

Tri-County Services Board of Trustees Meeting

October 23, 2014



*Serving individuals with mental illness
and developmental disabilities*

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, October 23, 2014. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

AGENDA

I. Organizational Items

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

II. Longevity Recognition Presentations

III. Approve Minutes - September 25, 2014

IV. Executive Director's Report - Evan Roberson

- A. ETBHN Retreat
- B. Senate Bill 58
- C. Sunset Commission Updates

V. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2014 Audit
- B. CFO Consortium
- C. Worker's Compensation Audit
- D. Cost Accounting Methodology
- E. Cleveland Building Update

VI. Program Committee

Information Items

- A. Community Resources Report.....Pages 11-12
- B. Consumer Services Report for September 2014.....Pages 13-14
- C. Program Updates.....Pages 15-17
- D. Medicaid 1115 Waiver Project Status Report.....Pages 18-20

VII. Executive Committee

Action Items

- A. Election of FY 2015 Board Officers.....Page 21
- B. Cast Election Ballot for Texas Council Risk Management Fund Board of Trustees.....Pages 22-24
- C. Arbitration & Single-Employee Resolution Policy.....Pages 25-26

Information Items

- D. Personnel Report for September 2014.....Pages 27-29
- E. Texas Council Risk Management Fund Claim Summary for September 2014.....Pages 30-31

VIII. Business Committee

Action Items

- A. Approve September 2014 Financial Statements.....Pages 32-44
- B. Approve Change in Authorized Signers for Financial Accounts.....Pages 45-56

- C. Approve Recommendation to Declare Vehicles as Surplus *Page 57*
D. Update on Properties in Cleveland, Texas *Page 58*

Information Items

- E. Board of Trustees' Unit Financial Statement for September 2014 *Pages 59-60*
F. Liberty Building Update *Page 61*
G. Cleveland Supported Housing, Inc. Monthly Update *Pages 62-64*

- IX. Executive Session in Compliance with Texas Government Code Section 551.071, Consultation with Attorney & Section 551.072, Real Property in regards to financing the 117 N. College Avenue property in Cleveland, Texas.

Posted By:

Stephanie Eveland
Executive Assistant

Tri-County Services

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING September 25, 2014

Board Members Present:

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

Board Members Absent:

Tracy Sorensen

Tri-County Staff Present:

Evan Roberson, Executive Director
Tanya Bryant, Director of Quality Management and Support
Amy Foerster, Director of Human Resources
Kathy Foster, Director of IDD Provider Services
Catherine Prestigiovanni, Behavioral Health Director
Kelly Shropshire, Director of IDD Authority Services
Tabatha Abbott, Cost Accountant
Stephanie Eveland, Executive Assistant
Stella Montemayor, Administrative Assistant
Mary Lou Flynn-DuPart, Legal Counsel

Guests:

None

Call to Order: Chairman, David Walker, called the meeting to order at 10:04 a.m. at 1506 FM 2854, Conroe, Texas.

Public Comment: There were no public comments.

Quorum: There being eight (8) members present, a quorum was established.

Resolution #09-14-01

Motion Made By: Sharon Walker

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

Resolved:

That the Board excuse the absence of Tracy Sorensen.

Resolution #09-14-02

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the minutes of the August 28, 2014 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 #09-14-03

Motion Made By: Janet Qureshi

Seconded By: Sharon Walker, with affirmative votes by David Walker, Brad Browder, Patti Atkins, Morris Johnson, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the submission of the 2013 Montgomery County United Way Agency Annual Report due October 8, 2014.

Resolution #09-14-04

Motion Made By: Janet Qureshi

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Morris Johnson, Cecil McKnight, Jacob Paschal and Sharon Walker that it be...

Resolved:

That the Board reappoint Loretta Castro, Dan Lafferty and Lori Lilley to the Mental Health Planning Network Advisory Committee for an additional two-year term expiring on August 31, 2016.

Resolution #09-14-05

Motion Made By: Janet Qureshi

Seconded By: Brad Browder, with affirmative votes by David Walker, Patti Atkins, Morris Johnson, Cecil McKnight, Jacob Paschal and Sharon Walker that it be...

Resolved:

That the Board reappoint Loretta Castro, Pam Holak and Lori Lilley to the Intellectual and Developmental Disabilities Planning Network Advisory Committee for an additional two-year term expiring on August 31, 2016.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for August 2014 was reviewed for information purposes only.

The Program Updates were reviewed for information purposes only.

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

The Final FY 2014 Goals and Objectives Progress Report was reviewed for information purposes only.

The 4th Quarter FY 2014 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The Annual Corporate Compliance Report and 1st Quarter FY 2015 Corporate Compliance Training were reviewed for information purposes only.

EXECUTIVE COMMITTEE:

David Walker, Chairman of the Board, appointed members to the Nominating Committee for FY 2015 Board Officers. The committee members are as follows:

- Sharon Walker, Chair
- Patti Atkins
- Morris Johnson

Resolution #09-14-06

Motion Made By: Cecil McKnight

Seconded By: Patti Atkins, with affirmative votes by David Walker, Brad Browder, Morris Johnson, Jacob Paschal, Janet Qureshi and Sharon Walker that it be...

Resolved:

That the Board appoint the Texas Council of Community Centers, Inc. representative and alternate for FY 2015 as follows:

- Sharon Walker – Representative
- Morris Johnson - Alternate

Resolution #09-14-07

Motion Made By: Sharon Walker

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

Resolved:

That the Board approve the Acceptance of Charitable Gifts Policy.

Resolution #09-14-08

Motion Made By: Patti Atkins

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

Resolved:

That the Board approve Binding Arbitration as a Condition of Employment for Tri-County Services.

Oaths of Office were recited by David Walker, Janet Qureshi, Jacob Paschal, Patti Atkins and Cecil McKnight.

David Walker, Chairman of the Board, appointed the FY 2015 Committee members as follows:

Business Committee:

Morris Johnson, Chair
Patti Atkins
Brad Browder
Cecil McKnight

Program Committee:

Tracy Sorensen, Chair
Jacob Paschal
Janet Qureshi
Sharon Walker

Executive Committee:

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

The Board of Trustees Attendance Analysis for FY 2014 was reviewed for information purposes only.

The Personnel Report for August 2014 was reviewed for information purposes only.

Cont.

BUSINESS COMMITTEE:

Resolution #09-14-09

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the FY 2015 Dues Commitment and Payment Schedule on a quarterly basis for the Texas Council of Community Centers, Inc.

Resolution #09-14-10

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the selection of Cordova Construction from Nacogdoches, Texas for renovations to the PETC for the 1115 Diversion Program at a price of \$60,332.00.

Resolution #09-14-11

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the purchase of a Buick Encore 1SD Convenience Package from Wiesner Buick GMC in Conroe, Texas at a price of \$25,299.75.

Resolution #09-14-12

Motion Made By: Morris Johnson

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

Resolved:

That the Board ratify the FY 2014-15 DADS Performance Contract Amendment Packet #1.

Resolution #09-14-13

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the FY 2015 DSHS Performance Contract #2015-046617.

Resolution #09-14-14

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the FY 2015 DSHS Co-Occurring Mental Health and Substance Abuse Services Contract #2015-046833.

Resolution #09-14-15

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the FY 2015 DSHS Youth Substance Abuse Treatment Contract #2015-046926.

Resolution #09-14-16

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the FY 2015 DSHS Adult Substance Abuse Treatment Contract #2015-046998.

The Preliminary Financial Statements for August 2014 were reviewed for information purposes only.

The 4th Quarter FY 2014 Investment Report was reviewed for information purposes only.

The Board of Trustees' Unit Financial Statement for August 2014 was reviewed for information purposes only.

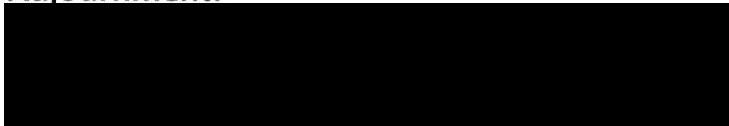
The Montgomery Supported Housing, Inc. Update was reviewed for information purposes only.

The Cleveland 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 11:31 a.m.

Adjournment:



David Walker
Chairman

Date

Attest:



Tracy Sorensen
Secretary

Date



Executive Director's Report

October 23, 2014

Announcements

- The next regularly scheduled Board meeting is December 11th. I hope that each of you have a wonderful Thanksgiving holiday. Of course, this meeting will include our annual Life Skills presentation of Christmas songs.
- I wanted to remind the Board about the annual Christmas party for staff and trustees. This year, the party will be on December 6th and we will be back at the River Plantation Country Club in Conroe.
- Our North Loop location was adopted by Exxon Mobil for their Days of Caring Project this month. The volunteers painted our walls and hallways, restriped the parking lot and completed several landscaping projects around the building. The facility looks very nice and we are so grateful for being adopted by Exxon Mobil. Attached to this update are some pictures of the work they completed.
- I wanted to let you know that the annual National Council Conference will be held April 20-22nd in Kissimmee, Florida at the Gaylord Palms Resort and Convention Center. We will need to register by the end of December to receive the best conference rate. Please let Stephanie or me know if you are interested in attending.
- I have attached a notice from the Texas Council that Geo Care, LLC was awarded the bid to run Terrell State Hospital. Geo Care currently runs the Montgomery County Mental Health Treatment Facility as well.
- I want to welcome a couple of new staff to the Board meeting today. Kenneth Barfield, our Director of Management Information Systems (IT), joined the Management Team on September 1st. Kenneth has been the IT Director for the last year, but had not previously been on the Management Team. He is a 15 year employee of the Center who has served in a variety of roles and we are excited to add his experiences and perspectives to our team.

I would also like to welcome our new Public Information Coordinator, Melis Papila, to the Board meeting today. Melis holds a degree from the University of Ottawa in Communications and Political Science and has an Associates of Communication, Media Arts and Digital Communications from Houston Community College. Melis was previously employed by Kimberly Public Affairs in Downtown Houston where she served as a Public Relations Coordinator for their energy/oil and gas clients.

As you know, this is a busy time of the year with From the Heart, the Montgomery County United Way campaign and many other activities and Melis has hit the ground running.

- Today's Cake is in honor of the years of service by Board Chair, David Walker.

East Texas Behavioral Health Network (ETBHN) Board Retreat

- At the ETBHN Board Retreat, Sonia Gaines from the Texas Health and Human Services Commission (HHSC) spoke about the centers standing in the community. She congratulated the centers on:
 - Medicaid 1115 Transformation waiver implementation which is getting positive press and attention and has fostered collaborative relationships in many of our service areas;
 - Expansion of the YES waiver (HCS for complex children);
 - Clearing the state waiting list of almost 5,000 folks in six months; and
 - Mental Health First Aid which has trained almost 2,000 teachers to date and many other entities.

She stated, "When the Legislature approves expenditures of dollars, they want to see outcomes. We have delivered."

In addition, Lee Johnson of the Texas Council updated us on the next legislative session. He reminded us, "The reality of the world that we live in right now is statewide seats, from the Governor down, are changing."

Melissa Rowan from the Texas Council spoke with us about the changes that would need to occur in our service systems to be successful in managed care, including new processes for getting paid and new quality management expectations.

Finally, Dr. Andy Keller from the Meadows Foundation visited with us about the Mental Health Policy Institute. He indicated that money is not inconsequential, but the policy's most important goal is to help Texas be the national leader in treating persons with mental health needs.

Senate Bill 58

- We continue to work on internal processes to ensure that all information is provided to Behavioral Health Organizations so that we are reimbursed for the Rehabilitation and Targeted Case Management Services that we provide to our clients. According to the Texas Council Revenue Maximization Committee, 71% of claims statewide are currently in a pending status. Historically, these claims would have been paid in seven days. Revenue was okay in September, but we are keeping an eye on cash flow.

