

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

**October 24, 2013**



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, October 24, 2013. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

## AGENDA

### I. Organizational Items

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

### II. Shining Star Awards & Longevity Recognition Presentations

### III. Approve Minutes - September 26, 2013

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

- A. DSHS
  - 1. Underserved Funding Plan
  - 2. MHFA Funding Request
  - 3. Form F
- B. DADS
  - 1. TxHmL Services Plan
- C. Local Stakeholder Meetings

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

- A. FY 2013 Audit
- B. CFO Consortium
- C. Worker's Compensation Audit
- D. Cost Accounting Methodology (CAM)
- E. Days of Operation Ratio

### VI. Program Committee

#### Information Items

- A. Community Resources Report ..... Pages 10-11
- B. Consumer Services Report for September 2013 ..... Pages 12-13
- C. Program Updates ..... Pages 14-17
- D. Program Presentation - TxHmL Program

### VII. Executive Committee

#### Action Items

- A. Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees ..... Pages 18-22

#### Information Items

- B. Personnel Report for September 2013 ..... Pages 23-24

### VIII. Business Committee

#### Action Items

- A. Approve September 2013 Financial Statements ..... Pages 25-37
- B. 401(a) Account Review ..... Page 38

C. Consent Agenda.....	Page 39
D. Ratify DSHS Project for Assistance in the Transition from Homelessness (PATH) Contract #2014-044449-001.....	Page 40
E. Emergency Elevator Repair.....	Pages 41-45

Information Items

F. Board of Trustees' Unit Financial Statement for September 2013.....	Pages 46-47
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**IX. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney & Section 551.072, Real Property**

Posted By:

Stephanie Eveland  
Executive Assistant

# Tri-County Services

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES MEETING

September 26, 2013

### Board Members Present:

David Walker  
Brad Browder  
Morris Johnson  
Janet Qureshi  
Sharon Walker

### Board Members Absent:

Tracy Sorensen  
Patti Atkins  
Cecil McKnight

### Tri-County Staff Present:

Evan Roberson, Executive Director  
Millie McDuffey, Chief Financial Officer  
Tanya Bryant, Director of Quality Management & Support  
Amy Foerster, Director of Human Resources  
Kathy Foster, Director of IDD Provider Services  
Catherine Prestigiovanni, Behavioral Health Director  
Heather Robison, Director of Crisis Services & Community Outreach  
Kelly Shropshire, Director of IDD Authority Services  
Stephanie Eveland, Executive Assistant  
Stella Montemayor, Administrative Assistant  
David Deaton, Legal Counsel

### Guests:

None

**Call to Order:** Chairman, David Walker, called the meeting to order at 10:03 a.m. at 1506 FM 2854, Conroe, Texas.

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

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

### Resolution #09-13-01

**Motion Made By:** Morris Johnson

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

### Resolved:

That the Board excuse the absences of Tracy Sorensen, Patti Atkins and Cecil McKnight.

**Resolution #09-13-02**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the minutes of the August 29, 2013 meeting of the Board of Trustees.

**Executive Director's Report:**

The Executive Director's report is on file.

**Chief Financial Officer's Report:**

The Chief Financial Officer's report is on file.

**PROGRAM COMMITTEE:**

**Resolution #09-13-03**

**Motion Made By:** Sharon Walker

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

**Resolved:**

That the Board reappoint the following members to the Mental Health Planning Network Advisory Committee for a two-year term expiring August 31, 2015:

- Richard Duren
- Barbara Grogan
- Judie Hunter

**Resolution #09-13-04**

**Motion Made By:** Sharon Walker

**Seconded By:** Janet Qureshi, with affirmative votes by David Walker, Brad Browder and Morris Johnson 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 expiring August 31, 2015:

- Madeline Brogan
- Mary Byrne
- Barbara Grogan
- Judie Hunter

The Community Resources Report for August 2013 was reviewed for information purposes only.

Cont.

The Consumer Services Report for August 2013 was reviewed for information purposes only.

The Program Updates for August 2013 were reviewed for information purposes only.

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

The Final FY 2013 Goals and Objectives Progress Report was reviewed for information purposes only.

The 4<sup>th</sup> Quarter FY 2013 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The Annual Corporate Compliance Report was reviewed for information purposes only.

The 1<sup>st</sup> Quarter FY 2014 Corporate Compliance Training was reviewed for information purposes only.

#### **EXECUTIVE COMMITTEE:**

##### **Resolution #09-13-05**

**Motion Made By:** Morris Johnson

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

##### **Resolved:**

That the Board appoint the Texas Council of Community Centers, Inc. representative and alternate for FY 2014 as follows:

- Sharon Walker – Representative
- Morris Johnson - Alternate

Oaths of Office were recited by Brad Browder, Morris Johnson and Sharon Walker.

David Walker, Chairman of the Board, appointed the FY 2014 Committee members as follows:

##### **Business Committee:**

Morris Johnson, Chair  
Patti Atkins  
Brad Browder  
Cecil McKnight

##### **Program Committee:**

Tracy Sorensen, Chair  
Janet Qureshi  
Sharon Walker

##### **Executive Committee:**

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

The Board of Trustees Attendance Analysis for FY 2013 was reviewed for information purposes only.

The Personnel Report for August 2013 was reviewed for information purposes only.

**BUSINESS COMMITTEE:**

**Resolution #09-13-06**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the FY 2014 Dues Commitment and Payment Schedule on a quarterly basis for the Texas Council of Community Centers, Inc.

**Resolution #09-13-07**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board authorize the Executive Director to execute the 2<sup>nd</sup> amendment to the Option to Purchase for the Cleveland property and approve the 6<sup>th</sup> payment of non-refundable option money to the property owner for the Independence Oaks project site.

**Resolution #09-13-08**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the FY 2014 DSHS Performance Contract #2014-044767.

**Resolution #09-13-09**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the DSHS Youth Prevention-Selective Contract #2014-044724-001.

**Resolution #09-13-10**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board ratify the DSHS Treatment Youth Services Contract #2014-044595-001.

**Resolution #09-13-11**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the FY 2014 Kingwood Pines Hospital Contract for Psychiatric Inpatient Services.

**Resolution #09-13-12**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the FY 2014 Cypress Creek Hospital Contract for Psychiatric Inpatient Services.

The Preliminary Financial Statements for August 2013 were reviewed for information purposes only.

The 4<sup>th</sup> Quarter FY 2013 Investment Report was reviewed for information purposes only.

The Board of Trustees' Unit Financial Statement for August 2013 was reviewed for information purposes only.

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

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

**The regular meeting of the Board of Trustees adjourned at 11:15 a.m.**

**Adjournment:**

[Redacted]

David Walker  
Chairman

Date

**Attest:**

[Redacted]

Tracy Sorensen  
Secretary

Date



# Executive Director's Report

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*October 24, 2013*

## **Announcements**

- The next regularly scheduled Board meeting is December 12, 2013. You won't want to miss our annual LifeSkills Christmas carolers at this meeting-it is always a fun time for all of us.
- The annual Board and Staff Christmas Party will be held at the Panorama Country Club on Saturday, December 7, 2013. If you haven't already, you will be receiving an invitation by mail.
- I wanted to ask each of you to think about your interest in attending the National Council Annual Conference which will be held in Washington D.C. on May 5-7, 2014. We will need to register our participants by early January to get the Super Saver rate, so I will ask about your interest again at the December Board meeting. If you have questions about the conference, we can provide you with additional information.
- On Monday, we received the permit from the City of Conroe for the drainage and parking lot construction project that was approved for the Administration Building at the August Board meeting. While the construction is underway, staff will either park in the grass or will shuttle from a nearby parking lot. We expect to have this construction completed during the month of November. The construction is expected to take about a week to complete.
- Chuck Lowman has announced his retirement from Tri-County effective November 15, 2013. Chuck is responsible for making our TCOOMMI program exemplary and we are very grateful to him for nearly eleven (11) years of service. Chuck has also been an incredible asset to me and Catherine as we have transitioned Don Teeler's former areas of responsibility over these last few months. Thank you Chuck for all you have done for Tri-County Services.

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

- We received word from DSHS Facility auditors that our PETC Plan of Correction was approved. Staff are working on the items requiring correction, and we have two (2) items (replacement of cloth chairs and repair/replacement of the Nurse Call system) which may need to come to the Board for action in December. In addition, we received clarification that the audit was routine and not the result of a complaint, as previously indicated on the Plan of Correction form.
- We drafted a letter for Montgomery County Judge Sadler highlighting the savings to the county generated by the jail diversion program. We made sure to note that a small amount of funding was leveraged to generate a significant savings for the county. A copy of the letter is attached.
- As part of the DSHS Performance Contract for FY 2014, we are required to “develop and **implement a plan to use new funds appropriated for underserved clients** to increase the intensity of services.” The new funding received to serve underserved clients is \$551,000 for Adults and \$142,000 for Children. The funds we received will be used to hire an additional psychiatrist, five (5) bachelors’ level caseworkers and two (2) masters’ level therapists. This plan is due to the state by November 1, 2013.

