	618,198	-
DEFERRED REVENUE	1,717,416	3,201,004	(1,483,588)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	-	-	-
Note Payable Prosperity Bank	-	-	-
First Financial loan tied to CD	527,083	550,000	(22,917)
First Financial Construction Loan	11,830,150	11,868,138	(37,989)
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	306,458	316,773	(10,316)
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(12,357,233)	(12,418,138)	60,905
Reserved for Debt Retirement	-	-	-
COMMITTED			
Net Assets-Property and Equipment	20,867,904	20,867,904	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	2,500,000	2,500,000	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	502,677	502,677	-
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	(618,198)	(618,198)	-
UNASSIGNED			
Unrestricted and Undesignated	2,951,724	2,951,724	-
TOTAL LIABILITIES/FUND BALANCE	\$ 32,609,245	\$ 34,083,942	\$ (1,474,698)

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended April 30, 2019**

	General Operating Funds	Memorandum Only Final August 2018
ASSETS		
CURRENT ASSETS		
Imprest Cash Funds	3,640	3,640
Cash on Deposit-General Fund	9,704,298	7,237,278
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	1,959,994	2,007,331
Inventory	4,904	4,262
TOTAL CURRENT ASSETS	11,672,836	9,252,511
FIXED ASSETS	20,867,904	20,867,904
OTHER ASSETS	68,505	132,369
	\$ 32,609,245	\$ 30,252,783
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	1,161,214	1,059,013
NOTES PAYABLE	618,198	618,198
DEFERRED REVENUE	1,717,416	(181,055)
LONG-TERM LIABILITIES FOR		
Line of Credit - Tradition Bank	-	-
Note Payable Prosperity Bank	-	-
First Financial loan tied to CD	527,083	710,417
First Financial Construction Loan	11,830,150	12,136,358
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	306,458	(479,439)
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt service-Restricted	(12,357,233)	(12,846,774)
Reserved for Debt Retirement	-	-
COMMITTED		
Net Assets-Property and Equipment-Committed	20,867,904	20,867,904
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	2,500,000	2,500,000
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	502,677	502,677
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	(618,198)	(618,198)
UNASSIGNED		
Unrestricted and Undesignated	2,951,724	3,431,163
TOTAL LIABILITIES/FUND BALANCE	\$ 32,609,245	\$ 30,252,783

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended April 2019
and Year To Date as of April 2019

INCOME:	MONTH OF April 2019	YTD April 2019
Local Revenue Sources	156,172	1,179,712
Earned Income	1,175,766	8,534,006
General Revenue-Contract	1,229,155	10,769,314
TOTAL INCOME	\$ 2,561,092	\$ 20,483,032
EXPENSES:		
Salaries	1,583,312	11,811,172
Employee Benefits	293,610	2,259,037
Medication Expense	63,637	435,533
Travel-Board/Staff	42,413	306,855
Building Rent/Maintenance	22,939	182,249
Consultants/Contracts	279,660	2,697,128
Other Operating Expenses	192,185	1,641,795
TOTAL EXPENSES	\$ 2,477,756	\$ 19,333,771
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 83,336	\$ 1,149,261
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	-	92,548
Capital Outlay-Debt Service	93,652	750,255
TOTAL CAPITAL EXPENDITURES	\$ 93,652	\$ 842,803
GRAND TOTAL EXPENDITURES	\$ 2,571,408	\$ 20,176,575
Excess (Deficiency) of Revenues and Expenses	\$ (10,316)	\$ 306,458

Debt Service and Fixed Asset Fund:

Debt Service	93,652	750,255
Excess(Deficiency) of revenues over Expenses	93,652	750,255

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of April 2019

	YTD April 2019	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,179,712	1,169,397	10,315
Earned Income	8,534,006	8,519,980	14,026
General Revenue-Contract	10,769,314	10,673,918	95,396
TOTAL INCOME	\$ 20,483,032	\$ 20,363,295	\$ 119,737
EXPENSES:			
Salaries	11,811,172	11,855,617	(44,445)
Employee Benefits	2,259,037	2,294,774	(35,737)
Medication Expense	435,533	432,930	2,603
Travel-Board/Staff	306,855	288,294	18,561
Building Rent/Maintenance	182,249	175,180	7,069
Consultants/Contracts	2,697,128	2,740,989	(43,861)
Other Operating Expenses	1,641,795	1,705,003	(63,208)
TOTAL EXPENSES	\$ 19,333,771	\$ 19,492,787	\$ (159,016)
 Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	 \$ 1,149,261	 \$ 870,508	 \$ 278,753
 CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	92,548	121,582	(29,034)
Capital Outlay-Debt Service	750,255	748,864	1,391
TOTAL CAPITAL EXPENDITURES	\$ 842,803	\$ 870,446	\$ (27,643)
 GRAND TOTAL EXPENDITURES	 \$ 20,176,575	 \$ 20,363,233	 \$ (186,658)
 Excess (Deficiency) of Revenues and Expenses	 \$ 306,458	 \$ 62	 \$ 306,396