Sunset Updates

- The Sunset Committee released their report this month. The big news is that they proposed that all of the agencies in HHSC be moved under HHSC (eliminating the individual departments like DSHS/DADS). Client services and Medicaid would be one section of HHSC and administration would be another. Administration would include IT, procurement and data management.

Of note, the Sunset Committee is also suggesting that NorthSTAR be dissolved in the Dallas area. The NorthSTAR project has been run by the Value Options Managed Care Organization.

The full report (210 pages) includes 15 recommendations which will be presented to the Legislature as a part of Sunset review.





Stephanie Eveland

From: Communications@txcouncil.com
Sent: Monday, October 20, 2014 6:59 PM
To: Maria Rios
Cc: Maria Rios
Subject: Tentative Award Announcement for the Operation of Terrell State Hospital



October 20, 2014

HHSC announced a tentative contract award for the operation of Terrell State Hospital (RFP#537-5-0000135376) to GEO Care, LLC of Boca Raton, Florida. The final contract award is contingent on successful negotiation and execution of contract.

The RFP is available, [here](#).

DSHS released the following message to interested stakeholders this afternoon:

As you know, the state issued a Request for Proposals earlier this year to accept bids from companies to run Terrell State Hospital. Today the state is issuing a tentative award notice to allow it to enter contract negotiations with GEO Care, a company that submitted a bid.

During the negotiations, the state will gather more information and assess whether or not to enter a final contract, what services would be covered by the contract, the transition timeline and other details. We hope to have a decision on whether or not the state will enter a contract by the end of the year. If the state ultimately decides to sign a contract, there would be a transition period of several months.

Terrell State Hospital has about 980 employees and a 288-bed capacity. DSHS is committed to keeping our employees informed throughout the decision-making process and to improving care for our patients.

GEO Care currently operates six residential treatment hospitals in Florida, South Carolina and Texas that care for about 2,000 patient.

If you have questions, contact Lee Johnson at ljohnson@txcouncil.com.

CHIEF FINANCIAL OFFICER'S REPORT

October 23, 2014

FY 2014 Audit – We continue to prepare for the next auditors visit on November 10th through the 14th. 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 and depreciation. They left us a list of 50 items to have ready for them when they return.

CFO Consortium – The quarterly CFO meeting was held in Austin on September 25th and 26th. Discussions were held on the following topics: Senate Bill 58 and Managed Care in Texas was discussed with Melissa Rowan, 1115 Transformation Waiver timelines and the future after the initial 5 year Waiver, GR reconciliation for state match, DSHS and DADS findings from Center reviews, Revenue Maximization Committee Update, Updates from both DADS and DSHS, Human Resource and Accounting Software searches by other centers, Public Finance Training and as always updates from the Texas Council.

Part of the Revenue Maximization Committee update talked about centers that did not meet the DSHS targets for FY 2014. 11 Centers missed the Child Engagement, 9 Centers missed the Adult Engagement and 7 centers missed the Housing measure. These numbers were not finalized at the time of the meeting so some of those numbers could have changed.

Worker's Compensation Audit – We have had our initial Worker's Compensation auditor visit on October 22nd. At this meeting, we gave him all the following information: Payroll Journals for FY 2014, Individual earnings records, Quarterly Payroll Tax returns (941 & State Unemployment Reports), Amounts paid to subcontractors and Certificates of Insurance for Subcontractors. As has been the case in the past years, we probably won't hear anything from them for a couple of months, but we will report back when the audit is complete.

Cost Accounting Methodology (CAM) – We have been getting ready for the CAM process for the FY 2014 fiscal period. As was the requirements last year, we are only required to do the CAM for DSHS. 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 will be having individual meetings with managers since we have many new staff 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 year data.

Cleveland Property Update – We don't have any good news to report on the Cleveland property sales at this time. We have an agenda item in regards to the Cleveland property so I will wait to discuss during that time.

Agenda Item: Community Resources Report Committee: Program	Board Meeting Date October 23, 2014
Background Information: None	
Supporting Documentation: Community Resources Report	
Recommended Action: For Information Only	

Community Resources Report

September 26, 2014 – October 23, 2014

Volunteer Hours:

Location	September
Conroe	126
Cleveland	5
Liberty	13
Huntsville	8
Total	152

COMMUNITY ACTIVITIES:

9/27/14	Montgomery County United Way Fall Campaign Kick-Off	The Woodlands
9/30/14	Montgomery County Youth Services Community Collaboration	Conroe
10/1/14	Criminal Justice Services Education Meeting	Huntsville
10/2/14	Cleveland Chamber of Commerce Luncheon	Cleveland
10/2/14	Walker County Community Resource Coordination Group	Huntsville
10/3/14	Youth Mental Health First Aid Training – Montgomery County Hospital District	Conroe
10/3/14	Substance Abuse Networking Meeting with Child Protective Services	Conroe
10/5/14	Montgomery County Homeless Coalition Board Meeting	Conroe
10/7/14	Cleveland Supported Housing, Inc. Groundbreaking Ceremony	Cleveland
10/7/14	Montgomery County United Way Health & Wellness Impact Council Meeting	The Woodlands
10/7/14	Lone Star College Access Services Presentation	The Woodlands
10/9/14	Huntsville Chamber of Commerce Breakfast	Huntsville
10/9/14	Liberty/Dayton Chamber of Commerce Luncheon	Liberty
10/10/14	Youth Mental Health First Aid Training – Walker County Juvenile Probation & Sherriff's Office	Huntsville
10/14/14	Cleveland Lion's Club Community Presentation	Cleveland
10/16/14	Up2You Coalition	Huntsville
10/16/14	Walker County Child Fatality Review Team Meeting	Huntsville
10/18/14	Criminal Justice Community Planning Meeting	Huntsville
10/20/14	VOAD – Volunteer Organizations Assisting in Disaster Meeting	Huntsville
10/21/14	Montgomery County Community Resource Coordination Group	Conroe
10/23/14	Liberty County Child Fatality Review Team Meeting	Liberty

UPCOMING ACTIVITIES:

11/3/14	Montgomery County Homeless Coalition Board Meeting	Conroe
11/6/14	Cleveland Chamber of Commerce Luncheon	Cleveland
11/6/14	Walker County Community Resource Coordination Group	Huntsville
11/18/14	Montgomery County Community Resource Coordination Group	Conroe

Agenda Item: Consumer Services Report for September 2014 Committee: Program	Board Meeting Date October 23, 2014
Background Information: None	
Supporting Documentation: Consumer Services Report for September 2014	
Recommended Action: For Information Only	

Consumer Services Report

September 2014

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	475	42	34	54	605
Crisis and Transitional Services (LOC 0, LOC 5)	41	8	9	2	60
Psychiatric Emergency Treatment Center (PETC) Served	51	3	1	6	61
Psychiatric Emergency Treatment Center (PETC) Bed Days	257	10	3	29	299
Contract Hospital Admissions	7	0	1	0	8
Diversion Admits	8	1	2	0	11
Total State Hospital Admissions	3	0	1	0	4
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	1066	127	95	128	1416
Adult Medication Services	736	76	49	116	977
Child Service Packages (LOC 1-4 and YC)	353	32	11	50	446
Child Medication Services	157	14	9	18	198
TCOOMMI (Adult Only)	95	14	7	9	125
Adult Jail Diversions	4	0	0	0	4
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	6	0	0	0	6
Service Coordination	509	33	52	65	659
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	46	5	23	29	103
Contractor Provided ICF-MR	17	12	11	6	46
Substance Abuse Services					
Children and Youth Prevention Services	0	0	0	0	0
Youth Substance Abuse Treatment Services/COPSD	17	0	0	0	17
Adult Substance Abuse Treatment Services/COPSD	35	0	0	0	35
Waiting/Interest Lists as of Month End					
Home and Community Based Services Interest List	1453	124	132	130	1839
September Served by County					
Adult Mental Health Services	1359	157	126	192	1834
Child Mental Health Services	386	32	12	48	478
Intellectual and Developmental Disabilities Services	561	52	63	73	749
Total Served by County	2306	241	201	313	3061
August Served by County					
Adult Mental Health Services	1324	154	129	187	1794
Child Mental Health Services	327	35	14	51	427
Intellectual and Developmental Disabilities Services	543	53	65	75	736
Total Served by County	2194	242	208	313	2957
July Served by County					
Adult Mental Health Services	1320	141	103	180	1744
Child Mental Health Services	336	36	12	37	421
Intellectual and Developmental Disabilities Services	557	49	66	71	743
Total Served by County	2213	226	181	288	2908

Agenda Item: Program Updates Committee: Program	Board Meeting Date October 23, 2014
Background Information: None	
Supporting Documentation: Program Updates	
Recommended Action: For Information Only	

Program Updates

September 26, 2014 – October 23, 2014

MH Crisis Services

1. Construction will begin shortly for the 1115 Intensive Evaluation and Diversion Program at the Psychiatric Emergency Treatment Center. Supplies and furniture for this program are in the process of being ordered.
2. Staff conducted a presentation to the Montgomery County Hospital District Emergency Medical Technicians on behavioral health crises.
3. Staff met with key staff at Liberty-Dayton Regional Hospital to begin collaborating on ways we can each assist with the mental health needs of the community.

MH Adult Services

1. We now have a bilingual team at William E. Hall consisting of a bilingual team leader and two bilingual clinicians. We are currently in the process of adding additional bilingual staff to this team.
2. Dr. Winaker has added an extra day for Liberty Medication Clinic appointments.

MH Child Services

1. Wraparound teams continue to collaborate and work closely with Juvenile Probation.
2. We now have five bilingual direct care providers in C&A to better serve our growing Spanish speaking population in all Levels of Care (LOCs).

Criminal Justice Services

1. TCOOMMI caseloads are serving above the contracted numbers (110) at 119 at the end of September.
2. TCOOMMI exceeded revenue targets for FY 2014.
3. The Jail Services Liaison completed 34 assessments in the jail in September.
4. There have been two Jail Diversion admissions and one Outpatient Competency Restoration admission in FY 2015 so far.

Substance Abuse Services

1. We are serving a steadily growing number of Youth Substance Abuse Treatment referrals and are working to recruit a LCDC to help serve the growing caseload.
2. The COPSD Department has received permission from DSHS to admit any individual with co-occurring psychiatric and substance use disorders. We were previously limited to those dually-diagnosed in our own Outpatient Treatment Program.

IDD Services

1. IDD Authority Services held a Texas Home Living (TxHmL) Enrollment Fair. There were 19 families which attended the fair.
2. There are currently four individuals who have received Home and Community Based Services (HCS) slots to move into the community from nursing facilities. These individuals were identified in PASRR assessments.
3. Medicaid eligibility issues continue to be a challenge within the HCS and TxHmL programs. We are working on a process to assist the consumers and families on accurately completing the documents prior to submission.
4. Liberty consumers and staff appreciate the new wheelchair accessible vehicle they received recently. The vehicle is comfortable, drives well, user-friendly and they think it is awesome!

1115 Waiver Programs

1. Dana Ledet-Hurd has transitioned into the 1115 Expanded Program-Conroe and is now the Director of Nursing. She is currently seeing 31 clients.
2. The 1115 Expanded-Rural has begun with Dr. Winaker on Thursdays. He will alternate between Cleveland and Liberty for the 1115 Expanded Program on Thursdays.
3. The 1115-Integrated Program is running full time Monday through Friday with the exception of Wednesdays which is the employee clinic day.

Support Services

1. **Quality Management:** The Administrator of Quality Management submitted the Comprehensive Quality Management Review Corrective Action Plan to DSHS after receiving the official report of findings in early September. As you may remember, this review was the first of its kind at Tri-County in many years and DSHS was complimentary with the majority of services we have been providing and noted that the findings were small compared to what they would expect to find during a comprehensive review.
2. **Utilization Management:** The Administrator of Managed Care and Resource Development continue to work closely with agency staff and managed care organizations in order to ensure that authorizations are approved as appropriate.
3. **Veteran Affairs:** The Veteran Services Liaison has implemented a Veteran's Task Force that will meet quarterly with veteran's organizations throughout Montgomery, Liberty, and Walker Counties and is currently in the planning stages for the first large scale veteran's resource/employment fair in partnership with the Department of Assistive and Rehabilitation Services (DARS) that will occur in January 2015. Collaboration is ongoing with County Veteran Service Organizations (VSOs) to host needs-based events specific to the Veteran population in each county.