One of the challenges with this plan is that we are required to begin providing the correct level of services with this funding by December 1, 2013. As many of you are aware, we have been recruiting for a psychiatrist prior to the beginning of this contract and now are recruiting for two psychiatrists. Without new prescribing capacity, it will be nearly impossible to meet this contract requirement. I have been in communication with our contract manager regarding my concerns.

- Tri-County applied for **Mental Health First Aid (MHFA) funding** from DSHS which will allow us to get eight (8) staff certified to provide training in our community. MHFA is a training course which presents an overview of mental illness and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Those who take the 8-hour course to certify as ‘Mental Health First Aiders’ learn a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care. In addition to the funding for training, there will be some reimbursement for each primary or secondary educator that is trained in our community.

The funding for this program was made available in a bill sponsored by Senator Schwertner who represents a portion of Walker County.

- I notified Mr. Walker earlier this month that we missed the submission of a required DSHS form, **Form F**, which captures data on consumers served in crisis for all of FY 2013. We have not received the official notification from DSHS, but anticipate that we will be sanctioned \$3,000 for failing to meet this requirement.

In addition, on the 16<sup>th</sup> of this month, our encounter batch-a data set, which includes 17,000+ records, failed on final submission and it is possible that DSHS could sanction us again. In this case, everything we did on our end appeared to be correct and on schedule, but there was some sort of data transmission error (e.g. internet line error) that corrupted our final data set. Once data is received on the 16<sup>th</sup>, the DSHS portal for submission is shut down and we do not have an opportunity to resubmit without contacting our Contract Manager. Once she okayed our resubmission, the same data set was submitted without modification and it passed easily. I will appeal any sanction that we may be issued for this encounter problem, but these appeals are not often successful.

With many changes in key staff and changes associated with FY 2014 contracts, I have been concerned that we would see this type of error. I apologize and want to ensure you we are redesigning systems and redoubling our efforts to prevent further errors.

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

- As mentioned at the last Board meeting, we did receive a significant cut in Texas Home Living (TxHmL) service rates. The TxHmL program provides select services and support services to people with intellectual and developmental disabilities that live in family homes or their own homes. All of the service rates were cut by 1% and the Community Support service was cut by 25%. Kathy Foster has developed a **TxHmL Services plan** to begin using more part-time employees to meet the needs of our consumers and cut overall program costs. We believe that we can make this transition to PT staff through attrition over the next few months and do not plan a Reduction in Force at this time. Our program presentation today will be about TxHmL and I am sure Kathy's staff will explain these challenges further.

### **Local Stakeholder Meetings**

- I plan to begin arranging **local stakeholder meetings** over the next few months to seek feedback regarding our current service array and to seek feedback on needs in these communities that we might be able to partner to address. I will be attempting to meet with Judges, Commissioners, and law enforcement staff at a minimum. This is the beginning of a larger effort which will ultimately involve visits with local legislative staff as we build toward the next legislative session.

I may be contacting some of you to help me arrange meetings with these stakeholders if I run into complications scheduling these meetings. If any of you have specific stakeholders that you would like me to contact, please let me know.



October 15, 2013

Judge Alan B. Sadler  
County Judge  
501 N. Thompson, Suite 401  
Conroe, TX 77301

Dear Judge Sadler:

Tri-County Services is pleased to be able to provide a Jail Diversion Program in support of Montgomery County. The program provides treatment in lieu of incarceration for persons for whom that is the appropriate response, consistent with public safety.

In Fiscal Year 2013, Tri-County Services staff diverted 47 persons from incarceration in the Montgomery County Jail and provided them with stabilizing mental health treatment with a goal of preventing them from reoffending.

The program leverages the fiscal impact of a small investment in staff salary and clinical services. Using the Texas Legislative Budget Board estimate of the cost of incarceration with mental health treatment, we estimate that we were able to assist Montgomery County in avoidance of \$525,422 in jail custody and treatment costs. I have attached an information paper with details of that cost savings.

Because the estimated Tri-County Services investment in this program is less than \$20,000 per year, the savings is many times greater than the cost to operate the program.

We continue to provide this and other diversion programs in Montgomery County to support the County and its citizens with very high quality, cost-effective mental health treatment programs.

Sincerely,

David Walker  
Chairman, Board of Trustees  
Tri-County Services

Enclosure

## INFORMATION PAPER

OCTOBER 10, 2013

Subject: Montgomery County Jail Diversion Cost Avoidance Estimates

1. Background: The value of the Jail Diversion Program can be estimated by the Montgomery County cost avoidance which results from jail diversion activities. Two generally accepted methods are described below. Assumptions include:

a. Average length of stay in the jail diversion program and, if not diverted, the expected length of stay in the Montgomery County Jail until charges are resolved in FY2013: 81.6 days.

b. All persons diverted from jail under the Code of Criminal Procedure, Article 17.032, have a mental health treatment requirement in order to qualify for diversion.

2. Estimate based on average daily cost for incarceration of all inmates:

a. Average daily cost to incarcerate all inmates in the County Jail for custody only (not including mental health treatment costs) is \$51.67 for FY2013 (provided by the Jail Administrator in July 2013).

b. Formula: # diverted X \$/day X 81.6 days = Annual Cost Avoidance

c. For 2013:  $47 \times \$51.67 \times 81.6 = \$198,1640.78$  for custody only

3. Estimate based on average cost for inmates with mental health treatment requirements:

a. The Texas Legislative Budget Board has established \$137 per day as the cost for incarceration of persons requiring mental health treatment (note: all persons diverted from Montgomery County Jail under the Jail Diversion program must have a mental health treatment requirement).

b. For FY 2013, cost savings accruing to Montgomery County:

$47 \times \$137.00 \times 81.6 = \$525,422.40$  for custody and mental health treatment

Prepared by: Charles Lowman, Criminal Justice Services Program, Tri-County Services

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

### **October 24, 2013**

**FY 2013 Audit** – We continue to prepare for the next auditors visit on November 18<sup>th</sup> through the 22<sup>nd</sup>. The first visit focused on contract compliance and review of our processes and procedures. The next visit will be more focused on the financial statements and our fixed assets. We also have a list of items that we are working on in regards to the 1115 Waiver money to be recognized in FY 2013.

**CFO Consortium** – The quarterly CFO meeting was held in Austin on October 18<sup>th</sup> and 19<sup>th</sup>. Discussions were held on the following topics: the 1115 Waiver, GR reconciliation for state match, DSHS and DADS findings from Center reviews, MEGA Cost Report, Revenue Maximization Committee Update, Updates from both DADS and DSHS, Accounting Software and Public Finance Training and as always updates from the Texas Council.

**Worker's Compensation Audit** – As reported last month, our contractor from Texas Council Risk Management Fund was delayed in was coming out to review our final payroll documents for FY 2013. He did come out October 1<sup>st</sup> and we have nothing to report at this time.

**Cost Accounting Methodology (CAM)** – We have started the process for the CAM report for the FY 2013 fiscal period. For many years, both DSHS and DADS required each Center to prepare a CAM Report for the full 12 months of each fiscal year. This year, only DSHS is requiring the CAM. The due date for the preliminary report is January 28, 2014 and the final report is due on February 28, 2014. 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. Like last 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 the prior year's data.

DADS is in the development stages of a new MEGA Cost Report that incorporates the HCS, ICF, Texas Home Living and the IDD services into one large cost report. Training for the preparation of this cost report will start in January and will be mandatory for each center. The report will be due in April.

**Days of Operation Ratio** – As of the preliminary August 2013 financials, our Days of Operation Ratio is 131 days. This compares to the same time last year when our Days of Operation Ratio was at 108 Days.

