

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

**October 25, 2012**



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, October 25, 2012. 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 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

## AGENDA

### I. Organizational Items

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

### II. Approve Minutes - September 27, 2012

### III. Executive Director's Report - Cindy Sill

- A. DSHS
  - 1. MCOT Review
  - 2. Prescribing Practices Review
  - 3. Rusk Diversion Contract
  - 4. Consolidated Local Service Plan
- B. DADS
  - 1. Target Achievement
- C. Medicaid 1115 Transformation Waiver Status Report
- D. Public Mental Health System Review by PCG
- E. ETBHN
  - 1. Tele-Psychiatry
  - 2. Peer Support Grant
- F. Houston Food Bank
- G. From the Heart

### IV. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2012 Audit
- B. CFO Consortium
- C. Worker's Compensation Audit
- D. Cost Accounting Methodology (CAM)
- E. Vehicle Declared Surplus Update
- F. Days of Operation Ratio

### V. Program Committee

#### Action Items

- A. Appoint New Member to the Mental Health Planning Network Advisory Committee.....Page 10
- B. Appoint New Member to the Intellectual & Developmental Disabilities Planning Network Advisory Committee.....Page 11

#### Information Items

- C. Community Resources Report for September 2012.....Pages 12-13
- D. Consumer Services Report for September 2012.....Pages 14-15
- E. Program Updates for September 2012.....Pages 16-19
- F. Regional Planning Network Advisory Committee's FY 2013 Budget Review.....Pages 20-22
- G. Program Presentation - Outpatient Competency Restoration

**VI. Executive Committee**

Action Items

- A. Executive Director Recruitment & Selection Process ..... *Page 23*  
B. Consultation Contract with Retiring Executive Director ..... *Page 24*

Information Items

- C. Board of Trustees' Oaths of Office ..... *Page 25*  
D. Personnel Report for September 2012 ..... *Pages 26-27*

**VII. Business Committee**

Action Items

- A. Approve September 2012 Financial Statements ..... *Pages 28-40*  
B. Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees ..... *Pages 41-43*  
C. FY 2012-13 Department of Aging & Disability Services Contract Amendment #2 ..... *Pages 44-45*

Information Items

- D. Board of Trustees' Unit Financial Statement for September 2012 ..... *Pages 46-47*

**VIII. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney & Section 551.074, Personnel**

Posted By:

Stephanie Eveland  
Executive Assistant

# **Tri-County Services**

P.O. Box 3067  
Conroe, TX 77305

## **BOARD OF TRUSTEES MEETING**

**September 27, 2012**

### **Board Members Present:**

David Walker  
Brad Browder  
Patti Atkins  
Morris Johnson  
Cecil McKnight

### **Board Members Absent:**

Tracy Sorensen\*  
Len George  
Janet Qureshi  
Sharon Walker

### **Tri-County Staff Present:**

Cindy Sill, Executive Director  
Millie McDuffey, Chief Financial Officer  
Evan Roberson, Director of Organizational Support  
Don Teeler, Director of Operations  
Sandy Kelly, Director of Administrative Support  
Dr. Sneed, CSU Psychiatrist/Medical Director  
Stephanie Eveland, Executive Assistant  
Shane Burks, Coordinator of Community Resources  
Tanya Bryant, Staff  
Rachel Coleman, Staff  
Heather Hensley, Staff  
Ryan Leonard, Staff  
Jeanette Foy, Staff  
Kathy Luker, Staff  
Yevonne Farrar, Staff  
Jo Ann Broussard, Staff  
Chuck Lowman, Staff  
Wendy Zgarba, Staff  
Craig Ireland, Staff  
Jennifer Spillman, Staff  
John Bragg, Staff  
Raymond Coronado, Staff  
Michael Matthews, Staff  
David Deaton, Legal Counsel

### **Guests:**

Terry Hill, ISC Group

**Call to Order:** Chairman, David Walker, called the meeting to order at 9:59 a.m. at 1506 FM 2854, Conroe, TX.

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

**Quorum:** There being five (5) members present, a quorum was established.

Longevity Recognitions and Shining Star Awards were presented to Tri-County staff.

**Resolution #09-12-01**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board excuse the absence of Tracy Sorensen, Len George, Janet Qureshi and Sharon Walker.

**Resolution #09-12-02**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the minutes of the August 30, 2012 meeting of the Board of Trustees.

David Walker, Chairman of the Board, suspended the agenda so Business Committee Information Item VIII-F, Employee Retirement Investment Report, could be presented by Terry Hill from ISC Group.

**\*Tracy Sorensen arrived at 10:35 a.m. bringing the quorum to six (6) members present.**

**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 #09-12-03**

**Motion Made By:** Morris Johnson

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

### **Resolved:**

That the Board approve the Department of State Health Services Provider Network Development Plan for FY 2013-14.

### **Resolution #09-12-04**

**Motion Made By:** Patti Atkins

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

### **Resolved:**

That the Board reappoint Loretta Castro to the Mental Health Planning Network Advisory Committee for a two-year term which expires August 31, 2014.

### **Resolution #09-12-05**

**Motion Made By:** Morris Johnson

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

### **Resolved:**

That the Board reappoint the following members to the Intellectual and Developmental Disabilities Planning Network Advisory Committee for a two-year term which expires August 31, 2014:

- Loretta Castro
- Pam Holak
- Barbara Knighton
- Lisa Thompson

The Community Resources Report for August 2012 was reviewed for information purposes only.

The Consumer Services Report for August 2012 was reviewed for information purposes only.

The Program Updates for August 2012 were reviewed for information purposes only.

The Final FY 2012 Goals and Objectives Progress Report was reviewed for information purposes only.

The Annual Planning Network Advisory Committee Reports were reviewed for information purposes only.

The 4<sup>th</sup> Quarter FY 2012 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 1<sup>st</sup> Quarter FY 2013 Corporate Compliance Training was reviewed for information purposes only.

Program Presentation – Ryan Leonard presented information regarding Veteran Services.

### **EXECUTIVE COMMITTEE:**

#### **Resolution #09-12-06**

**Motion Made By:** Patti Atkins

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

#### **Resolved:**

That the Board appoint the Texas Council of Community Centers, Inc. representative and alternate for FY 2013 as follows:

- Sharon Walker – Representative
- Morris Johnson - Alternate

Oaths of Office were recited by David Walker, Patti Atkins and Cecil McKnight.

David Walker, Chairman of the Board, appointed the FY 2013 Committee members as follows:

#### **Business Committee:**

Morris Johnson, Chair  
Brad Browder  
Cecil McKnight  
Patti Atkins

#### **Program Committee:**

Tracy Sorensen, Chair  
Len George  
Janet Qureshi  
Sharon Walker

#### **Executive Committee:**

David Walker, Chair  
Brad Browder, Vice Chair  
Tracy Sorensen, Secretary

The Board of Trustees Attendance Analysis for FY 2012 was reviewed for information purposes only.

The Personnel Report for August 2012 was reviewed for information purposes only.

**BUSINESS COMMITTEE:**

**Resolution #09-12-07**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the 2<sup>nd</sup> payment of non-refundable option money to the property owner for the Independence Oaks project site in Cleveland, TX.

**Resolution #09-12-08**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the recommendation to declare the following vehicles as surplus as well as award the sale of each of these vehicles to the highest bidder:

- 1996 Ford Ranger
- 2001 Ford E150 Wheel Chair Van
- 1999 Ford E350 15 Passenger Van

The Preliminary Financial Statements for August 2012 were reviewed for information purposes only.

The 4<sup>th</sup> Quarter FY 2012 Investment Report was reviewed for information purposes only.

The Board of Trustees Unit Financial Statement for August 2012 was reviewed for information purposes only.

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

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

The regular meeting of the Board of Trustees recessed at 12:08 p.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney and Section 551.074, Personnel.

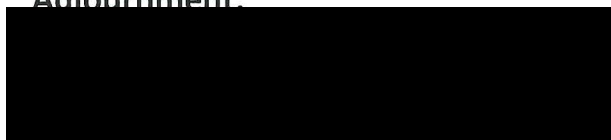


The meeting of the Board of Trustees reconvened at 12:22 p.m. to go into regular session.

There was no action taken from Executive Session.

The regular meeting of the Board of Trustees adjourned at 12:24 p.m.