<p>Agenda Item: Medicaid 1115 Transformation Waiver Project Status Report</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>October 23, 2014</p>
<p>Background Information:</p> <p>Tri-County is preparing to submit it's second of two Demonstration Year 3 (DY 3) reports to the Texas Health and Human Services Commission (HHSC) due November 5, 2014. A DY runs from October 1st of one year to September 30th of the following year. Reports are due following the end of every six (6) month period – due in April and October.</p> <p>Data submitted will show progress toward or completion of the required Milestones and Metrics associated with each project. Supporting documentation will be attached and will include spreadsheets, graphs, data reports, narratives, etc. in an effort to prove achievement of these goals. Achievement of each metric results in incentive payments.</p> <p>Tri-County will be reporting on five (5) projects, four (4) of which are in Region 17 covering Montgomery and Walker Counties. They are: Intensive Evaluation and Diversion, IDD ACT, Expanded Psychiatry Delivery, and Integrated Primary and Behavioral Health Care. In Region 2, covering Liberty County, we have another Expanded Psychiatry Delivery program.</p> <p>All but Intensive Evaluation and Diversion started in DY 3. This program will request a carry forward to DY 4 during which remaining DY 3 metrics must be achieved to receive payment. A November 2014 start is anticipated following remodeling of the PETC to house the program's Extended Observation Unit.</p> <p>The IDD ACT program began in April of 2014, but has exceeded its baseline of serving 20 unique individuals. They have also completed their performance outcome measures, referred to as Category 3 which is used to assess the overall effectiveness of the project interventions.</p> <p>The Expanded Psychiatry Delivery programs started admitting clients in July in Montgomery County and August in Liberty County. Both started by using telepsychiatry, but clients now have face-to-face contact with their prescribers. Each program has met its metrics and numbers. The Liberty program has medical staff available 8 hours a week while the Montgomery/Walker program is a 40 hour program.</p> <p>Integrated Primary and Behavioral Health Care has exceeded its DY 3 goal by more than 200 patients. They are monitoring Hypertension as their Category 3 measurement using the Controlling High Blood Pressure tool. We will use a sample size of 100 to demonstrate improvement in care.</p>	
<p>Supporting Documentation:</p> <p>Medicaid 1115 Transformation Waiver Project Status Report</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Tri-County Services

Medicaid 1115 Transformation Waiver Projects

DY 3 - 10/1/2013 - 9/30/2014

Status Update: 4/1/2014 - 9/30/2014 - Section 2

Source: Internal Reporting / HHSC Reports



On Target to Meet DY3 Outcomes



Carry Forward to DY 4



Pending HHSC Approval

Project	County	DY 3 Target	As of 9/30/14	Update	Status	Barriers / Comments
1.1.1 Intensive Evaluation & Diversion	Montgomery Walker	25 Unique Individuals	0	Program has not started due to pending construction of the Extended Observation Unit at the PETC. Most staff have been hired.		25 individuals who were to be seen in DY 3 will be added to the 300 to be seen in DY 4.
Required Milestones/Metrics		Milestone 1: Action Plan 2. P&P 3. Costs avoided	100%	1. Data-driven action plan for development of crisis stabilization alternative. 2. Policies & procedures completed.		DY 3 Incentive Payment: 1. \$154,875.67 2. \$154,875.67 3. Carry forward to DY 4
Category 3 Performance Outcomes		PHQ-9 -Depression Survey Establish baseline	50%	PHQ-9 - To be administered to all admitted to this program once open.		50% = \$35,478.00 To be completed in DY 4.
1.1.2 IDD ACT	Montgomery Walker	20 Unique Individuals	24	Exceeded Target		Calculating diversion cost savings for DY3 report
Required Milestones/Metrics		1. Hire staff 2. Costs avoided	100%	1. Hired 2 staff 2. 20 persons met diversion criteria		DY 3 Incentive Payment: 1. \$161,922.50 2. \$161,922.50
Category 3 Performance Outcomes		Aberrant Behavior Checklist (ABC) 20 Pre/20 Posttests	100%	Met target		DY 3 Incentive Payment: 1. \$70,957.75 total DY 3
1.1.3 Expanded Psychiatry Delivery	Montgomery Walker	50 Encounters	100%	Exceeded Target		Plan to start providing services in Walker Co.
Required Milestones/Metrics		1. Hire/train staff 2. Impact of 50 encounters	121	1. Hired 3 staff 2. 121 total encounters		DY 3 Incentive Payment: 1. \$145,735.33 2. \$145,735.33
Required Performance Outcomes		PHQ-SADS - Depression/Anxiety Establish baseline	Baseline = 36.8	Waiting for HHSC approval for shorter measurement period. Sample was > required.		DY 3 Incentive Payment: 1. \$70,957.75 total DY 3

Tri-County Services

Medicaid Transformation Waiver Projects

DY 3 - 10/1/2013 - 9/30/2014

Status Update: 4/1/2014 - 9/30/2014 - Section 2

Source: Internal Reporting / HHSC Reports



On Target to Meet DY3 Outcomes



Carry Forward to DY 4



Pending HHSC Approval

Project	County	DY 3 Target	As of 9/30/14	Update	Status	Barriers / Comments
1.2.1 Integrated Primary & Behavioral Healthcare	Montgomery Walker	25 Unique Individuals	241	Exceeded Target		Expanding data entry capability for medical staff Start serving in Walker Co.
Required Milestones/Metrics		1. Hire staff 2. Share EMR 3. % receiving both primary & BH care	100%	Staff has full access to patient Tri-County EHR.		DY 3 Incentive Payment: 1. \$409,770.00 2. \$409,770.00 3. \$409,770.00
Required Performance Outcomes		HTN : BP ≥ 140/90 with 1 lower BP	Sample: 100	Met target		DY 3 Incentive Payment: 1. \$70,957.75 total DY 3
1.1.1 Expanded Psychiatry Delivery	Liberty	25 Encounters	25	Met target		Will expand hours to include occasional week night/Sat morning
Required Milestones/Metrics		1. Hire/train staff 2. Impact of 25 encounters	100%	Met target		DY 3 Incentive Payment: 1. \$61,531.00 2. \$61,531.00
Required Performance Outcomes		PHQ-SADS - Depression/Anxiety Establish baseline	47.2 = Baseline	Waiting for HHSC approval for shorter measurement period.		DY 3 Incentive Payment: 1. \$10,275.00 total DY 3

Agenda Item: Election of FY 2015 Board Officers Committee: Executive	Board Meeting Date October 23, 2014
Background Information: In August, the Board of Trustees elected the following Board Officers for FY 2015: <ul style="list-style-type: none"> • David Walker, Chair (Montgomery County) • Brad Browder, Vice-Chair (Liberty County) • Tracy Sorensen, Secretary (Walker County) <p>Last month, Mr. Walker announced that he will be moving from our service area and will not be able to serve as Chair of the Board after the October meeting. At the September Board meeting, he selected representatives to serve on the Nominating Committee to re-elect Board Officers for FY 2015. Typically, the committee is made up of three members and includes a representative from each county.</p> <p>Sharon Walker, Chair of the Nominating Committee, will present the slate of officers for election. Members of the Nominating Committee also include Patti Atkins and Morris Johnson.</p>	
Supporting Documentation: None	
Recommended Action: Elect Officers for FY 2015 Board of Trustees	

<p>Agenda Item: Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>October 23, 2014</p>
<p>Background Information:</p> <p>The election process to fill the positions of the Board of Trustees in Places 4, 5 and 6 will be completed during the Texas Council Risk Management Fund Board Meeting on Friday, November 14th. Election ballots are due by Friday, October 31st. Only one candidate can be selected for each of the three places.</p> <p><u>Candidates:</u></p> <p>Place 4</p> <ul style="list-style-type: none"> • Judge Van L. York <p>Place 5</p> <ul style="list-style-type: none"> • Mr. J.C. Whitten <p>Place 6</p> <ul style="list-style-type: none"> • Mr. Gus Harris 	
<p>Supporting Documentation:</p> <p>Memorandum from the Texas Council Risk Management Fund Nominating Committee</p> <p>Election Ballot</p>	
<p>Recommended Action:</p> <p>Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees to Fill Places 4, 5 and 6</p>	

SEP 25 2014

September 22, 2014

MEMORANDUM

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

From: TCRMF Nominating Committee

Subject: **Board of Trustees Election Ballot
Places 4, 5, and 6**

The election process for Places 4, 5, and 6, will be completed at the November 14, 2014 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 based on incumbent Board members. The nominees are as follows: Judge Van L. York (Place 4), Mr. J.C. Whitten (Place 5) and Mr. Gus Harris (Place 6).

Terms for three of the nine places on the Board are expiring. Please return the election ballot by email, mail or fax so that it is received in the Fund's office **no later than Friday, October 31, 2014**. You may also vote in person at the Board Meeting on November 14th.

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.

cc: TCRMF Board of Trustees
Advisory Committee
Pam Beach

BOARD OF TRUSTEES ELECTION BALLOT

At the November 14th Annual Membership Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 4, 5, and 6. Each center may cast its votes by email, mail or FAX.

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

(Place 4)	
Judge Van L. York	[]
<hr/>	
(Place 5)	
Mr. J.C. Whitten	[]
<hr/>	
(Place 6)	
Mr. Gus Harris	[]

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 October 31, 2014 TO:**

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

Agenda Item: Arbitration and Single-Employee Resolution Policy Committee: Executive	Board Meeting Date October 23, 2014
Background Information: At the September 25, 2014 Board meeting, the Board approved the recommendation to move forward with Binding Arbitration. With the assistance of legal counsel, a policy was formed to implement Binding Arbitration as a Condition of Employment.	
Supporting Documentation: Arbitration and Single-Employee Resolution Policy	
Recommended Action: Approve Arbitration and Single-Employee Resolution Policy	

TRI-COUNTY SERVICES

STATEMENT OF POLICY

David Walker, Chairman

Date

ORIGINAL EFFECTIVE DATE: October 23, 2014

SUBJECT: Arbitration and Single-employee Resolution

PURPOSE: Tri-County Services provides a single mechanism to resolve disputes between Tri-County services and its Employees.

Consistent with the laws of the State of Texas, and notwithstanding any provision in an Arbitration Agreement, Tri-County Services personnel rules, or any other writing that does not expressly purport to modify this specific Employee's employment at-will status, Employee's employment with Tri-County Services, regardless of specific job assignment, is, and shall remain, employment at-will. Accordingly, Employee has, and will have, the right to resign from Center's employment at any time, with or without notice, and with or without cause. Similarly, Tri-County Services may terminate Employee's employment at any time, with or without notice, and with or without cause.

An Arbitration Agreement is not intended to, and does not, alter Employee's at-will employment status with Tri-County Services. Employee's at-will employment with Tri-County Services may only be modified by a separate written agreement that specifically states an intent to make that specific change and is signed by Employee and Tri-County Services's Chief Executive Officer. No other representation, whether written or oral may modify this relationship. The terms of this Agreement may only be modified by a separate written agreement that specifically states an intent to make that specific change and is signed by Employee and Tri-County Services's Chief Executive Officer.