Debt Service and Fixed Asset Fund:

Debt Service	750,255	748,864	1,391
Excess(Deficiency) of revenues over Expenses	750,255	748,864	1,391

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended April 2019

INCOME:	MONTH OF April 2019	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	156,172	239,546	(83,374)
Earned Income	1,175,766	964,780	210,986
General Revenue-Contract	1,229,155	1,215,838	13,317
TOTAL INCOME	\$ 2,561,092	\$ 2,420,164	\$ 140,928
EXPENSES:			
Salaries	1,583,312	1,572,478	10,834
Employee Benefits	293,610	241,129	52,481
Medication Expense	63,637	39,133	24,504
Travel-Board/Staff	42,413	31,649	10,764
Building Rent/Maintenance	22,939	43,947	(21,008)
Consultants/Contracts	279,660	259,765	19,895
Other Operating Expenses	192,185	233,805	(41,620)
TOTAL EXPENSES	\$ 2,477,756	\$ 2,421,906	\$ 55,850
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 83,336	\$ (1,742)	\$ 85,078
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	5,076	(5,076)
Capital Outlay-Debt Service	93,652	95,183	(1,531)
TOTAL CAPITAL EXPENDITURES	\$ 93,652	\$ 100,259	\$ (6,607)
GRAND TOTAL EXPENDITURES	\$ 2,571,408	\$ 2,522,165	\$ 49,243
Excess (Deficiency) of Revenues and Expenses	\$ (10,316)	\$ (102,001)	\$ 91,685

Debt Service and Fixed Asset Fund:

Debt Service	93,652	95,183	(1,531)
Excess(Deficiency) of revenues over Expenses	93,652	95,183	(1,531)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With April 2018 Comparative Data
Year to Date as of April 2019

INCOME:	YTD April 2019	YTD April 2018	Increase (Decrease)
Local Revenue Sources	1,179,712	826,401	353,311
Earned Income	8,534,006	8,117,327	416,679
General Revenue-Contract	10,769,314	10,407,541	361,773
TOTAL INCOME	\$ 20,483,032	\$ 19,351,269	\$ 1,131,763
EXPENSES:			
Salaries	11,811,172	11,254,799	556,373
Employee Benefits	2,259,037	2,177,590	81,447
Medication Expense	435,533	461,630	(26,097)
Travel-Board/Staff	306,855	288,761	18,094
Building Rent/Maintenance	182,249	204,408	(22,159)
Consultants/Contracts	2,697,128	2,404,458	292,670
Other Operating Expenses	1,641,795	1,566,376	75,419
TOTAL EXPENSES	\$ 19,333,771	\$ 18,358,022	\$ 975,749
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 1,149,261	\$ 993,247	\$ 156,014
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	92,548	201,653	(109,105)
Capital Outlay-Debt Service	750,255	569,063	181,192
TOTAL CAPITAL EXPENDITURES	\$ 842,803	\$ 770,716	\$ 72,087
GRAND TOTAL EXPENDITURES	\$ 20,176,575	\$ 19,128,738	\$ 1,047,837
Excess (Deficiency) of Revenues and Expenses	\$ 306,458	\$ 222,532	\$ 83,927

Debt Service and Fixed Asset Fund:

Debt Service	750,255	569,063	181,192
Excess(Deficiency) of revenues over Expenses	750,255	569,063	181,192

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With April 2018 Comparative Data
For the Month Ended April 2019

INCOME:	MONTH OF April 2019	MONTH OF April 2018	Increase (Decrease)
Local Revenue Sources	156,172	108,216	47,956
Earned Income	1,175,766	1,068,429	107,337
General Revenue-Contract	1,229,155	1,317,689	(88,534)
TOTAL INCOME	\$ 2,561,092	\$ 2,494,334	\$ 66,758

Salaries	1,583,312	1,502,102	81,210
Employee Benefits	293,610	272,664	20,946
Medication Expense	63,637	53,258	10,379
Travel-Board/Staff	42,413	44,524	(2,111)
Building Rent/Maintenance	22,939	9,024	13,915
Consultants/Contracts	279,660	202,516	77,144
Other Operating Expenses	192,185	213,915	(21,730)
TOTAL EXPENSES	\$ 2,477,756	\$ 2,298,003	\$ 179,753

Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 83,336	\$ 196,331	\$ (112,995)
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CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	1,220	(1,220)
Capital Outlay-Debt Service	93,652	94,190	(538)
TOTAL CAPITAL EXPENDITURES	\$ 93,652	\$ 95,410	\$ (1,758)

GRAND TOTAL EXPENDITURES	\$ 2,571,408	\$ 2,393,413	\$ 177,995
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Excess (Deficiency) of Revenues and Expenses	\$ (10,316)	\$ 100,921	\$ (111,237)
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Debt Service and Fixed Asset Fund:

Debt Service	93,652	94,190	(538)
			-
Excess(Deficiency) of revenues over Expenses	93,652	94,190	(538)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With March 2019 Comparative Data
For the Month Ended April 2019

INCOME:	MONTH OF April 2019	MONTH OF March 2019	Increase (Decrease)
Local Revenue Sources	156,172	94,567	61,605
Earned Income	1,175,766	1,134,066	41,700
General Revenue-Contract	1,229,155	1,182,768	46,388
TOTAL INCOME	\$ 2,561,092	\$ 2,411,400	\$ 149,692
EXPENSES:			
Salaries	1,583,312	1,414,531	168,782
Employee Benefits	293,610	235,732	57,877
Medication Expense	63,637	55,402	8,234
Travel-Board/Staff	42,413	42,985	(571)
Building Rent/Maintenance	22,939	12,306	10,633
Consultants/Contracts	279,660	260,109	19,551
Other Operating Expenses	192,185	225,126	(32,941)
TOTAL EXPENSES	\$ 2,477,756	\$ 2,246,190	\$ 231,566
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 83,336	\$ 165,210	\$ (81,873)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	-	342	(342)
Capital Outlay-Debt Service	93,652	93,589	63
TOTAL CAPITAL EXPENDITURES	\$ 93,652	\$ 93,931	\$ (279)
GRAND TOTAL EXPENDITURES	\$ 2,571,408	\$ 2,340,121	\$ 231,287
Excess (Deficiency) of Revenues and Expenses	\$ (10,316)	\$ 71,279	\$ (81,595)

Debt Service and Fixed Asset Fund:

Debt Service	93,652	93,589	63
Excess(Deficiency) of revenues over Expenses	93,652	93,589	63

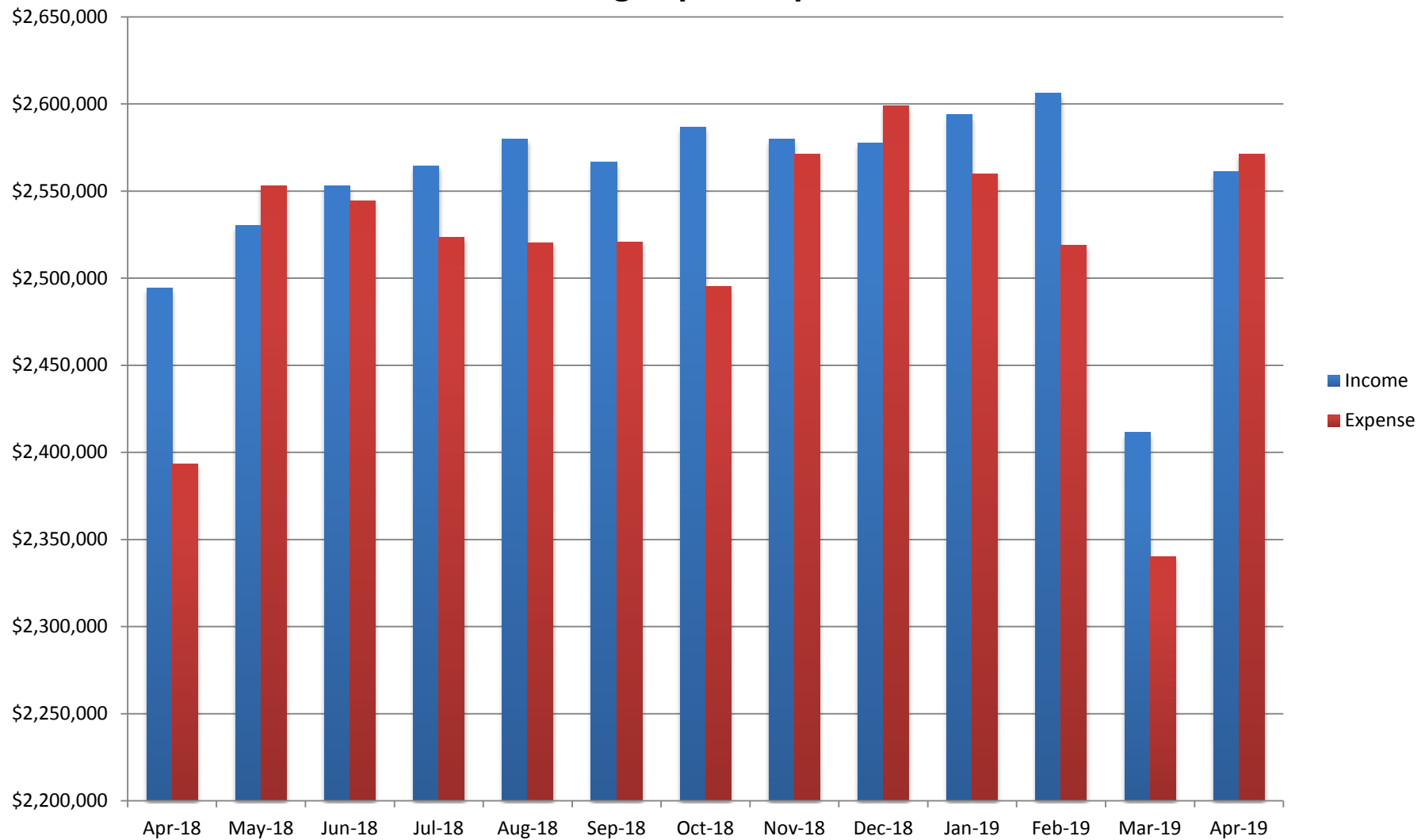
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of April 2019