<b>Agenda Item:</b> Community Resources Report  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Community Resources Report

## September 27 – October 24, 2013

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### Volunteer Hours:

Location	September
Conroe	200.5
Cleveland	5
Liberty	2.5
Huntsville	12
<b>Total</b>	<b>220</b>

### COMMUNITY ACTIVITIES:

10/1/13	Montgomery County Hospital District and Conroe Regional Meeting	Conroe
10/1/13	Walker County Teen Pregnancy Meeting	Huntsville
10/2/13	Juvenile Probation Meeting	Conroe
10/3/13	Cleveland Chamber of Commerce Luncheon	Cleveland
10/3/13	Walker County Community Resource Coordination Group	Huntsville
10/7/13	Huntsville Memorial Hospital Meeting	Huntsville
10/8/13	Montgomery County United Way Well Being Council	The Woodlands
10/10/13	Huntsville Chamber of Commerce Breakfast	Huntsville
10/15/13	Montgomery County Community Resource Coordination Group	Conroe
10/15/13	Liberty County Stakeholder Meeting at City Hall	Liberty
10/16/13	Jail Diversion Executive Task Force Meeting	Conroe
10/23/13	Liberty/Dayton Chamber of Commerce Luncheon	Liberty

### UPCOMING ACTIVITIES:

10/29/13	Montgomery County United Way Funded Partners Meeting	Conroe
11/7/13	Cleveland Chamber of Commerce Luncheon	Cleveland
11/7/13	Walker County Community Resource Coordination Group	Huntsville
11/19/13	Montgomery County Community Resource Coordination Group	Conroe
11/20/13	Liberty/Dayton Chamber of Commerce Luncheon	Liberty

<b>Agenda Item:</b> Consumer Services Report for September 2013  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for September 2013	
<b>Recommended Action:</b>  <b>For Information Only</b>	

### Consumer Services Report – September 2013

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
<b>Crisis Services, MH Adults/Children</b>					
Persons Screened, Intakes, Other Crisis Services	483	34	39	38	<b>594</b>
Crisis and Transitional Services (SP 0, SP5)	65	2	4	0	<b>71</b>
Psychiatric Emergency Treatment Center (PETC) Served	53	4	6	5	<b>68</b>
Psychiatric Emergency Treatment Center (PETC) Bed Days	64	6	7	6	<b>83</b>
Contract Hospital Admissions	6	0	0	0	<b>6</b>
Diversion Admits	5	1	1	1	<b>8</b>
Total State Hospital Admissions	5	0	1	0	<b>6</b>
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (SP 1-4)	681	94	96	94	<b>965</b>
Adult Medication Services	511	59	63	68	<b>701</b>
Child Service Packages (SP 1.1-4)	247	19	9	35	<b>310</b>
Child Medication Services	145	7	7	15	<b>174</b>
TCOOMMI (Adult Only)	87	10	6	11	<b>114</b>
Adult Jail Diversion Services	8	0	0	0	<b>8</b>
Juvenile Detention Diversion Services	3	0	0	0	<b>3</b>
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	4	0	0	0	<b>4</b>
Service Coordination	441	28	41	52	<b>562</b>
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living, TXHmL)	52	7	25	24	<b>108</b>
Contractor Provided ICF-MR	18	10	12	6	<b>46</b>
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	225	0	194	0	<b>419</b>
Youth Substance Abuse Treatment Services/COPSD	24	0	0	0	<b>24</b>
Adult Substance Abuse Treatment Services/COPSD	24	0	0	0	<b>24</b>
<b>Waiting/Interest Lists as of Month End</b>					
Department of State Health Services-Adults	177	18	5	4	<b>204</b>
Department of State Health Services-Children	19	0	0	0	<b>19</b>
Home and Community Based Services Interest List	1321	110	117	123	<b>1671</b>
<b>Persons Served Outside of the State Contracts</b>					
Benefit Package 3 Adult	31	8	4	4	<b>47</b>
<b>September Served by County</b>					
Adult Mental Health Services	1103	126	130	147	<b>1506</b>
Child Mental Health Services	284	17	10	39	<b>350</b>
Intellectual and Developmental Disabilities Services	515	48	61	62	<b>686</b>
<b>Total Served by County</b>	<b>1902</b>	<b>191</b>	<b>201</b>	<b>248</b>	<b>2542</b>
<b>August Served by County</b>					
Adult Mental Health Services	1171	135	119	159	<b>1584</b>
Child Mental Health Services	269	21	12	38	<b>340</b>
Intellectual and Developmental Disabilities Services	491	51	59	61	<b>662</b>
<b>Total Served by County</b>	<b>1931</b>	<b>207</b>	<b>190</b>	<b>258</b>	<b>2586</b>
<b>July Served by County</b>					
Adult Mental Health Services	1232	135	133	153	<b>1653</b>
Child Mental Health Services	260	21	10	37	<b>328</b>
Intellectual and Developmental Disabilities Services	491	48	56	54	<b>649</b>
<b>Total Served by County</b>	<b>1983</b>	<b>204</b>	<b>199</b>	<b>244</b>	<b>2630</b>

<b>Agenda Item:</b> Program Updates  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# **Program Updates**

## **September 27 – October 24, 2013**

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

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

1. Number of new admissions during the month: 145
2. PETC average daily census: 11.76

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

1. The Corrective Action Plan for the CSU audit was submitted and accepted without changes by DSHS. The corrective actions are being implemented.
2. A full-time position funded with 1115 dollars was posted to provide intensive evaluation and diversion services in the evening.

### **MH Adult Services**

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

1. Number of adults served during the month: 1,506
2. Number of adults served in Medication Services: 701

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

1. Dr. Sneed interviewed a potential psychiatric applicant but after careful consideration decided to continue seeking applicants.
2. We continue to contract with recruitment agencies to locate suitable psychiatrists for the Medication Clinic.
3. Management Team is considering other options to address the vacant psychiatrist positions.

### **MH Child Services**

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

1. Number of children served during the month: 350
2. Number of children served in Medication Services: 174

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

1. We added 3 more direct care staff positions to our program due to increased service targets.
2. We continue to focus on improved service delivery and outreach in order to increase the number of children and youth served this fiscal year.
3. We will begin televideo in the rural clinics within the next month.

## **Criminal Justice Services**

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

1. Number of adults served through Texas Office on Offenders with Medical and Mental Impairments (TCOOMMI): 108 (116 were enrolled in the TCOOMMI program; however, 8 did not receive services during the month due to incarceration or discharge early in the month).
2. Number of jail diversions: 2

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

1. Criminal Justice Services converted to new Texas Resilience and Recovery assessment and curriculum procedures with no reduction in service productivity.
2. After 1 month, program revenue was at 105% of the budget target.
3. The Outpatient Competency Restoration Program diverted 1 and served 3 versus an annual contract target of 15 served.

## **Substance Abuse Services**

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

1. Number of children served in Substance Abuse Prevention Services: 419
2. Number of adults served in Substance Abuse/COPSD Treatment Services:
  - a. Substance Abuse Outpatient: 24
  - b. COPSD: 12
  - c. Total unique clients served: 24
3. Number of children served in Substance Abuse Treatment Services: 24

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

1. We continue to struggle with low numbers in the COPSD Program but have started collaborations with our medical staff to link the MH clients that need our Substance Abuse Services. There was a delay from DSHS in executing our contract this year but notification was received that it will be resolved very soon.
2. We are recruiting another Prevention Specialist to meet the increased service targets for FY 2014.
3. We are recruiting another Licensed Chemical Dependency Counselor (LCDC) so that we will be fully staffed in the Youth Substance Abuse Treatment Program.
4. Staff provided presentations and held poster contests for approximately 10 area schools during Red Ribbon Week in October.
5. We have a healthy referral flow from Juvenile Probation, the schools and the community for the Youth Substance Abuse Treatment Program.

## **IDD Services**

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

1. Total number of admissions for the month: 4
2. Total number enrolled in the Home and Community Based Services (HCS) and Texas Home Living (TxHmL) Provider Services for the month: HCS = 66 TxHmL = 41
3. Total number served within the department: HCS = 54 TxHmL = 23
4. Total number served in all IDD Services for the month: 686

**B. Program Comments:**

1. Since September 1<sup>st</sup>, we received 7 HCS slots and 5 TxHmL slots for enrollment.
2. Our Crisis and IDD departments are working together on appropriate crisis response and processes for persons with IDD in crisis.
3. A group of Liberty Life Skills consumers had the opportunity to participate in horseback riding event provided by SpiritHorse Liberty at TVE fairgrounds arena.
4. Cleveland Life Skills held a garage sale fundraiser during the first week of October with positive results for dollars raised. The funds will be used for their annual Halloween Party.

**Support Information**

- A. **Quality Management:** Quality Management staff prepared and submitted 1 Texas Medicaid and Healthcare Partnership (TMHP) record request and 2 Amerigroup record requests. The IDD and MH Supported Employment Program Review is nearing completion and QM staff continue to provide support and training to program staff following the transition from Resiliency and Disease Management to Texas Resilience and Recovery.
- B. **Utilization Management:** The Administrator of Utilization Management provided the FY 2014 UM Guidelines training to program staff.
- C. **Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDDPNAC):** An IDDDPNAC meeting was held on Wednesday, October 24<sup>th</sup>, to discuss Goals and Objectives for FY 2014.
- D. **Housing:** The 6<sup>th</sup> Option Payment for the Independence Oaks Project was completed on September 27<sup>th</sup>.