Any controversy or dispute between Employee and Tri-County Services or any of its constituent members, employees, officers, agents, affiliates, or benefit plans, arising from or in any way related to Employee's employment by Tri-County Services, or the termination thereof, including but not limited to the construction or application of this Agreement, shall be resolved exclusively by final and binding single-person arbitration administered by the American Arbitration Association ("AAA") under its Employment Rules then applicable to the dispute as modified to limit any arbitration to 120 days and to limit discovery to two depositions per side, each no longer than three hours, and to preclude any written discovery beyond fifteen requests for production. Class and/or collective actions are waived and not permitted.

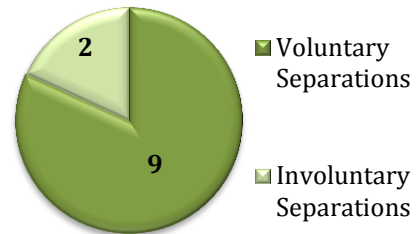
Each Applicant must agree to arbitrate and to waive class and collective action participation and each Employee, without exception, must sign and agree to the terms of the Arbitration Agreement as a condition of employment with Tri-County Services.

Agenda Item: Personnel Report for September 2014 Committee: Executive	Board Meeting Date October 23, 2014
Background Information: The Human Resources Department has revised the Personnel Report to capture recruiting efforts, new hire data and turnover information in a graphical format for easier interpretation. Furthermore, these and other associated metrics are now being archived in an effort to compile data over time that will allow staff to analytically identify workforce trends such as strengths and weaknesses.	
Supporting Documentation: Personnel Report for September 2014	
Recommended Action: For Information Only	

Personnel Report September 2014

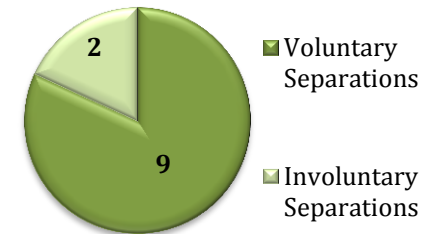
September 2014	FY15	FY14
Number of Active Employees	314	278
Number of Separations	11	2
Number of Separations YTD	11	2
Year to Date Turnover Rate	3%	1%
September Turnover	3%	1%

**September 2014
Voluntary Vs. Involuntary**



Total: 11

**Year to Date
Voluntary Vs. Involuntary**



Total: 11

Separations by Reason	September Separations	Year to Date
Retired	1	1
Involuntarily Terminated	2	2
Dissatisfied	1	1
RIF	0	0
Deceased	0	0
Illness	0	0
Relocation	1	1
School	0	0
Personal	1	1
Unknown	1	1
New Job	4	4
Temp	0	0
Total Separations	11	11

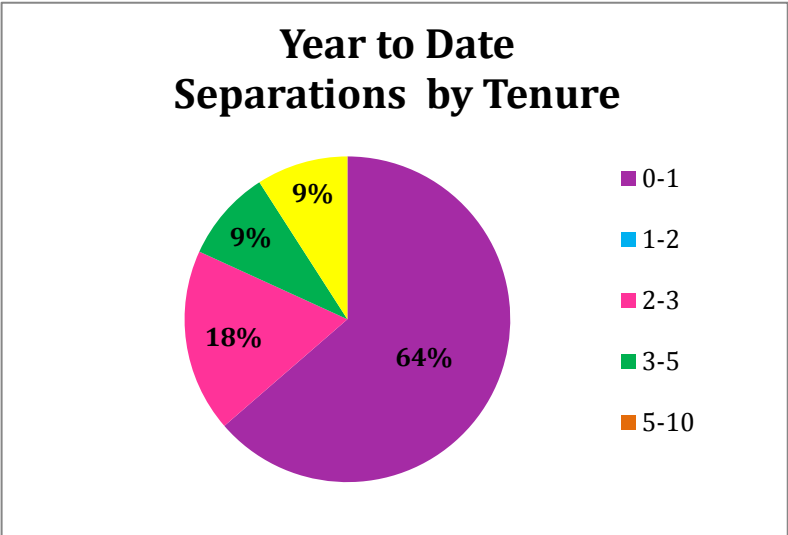
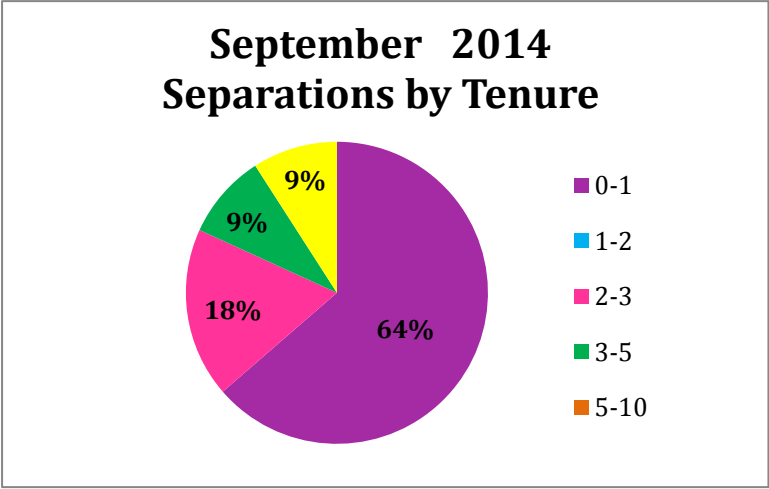
Total Applications received in September=220

Total New Hires for the month of September=14

Total New Hires Year to date =14

Separation by EEO Category	September Separations	Year to Date
Supervisors & Managers	0	0
Medical (MD,DO, LVN, RN, APN)	1	1
Professionals (QMHP)	5	5
Professionals (QIDP)	0	0
Licensed Staff (LCDC, LPC...)	0	0
Business Services (Accounting)	0	0
Central Administration (HR, IT, Executive Director)	1	1
Program Support(Financial Counselors, QA, Training, Med. Records)	1	1
Nurse Technicians/Aides	2	2
Service/Maintenance	1	1
Direct Care (HCS, Respite, Life Skills)	0	0
Total Separations	11	11

Management Team	# of Employees	September Separations	Year to Date	Turnover% September	% YTD
Evan Roberson	14	1	1	7%	7%
Millie McDuffey	42	1	1	2%	2%
Amy Foerster	8	0	0	0%	0%
Tanya Bryant	8	0	0	0%	0%
Catherine Prestigiovanni	128	7	7	5%	5%
Breanna Robertson	43	2	2	5%	5%
Kelly Shropshire	27	0	0	0%	0%
Kathy Luker-Foster	35	0	0	0%	0%
Kenneth Barfield	9	0	0	0%	0%
Total Separations	314	11	11		



<p>Agenda Item: Texas Council Risk Management Fund Claim Summary for September 2014</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>October 23, 2014</p>
<p>Background Information:</p> <p>Every month, the Texas Council Risk Management Fund (TCRMF) provides the Center with a Loss Run Report containing detailed information on claims that were filed. The Human Resources Department has created a new template which will summarize the claim data for liability, property and worker's compensation. This summary will be provided to the Board on a monthly basis.</p>	
<p>Supporting Documentation:</p> <p>TCRMF Claim Summary for September 2014</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Texas Council Risk Management Fund Claim Summary - September 2014



Agenda Item: Approve September 2014 Financial Statements Committee: Business	Board Meeting Date October 23, 2014
Background Information: None	
Supporting Documentation: September 2014 Financial Statements	
Recommended Action: Approve September 2014 Financial Statements	

September 2014 Financial Summary

Revenues for September 2014 were \$2,252,238 and operating expenses were \$2,156,114 resulting in a gain in operation of \$96,124. Capital Expenditures and Extraordinary Expenses for September were \$26,592 resulting in a gain of \$69,533. Total revenues were 99.19% of the monthly budgeted revenues and total expenses were 93.34% 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
No items to report				

EXPENSES

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

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

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of September 30, 2014

	TOTALS COMBINED FUNDS September 2014	TOTALS COMBINED FUNDS August 2014	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	4,237	4,350	(113)
Cash on Deposit-General Fund	5,963,686	7,510,718	(1,547,032)
Cash on Deposit-Debt Fund	-	-	-
Accounts Receivable	2,160,764	1,466,788	693,976
Inventory	8,512	8,787	(276)
TOTAL CURRENT ASSETS	8,137,199	8,990,644	(853,445)
FIXED ASSETS	5,730,985	5,730,985	-
OTHER ASSETS	49,788	52,735	(2,947)
TOTAL ASSETS	13,917,972	14,774,364	(856,392)
LIABILITIES, DEFERRED REVENUE, FUND BALANCE:			
CURRENT LIABILITIES	1,080,744	753,374	327,370
NOTES PAYABLE	473,777	473,777	-
DEFERRED REVENUE	(1,522,896)	(286,894)	(1,236,002)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	886,341	905,707	(19,366)
Bond Series 2004	-	-	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	514,584	468,510	46,075
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(886,341)	(905,708)	19,367
Reserved for Debt Retirement	963,631	963,631	-
COMMITTED			
Net Assets-Property and Equipment	5,730,985	5,730,985	-
Reserved for Vehicles & Equipment Replacement	387,871	387,871	-
Reserved for Facility Improvement & Acquisitions	2,426,254	2,426,254	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	516,833	516,833	-
Reserved for Board Policy Requirements	-	-	-
Reserved for Equipment Reserve	-	-	-
Reserved for Inventory Reserve	-	-	-
Reserved for Operations and Programs	-	-	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	6,164	-	6,164
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(473,777)	(473,777)	-
UNASSIGNED			
Unrestricted and Undesignated	1,939,391	1,939,391	-
TOTAL LIABILITIES/FUND BALANCE	13,917,972	14,774,363	(856,392)

TRI-COUNTY SERVICES
CONSOLIDATED BALANCE SHEET
As of September 30, 2014

		TOTALS	
		Memorandum Only	
	General Operating Funds	September 2014	Prelim August 2014
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	4,237	4,237	4,350
Cash on Deposit-General Fund	5,963,686	5,963,686	7,510,718
Cash on Deposit-Debt Fund	-	-	-
Accounts Receivable	2,160,764	2,160,764	1,466,788
Inventory	8,512	8,512	8,787
TOTAL CURRENT ASSETS	8,137,199	8,137,199	8,990,644
FIXED ASSETS	5,730,985	5,730,985	5,730,985
OTHER ASSETS	49,788	49,788	52,735
		-	-
	13,917,972	13,917,972	14,774,364
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	1,080,744	1,080,744	753,374
NOTES PAYABLE	473,777	473,777	473,777
DEFERRED REVENUE	(1,522,896)	(1,522,896)	(286,894)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	886,341	886,341	905,707
Bond Series 2004	-	-	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	514,584	514,584	468,510
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(886,341)	(886,341)	(905,708)
Reserved for Debt Retirement	963,631	963,631	963,631
COMMITTED			
Net Assets-Property and Equipment-Committed	5,730,985	5,730,985	5,730,985
Reserved for Vehicles & Equipment Replacement	387,871	387,871	387,871
Reserved for Facility Improvement & Acquisitions	2,426,254	2,426,254	2,426,254
Reserved for Board Initiatives	1,500,000	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	516,833	516,833	516,833
Reserved for Board Policy Requirements-Committed	-	-	-
Reserved for Equipment Reserve-Committed	-	-	-
Reserved for Inventory Reserve-Committed	-	-	-
Reserved for Operations and Programs -Committed	-	-	-
ASSIGNED			
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	6,164	6,164	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
Reserved for Accrued Paid Time Off	(473,777)	(473,777)	(473,777)
UNASSIGNED			
Unrestricted and Undesignated	1,939,391	1,939,391	1,939,391
TOTAL LIABILITIES/FUND BALANCE	13,917,972	13,917,972	14,774,362

TRI-COUNTY SERVICES
Revenue and Expense Summary
For the Month Ended September 2014
and YTD as of September 2014

