

# Tri-County Behavioral Healthcare Board of Trustees Meeting

October 26, 2017



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, October 26, 2017. The Business Committee will convene at 9:30 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 233 Sgt. Ed Holcomb Blvd S., Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:05 a.m.

## AGENDA

- I. **Organizational Items**
  - A. Chair Calls Meeting to Order
  - B. Public Comment
  - C. Quorum
  - D. Review & Act on Requests for Excused Absence
- II. **Approve Minutes - September 28, 2017**
- III. **Program Presentation - Longevity Recognitions**
- IV. **Program Presentation - Scott Hayes with ISC Group**
- V. **Executive Director's Report - Evan Roberson**
  - A. House Bill 13 and Senate Bill 292 Grants
  - B. Senate Bill 1326 and Senate Bill 1849 Implementation
  - C. TxHmL Transition
  - D. Property Updates
- VI. **Chief Financial Officer's Report - Millie McDuffey**
  - A. FY 2017 Audit
  - B. CFO Consortium
  - C. Workers' Compensation Audit
  - D. DADS Fiscal Monitoring Review
- VII. **Program Committee**

Information Items

A. Community Resources Report.....	Pages 9-11
B. Consumer Services Report for September 2017.....	Pages 12-13
C. Program Updates.....	Pages 14-18
D. Medicaid 1115 Transformation Waiver Project Status Report .....	Pages 19-21
E. From The Heart Update.....	Pages 22-24
- VIII. **Executive Committee**

Action Items

A. Cast Election Ballot for Texas Council Risk Management Fund Board of Trustees.....	Pages 25-28
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Information Items

B. Board of Trustees Oaths of Office.....	Pages 29-34
C. Personnel Report for September 2017.....	Pages 35-37
D. Texas Council Risk Management Fund Claims Summary for September 2017.....	Pages 38-39

**IX. Business Committee**

Action Items

- A. Approve September 2017 Financial Statements..... *Pages 40-52*  
B. Approve Revolving Line of Credit..... *Pages 53-54*

Information Items

- C. 401(a) Retirement Plan Account Review..... *Page 55*  
D. Board of Trustees Unit Financial Statement for September 2017..... *Pages 56-57*

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

Posted By:

Ava Green  
Executive Assistant

# Tri-County Behavioral Healthcare

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES MEETING

September 28, 2017

### Board Members Present:

Patti Atkins  
Sharon Walker  
Richard Duren  
Morris Johnson  
Janet Qureshi

### Board Members Absent:

Tracy Sorensen  
Gail Page  
Jacob Paschal

### Tri-County Staff Present:

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

**Call to Order:** Board Chair, Patti Atkins, called the meeting to order at 10:06 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX.

### Public Comment:

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

### Resolution #09-17-01

**Motion Made By:** Morris Johnson

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

### Resolved:

That the Board excuse the absence of Tracy Sorensen, Jacob Paschal and Gail Page.

**Resolution #09-17-02**

**Motion Made By:** Morris Johnson

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

**Resolved:**

That the Board approve the minutes of the August 24, 2017 meeting of the Board of Trustees.

**Program Presentations:**

Texas Council Risk Management Fund – Janina Flores

**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 #09-17-03**

**Motion Made By:** Sharon Walker

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

**Resolved:**

That the Board approve the Reappointment of the Intellectual and Developmental Disabilities Planning Network Advisory Committee Members of Mary Byrne, Judie Hunter and Madeline Brogan for an additional 2 year term expiring August 31, 2019.

**Resolution #09-17-04**

**Motion Made By:** Sharon Walker

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

**Resolved:**

That the Board approve the Reappointment of the Mental Health Planning Network Advisory Committee Members of Richard Duren and Judie Hunter for an additional 2 year term expiring August 31, 2019.



**Resolution #09-17-05**

**Motion Made By:** Sharon Walker

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

**Resolved:**

That the Board approve the FY 2018 Goals and Objectives.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for August 2017 was reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The Annual PNAC Reports were reviewed for information purposes only.

The Goals and Objectives Progress Report for FY 17 Quarter 4 was reviewed for information purposes only.