<p><b>Agenda Item:</b> Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees</p> <p><b>Committee:</b> Executive</p>	<p><b>Board Meeting Date</b></p> <p>October 24, 2013</p>
<p><b>Background Information:</b></p> <p>The election process to fill the positions of the Board of Trustees in Places 1, 2 and 3 will be completed during the Texas Council Risk Management Fund Board Meeting on Friday, November 15<sup>th</sup>. Election ballots are due by Friday, November 1<sup>st</sup>. Only one candidate can be selected for each of the three places.</p> <p><u>Candidates:</u></p> <p><b>Place 1</b></p> <ul style="list-style-type: none"> <li>• Mary Lou Flynn-Dupart, Incumbent</li> </ul> <p><b>Place 2</b></p> <ul style="list-style-type: none"> <li>• Clead Cheek, Nominee</li> <li>• Linda Fallwell Stover, Nominee</li> </ul> <p><b>Place 3</b></p> <ul style="list-style-type: none"> <li>• Judge Dorothy Morgan, Incumbent</li> </ul>	
<p><b>Supporting Documentation:</b></p> <p>Memorandum from the Texas Council Risk Management Fund Nominating Committee</p> <p>Biographical Summaries of Candidates</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 1, 2 and 3</b></p>	

September 25, 2013

RECEIVED  
SEP 30 2013

## MEMORANDUM

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

From: TCRMF Nominating Committee

Subject: **Board of Trustees Election Ballot  
Places 1, 2, and 3**

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The election process for Places 1, 2, and 3, will be completed at the November 15, 2013 Board 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 for the upcoming election. Incumbents Mary Lou Flynn-DuPart (Place 1) and Judge Dorothy Morgan (Place 3) are listed on the Ballot. The Nominating Committee has included two nominees made by members for Place 2. A brief bio is also attached for these new nominees. The nominees for Place 2 (listed alphabetically) are as follows: Cleed Cheek; Linda Fallwell Stover.

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 1, 2013**. You may also vote in person at the Board Meeting on November 15<sup>th</sup>.

If you have any questions, please call Renee Harris at the Fund, either 1-800-580-6467 or direct 512-427-2432; or email: [renee.harris@jicompanies.com](mailto:renee.harris@jicompanies.com).

cc: TCRMF Board of Trustees  
Advisory Committee  
Pam Beach



**Board of Trustees  
2013 Election  
Biographical Summaries of Candidates**

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**PLACE 1**

**Mary Lou Flynn-DuPart**

Ms. Flynn-DuPart is a partner in the Houston law firm of Jackson Walker L.L.P., practicing in the Electronic Discovery, Technology, Privacy and Data Security, Intellectual Property Litigation, Intellectual Property, Litigation, Medical Malpractice, Construction, Insurance, and Toxic Tort/Environmental Litigation fields. Mary Lou is a member of the Board of Trustees for The Gulf Coast Center. She is currently serving as Chair of the Texas Council Risk Management Fund Board of Trustees and has served on the Board since 1992.

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**PLACE 2**

**Clead Cheek**

Mr. Cheek is a retired public school superintendent serving with various districts for over 26 years. While serving as a superintendent, he also served ten years on the Board of the Texas Education Entity Cooperative, a self-insurance risk pool for school districts throughout the state. He currently works as an education consultant to a major construction company (builder of schools and churches) and a major supplier of school furnishings (auditoriums, science labs, libraries, and classroom and office furnishings). Clead has served on the Pecan Valley Centers Board of Trustees for six years.

## PLACE 2 (Continued)

### **Linda Fallwell-Stover**

Ms. Fallwell-Stover recently retired after 25 years with the Corpus Christi Regional Transportation Authority with responsibility for Purchased Transportation Services, Community Mobility Assessments, Contract Management, Customer Service and Call Center Operations. Example of leadership in safety-related activities include: annual safety "Rodeo," employee training regarding safety practices, direct training with contractor staff and students engaged in community mobility assessments. Linda has served as a trustee on the Behavioral Health Center of Nueces County Board in Corpus Christi for 4 years.

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## PLACE 3

### **Judge Dorothy Morgan**

Judge Morgan served as County Judge of Washington County for 20 years. She also served as a Board member for Texas Council Community Centers for 22 years. She is Chair of the Board of Trustees for MHMR Authority of Brazos Valley. Prior to serving as County Judge, her previous occupations included school teacher and Mayor of the City of Brenham. Dorothy has served as a Trustee on the Texas Council Risk Management Fund Board since 1992.

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

At the November 15<sup>th</sup> Board Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 1, 2, and 3. Each center may cast its votes by mail or FAX.

The terms for three places are expiring. **Please vote for one candidate for each of the three places.**

(Place 1)	
Mary Lou Flynn-DuPart	[ ]
<hr/>	
(Place 2)	
Clead Cheek	[ ]
Linda Fallwell Stover	[ ]
<hr/>	
(Place 3)	
Judge Dorothy Morgan	[ ]

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 1, 2013 TO:**

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

<b>Agenda Item:</b> Personnel Report for September 2013  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for September 2013	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# TRI-COUNTY SERVICES PERSONNEL BOARD REPORT SEPTEMBER 2013

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	1	1							82	70	0%	0%
Qualified Developmental Disability Professionals (State Title)	1	1							16	15	0%	0%
Licensed Staff									18	11	0%	0%
Medical												
Physicians					1	1			7	6	0%	0%
Advanced Practice Nurses									2	1	0%	0%
RN's			1	1					12	9	11%	11%
LVN's									10	9	0%	0%
Techs/Aides												
MH									18	10	0%	0%
IDD	2	2							35	32	0%	0%
Supervisor/Manager												
MH									16	15	0%	0%
IDD									8	8	0%	0%
Program Support									44	38	0%	0%
Central Administration			1	1			1	1	21	20	5%	5%
Business Services									14	13	0%	0%
Maintenance/Janitorial/Lawn									23	21	0%	0%
GRAND TOTALS	4	4	2	2	1	1	1	1	326	278	1%	1%
Previous YTD											4%	4%

<b>Agenda Item:</b> Approve September 2013 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  September 2013 Financial Statements	
<b>Recommended Action:</b>  <b>Approve September 2013 Financial Statements</b>	

### September 2013 Financial Summary

Revenues for September 2013 were \$1,919,947 and operating expenses were \$1,914,490 resulting in a gain in operation of \$5,457. Capital Expenditures and Extraordinary Expenses for September were \$864 resulting in a gain of \$4,593. Total revenues were 95.18% of the monthly budgeted revenues and total expenses were 96.14% 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:

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
Rehab – Title XIX	87,543	117,564	74.46%	30,021
DSHS – Gen Rev - NGM	45,838	62,561	73.26%	16,723

Rehab – Title XIX – This line item is under budget due to the implementation of the TRR effective September 1<sup>st</sup>. Rehabilitation staff were being trained in the new processes and needed to pass the state required training prior to providing the new services. We expected to see a slight decrease in the revenue line due to this change but hope to see this improve over the next couple of months.

DSHS – Gen Rev – NGM – This line item is under budget due to a position that is funded by NGM is vacant at this time. We anticipate that this position will be filled in the next couple of months and we expect revenue to increase.