INCOME:	MONTH OF September 2014	YTD September 2014
Local Revenue Sources	96,646	96,646
Earned Income	1,002,474	1,002,474
General Revenue-Contract	1,153,119	1,153,119
TOTAL INCOME	2,252,238	2,252,238
 EXPENSES:		
Salaries	1,155,975	1,155,975
Employee Benefits	225,239	225,239
Medication Expense	24,960	24,960
Travel-Board/Staff	36,743	36,743
Building Rent/Maintenance	18,048	18,048
Consultants/Contracts	477,605	477,605
Other Operating Expenses	217,544	217,544
TOTAL EXPENSES	2,156,114	2,156,114
 Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	 96,124	 96,124
 CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	26,592	26,592
Capital Outlay-Debt Service Bonds	-	-
TOTAL CAPITAL EXPENDITURES	26,592	26,592
 GRAND TOTAL EXPENDITURES	 2,182,706	 2,182,706
 Excess (Deficiency) of Revenues and Expenses	 69,533	 69,533

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budgeted
Year to Date as of September 2014

	YTD September 2014	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	96,646	104,817	(8,171)
Earned Income	1,002,474	1,017,040	(14,566)
General Revenue-Contract	1,153,119	1,148,803	4,316
TOTAL INCOME	2,252,238	2,270,660	(18,422)
EXPENSES:			
Salaries	1,155,975	1,216,261	(60,286)
Employee Benefits	225,239	229,575	(4,336)
Medication Expense	24,960	44,641	(19,681)
Travel-Board/Staff	36,743	38,519	(1,776)
Building Rent/Maintenance	18,048	22,043	(3,995)
Consultants/Contracts	477,605	503,776	(26,171)
Other Operating Expenses	217,544	241,349	(23,805)
TOTAL EXPENSES	2,156,114	2,296,164	(140,050)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	96,124	(25,504)	121,628
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	26,592	42,357	(15,765)
Capital Outlay-Debt Service Bonds	-	-	-
TOTAL CAPITAL EXPENDITURES	26,592	42,357	(15,765)
GRAND TOTAL EXPENDITURES	2,182,706	2,338,521	(155,815)
Excess (Deficiency) of Revenues and Expenses	69,533	(67,861)	137,394

Debt Service and Fixed Asset Fund:

Bond Payments Receipts	-	-	-
Bond Payments Disbursements	-	-	-
Interest Income	-	-	-
Excess(Deficiency) of revenues over Expenses	-	-	-

TRI-COUNTY SERVICES
Revenue and Expense Summary
Compared to Budget
For the Month Ended September 2014

INCOME:	MONTH OF September 2014	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	96,646	104,817	(8,171)
Earned Income	1,002,474	1,017,040	(14,566)
General Revenue-Contract	1,153,119	1,148,803	4,316
TOTAL INCOME	2,252,238	2,270,660	(18,422)
EXPENSES:			
Salaries	1,155,975	1,216,261	(60,286)
Employee Benefits	225,239	229,575	(4,336)
Medication Expense	24,960	44,641	(19,681)
Travel-Board/Staff	36,743	38,519	(1,776)
Building Rent/Maintenance	18,048	22,043	(3,995)
Consultants/Contracts	477,605	503,776	(26,171)
Other Operating Expenses	217,544	241,349	(23,805)
TOTAL EXPENSES	2,156,114	2,296,164	(140,050)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	96,124	(25,504)	121,628
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	26,592	42,357	(15,765)
Capital Outlay-Debt Service Bonds	-	-	-
TOTAL CAPITAL EXPENDITURES	26,592	42,357	(15,765)
GRAND TOTAL EXPENDITURES	2,182,706	2,338,521	(155,815)
Excess (Deficiency) of Revenues and Expenses	69,533	(67,861)	137,394

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

TRI-COUNTY SERVICES
Revenue and Expense Summary
With September 2013 Comparative Data
Year to Date as of September 2014

INCOME:	YTD September 2014	YTD September 2013	Increase (Decrease)
Local Revenue Sources	96,646	138,209	(41,563)
Earned Income	1,002,474	745,468	257,006
General Revenue-Contract	1,153,119	1,036,270	116,849
TOTAL INCOME	2,252,238	1,919,947	332,291
EXPENSES:			
Salaries	1,155,975	1,025,348	130,627
Employee Benefits	225,239	183,854	41,385
Medication Expense	24,960	25,913	(953)
Travel-Board/Staff	36,743	33,958	2,785
Building Rent/Maintenance	18,048	18,458	(410)
Consultants/Contracts	477,605	435,217	42,388
Other Operating Expenses	217,544	191,742	25,802
TOTAL EXPENSES	2,156,114	1,914,490	241,624
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	96,124	5,457	90,667
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	26,592	864	25,728
Capital Outlay-Debt Service Bonds	-	-	-
TOTAL CAPITAL EXPENDITURES	26,592	864	25,728
GRAND TOTAL EXPENDITURES	2,182,706	1,915,354	267,352
Excess (Deficiency) of Revenues and Expense:	69,533	4,593	64,940

Debt Service and Fixed Asset Fund:

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

TRI-COUNTY SERVICES
Revenue and Expense Summary
With September 2013 Comparative Data
Year to Date as of September 2014

INCOME:	MONTH OF September 2014	MONTH OF September 2013	Increase (Decrease)
Local Revenue Sources	96,646	138,209	(41,563)
Earned Income	1,002,474	745,468	257,006
General Revenue-Contract	1,153,119	1,036,270	116,849
TOTAL INCOME	2,252,238	1,919,947	332,291
EXPENSES:			
Salaries	1,155,975	1,025,348	130,627
Employee Benefits	225,239	183,854	41,385
Medication Expense	24,960	25,913	(953)
Travel-Board/Staff	36,743	33,958	2,785
Building Rent/Maintenance	18,048	18,458	(410)
Consultants/Contracts	477,605	435,217	42,388
Other Operating Expenses	217,544	191,742	25,802
TOTAL EXPENSES	2,156,114	1,914,490	241,624
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	96,124	5,457	90,667
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	26,592	864	25,728
Capital Outlay-Debt Service Bonds	-	-	-
TOTAL CAPITAL EXPENDITURES	26,592	864	25,728
GRAND TOTAL EXPENDITURES	2,182,706	1,915,354	267,352
Excess (Deficiency) of Revenues and Expense:	69,533	4,593	64,940

Debt Service and Fixed Asset Fund:

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

TRI-COUNTY SERVICES
Revenue and Expense Summary
With August Preliminary 2014 Comparative Data
As of September 2014

INCOME:	MONTH OF September 2014	MONTH OF August 2014	Increase (Decrease)
Local Revenue Sources	96,646	102,114	(5,469)
Earned Income	1,002,474	1,121,890	(119,416)
General Revenue-Contract	1,153,119	1,132,145	20,974
TOTAL INCOME	2,252,238	2,356,149	(103,911)
EXPENSES:			
Salaries	1,155,975	1,431,166	(275,191)
Employee Benefits	225,239	163,406	61,833
Medication Expense	24,960	51,171	(26,210)
Travel-Board/Staff	36,743	34,411	2,332
Building Rent/Maintenance	18,048	25,443	(7,395)
Consultants/Contracts	477,605	614,896	(137,291)
Other Operating Expenses	217,544	220,878	(3,334)
TOTAL EXPENSES	2,156,114	2,541,371	(385,257)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	96,124	(185,222)	281,346
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	26,592	218,832	(192,240)
Capital Outlay-Debt Service Bonds	-	-	-
TOTAL CAPITAL EXPENDITURES	26,592	218,832	(192,240)
GRAND TOTAL EXPENDITURES	2,182,706	2,760,203	(577,497)
Excess (Deficiency) of Revenues and Expense:	69,533	(404,053)	473,586

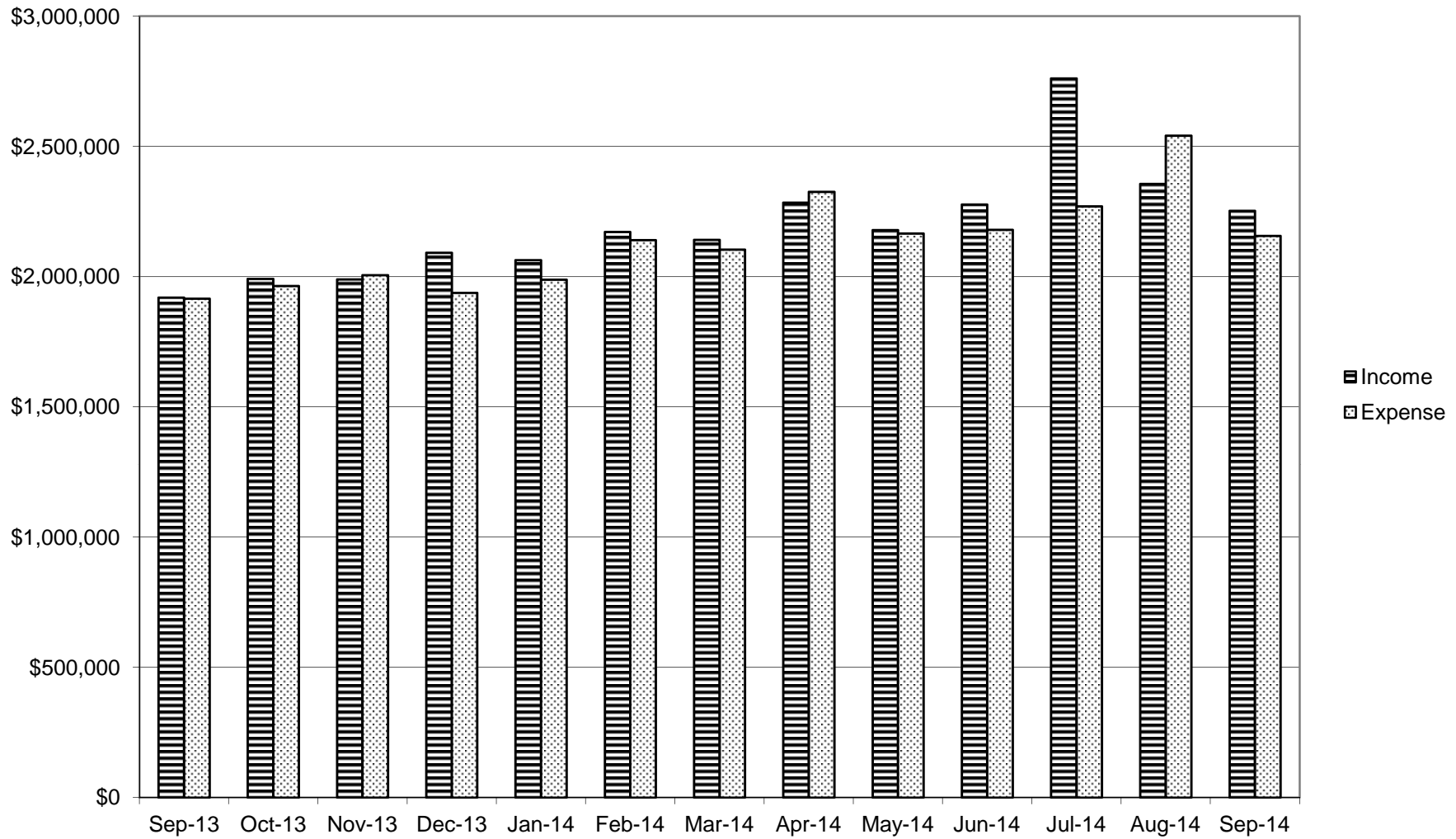
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	-	-	-
Bond Payments Disbursements	-	-	-
Interest Income	-	-	-
Excess(Deficiency) of revenues over Expense:	-	-	-

TRI-COUNTY SERVICES
Revenue and Expense Summary by Service Type
Compared to Budget
As of YTD Ended September 2014