The Annual Corporate Compliance Report and 1<sup>st</sup> Quarter FY 2018 Corporate Compliance Training Reports were reviewed for information purposes only.

**EXECUTIVE COMMITTEE:**

**Resolution #09-17-06**

**Motion Made By:** Janet Qureshi

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

**Resolved:**

That the Board appoint the Texas Council Representative and Alternate for FY 2018. Patti Atkins appointed Sharon Walker to stay on as Representative and Morris Johnson as Alternate.

**Resolution #09-17-07**

**Motion Made By:** Sharon Walker

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

**Resolved:**

That the Board Reappoint the Consumer Foundation Board of Directors of Mr. Duren, Ms. Seward and Ms. Heimsoth for an additional 2 year term ending August 31, 2019.

The Board of Trustees Reappointments and Oaths of Office for FY 2018 were completed for information purposes only. Sharon Walker and Morris Johnson recited Oath's of Office.

The Board of Trustees Committee Appointments were completed for information purposes only. It was agreed by the Board that all Board Members would stay on their current committees from FY 2017.

Analysis of Board Members Attendance for FY 2017 regular and special called Board Meetings was reviewed for information purposes only.

The Personnel Report for August 2017 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for August 2017 was reviewed for information purposes only.

### **BUSINESS COMMITTEE:**

#### **Resolution #09-17-08**

**Motion Made By:** Morris Johnson

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

#### **Resolved:**

That the Board approve the FY 2018 Dues Commitment and Payment Schedule for Texas Council.

#### **Resolution #09-17-09**

**Motion Made By:** Morris Johnson

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

#### **Resolved:**

That the Board approve the HCBS-AMH Pre-Engagement Services Contract for FY 2018, contract number 529-17-0144-00037.

#### **Resolution #09-17-10**

**Motion Made By:** Morris Johnson

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

#### **Resolved:**

That the Board approve and authorize Richard Duren and Gail Page as check signers for FY 2018 due to change in Board of Trustees Appointments.

Preliminary August 2017 Financial Statements were reviewed for information purposes only.

The 4th Quarter FY 2017 Investment Report was reviewed for information purposes only.

The Board of Trustees Unit Financial Statements for August 2017 were reviewed for information purposes only.

The HUD 811 Updates for Montgomery, Cleveland and Independence Place were reviewed for information purposes only.

The Foundation Board Update was given for information purposes only.

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

**The regular meeting of the Board of Trustees adjourned at 11:41 a.m.**

**Adjournment:**

[Redacted Signature]

Patti Atkins  
Chair

Date

**Attest:**

[Redacted Signature]

Gail Page  
Secretary

Date





## Executive Director's Report

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*October 26, 2017*

### **Announcements**

- The next Board meeting is scheduled for Thursday, November 30<sup>th</sup>. This is always a fun meeting with our Christmas Carolers from the Huntsville Life Skills program. We will also award our Christmas Card Contest winners at the meeting.
- We have rescheduled our Tri-County Consumer Foundation fundraiser for March 8, 2018. The event was previously scheduled for September 8, 2017, but was rescheduled so that staff could focus on Hurricane Harvey.

### **House Bill 13 and Senate Bill 292 Matching Grants**

As mentioned last month, in the 85<sup>th</sup> Legislative Session, two matching grants were made available by the legislature to fund mental health services in our community, House Bill 13 and Senate Bill 292. House Bill 13, Price, (*Relating to the Creation of a Matching Grants Program to Support Community Mental Health Programs*) and Senate Bill 292, Nelson, (*Relating to the Creation of Grant Programs to Reduce Recidivism, Arrest and Incarceration*), both provide opportunities for community collaboratives to come together to leverage new grant funds for needed mental health services. In FY 2018, Senate Bill 292 is only available to Montgomery County. HB 13 is available throughout our service area in FY 2018. Each requires significant match dollars (SB 292 is 1 to 1, HB 13 1 to 1 in Montgomery County and .5 to 1 for Liberty/Walker Counties) which may be in kind.