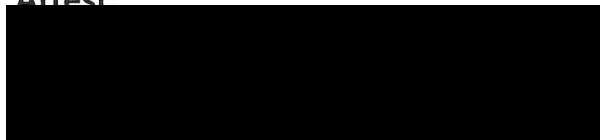
**Adjournment:**



David Walker  
Chairman

Date

**Attest:**



Tracy Sorensen  
Secretary

Date

**Executive Director Report**  
**October 25, 2012**

Information

- Next regularly scheduled Board meeting is Thursday, December 13<sup>th</sup>; there is no November meeting. We will be closed November 22 & 23<sup>rd</sup> in observance of Thanksgiving. Crisis and residential services will be operational during this time.
- The Center Christmas/Holiday party will be Saturday, December 8<sup>th</sup> at the River Plantation. We will send you an invitation at a later date.
- Once again, we are having the consumer/client Christmas card contest and the winners will be recognized at the December Board meeting. We will send information about purchasing cards to you once the winners have been selected.
- The next quarterly meeting of the Texas Council Board and Executive Directors is November 1-3<sup>rd</sup>. Legislative issues will be a major topic of discussion.
- We received the proceeds from the 23<sup>rd</sup> Annual Burnham Golf Classic on October 4th. We are very appreciative to have received **\$23,000** this year and we thank the Burnham and McKnight families and all the other volunteers and supporters. In addition to supporting the services in South Liberty County, a portion of the funds are used to purchase Christmas gifts for individuals receiving services in the Liberty clinics.

Operations

- Department of State Health Services (DSHS) -- In January 2012, DSHS requested documentation of consumers services in order to conduct a statewide desk review of Mobile Crisis Outreach Team (MCOT) services. DSHS completed their review and we had an on-site visit last week to discuss their findings. Although we have not received a formal report, they did indicate that we need to use different codes for several of the services that these team members are providing. Additionally, they would like to have our staff provide more of these crisis evaluation/intervention services in the homes of persons needing these services. They also

encouraged local law enforcement to accompany our staff on some/many of these calls. We have already begun making the service coding changes, however, we will have numerous discussions about assessing risk prior to having our staff go into the individual's homes to conduct crisis evaluations.

Several months ago DSHS began a review of our prescribing practices as a result of a complaint filed by an individual transferring from another center. We submitted documentation on a sample of individuals served, DSHS reviewed the information and issued a report. We subsequently submitted a plan of correction to comply with their concerns and DSHS staff have requested additional changes in our procedures. We are continuing to respond and comply with their concerns. There are no financial penalties associated with this review.

The Rusk State Hospital diversion contract beds are providing much needed services to individuals in our area and alleviating trips to Rusk for local law enforcement. The average daily census is slightly more than 3 for this fiscal year. Staff are continuing to work on reporting and procedural issues with the hospitals, but we are pleased with the treatment that is being provided.

DSHS notified centers that the Consolidated Local Service Plan (CLSP) is due December 21<sup>st</sup> rather than December 1<sup>st</sup>. Evan and his staff will be conducting stakeholder meeting(s) as well as soliciting input from clients, families and stakeholders via surveys. The Board will be asked to review and approve the local plan at the December meeting prior to submission to DSHS.

- Department of Aging and Disability Services (DADS) -- Staff are diligently working to achieve the target number to be served from the beginning of the fiscal year. Last fiscal year, we had to serve a significantly higher number of individuals in the last few months in order to achieve the target. The FY 2013 target is slightly less than FY 2012 since there was a further reduction in general revenue funding.

We received notice yesterday that DADS is releasing an additional 1600 Texas Home Living (TxHmL) waiver slots since the average cost for these services is lower than DADS budgeted (85% of the budgeted amount). Fifty-three (53) individuals in our area will be offered TxHmL services; this

will significantly increase the workload for our enrollment staff in the coming weeks, but the services will be very beneficial to the individuals and their families.

- Medicaid 1115 Transformation Waiver Status Report -- The plan development process has been continually evolving, with numerous revisions and clarifications about the requirements for project narratives, valuation and process and improvement milestones. This has resulted in many revisions and refinements to our project proposals for both Regions 2 and 17 and we are continuing to make revisions this week based upon guidance from HHSC to the regions. Every region must submit the first three (3) sections of their plans by October 31<sup>st</sup> so our revisions are all due either this Friday or next Monday. Don, Evan and Millie have worked tirelessly on these project proposals and we will all be glad to take an "1115 break" once the plans are submitted. Region 17 has stated that all IGT entities (that includes Tri-County) will be required to sign the plan and attest to our participation on November 14<sup>th</sup>; Region 2 has not advised when the plan will be signed. Our current IGT commitment for FY 2013 (DY 1 & 2) is less than the \$1.2 million authorized by the Board of Trustees at the August meeting.
- Public Consulting Group (PCG) Report on Public Mental Health System -- The consulting firm has completed their report and they will conduct a public hearing on their recommendations Thursday, November 1<sup>st</sup> in Austin. Among the many recommendation are two options for the State's consideration regarding the management of MH services: 1) a carve-out for MH services similar to NorthSTAR; or 2) a carve-in of MH services through the Medicaid STAR and STAR Plus managed care system that is already operational. The carve-out model includes only MH services, but covers both persons with and without Medicaid benefits. The carve-in model would expand the current managed care contracts to include rehabilitation and case management services for persons with Medicaid benefits. Fortunately, the report does not recommend a reconfiguration of the community MH center structure or a prohibition against a center being both an authority and a provider of services. The report does not appear to fully appreciate the changes that the public MH system will undergo through the Medicaid 1115 Transformation waiver, including the leveraging of state general revenue funds and the expansion and/or initiation of new services across the state. It is too early to project the

response of the Legislature to this report, but it will certainly be discussed during the upcoming session.

- East Texas Behavioral Healthcare Network (ETBHN) -- There is growing interest among non-member centers in the tele-psychiatry services; a few non-community center entities have also made inquiries about this service. We expect that there will be more interest about this service as the Medicaid 1115 Transformation waiver services are deployed in the coming months.

ETBHN was awarded a grant through the Hogg Foundation a couple of years ago which provided funding for peer support training and services for a few of the member centers. The grant has been expanded and Tri-County will now receive funding for training of our peer support staff and salary and fringe expense support. We are pleased to receive these funds to support these important services provided by peers.

- The Houston Food Bank sought space in our Liberty clinic so they can assist individuals, including our consumers, in completing applications for food stamps. We are pleased to provide an office for their staff and know that this will be beneficial for the individuals that we serve and their families. They also are providing this same outreach in Walker County and we hope to have them in our clinic there.
- Our From the Heart campaign is busy and we have received almost 400 requests for assist from the individuals that we serve. We are fortunate to have our historical corporate partners, donors and "adopters" who will help make the holidays brighter for many of the individuals that we serve.

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

### **October 25, 2012**

**FY 2012 Audit** – We continue to work with Carlos Taboada on the FY 2012 audit. Carlos has been on site a couple of times since the last Board meeting. His staff has completed the chart reviews of the programs selected for compliance. He is currently verifying bank reconciliations, fixed asset entries, and reviewing contractor payments. As of this time, there have been no areas of concern that have been brought to our attention so all is going very well.

**CFO Consortium** – The quarterly CFO meeting was held in Austin on October 18<sup>th</sup> and 19<sup>th</sup>. We had discussions on the following topics: the 1115 Waiver, GR reconciliation for state match, DSHS and DADS findings from Center reviews, Medicaid Code changes, FY 2013 Cost Report changes, Managed Care Contracts, issues and services, Public Finance Training, and as always updates from the Texas Council and both DADS and DSHS .

**Worker's Compensation Audit** – We are continuing to work with the Worker's Compensation auditor on the FY 2012 Payroll and Contractor payments. We are pulling contracts and running payroll detail reports as they are requested. As we have seen in the past, it should take a couple of months before we see the final report from the auditor.

**Cost Accounting Methodology (CAM)** – We have started the process for the CAM report for the FY 2012 fiscal period. DSHS/DADS require each Center to prepare a CAM Report for the full 12 months of each fiscal year. The due date for the final report is February 28<sup>th</sup>. DSHS continues to require a preliminary report submitted at the end of January. Over the next couple of months, we will be spending time with program managers to review their service areas to ensure that accurate data is reflected in the cost centers. This year, we are having individual meetings with managers since we have many new staff and programs that are not familiar with this process. And prior to submission, we will analyze the cost data and research any costs that have significant variances as compared with prior years reports.

**Surplus Vehicles** – At the last board meeting, we declared two vans and a Ford Ranger to be surplus. We placed ads in the local newspapers and have not had any response. So this week, we have sent two vehicles to auction and we are re-advertising the wheelchair van to see if we can't get them sold.

**Days of Operation Ratio** – Last February, I reported that I would provide you with the Days of Operation Ratio every 6 months to give you more financial information. So it is that time again and as of the end of August, our Days of Operation Ratio calculation is at 108 days. This is down from the February ratio of 119 days. At the end of the fiscal year, all deferred revenue accounts are cleared and historically this is the time of year that this ratio is at its lowest point.