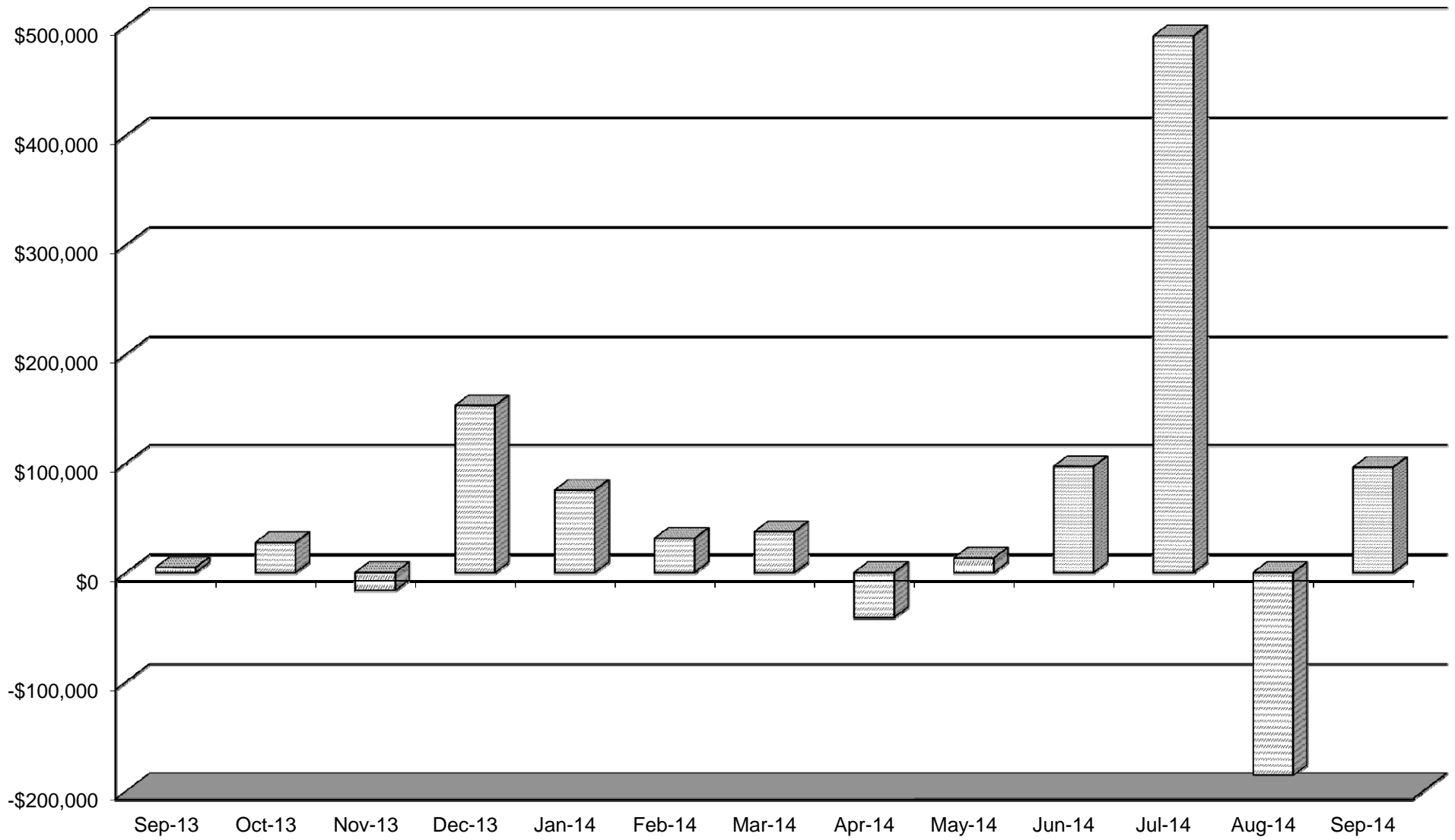
	YTD Mental Health September 2014	YTD IDD September 2014	YTD Other Services September 2014	YTD Agency Total September 2014	YTD Approved Budget September 2014	Increase (Decrease)
INCOME:						
Local Revenue Sources	74,791	22,517	(662)	96,646	104,817	(8,171)
Earned Income	290,033	471,399	241,043	1,002,474	1,017,040	(14,566)
General Revenue-Contract	1,015,805	137,314		1,153,119	1,148,803	4,316
TOTAL INCOME	1,380,629	631,230	240,381	2,252,239	2,270,660	(18,421)
EXPENSES:						
Salaries	774,377	211,414	170,184	1,155,975	1,216,261	(60,286)
Employee Benefits	149,461	45,168	30,611	225,239	229,575	(4,336)
Medication Expense	23,589	-	1,371	24,960	44,641	(19,681)
Travel-Board/Staff	23,102	9,276	4,365	36,743	38,519	(1,776)
Building Rent/Maintenance	10,222	6,151	1,675	18,048	22,043	(3,995)
Consultants/Contracts	166,416	294,002	17,187	477,605	503,776	(26,171)
Other Operating Expenses	147,565	45,589	24,390	217,544	241,349	(23,805)
TOTAL EXPENSES	1,294,732	611,600	249,783	2,156,114	2,296,164	(140,050)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	85,897	19,630	(9,402)	96,125	(25,504)	121,629
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	16,078	7,359	3,154	26,592	42,357	(15,765)
Capital Outlay-Debt Service Bonds				-		-
TOTAL CAPITAL EXPENDITURES	16,078	7,359	3,154	26,592	42,357	(15,765)
GRAND TOTAL EXPENDITURES	1,310,810	618,959	252,937	2,182,706	2,338,521	(155,815)
Excess (Deficiency) of Revenues and Expenses	69,819	12,271	(12,556)	69,533	(67,861)	137,394

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

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES
Income after Expense



<p>Agenda Item: Approve Change in Authorized Signers for Financial Accounts</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>October 23, 2014</p>
<p>Background Information:</p> <p>Due to the resignation of David Walker, it is necessary to replace David Walker with Sharon Walker as an authorized signer to all financial accounts as listed:</p> <ul style="list-style-type: none"> • Alliance Bank • American Bank • Citizens 1st Bank • First Liberty National Bank • JP Morgan Chase • Prosperity Bank • Tradition Bank <p>Adding Sharon Walker to the accounts will allow staff to have two authorized signers (Janet Qureshi) to sign checks in Montgomery County.</p>	
<p>Supporting Documentation:</p> <p>JP Morgan Chase Signature Cards</p> <p>**Tradition Bank Signature Cards will be Provided at the Board Meeting</p> <p>Other Institutions will Provide Forms and/or Signature Cards upon Receipt of Approved Minutes</p>	
<p>Recommended Action:</p> <p>Approve Authorized Signers for Financial Accounts Effective Immediately</p>	

Document Checklist | **JPMORGAN CHASE BANK, N.A.**

15 October 2014
TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES
1506 OLD MONTGOMERY RD
CONROE, TX 77304
USA

Thank you for choosing JPMorgan Chase for your banking needs. The following page(s) list the documents contained in this package that pertain to the products and/or services you have requested, with instructions for each document.

In striving to deliver best-in-class service, we encourage you to complete and return any of the attached documentation requiring signature within **5 business days** from the day you receive this package. Please let us know if there is any way we can assist you. We understand that on occasion this timeline cannot be met due to other priorities, the complexity of requirements, and/or the availability of authorized signatories. In such cases we kindly ask that you advise us when we can anticipate receipt of the documentation or if there is any additional support we can provide. Timely receipt of the documents enables us to better complete your request in the desired timeframe.

For your protection, where documents in this package are being sent as e-mail attachments and have been pre-filled, the account and/or SSN/TIN number has been truncated to the last 4 digits, or the documents have been encrypted and may require a password to open.

We at JPMorgan Chase are fully committed to meeting your banking needs. We are happy to answer any questions you may have regarding the attached documents. If you need assistance, please do not hesitate to call.

Kind regards,

Trey Lane
713-216-1848
treylane@jpmorgan.com
712 Main Street
Houston, TX 770023201

	Document Name	ID	Instructions
<input checked="" type="checkbox"/>	Certificate of Incumbency	1	Complete, sign, and return
<input checked="" type="checkbox"/>	Business Signature Card - TS and CB	2	Complete, sign, and return
<input checked="" type="checkbox"/>	Certificate Regarding Accounts-CRA	3	Complete, sign, and return



Certificate of Incumbency | JPMorgan Chase Bank, N.A.

V1.3_07_30_12

The undersigned certifies that: I am an authorized official of TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES, duly organized and existing under the laws of the State of TX , ("Organization"); that the information presented below is correct and the persons named below are presently holding the offices set forth opposite their respective signatures below; and each such signature is his or her genuine signature:

Type or Print Name	Signatures (Please sign inside the box)	Phone and Fax
(Name) Evan Roberson		(Phone) 936-521-6118
(Title) Executive Director		(Fax) 936-760-2898
E-Mail Address EvanR@TriCountyServices.org		
(Name) Millie McDuffey		(Phone) 936-521-6120
(Title) Chief Financial Officer		(Fax) 936-760-2898
E-Mail Address MillieM@TriCountyServices.org		
(Name) Janet Qureshi		(Phone) 936-441-5700
(Title) Board Member		(Fax) 396-441-5757
E-Mail Address Janet.Qureshi@mail.house.gov		
(Name) Sharon Walker		(Phone) 936-520-9530
(Title) Board Member		(Fax)
E-Mail Address SSWalker46@hotmail.com		
(Name)		(Phone)
(Title)		(Fax)
E-Mail Address		

In Witness Whereof, I have hereunto subscribed my name and affixed the seal of the Organization, if applicable, this
23rd Day of October 2014.

By: _____
Signature
Evan Roberson

Print Name
Executive Director

Title

By: _____
Signature
Millie McDuffey

Print Name
Chief Financial Officer

Title



Business Signature Card

V2.1_10_29_13

CHECK ONE:	<input type="checkbox"/> Signatures for New Account(s)	<input type="checkbox"/> Additional Signatures for listed Account(s)	<input checked="" type="checkbox"/> Replace All Signatures on Account(s) listed below	Card 1 of 2
Customer Name:	TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES			
Address:	1506 OLD MONTGOMERY RD	City, State, Zip	CONROE, TX, 77304, USA	
Telephone Number:	936-521-6100	Tax ID Number:	760032662	
Account Title:	TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES			
Account Number(s):	[REDACTED]			
Accounts: Please check one:	<input type="checkbox"/> All Accounts of Customer (Master Signature Card) (See attached list) <input checked="" type="checkbox"/> Selected Accounts Only (complete Account Numbers section above)			

INSTRUCTIONS: Use **BLACK** ink. Place the **Manual** or **Facsimile** signature within the box boundaries only. **Do Not** overlap signatures. **Required:** Indicate if the signature is **Manual** or a **Facsimile** in the "PRINT NAME" box. For your security, cross out all unused signature boxes before signing the signature card below.

PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only Evan Roberson	Executive Director	
E-MAIL ADDRESS	PHONE NUMBER	
EvanR@TriCountyServices.org	936-521-6118	
PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only Millie McDuffey	Chief Financial Officer	
E-MAIL ADDRESS	PHONE NUMBER	
MillieM@TriCountyServices.org	936-521-6120	
PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only Janet Qureshi	Board Member	
E-MAIL ADDRESS	PHONE NUMBER	
Janet.Qureshi@mail.house.gov	936-441-5700	

The undersigned certifies to JPMorgan Chase Bank, NA (the "Bank") that (1) he/she is fully authorized to sign this Signature Card on behalf of the Customer and certifies that all statements made on this Signature Card are correct and in accordance with the Customer's internal account authorization, organizational and governing documents, (2) each signature presented on this Signature Card is the signature of the named person, who is fully authorized to sign and otherwise act on behalf of the Customer with respect to the Accounts identified in this Signature Card and (3) each Facsimile (including trade or assumed names and marks) provided above has been authorized for use as an Account Signer/ signature. The Customer acknowledges receipt of, and agrees to be bound by, the Bank's Account Terms and Service Terms, as may be amended or supplemented by the Bank from time to time. The Customer acknowledges and agrees that: (1) each person named and Facsimile in this Signature Card is an Account Signer/ signature and is authorized to be used to sign checks, endorse checks payable to the Customer, conduct any transaction whatsoever or obtain any information or obtain any service with respect to the Accounts subject to this Signature Card; (2) the Bank is entitled to rely on the authority of each Account Signer herein until the Bank receives written revocation of such authority; and (3) no notice of revocation will be effective until the Bank has a reasonable opportunity to act on it.