#### **EXPENSES**

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

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

**TRI-COUNTY SERVICES  
CONSOLIDATED BALANCE SHEET  
As of September 30, 2013**

	<b>TOTALS COMBINED FUNDS September 2013</b>	<b>Preliminary TOTALS COMBINED FUNDS August 2013</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	5,375	5,325	50
Cash on Deposit-General Fund	6,351,773	8,352,038	(2,000,265)
Cash on Deposit-Debt Fund	421,561	421,561	-
Accounts Receivable	1,919,852	1,125,256	794,596
Inventory	7,885	6,661	1,224
<b>TOTAL CURRENT ASSETS</b>	<b>8,706,446</b>	<b>9,910,841</b>	<b>(1,204,395)</b>
<b>FIXED ASSETS</b>	<b>6,084,978</b>	<b>6,084,978</b>	<b>-</b>
<b>OTHER ASSETS</b>	<b>59,108</b>	<b>42,427</b>	<b>16,681</b>
<b>TOTAL ASSETS</b>	<b>14,850,534</b>	<b>16,038,247</b>	<b>(1,187,714)</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCE</b>			
<b>CURRENT LIABILITIES</b>	<b>1,412,352</b>	<b>1,450,960</b>	<b>(38,607)</b>
<b>NOTES PAYABLE</b>	<b>409,597</b>	<b>409,597</b>	<b>-</b>
<b>DEFERRED REVENUE</b>	<b>(220,084)</b>	<b>797,913</b>	<b>(1,017,997)</b>
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,135,612	1,135,612	-
Bond Series 2004	410,000	410,000	-
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	495,384	632,661	(137,276)
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(1,951,408)	(1,951,408)	-
Reserved for Debt Retirement	1,230,000	1,230,000	-
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment	6,066,064	6,066,064	-
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	80,166	74,000	6,166
Reserved for Insurance Deductibles	100,000	100,000	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	2,141,773	2,141,773	-
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>14,850,534</b>	<b>16,038,248</b>	<b>(1,187,714)</b>

**TRI-COUNTY SERVICES**  
**CONSOLIDATED BALANCE SHEET**  
**As of September 30, 2013**

**TOTALS**  
**Memorandum Only**

	<b>General Operating Funds</b>	<b>September 2013</b>	<b>Preliminary August 2013</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	5,375	5,375	5,325
Cash on Deposit-General Fund	6,351,773	6,351,773	8,352,038
Cash on Deposit-Debt Fund	421,561	421,561	421,561
Accounts Receivable	1,919,852	1,919,852	1,125,256
Inventory	7,885	7,885	6,661
<b>TOTAL CURRENT ASSETS</b>	<b>8,706,446</b>	<b>8,706,446</b>	<b>9,910,841</b>
<b>FIXED ASSETS</b>	<b>6,084,978</b>	<b>6,084,978</b>	<b>6,084,978</b>
<b>OTHER ASSETS</b>	<b>59,108</b>	<b>59,108</b>	<b>42,427</b>
<b>AMOUNT TO BE PROVIDED FOR THE RETIREMENT OF LONG TERM DEBT</b>		-	
<b>TOTAL ASSETS</b>	<b>14,850,533</b>	<b>14,850,533</b>	<b>16,038,247</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	1,412,352	1,412,352	1,450,960
<b>NOTES PAYABLE</b>	409,597	409,597	409,597
<b>DEFERRED REVENUE</b>	(220,084)	(220,084)	797,913
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	1,135,612	1,135,612	1,135,612
Bond Series 2004	410,000	410,000	410,000
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	495,384	495,384	632,661
Debt Service Fund	-	-	-
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt service-Restricted	(1,951,408)	(1,951,408)	(1,951,408)
Reserved for Debt Retirement	1,230,000	1,230,000	1,230,000
Reserved for Debt Service	-	-	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment-Committed	6,066,064	6,066,064	6,066,064
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	80,166	80,166	74,000
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	2,141,773	2,141,773	2,141,773
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>14,850,533</b>	<b>14,850,533</b>	<b>16,038,248</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**For the Month Ended September 2013**  
**and YTD as of September 2013**

<b>INCOME:</b>	<b>MONTH OF September 2013</b>	<b>YTD September 2013</b>
Local Revenue Sources	138,209	138,209
Earned Income	745,468	745,468
General Revenue-Contract	1,036,270	1,036,270
<b>TOTAL INCOME</b>	<b>1,919,947</b>	<b>1,919,947</b>
<b>EXPENSES:</b>		
Salaries	1,025,348	1,025,348
Employee Benefits	183,854	183,854
Medication Expense	25,913	25,913
Travel-Board/Staff	33,958	33,958
Building Rent/Maintenance	18,458	18,458
Consultants/Contracts	435,217	435,217
Other Operating Expenses	191,742	191,742
<b>TOTAL EXPENSES</b>	<b>1,914,490</b>	<b>1,914,490</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>5,457</b>	<b>5,457</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	864	864
Capital Outlay-Debt Service Bonds	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>864</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,915,353</b>	<b>1,915,353</b>
<b>Excess (Deficiency) of Revenues and Expense:</b>	<b>4,593</b>	<b>4,593</b>

**Debt Service and Fixed Asset Fund**

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

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budgeted**  
**Year to Date as of September 2013**

	YTD September 2013	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	138,209	142,841	(4,632)
Earned Income	745,468	802,769	(57,301)
General Revenue-Contract	1,036,270	1,071,615	(35,345)
<b>TOTAL INCOME</b>	<b>1,919,947</b>	<b>2,017,225</b>	<b>(97,278)</b>
<b>EXPENSES:</b>			
Salaries	1,025,348	1,049,551	(24,203)
Employee Benefits	183,854	204,121	(20,267)
Medication Expense	25,913	28,353	(2,440)
Travel-Board/Staff	33,958	36,255	(2,297)
Building Rent/Maintenance	18,458	19,941	(1,483)
Consultants/Contracts	435,217	448,961	(13,744)
Other Operating Expenses	191,742	195,287	(3,545)
<b>TOTAL EXPENSES</b>	<b>1,914,490</b>	<b>1,982,469</b>	<b>(67,979)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>5,457</b>	<b>34,756</b>	<b>(29,299)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	864	9,777	(8,913)
Capital Outlay-Debt Service Bonds			-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>9,777</b>	<b>(8,913)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,915,354</b>	<b>1,992,246</b>	<b>(76,892)</b>
<b>Excess (Deficiency) of Revenues and Expenses:</b>	<b>4,593</b>	<b>24,979</b>	<b>(20,386)</b>

**Debt Service and Fixed Asset Fund:**

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

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended September 2013**

<b>INCOME:</b>	<b>MONTH OF September 2013</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	138,209	142,841	(4,632)
Earned Income	745,468	802,769	(57,301)
General Revenue-Contract	1,036,270	1,071,615	(35,345)
<b>TOTAL INCOME</b>	<b>1,919,947</b>	<b>2,017,225</b>	<b>(97,278)</b>
<b>EXPENSES:</b>			
Salaries	1,025,348	1,049,551	(24,203)
Employee Benefits	183,854	204,121	(20,267)
Medication Expense	25,913	28,353	(2,440)
Travel-Board/Staff	33,958	36,255	(2,297)
Building Rent/Maintenance	18,458	19,941	(1,483)
Consultants/Contracts	435,217	448,961	(13,744)
Other Operating Expenses	191,742	195,287	(3,545)
<b>TOTAL EXPENSES</b>	<b>1,914,490</b>	<b>1,982,469</b>	<b>(67,979)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>5,457</b>	<b>34,756</b>	<b>(29,299)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	864	9,777	(8,913)
Capital Outlay-Debt Service Bonds			-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>9,777</b>	<b>(8,913)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,915,354</b>	<b>1,992,246</b>	<b>(76,892)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>4,593</b>	<b>24,979</b>	<b>(20,386)</b>

**Debt Service and Fixed Asset Fund:**

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

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With September 2012 Comparative Data**  
**Year to Date as of September 2013**

<b>INCOME:</b>	<b>YTD September 2013</b>	<b>YTD September 2012</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	138,209	130,785	7,424
Earned Income	745,468	809,527	(64,059)
General Revenue-Contract	1,036,270	1,005,881	30,389
<b>TOTAL INCOME</b>	<b>1,919,947</b>	<b>1,946,193</b>	<b>(26,246)</b>
<b>EXPENSES:</b>			
Salaries	1,025,348	945,516	79,832
Employee Benefits	183,854	179,141	4,713
Medication Expense	25,913	17,890	8,023
Travel-Board/Staff	33,958	32,233	1,725
Building Rent/Maintenance	18,458	34,045	(15,587)
Consultants/Contracts	435,217	402,920	32,297
Other Operating Expenses	191,742	174,082	17,660
<b>TOTAL EXPENSES</b>	<b>1,914,490</b>	<b>1,785,827</b>	<b>128,663</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>5,457</b>	<b>160,366</b>	<b>(154,909)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	864	232	632
Capital Outlay-Debt Service Bonds		35,482	(35,482)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>35,714</b>	<b>(34,850)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,915,354</b>	<b>1,821,541</b>	<b>93,813</b>
<b>Excess (Deficiency) of Revenues and Expense:</b>	<b>4,593</b>	<b>124,652</b>	<b>(120,059)</b>

**Debt Service and Fixed Asset Fund:**

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

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With September 2012 Comparative Data**  
**For the Month September 2013**