Staff have been meeting with our community partners to discuss grant ideas, but match has not been available for many of the ideas for which the community has interest. For example, the Montgomery County Sheriff's office is interested in additional crisis services locations in far eastern and western Montgomery County because the drive to the PETC is prohibitive. While there is data to support a service center of some sort in eastern Montgomery County specifically, the estimated cost of a bare bones operation like that was \$700,000 for staff alone. Historically, we have been very successful with grants that have 25% or less match required, but we have not been able to figure out how to fund these ideas. Many in our community were willing to provide in-kind match of some sort, but we were not able to come up with the dollars needed.

The Burke Center arranged a meeting with the Temple Inland Foundation in Lufkin to discuss our ideas for possible HB 13 and SB 292 grants and they may be willing to provide some funding for match. For Tri-County, only Liberty County is represented by the Temple Inland Foundation. However, due to grant cycle timelines, they would not be able to help in Calendar 2018 and we would need to request funding for calendar 2019. They are specifically interested in projects that would serve low-income children and youth.

I also had conversations with the United Way of Greater Houston about the possibility of providing additional funding that could be used as match for these two grant opportunities, but like Temple Inland, the timing will not be right for this funding cycle.

At this time, it appears that our only grant application will be a HB 13 application using current United Way funding as match to try and expand our Outpatient Substance Abuse Treatment program. We have been eager to try something new in this program and believe that adding resources may yield more consistent outcomes.

As a reminder, there will be additional funds available next year. We will make another attempt to secure this funding. In addition, SB 292 will be available in Walker and Liberty Counties next year with a 50% match and we are hopeful that we can add some resources to both areas.

### **Senate Bill 1326 and Senate Bill 1849**

As the Board is aware, during the last legislative session there was a great deal of focus on the intersection of the criminal justice system and mental illness. Two Senate Bills, 1326 and 1849 (the Sandra Bland Act) were passed and many changes were made in how persons who may have mental illness or intellectual disabilities are treated in jail.

Senate Bill 1326 makes a series of changes to Code of Criminal Procedure, Chapter 46B; Chapter 46B is the chapter that governs competency to stand trial. Staff and I have been working on a one page communication document regarding changes related to Senate Bill 1326 that we will then take out to each of our three counties as a starting point for conversations about accessing assistance from the Center. While there are documents which have been provided from the Office of Court Administration which explain the new processes, our team feels that there still could be challenges associated with communication between County staff and Tri-County staff. We plan to roll this training out within the next month.

There will be additional training required related to Senate Bill 1849 (Sandra Bland Act), but much of the guidance related to the implementation of this bill is still to be developed by several groups including the Jail Standards Commission. This bill is sure to have far-reaching implications for our communities as rules are developed.

## **Texas Home Living Provider Transition**

Kathy Foster and I submitted a letter to the Health and Human Services Commission regarding our intent to close our Texas Home Living Provider (TxHmL) program effective November 30, 2017.

We have begun transitioning the 18 consumers that were impacted to other providers. At the time of this report, 6 had located a provider to transfer to. Our IDD Service Coordinators will continue to work with those impacted to ensure a successful transition.

## **Property Updates**

- We have closed on one of the .34 acre tracts of land to the east of the Sgt. Ed Holcomb site (Lots 16 and 17) and will close on the second .34 tract in the month of November. We have surveyed the .85 acre tract and will begin the state required notification process in the month of November. In addition to getting an appraisal and phase I environmental survey done, I will also need to meet with each of the County Judges before sending the paperwork into the state. I plan to have the process completed by the end of December at the latest.

After all three lots have been acquired, we will have the entire property (the original property along with the 3 tracts of land) platted again and will use the fully treed lots as part of our tree coverage for the site. We believe that the additional trees will make it likely that we can receive the Certificate of Occupancy without planting additional trees.

- Mike has also begun looking for property in eastern Montgomery County. We would love to find property in the SH 242/I-69 area for a clinic. Thus far, Mike has not located property or any existing building that will meet our needs in that part of Montgomery County.