Authorized Signature:	Officer Title: Executive Director	Date: October 23, 2014
Authorized Signature:	Officer Title: Chief Financial Officer	Date: October 23, 2014
INTERNAL USE ONLY THE ABOVE INFORMATION AND SIGNATURE(S) WERE VERIFIED BY:		
Print Name:	Initials:	
Completion Date:		



Customer Name: TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES			
Account Title : TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES CLIENT TRUST FUND		Tax ID Number: 760032662	Card 2 of 2
Account Number(s):	707607065, 707569992, 707569943, 2951191002	Telephone Number: 936-521-6100	Date: 10/16/2014

ADDITIONAL SIGNATURES

PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only	Sharon Walker Board Member	
E-MAIL ADDRESS	PHONE NUMBER	
SSWalker46@hotmail.com	936-520-9530	
PRINT NAME	TITLE	SIGNATURE
<input checked="" type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only		
E-MAIL ADDRESS	PHONE NUMBER	
PRINT NAME	TITLE	SIGNATURE
<input type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only		
E-MAIL ADDRESS	PHONE NUMBER	
PRINT NAME	TITLE	SIGNATURE
<input type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only		
E-MAIL ADDRESS	PHONE NUMBER	
PRINT NAME	TITLE	SIGNATURE
<input type="checkbox"/> Manual OR <input type="checkbox"/> Facsimile <input type="checkbox"/> Check Signing Only		
E-MAIL ADDRESS	PHONE NUMBER	



Certificate Regarding Accounts

V 1.5_09_27_10

Instructions: Complete all relevant spaces with the requested information as applicable to the type of organization. Obtain signature of certifying signer(s) at the conclusion of the Certificate.

HEADING

Customer Name: ("Customer")	TRI-COUNTY MENTAL HEALTH AND MENTAL RETARDATION SERVICES
Tax Identification Number: ("Client Entity")	760032662
Business Name: ("Business")	(Applicable only for Sole Proprietorship or business operating under an assumed name)
Jurisdiction of Organization:	TX
Type of Organization (Check One)	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Trust <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership (including Limited Liability Partnership) <input type="checkbox"/> Business Trust (under Delaware or Massachusetts law only) <input type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> Governmental Entity (specify type): <u>Local Unit of Government</u> <input type="checkbox"/> Other: _____

A. DESIGNATION OF DEPOSITORY. This Certificate Regarding Accounts (this "**Certificate**") is provided to any bank subsidiary of **J.P. Morgan Chase & Co.** (collectively, "**Bank**") with respect to any and all deposit accounts, related products and all Treasury Services products or services, that Customer currently has or may open in the future with Bank (collectively, the "**Accounts**").

B. CERTIFICATION (as applicable to Type of Organization)

1. **Corporation, Limited Liability Company, Partnership/LLP, Unincorporated Association, Business Trust.** I am an officer, member, manager, director, or general partner (or person authorized to represent the member, manager, director or general partner), as applicable, of Customer. I certify to Bank that the governing body of Customer has adopted resolutions authorizing all actions and agreements described in this Certificate. Those resolutions were adopted in accordance with all requirements of law and of Customer's organizational documents, have been entered in the regular minute books of Customer, have not been rescinded, or modified, and are now in full force and effect.

2. **Governmental Entity.** I am either the custodian of the official records of Customer (the "**Certifying Official**"), or the public official authorized by law to establish and administer the financial accounts of Customer (the "**Financial Officer**"), and authorized to take all actions described in this Certificate.

Bank has been designated a depository for funds of Customer in the manner required by applicable law. I certify to Bank that the governing body of Customer, if any, has adopted resolutions authorizing all actions and agreements described in this Certificate. Those resolutions were adopted in accordance with all requirements of law and of Customer's organizing statutes, charter, by-laws, ordinances, or other applicable laws and documents, have been entered in the regular minute books of Customer, and are now in full force and effect.

3. **Trust. (Other than a business trust)** I am (we are) all of the duly appointed and acting trustee(s) of the trust. I (we) certify to Bank that Customer's trust agreement and all other governing documents authorize the trustees to take all actions and enter into all agreements described in this Certificate, and that such authorization is in accordance with all requirements of law now in full force and effect.

4. **Joint Venture.** We are all the joint venturers of Customer. We certify to Bank that the joint venturers of Customer have authorized all actions and agreements described in this Certificate, and that such authorization is now in full force and effect.



5. **Sole Proprietor.** I am the Customer, and I individually am the sole owner of the Business. The Business is not a corporation, partnership, limited liability company, or any other form of business entity. This Certificate constitutes a durable power of attorney appointing agents, each acting singly, to take any and all action authorized under this Certificate or any other document described in this Certificate. This power of attorney will survive my incompetence, incapacity, or disability. **"Attorney-in-Fact"** means any of the following listed persons, acting singly unless otherwise provided in this Certificate:
-

C. AUTHORIZATIONS (applicable to all Types of Organizations)

6. Account Opening.

Each Account Manager is authorized to open one or more Accounts from time to time with Bank. **"Account Manager"** means each person holding an officer title with Customer. If Customer is a limited liability company or partnership, **"Account Manager"** means any member, manager, general partner, or trustee (or authorized official of a member, manager, general partner, or trustee) of Customer. **However, if any names or titles are listed in the following line, "Account Manager" means only the following listed persons:**

If Customer is a sole proprietor, **"Account Manager"** means only Customer individually (i.e., the owner of the Business) or an Attorney-in-Fact, if designated by Customer. If Customer is a trust (other than a business trust), **"Account Manager"** means only each individual trustee and each person authorized to act on behalf of any entity trustee of Customer. If Customer is a joint venture, **"Account Manager"** means only each joint venturer and each person authorized to act on behalf of the joint venture. If Customer is a governmental entity whose financial affairs are directed by a Financial Officer, **"Account Manager"** means only the Financial Officer. If Customer is a governmental entity whose financial affairs are directed by a governmental body, **"Account Manager"** means only the Certifying Official. Opening any Account will constitute Customer's agreement to be bound by all of Bank's account terms, conditions, documents, and agreements (as they may be amended from time to time) executed or delivered in connection with the Account.

7. Banking Services.

"Authorized Person" means any Account Manager as designated above in **Section C6**. An Authorized Person may perform any or all of the functions listed below. Subject to any written agreement (and other forms applicable to the products and services), between Customer and Bank, any one Authorized Person is authorized to: (1) sign checks, drafts, notes, acceptances and other instruments (collectively referred to as **"Items"**); (2) take any action and/or give in instructions in writing, verbally, electronically or otherwise, (**"Instructions"**) as provided in the account terms, United States addendum to account terms or other agreement between Customer and Bank; and (3) identify, implement and contract with Bank for cash management product and services relating to an Account and/or other general banking services for the benefit of Customer, including without limitation electronic funds transfer services, electronic information services, automated clearinghouse services, lockbox services, fraud prevention services, and automated sweep investment services. Use of any such service will constitute Customer's agreement to Bank's standard agreements applicable to the products or services requested.

8. Changes to Authorized Persons.

The Secretary, any Assistant Secretary, or any Account Manager may instruct Bank to add, delete or otherwise make changes to Authorized Persons by a written notice to Bank (**"Change Notice"**). The Change Notice should identify all changes to Authorized Persons, including persons added or deleted, certify the name, title, and signature of each additional Authorized Person, and set forth any limitations to the authority of Authorized Persons.

9. Deposits.

Bank is authorized to accept for deposit, credit, collection, or any other purpose, items or electronic deposits payable to (1) Customer by any trade name or style used by Customer, or (2) any owner, shareholder, partner, member, manager, trustee, or venturer of Customer (**"Owner"**), or (3) more than one Owner, either jointly or in the alternative. All Items may be deposited to any Account with or without endorsement.

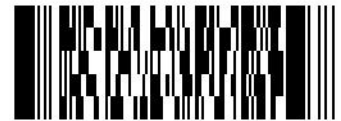
10. Continued Effectiveness.

This Certificate will continue in full force and effect until Bank actually receives written notice from Customer revoking or modifying this certificate and Bank has had a reasonable opportunity to act on it. Bank may conclusively presume that this Certificate is in effect and that the persons identified from time to time as Account Managers or Authorized Persons by this Certificate, any signature card, or any Change Notice have been duly elected or appointed and continue to hold such positions. Customer releases Bank from any liability and will indemnify Bank against any loss, liability, or expense arising from Bank's reliance on this Certificate or any other certification or instructions provided by the Secretary, any Assistant Secretary, or any Account Manager.

D. ADDITIONAL PROVISIONS (Only applicable to Trust or Governmental Entity)

11. Delegation of Authority for Trusts.

If Customer is a trust (**other than a business trust**), each of the trustees expressly represents that the delegation of authority provided in this Certificate is for the ministerial act of executing instruments payable by, providing instructions to, or making deposits in Bank with respect to trust assets in an Account, which are authorized by the trust instrument. Bank is entitled to rely on this representation in conducting any business relating to any Account of the trust.



12. Death, Resignation, or Inability of Trustee to Act.

If Customer is a trust **(other than a business trust)** and any trustee dies, resigns, declines to serve, or is unable to act as trustee, each surviving trustee or successor trustee is obligated to notify Bank and to provide Bank with a new Certificate authorizing Bank to act on the order or instruction of any newly appointed trustee.

13. Authority of Governmental Entity.

If Customer is a governmental entity and Bank at any time determines that Customer is not authorized, or may not be authorized, under applicable law or its organizational documents to open any Account or to engage in any transaction or purchase any services relating to the Accounts, Bank may demand conclusive evidence of Customer's authority. Notwithstanding any agreement to the contrary, if Customer fails to provide conclusive evidence of its authority upon demand, Bank may immediately and without prior notice terminate any Account or service provided to Customer, and Bank will not be liable to Customer for any damages in connection with that termination.

E. CERTIFYING SIGNATURES

1. Applicable to all Types of Organizations EXCEPT Governmental Entity

X	X
_____ Certifying Signature	_____ Certifying Signature
_____ Print Name:	_____ Print Name:
_____ Capacity/Title	_____ Capacity/Title
_____ E-Mail Address	_____ E-Mail Address
_____ Phone Number	_____ Phone Number
Executed this _____ day of _____, _____.	



2. Applicable ONLY to Governmental Entity

a) Certifying signer is: ☒ Financial Officer ☐ Certifying Official

X

Official's Signature

Millie McDuffey

Printed Name

Chief Financial Officer

Title

MillieM@TriCountyServices.org

E-Mail Address

936-521-6120

Phone Number

For a Governmental Entity certified by a Financial Officer, the following must also be completed by an official other than the Financial Officer:

I certify that the Financial Officer named above holds the office indicated in the foregoing Certificate, and is authorized by law to establish and administer the Accounts of Customer and to take all actions and enter into all agreements described in the foregoing Certificate. I further certify that the signature set forth above is the Financial Officer's signature.

X

Official's Signature

Evan Roberson

Printed Name

Executive Director

Title

EvanR@TriCountyServices.org

E-Mail Address

936-521-6118

Phone Number

Executed this 23rd day of October, 2014.