	YTD Mental Health April 2019	YTD IDD April 2019	YTD Other Services April 2019	YTD Agency Total April 2019	YTD Approved Budget April 2019	Increase (Decrease)
INCOME:						
Local Revenue Sources	1,192,907	(122,679)	109,484	1,179,712	1,169,397	10,315
Earned Income	3,594,689	2,669,417	2,269,900	8,534,006	8,519,980	14,026
General Revenue-Contract	9,039,850	1,277,700	451,765	10,769,314	10,673,918	95,396
TOTAL INCOME	\$ 13,827,446	\$ 3,824,438	\$ 2,831,149	\$ 20,483,032	\$ 20,363,295	\$ 119,737
EXPENSES:						
Salaries	7,979,713	2,079,478	1,751,981	11,811,172	11,855,617	(44,445)
Employee Benefits	1,496,119	425,137	337,782	2,259,037	2,294,774	(35,737)
Medication Expense	345,395	-	90,139	435,533	432,930	2,603
Travel-Board/Staff	172,255	95,663	38,938	306,855	288,294	18,561
Building Rent/Maintenance	143,500	16,505	22,244	182,249	175,180	7,069
Consultants/Contracts	1,826,412	738,305	132,411	2,697,128	2,740,989	(43,861)
Other Operating Expenses	1,047,387	372,222	222,186	1,641,795	1,705,003	(63,208)
TOTAL EXPENSES	\$ 13,010,781	\$ 3,727,310	\$ 2,595,681	\$ 19,333,769	\$ 19,492,787	\$ (159,018)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 816,665	\$ 97,128	\$ 235,468	\$ 1,149,263	\$ 870,508	\$ 278,755
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	97,862	(2,802)	(2,511)	92,548	121,582	(29,034)
Capital Outlay-Debt Service	509,211	142,279	98,765	750,255	748,864	1,391
TOTAL CAPITAL EXPENDITURES	\$ 607,073	\$ 139,477	\$ 96,254	\$ 842,803	\$ 870,446	\$ (27,643)
GRAND TOTAL EXPENDITURES	\$ 13,617,854	\$ 3,866,787	\$ 2,691,935	\$ 20,176,571	\$ 20,363,233	\$ (186,662)
Excess (Deficiency) of Revenues and Expenses	\$ 209,592	\$ (42,349)	\$ 139,214	\$ 306,458	\$ 62	\$ 306,399
Debt Service and Fixed Asset Fund:						
Debt Service	509,211	142,279	98,765	750,255	748,864	(239,653)
		-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	509,211	142,279	98,765	750,255	748,864	(239,653)