<b>INCOME:</b>	<b>MONTH OF September 2013</b>	<b>MONTH OF September 2012</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	138,209	130,785	7,424
Earned Income	745,468	809,527	(64,059)
General Revenue-Contract	1,036,270	1,005,881	30,389
<b>TOTAL INCOME</b>	<b>1,919,947</b>	<b>1,946,193</b>	<b>(26,246)</b>
<b>EXPENSES:</b>			
Salaries	1,025,348	945,516	79,832
Employee Benefits	183,854	179,141	4,713
Medication Expense	25,913	17,890	8,023
Travel-Board/Staff	33,958	32,233	1,725
Building Rent/Maintenance	18,458	34,045	(15,587)
Consultants/Contracts	435,217	402,920	32,297
Other Operating Expenses	191,742	174,082	17,660
<b>TOTAL EXPENSES</b>	<b>1,914,490</b>	<b>1,785,827</b>	<b>128,663</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>5,457</b>	<b>160,366</b>	<b>(154,909)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	864	232	632
Capital Outlay-Debt Service Bonds		35,482	(35,482)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>35,714</b>	<b>(34,850)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,915,354</b>	<b>1,821,541</b>	<b>93,813</b>
<b>Excess (Deficiency) of Revenues and Expense:</b>	<b>4,593</b>	<b>124,652</b>	<b>(120,059)</b>

**Debt Service and Fixed Asset Fund:**

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

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary**  
**With August 2013 Comparative Data**  
**As of September 2013**

	<b>MONTH OF September 2013</b>	<b>Preliminary MONTH OF August 2013</b>	<b>Increase (Decrease)</b>
<b>INCOME:</b>			
Local Revenue Sources	138,209	108,544	29,666
Earned Income	745,468	966,734	(221,266)
General Revenue-Contract	1,036,270	975,509	60,760
<b>TOTAL INCOME</b>	<b>1,919,947</b>	<b>2,050,787</b>	<b>(130,840)</b>
<b>EXPENSES:</b>			
Salaries	1,025,348	1,301,153	(275,805)
Employee Benefits	183,854	121,147	62,708
Medication Expense	25,913	39,002	(13,088)
Travel-Board/Staff	33,958	38,060	(4,103)
Building Rent/Maintenance	18,458	136,214	(117,756)
Consultants/Contracts	435,217	475,776	(40,560)
Other Operating Expenses	191,742	232,112	(40,370)
<b>TOTAL EXPENSES</b>	<b>1,914,490</b>	<b>2,343,463</b>	<b>(428,974)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>5,457</b>	<b>(292,677)</b>	<b>298,134</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	864	146,954	(146,090)
Capital Outlay-Debt Service Bonds		35,482	(35,482)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>182,436</b>	<b>(181,572)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,915,354</b>	<b>2,525,900</b>	<b>(610,546)</b>
<b>Excess (Deficiency) of Revenues and Expense:</b>	<b>4,593</b>	<b>(475,113)</b>	<b>479,706</b>

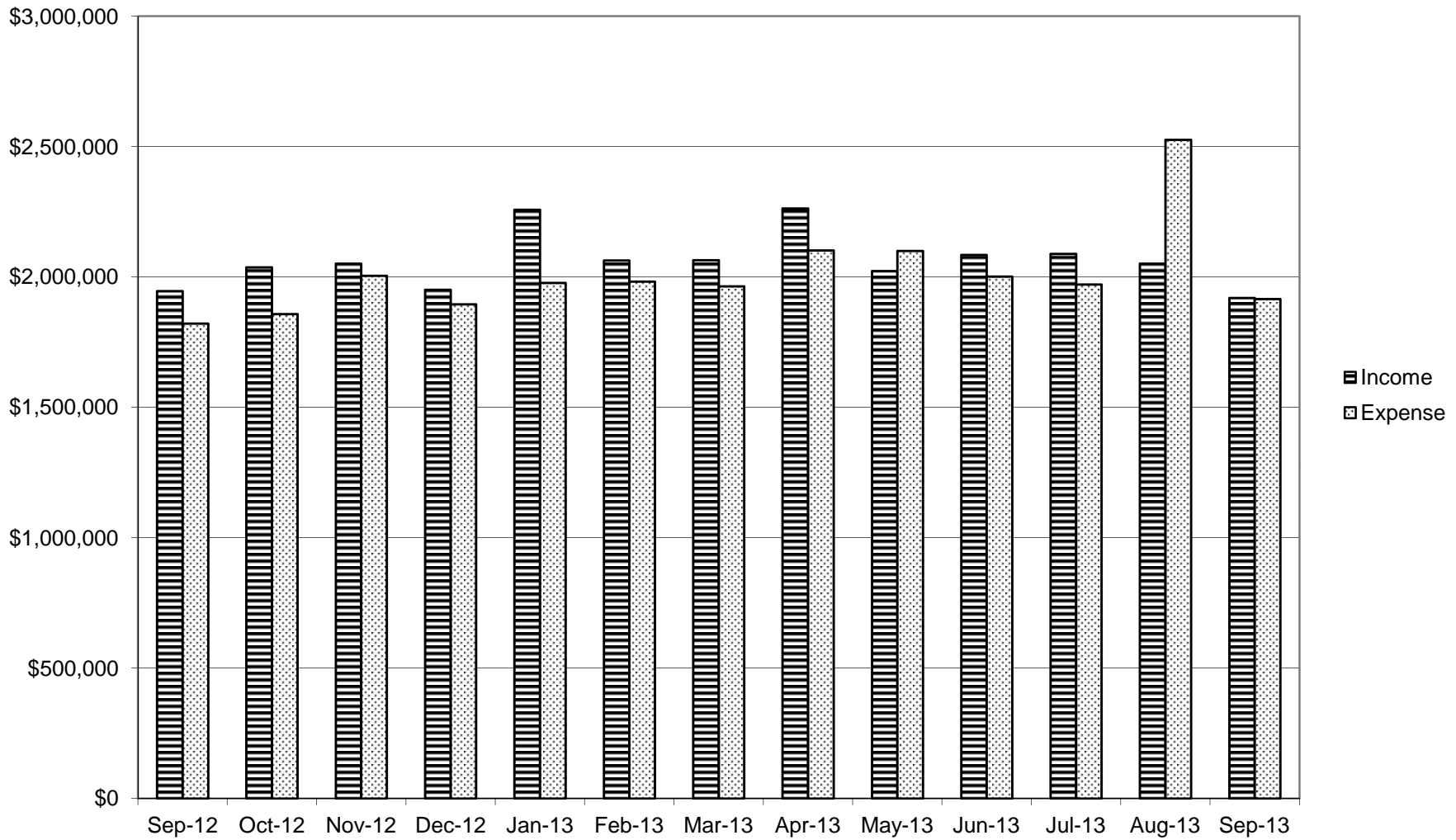
<b>Debt Service and Fixed Asset Fund:</b>			
Bond Payments Receipts	-	35,482	(35,482)
Bond Payments Disbursements			-
Interest Income			
<b>Excess(Deficiency) of revenues over Expense:</b>	<b>-</b>	<b>35,482</b>	<b>(35,482)</b>