CRA Instruction Sheet

HEADING

1. **Jurisdiction of Organization** – This is the state, territory, or country where the entity was organized.
2. **Tax Identification Number** – Used by Internal Revenue Service (IRS) in the administration of tax laws.
3. **Business Trust** – A “business trust” as used in this Certificate (CRA) is a legal trust set up for the purpose of business in Delaware and Massachusetts. The purpose of a business trust is to operate a profit venture for the beneficiaries of the trust.
4. **Governmental Entity (specify type)** – Examples of governmental entities include municipality, county, state, government agency, school board, etc.

A. DESIGNATION OF DEPOSITORY

This is a statement regarding the purpose of this Certificate (CRA).

B. CERTIFICATION – By Entity Type

1. **Corporation, Limited Liability Company, Partnership/LLP, Unincorporated Association, or Business Trust** – The appropriate officer must certify that the governing body of the Customer has adopted resolutions authorizing the actions and agreements described in this Certificate (CRA). **After reading this paragraph, proceed to Section C.**
2. **Governmental Entity** – There are 2 types of officials who may make the certifications in this Certificate (CRA) for a governmental entity, either a Certifying Official, or a Financial Officer.
 - Certifying Official – This is a person who has been elected/appointed/charged with the responsibility for the official records of the governmental entity that they represent, and holds an office comparable to a corporate secretary, e.g., for example, the Town or County Clerk, the Secretary of the School Board
 - Financial Officer - This is used for persons holding a specific governmental office which has been authorized by law to establish and administer Accounts for the governmental entity they represent, e.g., State Treasurer.

After reading this paragraph, proceed to Section C.

3. **Trust** – (Other than a business trust) - The trustee or trustees must certify that all actions and agreements described in this Certificate (CRA) are in accordance with all requirements of law and of the Customer's trust agreement and all other governing documents. **After reading this paragraph, proceed to Section C.**
4. **Joint Venture** – Each joint venturer must certify that all actions and agreements described in this Certificate (CRA) are authorized. **After reading this paragraph, proceed to Section C.**
5. **Sole Proprietor** – This section indicates who may take the actions described in this Certificate on behalf of the owner of the sole proprietorship. If any person will be authorized to act on the behalf of the sole proprietor, they must be designated in this Certificate (CRA). This person will be known as “Attorney-in-Fact”. A sole proprietor is not required to have an “Attorney-In-Fact”. **After reading and filling in this paragraph, if applicable, proceed to Section C.**

C. AUTHORIZATIONS (Applicable to all Types of Organizations)

6. **Account Opening** – This section identifies those persons (Account Managers) who will have authority to open Accounts for the entity described in this Certificate (CRA).

Entity Type	If this section is left blank, the following persons are “Account Managers” authorized to open accounts
Corporation, Unincorporated Association	Any person holding an officer title with Customer
LLC, Partnership, LLP	Any member, manager, general partner, or trustee, as applicable, of Customer
Sole Proprietor	The Customer individually (i.e., the owner of the Business) or an Attorney-in-Fact, if designated by the owner of the business
Trust (Other than a Business Trust)	Each individual trustee or as specified in the trust agreement
Joint Venture	Each joint venturer
Governmental Entity	<ul style="list-style-type: none">• If Customer is a governmental entity whose financial affairs are directed by a Financial Officer, “Account Manager” means only the Financial Officer.• If Customer is a governmental entity whose financial affairs are directed by a governmental body, “Account Manager” means only the Certifying Official



CRA Instructions/Explanations

Account Opening, continued:

If paragraph 6 is filled in with one or more specific position titles/functions, such as “vice president or controller”, then only those persons holding that title and/or function will be allowed to open Accounts for Customer.

If paragraph 6 is filled in with names of specific individuals, then only those individuals will be allowed to open Accounts for Customer.

7. **Banking Services** – Describes persons who are authorized to perform banking transactions for Customer and what those transactions may entail. “Authorized Persons”/“Account Managers” are designated in section C6 of this Certificate (CRA).
8. **Changes to Authorized Persons** – Describes how changes, additions, or deletions to those who are named as Authorized Persons may be made.
9. **Deposits** – Describes what Customer is authorizing Bank to do with deposits made into its Accounts.
10. **Continued Effectiveness** – Describes the terms under which this Certificate (CRA) will remain in full force and effect.

D. ADDITIONAL PROVISIONS (Only applicable to Trust or Governmental Entity)

11. **Delegation of Authority for Trusts (Other than Business Trust)** – Declaration of the trustees as to the purpose of the delegation of authority described in this Certificate (CRA).
12. **Death, Resignation or Inability of Trustee to Act** – Describes the obligations of the trustees in the event that any trustee is unwilling or unable to perform his or her role.
13. **Authority of Governmental Entity** – Describes what actions Bank may take should Bank determine that Customer is not or may not be authorized to open Accounts or transact banking business.

E. CERTIFYING SIGNATURES (Who can sign the Certificate (CRA))

Entity Type	Certifying Signature must be:
Corporation, Limited Liability Company, Unincorporated Association, Business Trust	The CEO, CFO, COO, President, Vice President, Treasurer Secretary or Assistant Secretary of the organization or other equivalent officer <i>Only 1 signature is required, or as specified in the customer's organizational documents</i>
Partnership, Limited Liability Partnership	Managing Partner or each Partner, if a Managing Partner has not been designated
Trust (Other than Business Trust)	All trustee(s) or as specified in the trust agreement
Joint Venture	Joint Venturer(s) <i>Each Joint Venturer should sign</i>
Governmental Entity represented by a Financial Officer authorized by law as described in these instructions: page 1, section B2.	Financial Officer accompanied by a second official signer who certifies that the person signing holds the office indicated
Governmental Entity represented by a “Certifying Official” as described in these instructions: page 1, section B2.	Certifying Official
Sole Proprietorship	Owner

Agenda Item: Approve Recommendation to Declare Vehicles as Surplus	Board Meeting Date
Committee: Business	October 23, 2014
Background Information:	
<p>Staff has recommended that the following vehicles be declared as surplus due to the age of each vehicle, high mileage, increased maintenance, repair costs and safety:</p>	
Vehicle Descriptions:	
<ul style="list-style-type: none"> • 2002 Ford Expedition <ul style="list-style-type: none"> • License # 19N-HZ9 • Mileage – 241,706 • 2007 Ford E350 Wheel Chair Van <ul style="list-style-type: none"> • License # U17-877 • Mileage – 134,390 	
Supporting Documentation:	
None	
Recommended Action:	
<p>Approve Recommendation to Declare Vehicles as Surplus and Approve Sale of Each to the Highest Bidder</p>	

Agenda Item: Update on Properties in Cleveland, Texas Committee: Business	Board Meeting Date October 23, 2014
Background Information: <p>As reported in the past, we've received offers on both 117 N. College Avenue and 406 N. Washington Avenue. At this time, the N. College Avenue offer has not been able to receive financing. The N. Washington Avenue property is still researching their options for the second buyer that was interested in the property.</p> <p>Discuss further options for possible sale of these properties.</p>	
Supporting Documentation: None	
Recommended Action: Authorize Executive Director to Move Forward as Directed by the Board of Trustees	

Agenda Item: Board of Trustees' Unit Financial Statement for September 2014 Committee: Business	Board Meeting Date October 23, 2014
Background Information: None	
Supporting Documentation: September 2014 Board of Trustees' Unit Financial Statement	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2015

	September 14 Actuals	September 14 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
80103998 Allocated Revenue	\$ 2,640.00	\$ 2,640.00	\$ -	\$ 2,640.00	\$ 2,640.00	\$ -	100.00%	\$ 31,680.00
Total Revenue	\$ 2,640.00	\$ 2,640.00	\$ -	\$ 2,640.00	\$ 2,640.00	\$ -	100.00%	\$ 31,680.00
Expenses								
80105275 Food Items	\$ 225.84	\$ 166.00	\$ 59.84	\$ 225.84	\$ 166.00	\$ 59.84	136.05%	\$ 2,000.00
80105320 Insurance-Worker Compensation	\$ 10.44	\$ 20.00	\$ (9.56)	\$ 10.44	\$ 20.00	\$ (9.56)	52.20%	\$ 230.00
80105388 Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	100.00%	\$ 18,000.00
80155605 Postage-Express Mail	\$ -	\$ 5.00	\$ (5.00)	\$ -	\$ 5.00	\$ (5.00)	0.00%	\$ 50.00
80105715 Supplies-Office	\$ -	\$ 5.00	\$ (5.00)	\$ -	\$ 5.00	\$ (5.00)	0.00%	\$ 50.00
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		\$ 166.00	\$ (166.00)		\$ 166.00	\$ (166.00)	0.00%	\$ 2,000.00
80105758 Travel - Non-local Hotel		\$ 316.00	\$ (316.00)		\$ 316.00	\$ (316.00)	0.00%	\$ 3,800.00
80105759 Travel - Meals		\$ 100.00	\$ (100.00)		\$ 100.00	\$ (100.00)	0.00%	\$ 1,200.00
Total Expenses	\$ 1,736.28	\$ 2,640.00	\$ (903.72)	\$ 1,736.28	\$ 2,640.00	\$ (903.72)	65.77%	\$ 31,680.00
Total Revenue minus Expenses	\$ 903.72	\$ -	\$ 903.72	\$ 903.72	\$ -	\$ 903.72	34.23%	\$ -

Agenda Item: Liberty Building Update Committee: Business	Board Meeting Date October 23, 2014
Background Information: As the Board is aware, staff have been considering a consolidated service location for Liberty, Texas. Our building consultant, Mike Duncum, will provide an update to the Board on options for this facility.	
Supporting Documentation: None	
Recommended Action: For Information Only	

Agenda Item: Cleveland Supported Housing, Inc. Monthly Update Committee: Business	Board Meeting Date October 23, 2014
Background Information: <p>On September 23, 2014 Cleveland Supported Housing, Inc. (CSHI) closed with HUD on the Independence Oaks Project where we received the initial disbursement from HUD. Following the closing we submitted a request to Houston Endowment to release the award funding. On October 2, 2014, we received the \$200,000 award. Together, with the initial project disbursement from HUD, these funds are allocated toward services rendered during the Firm Commitment phase of the project.</p> <p>At the time, all vendors for which we have received invoices related to this project have been paid for their services to date. We are currently in the process of reimbursing Tri-County for sponsorship advances made to ensure the closing of the project with HUD.</p> <p>We are pleased to report that a groundbreaking ceremony was held at the property site on October 7, 2014, where CSHI Board President, Brad Browder, and Tri-County Executive Director, Evan Roberson, addressed attendees. The ceremony was well attended by various City officials and local agencies.</p> <p>Our next Board meeting is scheduled for October 28, 2014 in Cleveland.</p>	
Supporting Documentation: Pictures from Groundbreaking Ceremony	
Recommended Action: For Information Only	





UPCOMING MEETINGS

December 11th, 2014 – Board Meeting

- Program Presentation – Life Skills Christmas Carolers
- Approve Minutes from October 23, 2014 Board Meeting
- Community Resources Report
- Consumer Services Report for October 2014
- Program Updates
- Personnel Reports for October & November 2014
- Texas Council Quarterly Board Meeting Update
- Approve October 2014 Financial Statements
- 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 2014
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Monthly Update
- Other Business Committee Issues

Merry Christmas & Happy New Year!

January 22nd, 2015 – Board Meeting

- Approve Minutes from December 11, 2014 Board Meeting
- From the Heart Presentation
- Community Resources Report
- Consumer Services Reports for November & December 2014
- Program Updates
- Year-to-Date FY 2015 Goals & Objectives Progress Report
- 1st Quarter FY 2015 Corporate Compliance & Quality Management Report
- 2nd Quarter FY 2015 Corporate Compliance Training
- Personnel Report for December 2014
- Texas Council Quarterly Meeting Update
- Approve November & December 2014 Financial Statements
- Approve FY 2014 Independent Financial Audit
- 1st Quarter FY 2015 Quarterly Investment Report
- Board of Trustees' Unit Financial Statements for November & December 2014
- Cleveland Supported Housing, Inc. Monthly Update
- Other Business Committee Issues