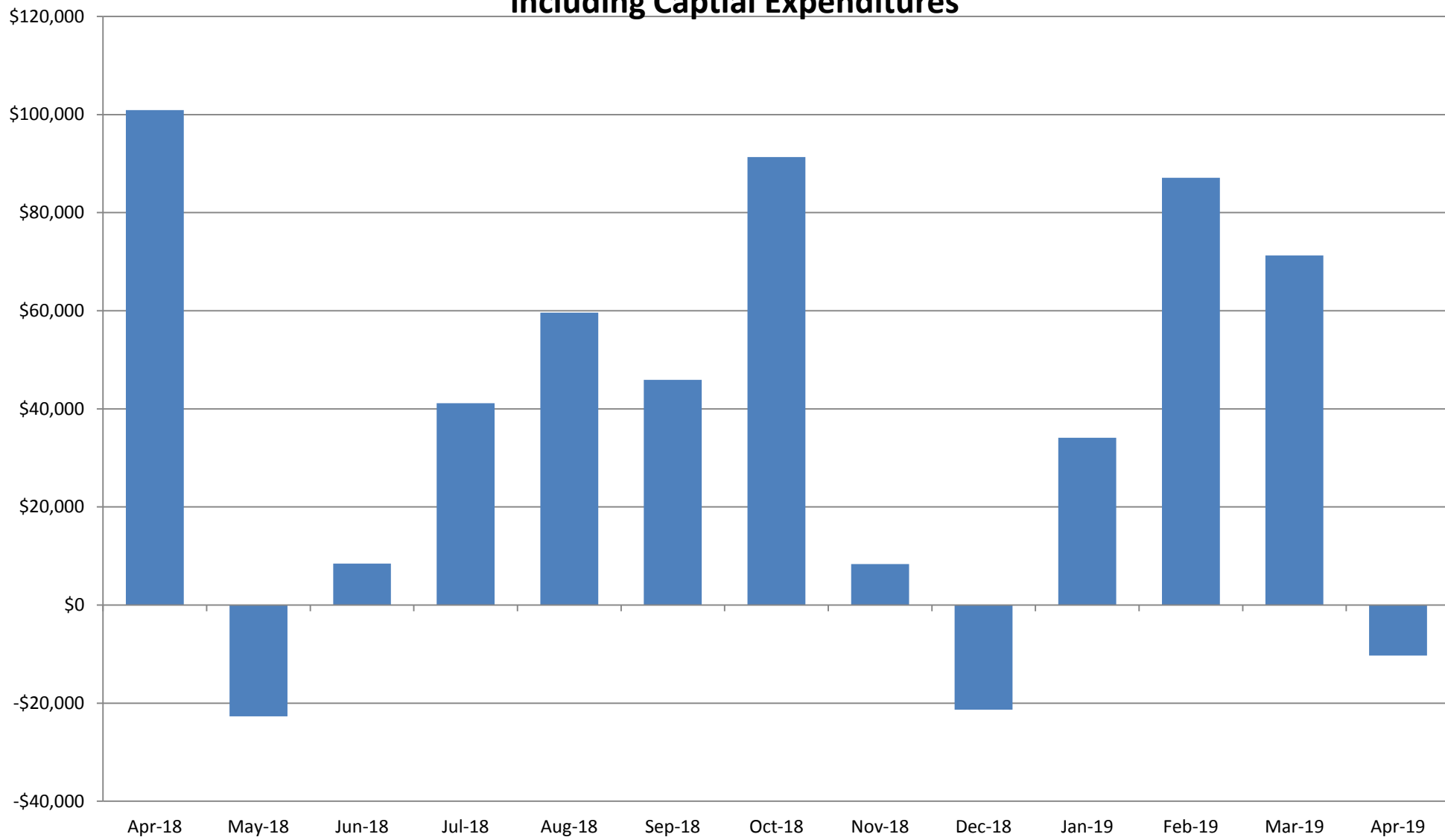
TRI-COUNTY BEHAVIORAL HEALTHCARE

Income and Expense

including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Capital Expenditures



Agenda Item: Approve Eide Bailly, LLP as auditor for FY 2019 and Direct Staff to Solicit an Audit Engagement Letter from Eide Bailly, LLP.

Board Meeting Date

May 30, 2019

Committee: Business

Background Information:

Each year, Tri-County Behavioral Healthcare is required to select an outside auditor for our financial audit. We have previously used the following auditors:

FY 1992	Pircher and Co.
FY 1988 - 1993	Kenneth Davis
FY 1999	Vetter & Taboada, P.C.
FY 2000 - 2003	David N. Miller, LLP
FY 2004 - 2006	McConnell & Jones, LLP
FY 2007 - 2010	David N. Miller, LLP
FY 2011 - 2012	Carlos Taboada & Company, P.C.
FY 2013 - 2018	Scott, Singleton, Fincher & Co, P.C.

The FY 2019 HHSC Performance Contracts state that the center shall "engage the same audit firm for no more than any six (6) consecutive years from the initial date of engagement."

Since our six years are up with Scott, Singleton, Fincher & Co, P.C., the Board directed Staff to go out for bid at the February Board Meeting. Proposals were received from three firms and were presented at the April Business Committee Meeting.