## **CHIEF FINANCIAL OFFICER'S REPORT OCTOBER 26, 2017**

**FY 2017 Audit** – The auditors were able to come for a short visit on October 10<sup>th</sup> and 11<sup>th</sup>. This visit was in place of the weeklong visit scheduled for August 29<sup>th</sup>; which was cancelled by Hurricane Harvey. The auditors looked at account reconciliations, copies of contracts, copies of board minutes; along with backup and approvals for any fixed asset purchases. They are scheduled to be back here for their 2<sup>nd</sup> visit starting on October 30<sup>th</sup>. In the meantime, we are still working with them electronically to get items completed prior to the onsite visit.

**CFO Consortium** – The CFO meeting was held on October 5<sup>th</sup> and 6<sup>th</sup> and was attended by Sheryl Baldwin and Tabatha Abbott on my behalf. Many handouts were brought back for me to read.

The agenda at the meeting was as follows:

- Financial Ratios and Reporting
- 1115 Waiver Discussion
- Value Based Payments
- Cost Accounting Methodology
- Updates from Texas Council
- Update Contract and Financial Imperatives Committee
- Business Meeting Discussion – this area consisted of discussions on many different topics.

**Workers Compensation Audit** – We had our Workers Compensation auditor onsite October 12<sup>th</sup>. The main focus for the auditor was the contractors and sub-contractors used for the completion of the Sgt Ed Holcomb building. He will be contacting all of the contractors to ensure they carried their own insurance so we don't have to cover them. As part of the contract, the contractors and subcontractors were required to be covered by their own insurance; so we are not worried about any findings in this area.

Other items he glanced at are listed below:

- TEC reports for all quarters during the audit period (09/01/2016 - 08/31/2017)
- Federal 941 reports for all quarters during the audit period
- General Ledger detail
- Journal of Cash Disbursements
- General liability
- List of subcontractors and copies of their certificates of insurance for general liability coverage.

We should get the final report back from him in the coming weeks. I will provide any final details at a future board meeting.

**DADS Fiscal Monitoring Review** – We received the written report back from the HHSC – DADS Fiscal Monitoring Review visit that was held August 21<sup>st</sup> to August 24<sup>th</sup>. Luckily, they left on Thursday night and didn't get stuck in Hurricane Harvey.

Findings were as follows:

**(1) Finding – Report III – Fiscal Year 2017, Quarter 3**

IDD Services reviewed the CARE Report III – Fiscal Year 2017, Quarter 3 to determine if the data agreed with the Center's financial records and whether the report was completed in accordance with Performance Contracts guidelines. Staff noted the following:

- Under General Revenue funding, a total of \$90,509 (line 751 in the amount \$1,278 and Line 767 in the amount of \$89,231) is listed under the strategy Crisis Respite In Home. During interviews with Kelly (IDD Authority Director) and Kathy (IDD Services Director), both indicated the Center did not provide Crisis Respite in Home. These two items listed under Crisis Respite In Home should be moved to strategy A.4.2.2.4, Crisis Respite Out of Home.
- On Line 751 General Revenue funding, \$5,650 is listed for strategy Crisis Intervention Specialist (CIS). Since CIS has its own funding strategy (Line 766), this funding should be spent before other General Revenue sources are expended. This amount in Line 751 should be moved to Line 766 under strategy A.1.1.2.5.
- On Line 751 General Revenue funding, \$4,689 is listed under strategy A.1.1.2.4, Enhanced Community Coordination (ECC). Since ECC has its own funding source under line 741 – Other Federal Funding (Including ECC and Transitional Support Team), the amount should be moved to Line 741 under strategy A.1.1.2.5.
- Line 710 is considered Other IDD Funding. Revenue designated for this line is billed using Form 1048 (Summary Sheet for Services to Individuals with IDD in NF) and the designated strategy is A.4.2.6.1, Special Therapies Various.  
The amount of \$21,000 listed in Line 710 under Independent Living should be moved to the above strategy.

**Recommendations**- The HHS LIDDA Monitoring team recommends the Center correct the General Revenue allocations mentioned above and move them to the appropriate columns and/or lines. Since the data in the CARE Report III is rolling cumulative data, the Center can make the correction on the next fiscal year 2017 template, Report III – Fiscal Year 2017, Quarter 4 Preliminary or the Report III – Fiscal Year 2017, Quarter 4 final template.