<p><b>Agenda Item:</b> Appoint New Member for the Mental Health and Planning Network Advisory Committee (MHPNAC)</p> <p><b>Committee:</b> Program</p>	<p><b>Board Meeting Date</b></p> <p>October 25, 2012</p>
<p><b>Background Information:</b></p> <p>The Department of State Health Services contract requires that the Planning Network Advisory Committee "...be composed of at least nine members, fifty percent of whom shall be consumers or family members of consumers..." We currently have two (2) MHPNAC openings.</p> <p>Staff recommends the appointment of the volunteer listed below to the MHPNAC:</p> <p><u>Lori Lilley, Community Member</u></p> <ul style="list-style-type: none"> <li>• Area Manager of State of Texas Department of Assistive and Rehabilitative Services (DARS), Division of Rehab Services</li> </ul> <p>Ms. Lilley has agreed to serve on the MHPNAC for a two-year term, which will expire August 31, 2014.</p>	
<p><b>Supporting Documentation:</b></p> <p>None</p>	
<p><b>Recommended Action:</b></p> <p><b>Appoint New Member for the Mental Health Planning Network Advisory Committee</b></p>	

<b>Agenda Item:</b> Appoint New Member for the Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDPNAC)	<b>Board Meeting Date</b>
<b>Committee:</b> Program	October 25, 2012
<b>Background Information:</b>	
<p>The Department of Aging and Disability Services contract requires that the Planning Network Advisory Committee "...be composed of at least nine members, fifty percent of whom shall be consumers or family members of consumers..." We currently have one (1) IDDPNAC opening.</p>	
<p>Staff recommends the appointment of the volunteer listed below to the IDDPNAC:</p>	
<p><u>Lori Lilley, Community Member</u></p>	
<ul style="list-style-type: none"> <li>• Area Manager of State of Texas Department of Assistive and Rehabilitative Services (DARS), Division of Rehab Services</li> </ul>	
<p>Ms. Lilley has agreed to serve on the IDDPNAC for a two-year term, which will expire on August 31, 2014.</p>	
<b>Supporting Documentation:</b>	
<p>None</p>	
<b>Recommended Action:</b>	
<p><b>Appoint New Member for the Intellectual and Developmental Disabilities Planning Network Advisory Committee</b></p>	



<b>Agenda Item:</b> Community Resources Report for September 2012  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report for September 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# ***Community Resources Report***

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## **Volunteer Hours:**

<b>Location</b>	<b>September</b>
Conroe	81.25
Cleveland	7.5
Liberty	19
Huntsville	13.25
<b>Total</b>	<b>121</b>

## **COMMUNITY ACTIVITIES:**

10/2/12	Jail Diversion Working Group Meeting	Conroe
10/2/12	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
10/2/12	Liberty County Child Fatality Review Team	Liberty
10/4/12	Liberty County Community Resource Coordination Group	Cleveland
10/4/12	Cleveland Chamber of Commerce Luncheon	Cleveland
10/10/12	Montgomery County United Way Funded Partners Meeting	Willis
10/11/12	Huntsville Chamber of Commerce Breakfast	Huntsville
10/11/12	Parmely/CC Hardy Elementary Health Fair	Conroe
10/11/12	MCYS Resource Night	Splendora
10/12/12	Lone Star College Human Services Advisory Committee	The Woodlands
10/15/12	Lone Star College Volunteer Fair	Conroe
10/16/12	Jail Diversion Executive Task Force Meeting	Conroe
10/16/12	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
10/16/12	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
10/16/12	Montgomery County Community Resource Coordination Group	Conroe
10/17/12	Montgomery County Fair Housing Workgroup Meeting	Conroe
10/17/12	Walker County Child Fatality Review Team	Huntsville
10/17/12	Roots of Change Coalition Meeting	Conroe
10/24/12	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
10/24/12	Montgomery County United Way BBQ Fundraiser	The Woodlands

## **UPCOMING ACTIVITIES:**

11/1/12	Cleveland Chamber of Commerce Luncheon	Cleveland
11/1/12	Walker County Community Resource Coordination Group	Huntsville
11/6/12	Montgomery County Managed Assigned Counsel Board Meeting	Conroe
11/7/12	Liberty County Community Resource Coordination Group	Huntsville
11/7/12	Liberty County Child Fatality Review Team	Liberty
11/8/12	Texas Latino Leadership Roundtable	The Woodlands
11/15/12	Adult Protective Services Task Force Meeting	Conroe
11/15/12	Chevron Chemical Health Fair	The Woodlands
11/20/12	Montgomery County Community Resource Coordination Group	Conroe
11/20/12	Montgomery County United Way Disaster Recovery Taskforce	The Woodlands
11/20/12	Montgomery County Forensic Hospital Advisory Board Meeting	Conroe
11/21/12	Roots of Change Coalition Meeting	Conroe

<b>Agenda Item:</b> Consumer Services Report for September 2012  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for September 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

**CONSUMER SERVICES REPORT**  
**September 2012**

<b>Crisis Services, MH Adults/Children</b>	<b>MONTGOMERY COUNTY</b>	<b>CLEVELAND</b>	<b>LIBERTY</b>	<b>WALKER COUNTY</b>	<b>TOTAL</b>
Persons Screened, Intakes, Other Crisis Services	534	43	38	48	663
Crisis and Transitional Services (SP 0, SP5)	71	3	5	3	82
Psychiatric Emergency Treatment Center (PETC) Served	45	3	3	8	59
Psychiatric Emergency Treatment Center (PETC) bed days	242	14	10	46	312
Contract Hospital Admissions	2	0	0	0	2
Diversion Admits	3	0	3	2	8
Total State Hospital Admissions	10	0	0	0	10
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (SP 1-4)	739	81	72	128	1020
Adult Medication Services	591	64	60	87	802
Child Service Packages (SP 1.1-4)	248	19	5	31	303
Child Medication Services	122	10	1	13	146
TCOOMMI (Adult Only)	86	4	4	17	111
Adult Jail Diversion Services	20	0	0	0	20
Juvenile Detention Diversion Services	3	0	0	0	3
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	11	0	1	2	14
Service Coordination	443	32	46	55	576
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living, TXHmL)	54	7	24	25	110
Contractor Provided ICF-MR	18	12	11	6	47
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	47	128	0	0	175
Youth Substance Abuse Treatment Services/COPSD	9	0	0	0	9
Adult Substance Abuse Treatment Services/COPSD	30	0	0	1	31
<b>Waiting/Interest Lists as of Month End</b>					
Department of State Health Services-Adults	146	15	20	5	186
Department of State Health Services-Children	13	1	0	0	14
Home and Community Based Services Interest List	1182	99	97	103	1481
<b>Persons Served Outside of the State Contracts</b>					
Benefit Package 3 Adult/Child	38	11	7	5	61
<b>September Served by County</b>					
Adult Mental Health Services	1204	130	114	159	1607
Child Mental Health Services	278	20	6	35	339
Intellectual and Developmental Disabilities Services	493	48	62	64	667
<b>Total Served by County</b>	<b>1975</b>	<b>198</b>	<b>182</b>	<b>258</b>	<b>2613</b>
<b>August Served by County</b>					
Adult Mental Health Services	1252	127	136	176	1691
Child Mental Health Services	277	19	6	43	345
Intellectual and Developmental Disabilities Services	501	57	52	57	667
<b>Total Served by County</b>	<b>2030</b>	<b>203</b>	<b>194</b>	<b>276</b>	<b>2703</b>
<b>July Served by County</b>					
Adult Mental Health Services	1227	118	108	177	1630
Child Mental Health Services	267	16	7	37	327
Intellectual and Developmental Disabilities Services	469	48	55	54	626
<b>Total Served by County</b>	<b>1963</b>	<b>182</b>	<b>170</b>	<b>268</b>	<b>2583</b>

<b>Agenda Item:</b> Program Updates for September 2012  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates for September 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Program Updates

## September 2012

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

#### **A. Key Statistics:**

1. Number of new admissions during the month: 104 (91 adults and 13 children)
2. PETC average daily census: 11.13

#### **B. Program Comments:**

1. We are reviewing PETC Program Design options to strengthen our personnel stability and reduce turnover.
2. Our Inpatient State Hospital Diversion Program had an average daily census of 3.63 in September, and provided 109 diversion days of service.
3. Montgomery County Hospital District ambulance referrals to the PETC increased to 12 in September.

### **MH Adult Services**

#### **A. Key Statistics:**

1. Number of adults served during the month: 1,607
2. Number of adults served in Medication Services: 802

#### **B. Program Comments:**

1. We redesigned the MH Supported Employment Program in September, replacing paraprofessional staff with a Bachelor level QMHP. This is part of our effort to comply with DSHS Performance Contract requirements in FY 13.
2. We continue to recruit for a Psychiatrist to fill our existing vacancy. We are evaluating the possibility of using the ETBHN televideo service for Psychiatric Services.

### **MH Child Services**

#### **A. Key Statistics:**

1. Number of children served during the month: 339
2. Number of children served in Medication Services: 146

#### **B. Program Comments:**

1. Our MH Child Rehabilitation staff are preparing for significant changes in the FY 14 protocols we will be required to follow.
2. Our MH Child and Adolescent Program is adjusting to public schools starting and have begun to receive new referrals with the new school year.