The Business Committee is recommending Eide Bailly, LLC.

Supporting Documentation:

None

Recommended Action:

Approve Eide Bailly, LLP as auditor for FY 2019 and Direct Staff to Solicit an Audit Engagement Letter from Eide Bailly, LLP.

Agenda Item: Approve the Purchase of Financial, Human Resources and Payroll Software

Board Meeting Date:

May 30, 2019

Committee: Business

Background Information:

As we have been talking about for some time with the Board of Trustees, we have been actively searching for a replacement for our Anasazi, financial, human resources and payroll software that will cease to function on January 1, 2020.

We have a team made up of Millie McDuffey - Chief Financial Officer, Kenneth Barfield - Director of Management Information Systems, Amy Foerster - Chief Compliance Officer and Darius Tuminas - Reimbursement & Service Analyst, who began reviewing software options available. The following were our basic requirements to be considered in selection of software:

- Must be software that is currently used by other Community Centers in Texas.
- Would prefer the software to be fully integrated in one software product.
- Would prefer on-premise software options over cloud based.

Although we did not list pricing as a priority in our software selection, we are always ensuring we get the best value and fit for the funds that we will be spending for the center.

Our recommendation is based on the following factors:

- Ease and history of the ability of the Proposer completing successful implementations at other Texas Community centers.
- Efficiencies gained after products are fully implemented are expected in the following areas:
 - Electronic routing for signatures and authorized approvals of check requests and timesheets.
 - Removes duplication of tasks/entries for budget preparation and automated budget reports to managers.
 - Cost savings for filing of ACA required reporting currently paid to contractors.
 - Elimination of the need for the use of Recruiter Box application service fee.
- Financial software is used by the majority of Texas Community Centers with a quarterly user group that meets at the CFO meetings.
- Best value for TCBHC after carefully comparing features and modules of each product.

Supporting Documentation:

See Table #1 - Proposals received by the due date.

See Table #2 - Staff Recommendation as the selection to the Board of Trustee's.

Recommended Action:

Approve the Purchase of Financial, Human Resources and Payroll Software

Table #1

PROPOSALS RECEIVED BY DUE DATE:

Bid #	Vendor Name	Software Name	Software Package	On-Premise or Cloud Based	One-Time Implementation Fee	Annual Operating Cost	One-Time On-Premise Fee
1	Blackbaud	Financial Edge NXT (Based on 10 concurrent users)	Financial Only	Cloud Based	\$ 19,950	\$ 27,500	\$ -
2	Blackbaud	PowerPlan Advanced Budgeting (License price per user \$558 up to 24 concurrent users)	Budgeting	Cloud Based	\$ 12,000	\$ 13,400	\$ -
3	Blackbaud	IOI	Human Resource and Payroll	Cloud Based	\$ 2,000	\$ 21,600	\$ -
4	Prosoft	MIP Fund Accounting	Financial, Human Resource and Payroll	On-Premise	\$ 48,900	\$ 14,244	\$ 44,345
5	Prosoft	MIP Fund Accounting (Based on 10 concurrent users)	Financial, Human Resource and Payroll	Cloud	\$ 48,900	\$ 58,848	
6	DATIS HR Cloud, Inc.	Human Capital Management and Payroll Software solution, e3 (for 400 employees)	Human Resource and Payroll	Cloud Based	\$ 34,000 3 on-site visits	\$ 86,400	\$ -
7	KRONOS, Inc.	Workforce Ready (for 400 employees)	Human Resource and Payroll	Cloud Based	\$ 8,000 remote only	\$ 72,336	\$ -
8	S&R Professionals	SAP Business ByDesign	Financial, Human Resource and Payroll	Cloud Based	\$ 1,422,960	\$ 120,000	\$ -

Table #2

STAFF RECOMMENDATION AS THE SELECTION TO THE BOARD OF TRUSTEE'S:

Bid #	Vendor Name	Software Name	Software Package	On-Premise or Cloud Based	One-Time Implementation Fee	Annual Operating Cost	One-Time On-Premise Fee
1	Blackbaud	Financial Edge NXT (Based on 10 concurrent users)	Financial Only	Cloud Based	\$ 19,950	\$ 27,500	\$ -
2	Blackbaud	PowerPlan Advanced Budgeting (License price per user \$558 up to 24 concurrent users)	Budgeting	Cloud Based	\$ 12,000	\$ 13,400	\$ -
6	DATIS HR Cloud, Inc.	Human Capital Management and Payroll Software solution, e3 (for 400 employees)	Human Resource and Payroll	Cloud Based	\$ 34,000 3 on-site visits	\$ 86,400	\$ -
				Total	\$ 65,950	\$ 127,300	