**TRI-COUNTY SERVICES**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**As of YTD Ended September 2013**

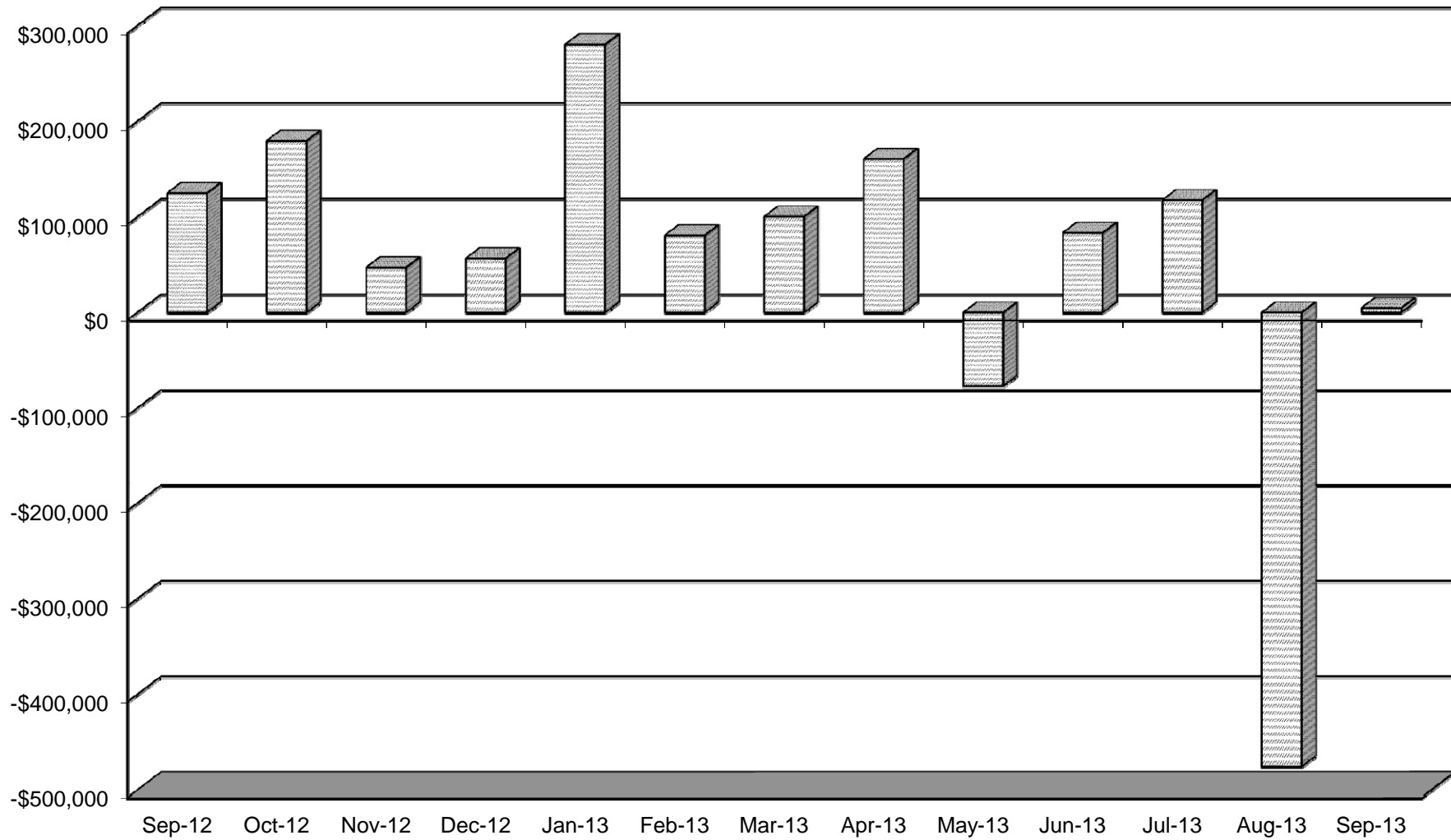
	YTD Mental Health September 2013	YTD IDD September 2013	YTD Other Services September 2013	YTD Agency Total September 2013	YTD Approved Budget September 2013	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	90,469	17,200	30,541	138,209	142,841	(4,632)
Earned Income	163,479	486,544	95,444	745,468	802,769	(57,301)
General Revenue-Contract	911,237	125,033		1,036,270	1,071,615	(35,345)
<b>TOTAL INCOME</b>	<b>1,165,185</b>	<b>628,777</b>	<b>125,985</b>	<b>1,919,947</b>	<b>2,017,225</b>	<b>(97,278)</b>
<b>EXPENSES:</b>						
Salaries	734,175	208,612	82,560	1,025,348	1,049,551	(24,203)
Employee Benefits	128,207	39,487	16,161	183,854	204,121	(20,267)
Medication Expense	23,684		2,229	25,913	28,353	(2,440)
Travel-Board/Staff	20,720	8,984	4,254	33,958	36,255	(2,297)
Building Rent/Maintenance	11,028	5,961	1,469	18,458	19,941	(1,483)
Consultants/Contracts	115,624	312,579	7,014	435,217	448,961	(13,744)
Other Operating Expenses	117,413	48,828	25,501	191,742	195,287	(3,545)
<b>TOTAL EXPENSES</b>	<b>1,150,851</b>	<b>624,451</b>	<b>139,188</b>	<b>1,914,490</b>	<b>1,982,469</b>	<b>(67,979)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>14,334</b>	<b>4,326</b>	<b>(13,203)</b>	<b>5,457</b>	<b>34,756</b>	<b>(29,299)</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles	864			864	9,777	(8,913)
Capital Outlay-Debt Service Bonds				-		-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>864</b>	<b>-</b>	<b>-</b>	<b>863</b>	<b>9,777</b>	<b>(8,913)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>1,151,715</b>	<b>624,451</b>	<b>139,188</b>	<b>1,915,353</b>	<b>1,992,246</b>	<b>(76,892)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>13,470</b>	<b>4,326</b>	<b>(13,203)</b>	<b>4,593</b>	<b>24,979</b>	<b>(20,386)</b>

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

### TRI-COUNTY SERVICES Income and Expense



# TRI-COUNTY SERVICES Income after Expense



<b>Agenda Item:</b> 401(a) Account Review  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  Scott Hayes of ISC Group will present an update of the 401(a) Retirement Plan account activity through September.	
<b>Supporting Documentation:</b>  Information to be Distributed by Scott Hayes at the Board Meeting	
<b>Recommended Action:</b>  <b>Action as Appropriate or Needed</b>	

<b>Agenda Item:</b> Consent Agenda  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  <p>The Open Meetings Act requires that our meetings be posted in our three sponsoring counties and at the site of the meeting 72 hours before the Board meeting is to begin. In September of 2013, we had a breakdown in our posting procedure and the meeting was not posted in time to meet this requirement.</p> <p>A quorum of Trustees took action on several items at the September meeting with the understanding that they would be ratified at the October meeting which is in compliance with 72 hour posting requirements.</p> <p>Action items at the September meeting included the following:</p> <p><u>Organizational Items</u></p> <ul style="list-style-type: none"> <li>• Review and Act on Requests for Excused Absences</li> <li>• Approve Minutes – August 29, 2013</li> </ul> <p><u>Program Committee</u></p> <ul style="list-style-type: none"> <li>• Reappoint Mental Health Planning Network Advisory Committee Members</li> <li>• Reappoint Intellectual and Developmental Disability Planning Network Advisory Committee Members</li> </ul> <p><u>Executive Committee</u></p> <ul style="list-style-type: none"> <li>• Appoint Texas Council Representatives and Alternate for FY 2014</li> </ul> <p><u>Business Committee</u></p> <ul style="list-style-type: none"> <li>• Approve FY 2014 Dues Commitment and Payment Schedule for Texas Council of Community Centers</li> <li>• Approve 6<sup>th</sup> Payment of Non-Refundable Option Money to the Property Owner for the Independence Oaks Project Site, Cleveland Texas</li> <li>• Approve FY 2014 DSHS Performance Contract #2014-044767</li> <li>• Approve DSHS Youth Prevention-Selective Contract #2014-044727-001</li> <li>• Ratify DSHS Treatment Youth Service Contract #2014-044595-001</li> <li>• Approve FY 2014 Kingwood Pines Inpatient Hospital Contract</li> <li>• Approve FY 2014 Cypress Creek Inpatient Hospital Contract</li> </ul>	
<b>Supporting Documentation:</b>  Original Documents Related to these Agenda Items are Available in the September 26, 2013 Board Packet	
<b>Recommended Action:</b>  <b>Approve Consent Agenda</b>	

<b>Agenda Item:</b> Ratify DSHS Project for Assistance in the Transition from Homelessness (PATH) Contract #2014-044449-001	<b>Board Meeting Date</b>  October 24, 2013
<b>Committee:</b> Business	
<b>Background Information:</b>	
<p>Tri-County has a contract with the Department of State Health Services (DSHS) to provide PATH services to homeless persons who have mental illness. The project provides funding for two program staff and associated supplies for outreach to persons who are living places that are not intended for human habitation (streets, camps, etc.) and to persons who are in area homeless shelters. PATH funding is ultimately Substance Abuse Mental Health Services Administration (SAMHSA) funded and is passed through the state to organizations like Tri-County.</p>	
<p>The number of homeless persons in all three of our counties, but especially in Montgomery County, is increasing and we requested funding for a third staff person for FY 2014 which would have allowed us to work more in Walker and Liberty Counties. However, federal funding was cut and as a result we received a \$7,352 cut in funding.</p>	
<p>There was a delay in finalizing the contract because DSHS had originally kept the targets that we suggested with three program staff. After some negotiation, DSHS agreed to lower our targets.</p>	
<p>After negotiating the contract changes, Evan Roberson visited with Mr. Walker, Board Chair, who authorized him to sign the contract.</p>	
<b>Supporting Documentation:</b>	
Contract Available for Review at the Board Meeting	
<b>Recommended Action:</b>	
<b>Ratify DSHS Project for Assistance in the Transition from Homelessness (PATH) #2014-044449-001</b>	