## **Criminal Justice Services**

### **A. Key Statistics:**

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): 111 versus a target of 105 (There were actually 121 enrolled in TCOOMMI services, but 10 were incarcerated or in absconder status and did not receive a service during September.)
2. Number of jail diversions: 4

### **B. Program Comments:**

1. We served 5 individuals in the Outpatient Competency Restoration Program in September and are preparing to meet our target of 17 in FY 13.
2. We planned the Jail Diversion Task Force Meeting for FY 13, with the first meeting scheduled for October.
3. TCOOMMI caseloads were full in September and our Medicaid earnings were well above our budgeted target.

## **Substance Abuse Services**

### **A. Key Statistics:**

1. Number of children served in Prevention Services: 175
2. Number of adults served in Substance Abuse/COPSD Treatment Services:
  - a. Substance Abuse Outpatient: 31
  - b. COPSD: 9
  - c. Total unique clients served: 31
3. Number of children served in Substance Abuse Treatment Services: 9

### **B. Program Comments:**

1. We are still recruiting a Youth Outpatient Team Leader position. That position will assess our ability to expand Youth Substance Abuse Services to other locations.
2. Substance Abuse Prevention Services are now back in the schools providing training. Training is scheduled for Cleveland, Huntsville, and several Montgomery County schools.
3. A new Substance Abuse Intern completed training and started serving adults in counseling groups.

## **IDD Services**

### **A. Key Statistics:**

1. Total number of admissions for the month: 14
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS = 70 TxHmL = 42
3. Total number served within the department: HCS = 55 TxHmL = 20
4. Total number served in all IDD Services for the month: 667

B. **Program Comments:**

1. We redesigned IDD Supported Employment Services to have 2 full-time staff providing services, instead of the previous 1.5 positions.
2. We are gradually increasing the number of individuals being served in all of our Life Skills Programs.
3. We are developing a more active plan to meet our DADS general revenue targets in FY 13. We were successful in the 4<sup>th</sup> quarter of FY 12 and will use that experience to guide efforts in FY 13.

**Support Information**

- A. **Utilization Management:** The Administrator of Utilization Management will be providing required DSHS utilization management training to the Tri-County QM/UM committee on October 25, 2012.
- B. **Information Services:** The IS Dept. concentrated on setting up and implementing scanning into the Anasazi document management system. All File Clerks computers and scanners were configured, the File Clerks trained, and the process implemented at all MH clinics.
- C. **Quality Management:** The Administrator of Quality Management facilitated the first meeting of the Tri-County Texas Resilience and Recovery (TRR) team which is charged with guiding the implementation process for the new requirements that will be effective in FY 14.
- D. **ETBHN/Regional Authorization:** The Regional UM Committee met and reviewed reports for benchmarking purposes. Also, there has been a new hire for PRN in the authorization program; this person is currently in training.

**Community Activities**

- A. On October 11<sup>th</sup>, representatives from Tri-County attended the Montgomery County Youth Services Resource Night.
- B. On October 15<sup>th</sup> and 16<sup>th</sup>, representatives from Tri-County attended the Lone Star College Volunteer fair.



<p><b>Agenda Item:</b> Regional Planning Network Advisory Committee's FY 2013 Budget Review</p> <p><b>Committee:</b> Program</p>	<p><b>Board Meeting Date</b></p> <p>October 25, 2012</p>
<p><b>Background Information:</b></p> <p>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 <b>PNAC members</b> and the Rights Protection Officer 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"> <li>• 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.</li> <li>• To continuously evaluate efforts to improve clinical outcomes and practices.</li> <li>• To maintain a process by which unacceptable outcomes, processes and practices can be identified.</li> <li>• 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.</li> </ul> <p>At the September 24, 2012 RPNAC meeting, the RPNAC reviewed financial summaries for each Center as required by the contract with the Department of State Health Services and <b>each Center's Provider Network Development Plans</b>. There were no recommendations from the RPNAC for FY 2013.</p> <p>The RPNAC did note that there was some inconsistency in how the 11 member centers report administrative expenses on the provided financial summaries. The RPNAC has asked that ETBHN gather further information on these administrative cost categorizations.</p>	
<p><b>Supporting Documentation:</b></p> <p>Report from the ETBHN Regional Planning Network Advisory Committee</p>	
<p><b>Recommended Action:</b></p> <p><b>For Information Only</b></p>	

# **REGIONAL PLANNING AND NETWORK ADVISORY COMMITTEE**

## **FY 13 Budget Center Budget Review and Local Plan/Network Development Review**

### **LOCAL AUTHORITY: TRI-COUNTY SERVICES**

#### ***EXECUTIVE SUMMARY:***

It is the policy of Tri-County Services to have a procedure in place for the Regional Planning and Advisory Committee to review the annual budget and, also, review the Local Plan/Network Development at the beginning of each fiscal year and that best use of public money is considered in both these items.

The RPNAC will make reports to each East Texas Behavioral Health Network (ETBHN) member Centers 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 and budgeting;
- Consumer choice issues in Network development and budgeting;
- Ultimate cost-benefit issues in Network development and budgeting; and
- Best use of public money in Network development.

The FY 2013 Department of State Health Services and Department of Aging and Disability Services Performance Contracts requires 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 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:***

Tri-County Services submitted their budget to ETBHN business department to be compiled in a chart to compare to other Centers. They, also, submitted and reviewed their Local Plan to the RPNAC on September 24<sup>th</sup> 2012.

***REVIEW METHODOLOGY:***

On September 24<sup>th</sup>, each RPNAC Center Liaison presented both of the above items to the RPNAC for input.

Committee members and center liaisons identified outliers and preferred practices and determined recommendations to be made to each center based on the outcomes of the review.

***RECOMMENDATIONS:***

The RPNAC members reviewed the Tri-County budget and Local Plan with no suggestions or recommendations made. Each member indicated that the Center is doing the most they can with the money they have available. It was noted that there are very few providers wishing to contract in the rural areas, so the choices are limited on what services can be contracted out. The only recommendation came on the budget review and it was for the region as a whole. It seems that there is a wide variance on the administrative cost percentages for each Center. The RPNAC has asked that ETBHN gather data on what is placed in administrative costs on each Center's budget for a comparison. This will be completed before the next RPNAC meeting. Overall, the RPNAC was very pleased with both the budget and the Local Plan and Network Development of Tri-County Services.

<p><b>Agenda Item:</b> Executive Director Recruitment and Selection Process</p> <p><b>Committee:</b> Executive</p>	<p><b>Board Meeting Date</b></p> <p>October 25, 2012</p>
<p><b>Background Information:</b></p> <p>The Executive Director position posting notice was closed on October 5<sup>th</sup> and the qualified applications were forwarded to the Search Committee. A report will be given by that Committee.</p> <p>The results of the posting notice and next steps will be discussed in executive session.</p>	
<p><b>Supporting Documentation:</b></p> <p>None</p>	
<p><b>Recommended Action:</b></p> <p><b>Discuss Recruitment and Selection Process and Take Action as Appropriate</b></p>	

<p><b>Agenda Item:</b> Consultation Contract with Retiring Executive Director</p> <p><b>Committee:</b> Executive</p>	<p><b>Board Meeting Date</b></p> <p>October 25, 2012</p>
<p><b>Background Information:</b></p> <p>None</p>	
<p><b>Supporting Documentation:</b></p> <p>None, to be discussed in Executive Session</p>	
<p><b>Recommended Action:</b></p> <p><b>Discuss Potential Consultation Contract with Retiring Executive Director</b></p>	

<b>Agenda Item:</b> Board of Trustees' Oaths of Office  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  The following Board members were reappointed by the Commissioners' Courts of their respective counties for another two-year term that will expire on August 31, 2014: <ul style="list-style-type: none"> <li>• David Walker – Montgomery County</li> <li>• Janet Qureshi – Montgomery County</li> <li>• Patti Atkins – Liberty County</li> <li>• Cecil McKnight – Liberty County</li> </ul> <p>Oaths of Office were recited by those present at the Board meeting on September 27, 2012. Reappointed Board members that were unable to attend the last meeting will have the opportunity to recite the Oath of Office at this Board meeting.</p>	
<b>Supporting Documentation:</b>  None	
<b>Recommended Action:</b>  <b>Recite Oaths of Office</b>	

<b>Agenda Item:</b> Personnel Report for September 2012  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for September 2012	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# TRI-COUNTY SERVICES PERSONNEL BOARD REPORT SEPTEMBER 2012

STAFF CLASSIFICATIONS	NEW HIRES		SEPARATED		VOLUNTARY SEPARATION		INVOLUNTARY SEPARATION		BUDGETED POSITIONS	FILLED POSITIONS	MONTHLY TURNOVER PERCENT	YEARLY TURNOVER PERCENT
	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.				
Bachelor's												
Qualified Mental Health Professionals									78	68	0%	0%
Qualified Developmental Disability Professionals (State Title)									12	10	0%	0%
Licensed Staff									17	14	0%	0%
Medical												
Physicians									7	4	0%	0%
Advanced Practice Nurses									2	2	0%	0%
RN's									11	8	0%	0%
LVN's									11	8	0%	0%
Techs/Aides												
MH									17	10	0%	0%
IDD									37	34	0%	0%
Supervisor/Manager												
MH									13	13	0%	0%
IDD									7	6	0%	0%
Program Support									39	35	0%	0%
Central Administration									18	18	0%	0%
Business Services									15	15	0%	0%
Maintenance/Janitorial/Lawn									22	20	0%	0%
GRAND TOTALS									306	265	0%	0%
Previous YTD											6%	6%



<b>Agenda Item:</b> Approve September 2012 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  September 2012 Financial Statements	
<b>Recommended Action:</b>  <b>Approve September 2012 Financial Statements</b>	

### September 2012 Financial Summary

Revenues for September 2012 were \$1,946,193 and operating expenses were \$1,785,826 resulting in a gain in operation of \$160,367. Capital Expenditures and Extraordinary Expenses for September were \$35,714 resulting in a gain of \$124,653. Total revenues were 100.15% of the monthly budgeted revenues and total expenses were 92.10% of the monthly budgeted expenses.