<p>Agenda Item: Approve Feasibility Study for a Facility in Cleveland, Texas</p> <p>Committee: Business</p>	<p>Board Meeting Date:</p> <p>May 30, 2019</p>
<p>Background Information:</p> <p>In April Building Consultant Mike Duncum presented some initial information about options for a new facility in Cleveland, Texas. Staff has reviewed some of the options which were presented to the Board and have given Mike some additional feedback about potential building sites and facility design.</p> <p>Staff are requesting that we contract with a design and engineering firm to complete a feasibility study which includes the following:</p> <ul style="list-style-type: none"> • Initial Concept Meeting • Basic Land Plan • Basic Floor Plan Design • Basic Refinement Meeting • Refinement Floor Plan Design • Elevations and Renderings • Final Meeting and Final Refinement <p>The land plan, floor plan and other information will be ready for review at the July 13th Board Strategic Planning meeting.</p> <p>The cost for this feasibility study is \$15,000.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Approve Feasibility Study for a Facility in Cleveland, Texas</p>	

Agenda Item: Decide on Next Steps to Resolve Building Issues at 233 Sgt. Ed Holcomb Blvd., South	Board Meeting Date: May 30, 2019
Committee: Business	
Background Information:	
<p>Several issues at the 233 Sgt. Ed Holcomb Blvd., South location have remained unresolved since before staff moved into the building. In January of 2018, staff provided official notice to Axiom Construction of several outstanding items which still needed to be resolved. This letter was copied to Board Chair Patti Atkins and Jackson Walker attorney Randy Farber.</p>	
<p>The Board has requested that Evan Roberson and Mike Duncum provide a status update each month until the issues are resolved.</p>	
<p>Executive Session has been reserved for Board discussion regarding next steps if needed.</p>	
Supporting Documentation:	
<p>None</p>	
Recommended Action:	
Decide on Next Steps to Resolve Outstanding Sgt. Ed Holcomb Facility Issues	

Agenda Item: Independence Oaks Apartments Committee: Business	Board Meeting Date: May 30, 2019
Background Information: Evan Roberson and Tanya Bryant will provide an update to the Board about Independence Oaks in Executive Session.	
Supporting Documentation: None	
Recommended Action: Take action as needed.	

Agenda Item: Board of Trustees Unit Financial Statement as of April 2019 Committee: Business	Board Meeting Date May 30, 2019
Background Information: None	
Supporting Documentation: April 2019 Board of Trustees Unit Financial Statement	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2019

	April 2019 Actuals	April 2019 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,348.00	\$ 2,348.00	\$ -	\$ 18,783.00	\$ 18,783.00	\$ -	100.00%	\$ 28,175.00
Total Revenue	\$ 2,348.00	\$ 2,348.00	\$ -	\$ 18,783.00	\$ 18,783.00	\$ -	100.00%	\$ 28,175.00
Expenses								
Employee Recognition	\$ -	\$ -	\$ -	\$ 90.25	\$ -	\$ 90.25	0.00%	\$ -
Insurance-Worker Compensation	\$ 9.67	\$ 17.00	\$ (7.33)	\$ 61.53	\$ 132.00	\$ (70.47)	46.61%	\$ 200.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	100.00%	\$ 18,000.00
Supplies-Office	\$ -	\$ 15.00	\$ (15.00)	\$ -	\$ 115.00	\$ (115.00)	0.00%	\$ 175.00
Training	\$ -	\$ 300.00	\$ (300.00)	\$ 825.00	\$ 2,400.00	\$ (1,575.00)	34.38%	\$ 3,600.00
Travel - Local	\$ -	\$ (208.00)	\$ 208.00	\$ -	\$ 82.00	\$ (82.00)	0.00%	\$ 250.00
Travel - Non-local Mileage/Air	\$ 171.18	\$ 125.00	\$ 46.18	\$ 1,256.28	\$ 1,000.00	\$ 256.28	125.63%	\$ 1,500.00
Travel - Non-local Hotel	\$ -	\$ (1,250.00)	\$ 1,250.00	\$ -	\$ 500.00	\$ (500.00)	0.00%	\$ 1,500.00
Travel - Meals	\$ -	\$ (350.00)	\$ 350.00	\$ 131.17	\$ 350.00	\$ (218.83)	37.48%	\$ 750.00
Total Expenses	\$ 1,680.85	\$ 149.00	\$ 1,531.85	\$ 14,364.23	\$ 16,579.00	\$ (2,214.77)	86.64%	\$ 25,975.00
Total Revenue minus Expenses	\$ 667.15	\$ 2,199.00	\$ (1,531.85)	\$ 4,418.77	\$ 2,204.00	\$ 2,214.77	13.36%	\$ 2,200.00