<b>Agenda Item:</b> Emergency Elevator Repair  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  <p>In a recent inspection of the elevator at the Administration location, the elevator power unit and starter was found to be out of compliance and the inspector required both to be replaced. The inspector wanted work to begin by October 4, 2013, or as soon as possible.</p> <p>Tri-County staff received three bids for the work on the elevator and the lowest was \$10,250. The lowest bidder, Elevator Repair Service, Inc., has been in business for 29 years and has an A+ rating with the Better Business Bureau.</p> <p>The repairs were time sensitive, so Evan Roberson reviewed the bids with the Board Chair who authorized the selection of the lowest bidder.</p>	
<b>Supporting Documentation:</b>  Bid Summary, Elevator Repair	
<b>Recommended Action:</b>  <b>Ratify Selection of Elevator Repair Service, Inc. for Elevator Repair at the Administration Building in the Amount of \$10,250</b>	

## Elevator Repair for 1506 FM 2854

Company, Price & Warranty	BBB Info	References	Years in business
Elevator Repair Service \$10,250	A+ Rating	All reference and insurance/comp information is attached with bids	29 years
Elevator Transportation \$10,798	No information found	All reference and insurance/comp information is attached with bids	No business information found
Amtech \$11,423.58 Additional \$2607.16 for soft start	Not yet rated/no complaints files	All reference and insurance/comp information is attached with bids	44 years
A&F Elevator Co. \$12,895.00	A+ Rating	All reference and insurance/comp information is attached with bids	13 years
Ascent Elevator \$15,309.00	A rating	All reference and insurance/comp information is attached with bids	5 years

Tri-County



working  
toward  
brighter  
tomorrows

**Bid Sheet Information**

Scope of Work: ELEVATOR Repair

1506 FM 2854

Location: \_\_\_\_\_ City: CONNOR

**Bidder Information**

Bid #1 - Date: 10/4/13 Company: ELEVATOR Repair Service

Contact Person: Sandra Stafford Phone: 281-987-8252

Comment/Price Info: \$10,250.00

Bid #2 - Date: 10/4/13 Company: ELEVATOR TRANSPORTATION

Contact Person: Charles Evans Phone: 713-472-2426

Comment/Price Info: \$10,798.00

Bid #3 - Date: 9/26/13 Company: Amtech

Contact Person: Kimberly Moore Phone: 816-695-8318

Comment/Price Info: \$11,423.58 + \$2607.14 for soft START



### Bid Sheet Information

Scope of Work: ELEVATOR WORK  
1506 FM 2854

Location: \_\_\_\_\_ City: CONROE

### Bidder Information

Bid #1 - Date: 10/4/13 Company: A4F ELEVATOR CO  
Contact Person: Essie Mianabi Phone: 972-272-8636  
Comment/Price Info: \$12,895

Bid #2 - Date: 10/3/13 Company: Ascent ELEVATOR  
Contact Person: C. Mike Parker Phone: 713-212-9668  
Comment/Price Info: \$15,309<sup>00</sup>

Bid #3 - Date: \_\_\_\_\_ Company: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Comment/Price Info: \_\_\_\_\_

**Tri-County Services**  
P.O. Box 3067  
Conroe, TX 77304

**Invitation To Bid**

**Location : 1506 FM 2854 – Conroe, TX**

September 30, 2013

Company Name : \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Please provide a bid for the following scope of work: Replacement of Elevator Power Unit and Include Solid State Starter**

1. Replace existing power unit with new one.
2. New unit to consist of a positive displacement pump, motor, integral 4-coil control valve, oil tank, and muffler.
3. Pump and motor submerged and mounted to tank with rubber isolators to reduce vibrations and noise.
4. Furnish and install a solid state starter to control motor starting and limit in-rush current.

**Along with Bid, Interested Parties Must Include The Following Information:**

- **Pricing**
- **Warranty Information – Parts / Labor**
- **Insurance / Worker's Compensation Information**
- **References**

If meeting with maintenance manager at site is preferred, please contact Kenneth Anderson or Karen McCombs at any of the numbers listed below.

Please submit all bids to the attention of Kenneth Anderson or Karen McCombs with the Tri-County MHMR Maintenance department by **5:00 Friday, October 4, 2013**. Bids should be faxed to (936) 756-8403. If you have any questions, contact Kenneth Anderson – Maintenance Manager at (936) 521-6160 or mobile (936) 828-6575 – or Karen McCombs – MTS Support Services Assistant at (936) 521-6161. After selected bid has been awarded, contractor will immediately be notified for scheduling and details. **Tri-County Services reserves the right to refuse any and all bids, in full or in part.**

Bid Price: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>Agenda Item:</b> Board of Trustees' Unit Financial Statement for September 2013  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 24, 2013
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  September 2013 Board of Trustees' Unit Financial Statement	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Unit Financial Statement

FY 2013

	Sept 13 Actuals	Sept 13 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
<b>Revenues</b>								
80103998 Allocated Revenue	\$ 2,859.00	\$ 2,859.00	\$ -	\$ 2,859.00	\$ 2,859.00	\$ -	100.00%	\$ 34,300.00
Total Revenue	\$ 2,859.00	\$ 2,859.00	\$ -	\$ 2,859.00	\$ 2,859.00	\$ -	100.00%	\$ 34,300.00
<b>Expenses</b>								
80105030 Application Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105199 Consultant - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105210 Dues & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80105275 Food Items	\$ 187.86	\$ 166.00	\$ 21.86	\$ 187.86	\$ 166.00	\$ 21.86	113.17%	\$ 2,000.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
80155605 Postage-Express Mail	\$ 21.10	\$ -	\$ 21.10	\$ 21.10	\$ -	\$ 21.10	0.00%	\$ -
80105715 Supplies-Office	\$ 12.00	\$ -	\$ 12.00	\$ 12.00	\$ -	\$ 12.00	0.00%	\$ -
80105736 Telephone - Air cards	\$ (12.77)	\$ 14.00	\$ (26.77)	\$ (12.77)	\$ 14.00	\$ (26.77)	0.00%	\$ 160.00
80105738 Telephone - Mobile Service	\$ -	\$ 46.00	\$ (46.00)	\$ -	\$ 46.00	\$ (46.00)	0.00%	\$ 560.00
80105750 Training	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 300.00	\$ (300.00)	0.00%	\$ 3,600.00
80105755 Travel - Local	\$ -	\$ 62.00	\$ (62.00)	\$ -	\$ 62.00	\$ (62.00)	0.00%	\$ 750.00
80105757 Travel - Non-local Mileage/Air	\$ -	\$ 350.00	\$ (350.00)	\$ -	\$ 350.00	\$ (350.00)	0.00%	\$ 4,200.00
80105758 Travel - Non-local Hotel	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 300.00	\$ (300.00)	0.00%	\$ 3,600.00
80105759 Travel - Meals	\$ -	\$ 100.00	\$ (100.00)	\$ -	\$ 100.00	\$ (100.00)	0.00%	\$ 1,200.00
Total Expenses	\$ 1,717.66	\$ 2,858.00	\$ (1,140.34)	\$ 1,717.66	\$ 2,858.00	\$ (1,140.34)	60.10%	\$ 34,300.00
Total Revenue minus Expenses	\$ 1,141.34	\$ 1.00	\$ 1,140.34	\$ 1,141.34	\$ 1.00	\$ 1,140.34	39.90%	\$ -

# UPCOMING MEETINGS

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

### **December 12<sup>th</sup>, 2013 – Board Meeting**

- Program Presentation – Life Skills Christmas Carolers
- Approve Minutes from October 24, 2013 Board Meeting
- Community Resources Report
- Consumer Services Report for October 2013
- Program Updates
- Regional Planning Network Advisory Committee's FY 2014 Budget Review
- Oath of Office
- Personnel Report for October 2013
- Texas Council Quarterly Board Meeting Update
- Approve October 2013 Financial Statements
- Approve to the FY 2014 Operating Budget
- Approve 7<sup>th</sup> Payment of Non-Refundable Option Money to the Property Owner for the 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 2013
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues

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

### **January 23<sup>rd</sup>, 2014 – Board Meeting**

- Approve Minutes from December 12, 2013 Board Meeting
- From the Heart Presentation
- Community Resources Report
- Consumer Services Reports for November & December 2013
- Program Updates
- Year-to-Date FY 2013 Goals & Objectives Progress Report
- 1<sup>st</sup> Quarter FY 2014 Corporate Compliance & Quality Management Report
- 2<sup>nd</sup> Quarter FY 2014 Corporate Compliance Training
- Personnel Reports for November & December 2013
- Texas Council Quarterly Meeting Update
- Approve November & December 2013 Financial Statements
- Approve FY 2013 Independent Financial Audit
- 1<sup>st</sup> Quarter FY 2014 Quarterly Investment Report
- Board of Trustees' Unit Financial Statements for November & December 2013
- Other Business Committee Issues