Year to date revenues as of the end of September are the same as for the month.

#### **REVENUES**

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

<b>Revenue Source</b>	<b>YTD Revenue</b>	<b>YTD Budget</b>	<b>% of Budget</b>	<b>\$ Variance</b>
No items to report				

#### **EXPENSES**

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

<b>Expense Source</b>	<b>YTD Expenses</b>	<b>YTD Budget</b>	<b>% of Budget</b>	<b>\$ Variance</b>
No items to report				

**TRI-COUNTY SERVICES**  
**CONSOLIDATED BALANCE SHEET**  
**As of September 30, 2012**

	<b>TOTALS COMBINED FUNDS September 2012</b>	<b>Preliminary TOTALS COMBINED FUNDS August 2012</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	6,017	6,017	-
Cash on Deposit-General Fund	8,305,004	6,197,688	2,107,316
Cash on Deposit-Debt Fund	2,222	392,788	(390,566)
Accounts Receivable	1,391,351	1,587,882	(196,531)
Inventory	35,373	34,775	598
<b>TOTAL CURRENT ASSETS</b>	<b>9,739,967</b>	<b>8,219,150</b>	<b>1,520,817</b>
<b>FIXED ASSETS</b>	<b>6,386,044</b>	<b>6,386,044</b>	<b>-</b>
<b>OTHER ASSETS</b>	<b>53,974</b>	<b>37,074</b>	<b>16,899</b>
<b>TOTAL ASSETS</b>	<b>16,179,985</b>	<b>14,642,269</b>	<b>1,537,716</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	<b>851,425</b>	<b>1,234,236</b>	<b>(382,810)</b>
<b>NOTES PAYABLE</b>	<b>417,673</b>	<b>417,673</b>	<b>-</b>
<b>DEFERRED REVENUE</b>	<b>2,208,186</b>	<b>157,132</b>	<b>2,051,053</b>
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,374,008	1,395,837	(21,829)
Bond Series 2004	410,000	820,000	(410,000)
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	739,954	876,646	(136,693)
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(2,197,880)	(2,629,709)	431,829
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment	6,386,044	6,386,044	-
Reserved for Board Policy Requirements	879,405	879,405	-
Reserved for Equipment Reserve	354,290	354,290	-
Reserved for Inventory Reserve	32,973	32,973	-
Reserved for Operations and Programs	2,000,000	2,000,000	-
<b>ASSIGNED</b>			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	80,165	73,999	6,166
Reserved for Insurance Deductibles	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	1,039,334	1,039,334	-
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>16,179,985</b>	<b>14,642,269</b>	<b>1,537,716</b>

**TRI-COUNTY SERVICES**  
**CONSOLIDATED BALANCE SHEET**  
**As of September 30, 2012**

**TOTALS**  
**Memorandum Only**

	<b>General Operating Funds</b>	<b>September 2012</b>	<b>FINAL August 2011</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	6,017	6,017	3,925
Cash on Deposit-General Fund	8,305,004	8,305,004	5,556,400
Cash on Deposit-Debt Fund	2,222	2,222	474,276
Accounts Receivable	1,391,351	1,391,351	1,468,854
Inventory	35,373	35,373	33,893
<b>TOTAL CURRENT ASSETS</b>	<b>9,739,967</b>	<b>9,739,967</b>	<b>7,537,348</b>
<b>FIXED ASSETS</b>	6,386,044	6,386,044	6,386,044
<b>OTHER ASSETS</b>	53,974	53,974	36,364
<b>AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT</b>		-	1,647,673
<b>TOTAL ASSETS</b>	<b>16,179,985</b>	<b>16,179,985</b>	<b>15,607,427</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	851,425	851,425	1,081,898
<b>NOTES PAYABLE</b>	417,673	417,673	417,673
<b>DEFERRED REVENUE</b>	2,208,186	2,208,186	107,127
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,374,008	1,374,008	1,652,992
Bond Series 2004	410,000	410,000	1,230,000
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	739,954	739,954	860,675
Debt Service Fund	-	-	(3,229)
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt service-Restricted	(2,197,880)	(2,197,880)	(1,652,992)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	477,505
<b>COMMITTED</b>			
Net Assets-Property and Equipment-Committed	6,386,044	6,386,044	6,386,044
Reserved for Board Policy Requirements-Committed	879,405	879,405	879,405
Reserved for Equipment Reserve-Committed	354,290	354,290	354,290
Reserved for Inventory Reserve-Committed	32,973	32,973	32,973
Reserved for Operations and Programs -Committed	2,000,000	2,000,000	2,000,000
<b>ASSIGNED</b>			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	80,165	80,165	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	1,039,334	1,039,334	278,658
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>16,179,985</b>	<b>16,179,985</b>	<b>15,607,427</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**For the Month Ended September 2012**  
**and YTD as of September 2012**

<b>INCOME:</b>	<b>MONTH OF September 2012</b>	<b>YTD September 2012</b>
Local Revenue Sources	130,785	130,785
Earned Income	809,527	809,527
General Revenue-Contract	1,005,881	1,005,881
<b>TOTAL INCOME</b>	<b>1,946,193</b>	<b>1,946,193</b>
<b>EXPENSES:</b>		
Salaries	945,516	945,516
Employee Benefits	179,141	179,141
Medication Expense	17,890	17,890
Travel-Board/Staff	32,233	32,233
Building Rent/Maintenance	34,045	34,045
Consultants/Contracts	402,920	402,920
Other Operating Expenses	174,082	174,082
<b>TOTAL EXPENSES</b>	<b>1,785,826</b>	<b>1,785,826</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>160,367</b>	<b>160,367</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	232	232
Capital Outlay-Debt Service Bonds	35,482	35,482
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>35,714</b>	<b>35,714</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,821,540</b>	<b>1,821,540</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>124,653</b>	<b>124,653</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budgeted**  
**Year to Date as of September 2012**

	YTD September 2012	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	130,785	133,684	(2,899)
Earned Income	809,527	793,449	16,078
General Revenue-Contract	1,005,881	1,016,055	(10,174)
<b>TOTAL INCOME</b>	<b>1,946,193</b>	<b>1,943,188</b>	<b>3,005</b>
<b>EXPENSES:</b>			
Salaries	945,516	974,182	(28,666)
Employee Benefits	179,141	193,829	(14,688)
Medication Expense	17,890	28,214	(10,324)
Travel-Board/Staff	32,233	34,538	(2,305)
Building Rent/Maintenance	34,045	38,000	(3,956)
Consultants/Contracts	402,920	446,405	(43,485)
Other Operating Expenses	174,082	214,427	(40,345)
<b>TOTAL EXPENSES</b>	<b>1,785,826</b>	<b>1,929,595</b>	<b>(143,769)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>160,367</b>	<b>13,593</b>	<b>146,774</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	232	12,689	(12,457)
Capital Outlay-Debt Service Bonds	35,482	35,466	16
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>35,714</b>	<b>48,155</b>	<b>(12,441)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,821,540</b>	<b>1,977,750</b>	<b>(156,210)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>124,653</b>	<b>(34,562)</b>	<b>159,215</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	35,482	35,466	16
Bond Payments Disbursements		-	-
Interest Income			
<b>Excess(Deficiency) of revenues over Expense:</b>	<b>35,482</b>	<b>35,466</b>	<b>16</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended September 2012**