UPCOMING MEETINGS

June 2019 – No Board Meeting

July 25, 2019 – Board Meeting

- Approve Minutes from May 30, 2019 Board Meeting
- Program Presentations – Longevity Recognitions & Essay Contest Winners
- Community Resources Report
- Consumer Services Report for May and June 2019
- Program Updates
- FY 2019 Year to Date Goals & Objectives Progress Report
- 3rd Quarter FY 2019 Corporate Compliance & Quality Management Report
- 4th Quarter FY 2019 Corporate Compliance Training
- Medicaid 1115 Transformation Waiver Project Status Report
- Appoint Nominating Committee for FY 2020 Board Officers
- Appoint Executive Director Evaluation Committee
- Personnel Report for May and June 2019
- Texas Council Risk Management Fund Claims Summary for May and June 2019
- Approve Financial Statements for May and June 2019
- Approve FY 2019 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 2017 990 Tax Return Prepared by Scott, Singleton, Fincher & Co., P.C.
- 3rd Quarter FY 2019 Investment Report
- Board of Trustees Unit Financial Statement as of May and June 2019
- Tri-County Consumer Foundation Board Update
- HUD 811 – Cleveland, Montgomery & Huntsville Updates

August 29, 2019 – Board Meeting

- Approve Minutes from July 25, 2019 Board Meeting
- Approve Goals and Objectives for FY 2020
- Community Resources Report
- Consumer Services Report for July 2019
- Program Updates
- Annual Election of FY 2020 Board Officers
- Executive Director's Evaluation, Compensation & Contract for FY 2020
- Nominations for the Texas Council Risk Management Fund's Board of Trustees
- Personnel Report for July 2019
- Texas Council Risk Management Fund Claims Summary for July 2019
- Texas Council Quarterly Board Meeting Verbal Update

- Approve July 2019 Financial Statements
- Approve FY 2019 Year End Budget Revision
- Approve Proposed FY 2020 Operating Budget
- Approve FY 2020 Dues Commitment & Payment Schedule for the Texas Council
- Board of Trustees Unit Financial Statement for July 2019

Tri-County Acronyms - Updated 1/9/19	
1115	Medicaid 1115 Transformation Waiver
ACT	Assertive Community Treatment
APS	Adult Protective Services
ADRC	Aging and Disability Resource Center
AMH	Adult Mental Health
ANSA	Adult Needs and Strengths Assessment
AOP	Adult Outpatient
APRN	Advanced Practice Registered Nurse
ARDS	Assignment Registration and Dismissal Services
ASH	Austin State Hospital
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
CCBHC	Certified Community Behavioral Health Clinic
CFRT	Child Fidelity Review Team
CHIP	Children's Health Insurance Program
CIRT	Crisis Intervention Response Team
CMH	Child Mental Health
COPSD	Co-Occurring Psychiatric and Substance Abuse Disorders
CPS	Child Protective Service
CRCG	Community Resource Coordination Group
CSHI	Cleveland Supported Housing, Inc.
DADS	Department of Aging and Disability Service
DFPS	Department of Family and Protective Services
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
FTH	From the Heart
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.
IDD PNAC	Intellectual and Developmental Disabilities Planning Network Advisory Committee
IHP	Individual Habilitative Plan
IMR	Illness Management and Recovery
IPE	Initial Psychiatric Evaluation
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

LMHA	Local Mental Health Authority
LMSW	Licensed Masters Social Worker
LMFT	Licensed Marriage and Family Therapist
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
LSFHC	Lone Star Family Health Center
LTD	Long Term Disability
LVN	Licensed Vocational Nurse
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
OCR	Outpatient Competency Restoration
PA	Physician's Assistant
PAP	Patient Assistance Program
PASRR	Pre-Admission Screening and Resident Review
PATH	Projects for Assistance in Transition from Homelessness (PATH)
PETC	Psychiatric Emergency Treatment Center
PFA	Psychological First Aid
PNAC	Planning Network Advisory Committee
PRN	Practice Registered Nurse
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
SAMHSA	Substance Abuse and Mental Health Services Administration
SASH	San Antonio State Hospital
SH	Supported Housing
SUD	Substance Use Disorder
TAC	Texas Administrative Code
TCBHC	Tri-County Behavioral Healthcare
TCCF	Tri-County Consumer Foundation
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
TIC/TOC	Trauma Informed Care-Time for Organizational Change
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
WCHD	Walker County Hospital District
YES	Youth Empowerment Services
YMHFA	Youth Mental Health First Aid
YPS	Youth Prevention Services