<b>INCOME:</b>	<b>MONTH OF September 2012</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	130,785	133,684	(2,899)
Earned Income	809,527	793,449	16,078
General Revenue-Contract	1,005,881	1,016,055	(10,174)
<b>TOTAL INCOME</b>	<b>1,946,193</b>	<b>1,943,188</b>	<b>3,005</b>
<b>EXPENSES:</b>			
Salaries	945,516	974,182	(28,666)
Employee Benefits	179,141	193,829	(14,688)
Medication Expense	17,890	28,214	(10,324)
Travel-Board/Staff	32,233	34,538	(2,305)
Building Rent/Maintenance	34,045	38,000	(3,956)
Consultants/Contracts	402,920	446,405	(43,485)
Other Operating Expenses	174,082	214,427	(40,345)
<b>TOTAL EXPENSES</b>	<b>1,785,826</b>	<b>1,929,595</b>	<b>(143,769)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>160,367</b>	<b>13,593</b>	<b>146,774</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	232	12,689	(12,457)
Capital Outlay-Debt Service Bonds	35,482	35,466	16
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>35,714</b>	<b>48,155</b>	<b>(12,441)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,821,540</b>	<b>1,977,750</b>	<b>(156,210)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>124,653</b>	<b>(34,562)</b>	<b>159,215</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	35,482	35,466	16
Bond Payments Disbursements		-	-
Interest Income			
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>35,482</b>	<b>35,466</b>	<b>16</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With September 2011 Comparative Data**  
**Year to Date as of September 2012**

<b>INCOME:</b>	<b>YTD September 2012</b>	<b>YTD September 2011</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	130,785	157,498	(26,713)
Earned Income	809,527	694,654	114,873
General Revenue-Contract	1,005,881	929,070	76,811
<b>TOTAL INCOME</b>	<b>1,946,193</b>	<b>1,781,222</b>	<b>164,971</b>
<b>EXPENSES:</b>			
Salaries	945,516	971,040	(25,524)
Employee Benefits	179,141	190,212	(11,071)
Medication Expense	17,890	25,877	(7,987)
Travel-Board/Staff	32,233	25,880	6,353
Building Rent/Maintenance	34,045	30,195	3,850
Consultants/Contracts	402,920	364,424	38,496
Other Operating Expenses	174,082	182,353	(8,271)
<b>TOTAL EXPENSES</b>	<b>1,785,826</b>	<b>1,789,981</b>	<b>(4,155)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>160,367</b>	<b>(8,759)</b>	<b>169,126</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	232	2,569	(2,337)
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>35,714</b>	<b>39,367</b>	<b>(3,653)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,821,540</b>	<b>1,829,348</b>	<b>(7,808)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>124,653</b>	<b>(48,126)</b>	<b>172,779</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>35,482</b>	<b>36,798</b>	<b>(1,316)</b>



**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With September 2011 Comparative Data**  
**For the Month September 2012**

<b>INCOME:</b>	<b>MONTH OF September 2012</b>	<b>MONTH OF September 2011</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	130,785	157,498	(26,713)
Earned Income	809,527	694,654	114,873
General Revenue-Contract	1,005,881	929,070	76,811
<b>TOTAL INCOME</b>	<b>1,946,193</b>	<b>1,781,222</b>	<b>164,971</b>
<b>EXPENSES:</b>			
Salaries	945,516	971,040	(25,524)
Employee Benefits	179,141	190,212	(11,071)
Medication Expense	17,890	25,877	(7,987)
Travel-Board/Staff	32,233	25,880	6,353
Building Rent/Maintenance	34,045	30,195	3,850
Consultants/Contracts	402,920	364,424	38,496
Other Operating Expenses	174,082	182,353	(8,271)
<b>TOTAL EXPENSES</b>	<b>1,785,826</b>	<b>1,789,981</b>	<b>(4,155)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>160,367</b>	<b>(8,759)</b>	<b>169,126</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	232	2,569	(2,337)
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,316)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>35,714</b>	<b>39,367</b>	<b>(3,653)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,821,540</b>	<b>1,829,348</b>	<b>(7,808)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>124,653</b>	<b>(48,126)</b>	<b>172,779</b>

**Debt Service and Fixed Asset Fund:**

Bond Payments Receipts	35,482	36,798	(1,316)
Bond Payments Disbursements			-
Interest Income			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>35,482</b>	<b>36,798</b>	<b>(1,316)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With August 2012 Comparative Data**  
**As of September 2012**

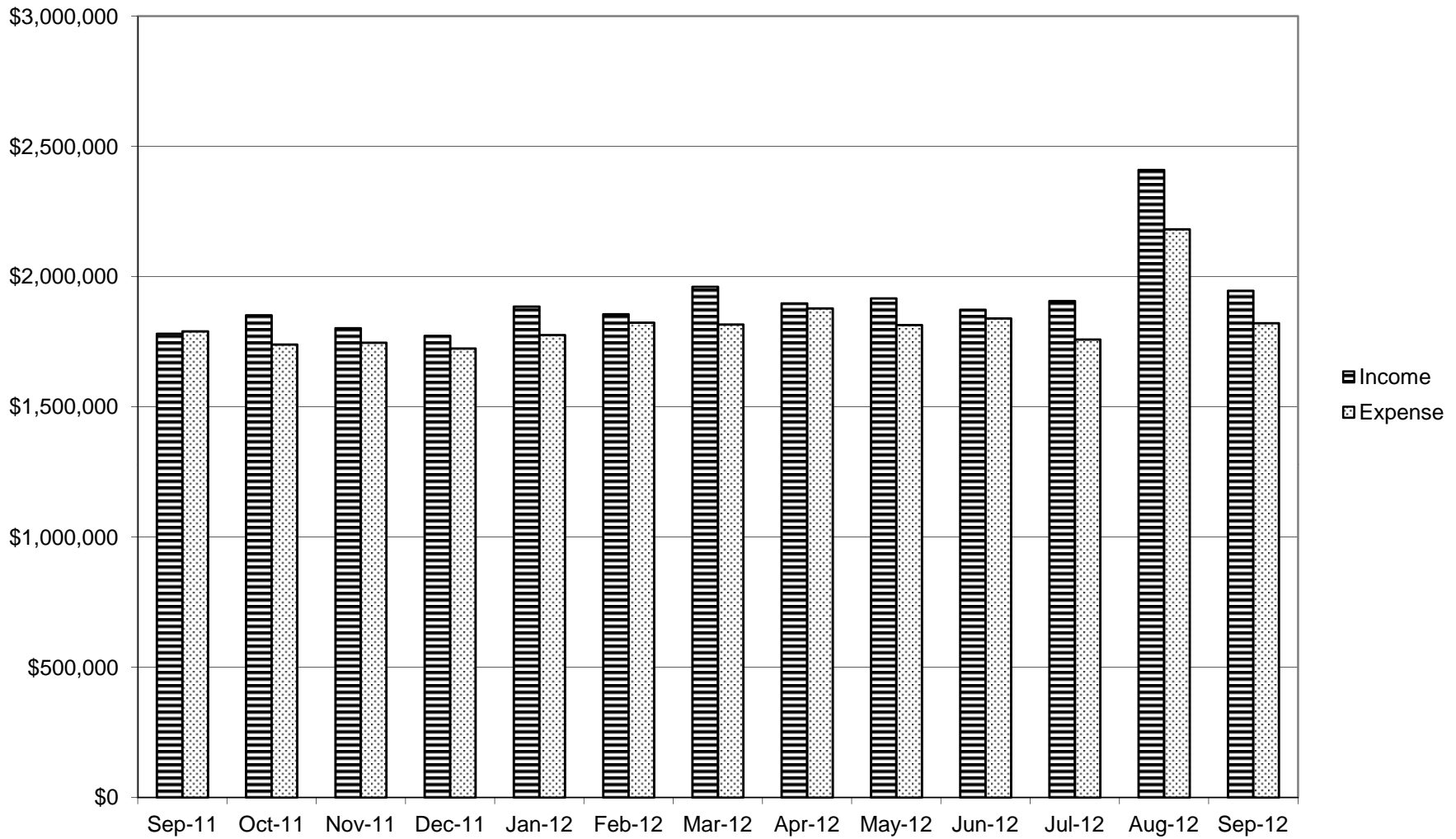
<b>INCOME:</b>	<b>MONTH OF September 2012</b>	<b>MONTH OF August 2012</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	130,785	134,885	(4,100)
Earned Income	809,527	847,121	(37,594)
General Revenue-Contract	1,005,881	1,427,697	(421,815)
<b>TOTAL INCOME</b>	<b>1,946,193</b>	<b>2,409,703</b>	<b>(463,509)</b>
<b>EXPENSES:</b>			
Salaries	945,516	1,170,457	(224,941)
Employee Benefits	179,141	99,232	79,908
Medication Expense	17,890	(136,671)	154,561
Travel-Board/Staff	32,233	36,262	(4,029)
Building Rent/Maintenance	34,045	66,784	(32,739)
Consultants/Contracts	402,920	457,085	(54,165)
Other Operating Expenses	174,082	250,826	(76,744)
<b>TOTAL EXPENSES</b>	<b>1,785,826</b>	<b>1,943,976</b>	<b>(158,149)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>160,367</b>	<b>465,727</b>	<b>(305,360)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	232	200,795	(200,564)
Capital Outlay-Debt Service Bonds	35,482	36,798	(1,315)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>35,714</b>	<b>237,593</b>	<b>(201,879)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,821,540</b>	<b>2,181,568</b>	<b>(360,028)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>124,653</b>	<b>228,134</b>	<b>(103,481)</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	35,482	36,798	(1,315)
Bond Payments Disbursements			-
Interest Income			
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>35,482</b>	<b>36,798</b>	<b>(1,315)</b>

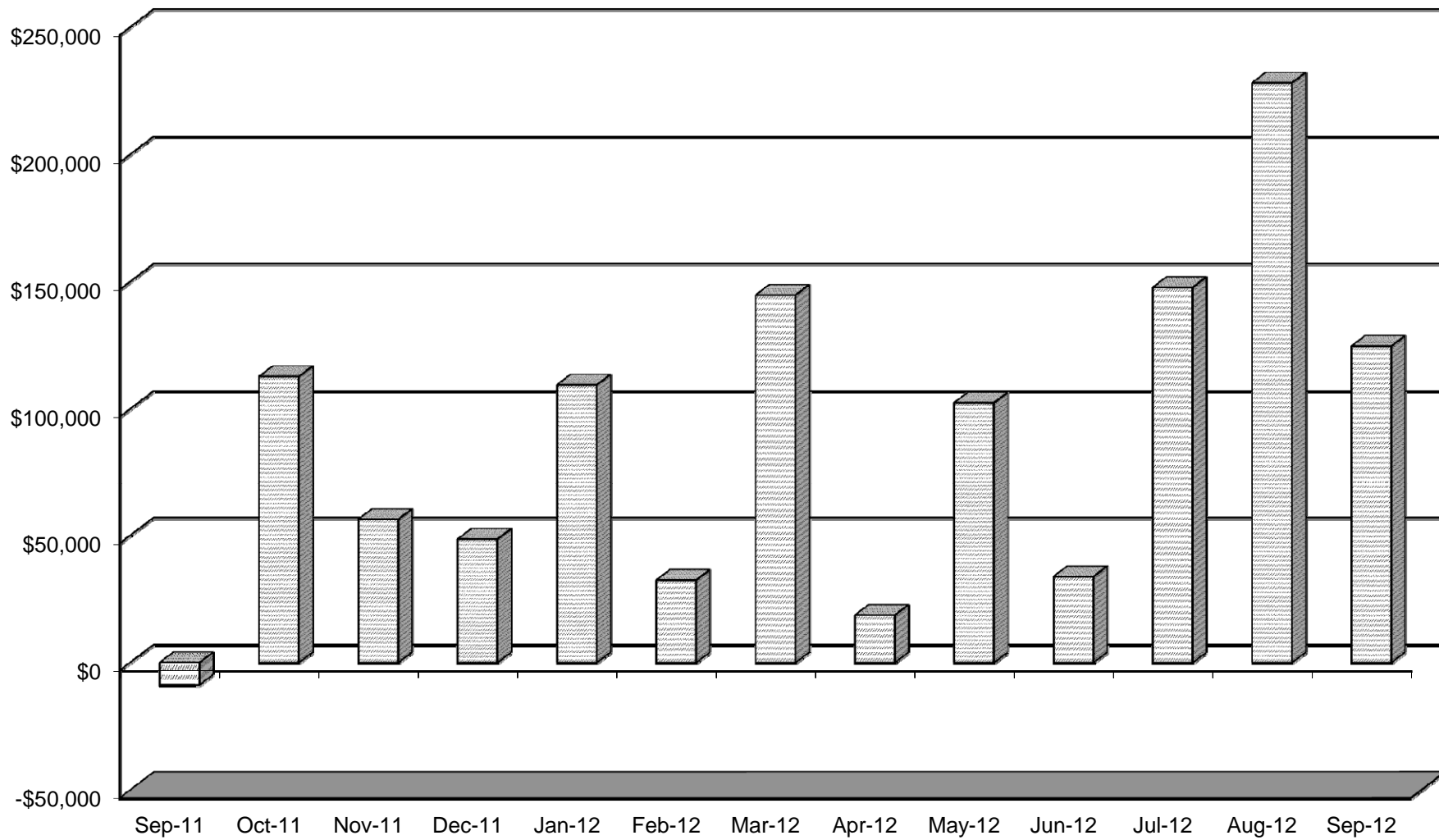
**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**As of YTD Ended September 2012**

	YTD Mental Health September 2012	YTD IDD September 2012	YTD Other Services September 2012	YTD Agency Total September 2012	YTD Approved Budget September 2012	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	102,866	1,704	26,215	130,785	133,684	(2,899)
Earned Income	207,474	508,290	93,762	809,527	793,449	16,078
General Revenue-Contract	914,393	91,488	-	1,005,881	1,016,055	(10,174)
<b>TOTAL INCOME</b>	<b>1,224,733</b>	<b>601,482</b>	<b>119,977</b>	<b>1,946,193</b>	<b>1,943,188</b>	<b>3,005</b>
<b>EXPENSES:</b>						
Salaries	690,148	176,205	79,162	945,516	974,182	(28,666)
Employee Benefits	128,344	34,785	16,012	179,141	193,829	(14,688)
Medication Expense	17,065	-	825	17,890	28,214	(10,324)
Travel-Board/Staff	21,748	7,263	3,223	32,233	34,538	(2,305)
Building Rent/Maintenance	23,913	7,429	2,702	34,045	38,000	(3,955)
Consultants/Contracts	99,356	292,415	11,148	402,920	451,405	(48,485)
Other Operating Expenses	117,461	40,833	15,788	174,082	214,427	(40,345)
<b>TOTAL EXPENSES</b>	<b>1,098,035</b>	<b>558,930</b>	<b>128,860</b>	<b>1,785,827</b>	<b>1,934,595</b>	<b>(148,768)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>126,698</b>	<b>42,552</b>	<b>(8,883)</b>	<b>160,366</b>	<b>8,593</b>	<b>151,773</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles	162	51	19	232	12,689	(12,457)
Capital Outlay-Debt Service Bonds	22,416	9,281	3,785	35,482	35,466	16
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>22,578</b>	<b>9,332</b>	<b>3,804</b>	<b>35,713</b>	<b>48,155</b>	<b>(12,441)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,120,613</b>	<b>568,262</b>	<b>132,664</b>	<b>1,821,540</b>	<b>1,982,750</b>	<b>(161,209)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>104,120</b>	<b>33,220</b>	<b>(12,687)</b>	<b>124,653</b>	<b>(39,562)</b>	<b>164,214</b>
<b>Debt Service and Fixed Asset Fund:</b>						
Bond Payments Receipts	22,416	9,281	3,785	35,482	35,466	(13,050)
Bond Payments Disbursements	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>22,416</b>	<b>9,281</b>	<b>3,785</b>	<b>35,482</b>	<b>35,466</b>	<b>(13,050)</b>

# TRI-COUNTY SERVICES Income and Expense



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



<p><b>Agenda Item:</b> Cast Election Ballot for Texas Council Risk Management Fund Board of Trustees</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>October 25, 2012</p>
<p><b>Background Information:</b></p> <p>The election process for Places 7, 8 and 9 will be completed at the November 30, 2012 Annual Meeting of the Texas Council Risk Management Fund. The Fund's Nominating Committee has prepared the election ballot based on incumbent Board members.</p> <p><b>Nominees</b></p> <ul style="list-style-type: none"> <li>• Place 7: Mr. Hartley Sappington</li> <li>• Place 8: Mr. LaDoyce Lambert</li> <li>• Place 9: Mr. Harry Griffin</li> </ul> <p>The Fund must receive election ballots no later than November 16, 2012.</p>	
<p><b>Supporting Documentation:</b></p> <p>Memorandum from the TCRMF Nominating Committee</p> <p>Election Ballot</p>	
<p><b>Recommended Action:</b></p> <p><b>Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees to Fill Places 7, 8 and 9</b></p>	

September 20, 2012

## MEMORANDUM

To: Executive Directors  
Member Centers, Texas Council Risk Management Fund

From: TCRMF Nominating Committee

Subject: **Board of Trustees Election Ballot  
Places 7, 8, and 9**

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The election process for Places 7, 8, and 9, will be completed at the November 30, 2012 Annual Meeting of the Texas Council Risk Management Fund. Attached is the election ballot indicating the eligible candidates for this year's election.

The Nominating Committee has prepared the ballot based on incumbent Board members. The nominees (listed alphabetically) are as follows: Mr. Harry Griffin, Center for Health Care Services; Mr. LaDoyce Lambert, Permian Basin Community Centers; and Mr. Hartley Sappington, Bluebonnet Trails Community Services.

Terms for three of the nine places on the Board are expiring. Please return the election ballot by mail or fax so that it is received in the Fund's office **no later than Friday, November 16, 2012**. You may also vote in person at the Annual Meeting on November 30<sup>th</sup>.

If you have any questions, please call Marilyn Wood at the Fund, either 1-800-580-6467 or direct 512-427-2492; or email: [marilyn.wood@jicompanies.com](mailto:marilyn.wood@jicompanies.com).

cc: TCRMF Board of Trustees  
Advisory Committee  
Pam Beach

**TEXAS COUNCIL RISK MANAGEMENT FUND  
BOARD OF TRUSTEES ELECTION BALLOT**

At the November 30<sup>th</sup> Annual Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 7, 8, and 9. Each center may cast its votes by mail or FAX.

The terms for three places are expiring. **Please vote for one candidate for all three places.**

Harry Griffin	[ ]
LaDoyce Lambert	[ ]
Hartley Sappington	[ ]

I certify that the above represents the Board of Trustees Election Ballot of the below named Texas Council Risk Management Fund member and that I am duly authorized to execute and deliver this ballot on behalf of the Center.

\_\_\_\_\_  
Name of Community Center

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**PLEASE COMPLETE AND MAIL OR FAX THIS BALLOT  
NO LATER THAN November 16, 2012 TO:**

TEXAS COUNCIL RISK MANAGEMENT FUND  
P.O. Box 26655, Austin, Texas 78755-0655  
FAX Number 512-346-9321    **Attention: Marilyn Wood**





<p><b>Agenda Item:</b> FY 2012-13 Department of Aging and Disability Services Contract Amendment #2</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>October 25, 2012</p>
<p><b>Background Information:</b></p> <p>The Center received an amendment to the FY2012-13 DADS contract on October 18<sup>th</sup> with instructions to execute and return by November 1<sup>st</sup>. The following is a summary of the changes:</p> <ul style="list-style-type: none"> <li>• Deletion of statements regarding compliance with Texas Administrative Code chapters that have been repealed;</li> <li>• A statement indicating the Local Authorities (LA) must comply with DADS information letters that are sent via email and posted on the DADS website;</li> <li>• Removing "mental retardation" language and substituting intellectual disabilities;</li> <li>• Deletion of the requirement to complete permanency plans for individuals under the age 22 who reside in nursing homes, effective October 18, 2012; and</li> <li>• Numerous other language "clean-up".</li> </ul> <p>There are no changes in services or funding.</p>	
<p><b>Supporting Documentation:</b></p> <p>Copy of Contract Amendment Page; Complete Amendment (33 Pages Available at the Meeting)</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve the FY 2012-13 Department of Aging and Disability Services Contract Amendment #2</b></p>	

**FORM C**  
**Contract Amendment Request**  
**FYs 2012 and 2013 Performance Contract**

LA NAME: \_\_\_\_\_

COMPONENT CODE: \_\_\_\_\_ DATE: October 18, 2012

**Indicate contract elements proposed for amendment: (check all that apply)**

☒ Other (please specify)

☐ Report III (submit online in CARE)

Amendment Packet #2

The LA agrees to add the following amended documents dated October 18, 2012, to the FYs 2012 and 2013 Performance Contract:

- FYs 2012-2013 LA Performance Contract Amendment Packet #2 - Summary of Changes
- Table of Contents
- Contract Documents: Pages 4, 8-10A
- Attachment E: *Description of Consumers*
- Attachment F: *Description of IDD Services*
- Attachment K: *Medicaid Program Enrollment Requirements*
- Attachment N: *IDD Submission Calendar*
- Attachment O: *Guidelines for Determining and Changing Designated LA*
- Attachment S: *Permanency Planning Requirements*
- Attachment T: *Relevant Rules Grid for Providers of Las*
- Attachment U: *Voter Registration*

\_\_\_\_\_  
Signature of Authorized  
Representative of LA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by:

Assistant Commissioner Access & Intake  
Department of Aging and Disability Services

\_\_\_\_\_  
Date

**Mail two (2) original signed Amendment Request forms to:**

DADS  
Access and Intake, Local Authorities  
Attn: Performance Contract Manager  
Mail Code W354  
P.O. Box 149030  
Austin, TX 78714-9030

Overnight Delivery:  
Mail Code W354  
701 W. 51<sup>st</sup> Street  
Austin, TX 78751

**AmdID: 2013-002**

<b>Agenda Item:</b> September 2012 Board of Trustees' Unit Financial Statement  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 25, 2012
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  September 2012 Board of Trustees' Unit Financial Statement	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Unit Financial Statement

FY 2013

	September 12 Actuals	September 12 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
<b>Revenues</b>								
80103998 Allocated Revenue	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 2,699.00	\$ 2,699.00	\$ -	100.00%	\$ 32,395.00
Total Revenue	\$ 2,699.00	\$ 2,699.00	\$ -	\$ 2,699.00	\$ 2,699.00	\$ -	100.00%	\$ 32,395.00
<b>Expenses</b>								
80105030 Application Fees	\$ -	\$ 2.00	\$ (2.00)	\$ -	\$ 2.00	\$ (2.00)	0.00%	\$ 15.00
80105275 Food Items	\$ -	\$ 184.00	\$ (184.00)	\$ -	\$ 184.00	\$ (184.00)	0.00%	\$ 2,200.00
80105320 Insurance-Worker Compensation	\$ 9.47	\$ 20.00	\$ (10.53)	\$ 9.47	\$ 20.00	\$ (10.53)	47.35%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	100.00%	\$ 18,000.00
80105394 License Fees	\$ -	\$ 12.00	\$ (12.00)	\$ -	\$ 12.00	\$ (12.00)	0.00%	\$ 150.00
80105750 Training	\$ -	\$ 250.00	\$ (250.00)	\$ -	\$ 250.00	\$ (250.00)	0.00%	\$ 3,000.00
80105755 Travel - Local	\$ 77.77	\$ 100.00	\$ (22.23)	\$ 77.77	\$ 100.00	\$ (22.23)	77.77%	\$ 1,200.00
80105757 Travel - Non-local Mileage/Air	\$ -	\$ 166.00	\$ (166.00)	\$ -	\$ 166.00	\$ (166.00)	0.00%	\$ 2,000.00
80105758 Travel - Non-local Hotel	\$ -	\$ 384.00	\$ (384.00)	\$ -	\$ 384.00	\$ (384.00)	0.00%	\$ 4,600.00
80105759 Travel - Meals	\$ -	\$ 84.00	\$ (84.00)	\$ -	\$ 84.00	\$ (84.00)	0.00%	\$ 1,000.00
Total Expenses	\$ 1,587.24	\$ 2,702.00	\$ (1,114.76)	\$ 1,587.24	\$ 2,702.00	\$ (1,114.76)	58.74%	\$ 32,395.00
Total Revenue minus Expenses	\$ 1,111.76	\$ (3.00)	\$ 1,114.76	\$ 1,111.76	\$ (3.00)	\$ 1,114.76	41.26%	\$ -

# UPCOMING MEETINGS

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## **November – No Board Meeting – Thanksgiving Holiday**

### **December 13<sup>th</sup>, 2012 – Board Meeting**

- Program Presentation – Life Skills Christmas Carolers
- Consumer Christmas Card Contest Awards
- Shining Star Awards
- Approve Minutes from October 25, 2012 Board Meeting
- Community Resources Report for October & November 2012
- Consumer Services Report for October 2012
- Program Updates for October 2012
- Texas Council Quarterly Meeting Update
- Personnel Report for October 2012
- Approve October 2012 Financial Statements
- Approve Lease for Campbell St. Property
- Approve Non-Refundable Option Payment for Independence Oaks Project Site
- Reappoint Independence Communities, Inc. Board of Directors
- Reappoint Montgomery Supported Housing, Inc. Board of Directors
- Reappoint Cleveland Supported Housing, Inc. Board of Directors
- Board of Trustees' Unit Financial Statement for October 2012
- Montgomery Supported Housing, Inc. Quarterly Update
- Cleveland Supported Housing, Inc. Quarterly Update
- Other Business Committee Issues

## **Merry Christmas & Happy New Year!**

### **January 24<sup>th</sup>, 2013 – Board Meeting**

- Approve Minutes from December 13, 2012 Board Meeting
- From the Heart Presentation
- Community Resources Report for December 2012
- Consumer Services Reports for November & December 2012
- Program Updates for November & December 2012
- Year-to-Date FY 2013 Goals & Objectives Progress Report
- 1<sup>st</sup> Quarter FY 2013 Corporate Compliance & Quality Management Report
- 2<sup>nd</sup> Quarter FY 2013 Corporate Compliance Training
- Personnel Reports for November & December 2012
- Texas Council Quarterly Meeting Update
- Approve November & December 2012 Financial Statements
- Approve FY 2012 Independent Financial Audit
- 1<sup>st</sup> Quarter FY 2013 Quarterly Investment Report
- Board of Trustees' Unit Financial Statements for November & December 2012
- Other Business Committee Issues