**Management Response** – Tri-County Behavioral Healthcare is in agreement with the above recommendations and will ensure that all corrections are made to the Report III – Fiscal Year 2017, Quarter 4 final template.



<b>Agenda Item:</b> Community Resources Report  <b>Committee:</b> Program	<b>Board Meeting Date:</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Community Resources Report

## September 29, 2017 – October 26, 2017

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### Volunteer Hours:

Location	September
Conroe	176.5
Cleveland	0
Liberty	6
Huntsville	4
<b>Total</b>	<b>186.5</b>

### COMMUNITY ACTIVITIES:

9/29/17	Walker County Juvenile Justice Meeting	Huntsville
9/29/17	The Vet Center Vietnam Support Group	Conroe
9/29/17	MCCARES	Conroe
9/30/17	YMHFA Conroe ISD Nursing Staff	Conroe
9/30/17	Home Food Preservation Class	Conroe
10/1/17	Montgomery County Juvenile Justice Meeting	Conroe
10/2/17	Montgomery County Homeless Coalition Board Meeting	Conroe
10/3/17	E3 Steering Committee Meeting	Spring
10/3/17	Conroe ISD Mentor Luncheon	Conroe
10/4/17	Conroe Noon Lions Club Luncheon	Conroe
10/4/17	Veteran 101 Class	Conroe
10/4/17	Sam Houston State University Career Fair	Huntsville
10/4/17	VFW Quartermaster Meeting	Conroe
10/4/17	2018 Planning Meeting with Liberty County Service Officer	Liberty
10/5/17	Cleveland Chamber of Commerce Luncheon	Cleveland
10/5/17	Leadership Montgomery County Economic Development Day	The Woodlands
10/6/17	The Woodlands Chamber of Commerce 39 <sup>th</sup> Annual Awards Luncheon	The Woodlands
10/6/17	Conflict Resolution Bookmark Judging Day	Conroe
10/7/17	Marriage Management Seminar	Conroe
10/10/17	Conroe ISD Counseling Department Meeting	Conroe
10/11/17	Conroe Noon Lions Club Luncheon	Conroe
10/11/17	Liberty County Community Resource Coordination Group Meeting	Liberty
10/12/17	Huntsville Chamber of Commerce Breakfast	Huntsville
10/12/17	MCCARES	Conroe
10/13/17	Pets for Vets Team Meeting	Conroe
10/16/17	Spiritual Care Network Meeting	The Woodlands
10/17/17	Montgomery County Community Resource Coordination Group Meeting	Conroe
10/17/17	Montgomery County Criminal Justice Community Planning Meeting	Conroe
10/18/17	Liberty Chamber of Commerce Luncheon	Liberty

10/18/17	Conroe Noon Lions Club Luncheon	Conroe
10/19/17	Montgomery County Homeless Coalition Annual Meeting	Conroe
10/19/17	Montgomery County Jail Psychiatric Services Meeting	Conroe
10/20/17	Conflict Resolutions Awards Day	Conroe
10/20/17	Relay For Life Team Meeting	Conroe
10/21/17	Homeless Coalition Meeting	Conroe
10/21/17	Conroe ISD Eyeglass Day	Conroe
10/24/17	Montgomery County Business Women's Luncheon	Conroe
10/24/17	Conroe ISD Mentor Luncheon	Conroe
10/25/17	Conroe Noon Lions Club Luncheon	Conroe
10/26/17	Liberty County Health Awareness Coalition	Liberty
10/26/17	Veteran Lunch and Movie Screening for Change Direction Campaign	Conroe

### **UPCOMING ACTIVITIES:**

10/27/17	Walker County Juvenile Justice Meeting	Huntsville
11/1/17	The Woodlands Community Relations Team Meeting	The Woodlands
11/1/17	Conroe Noon Lions Club Luncheon	Conroe
11/2/17	Leadership Montgomery County Education Day	The Woodlands
11/2/17	Cleveland Chamber of Commerce Luncheon	Cleveland
11/8/17	Liberty County Community Resource Coordination Group	Liberty
11/9/17	Huntsville Chamber of Commerce Breakfast	Huntsville
11/15/17	Liberty Chamber of Commerce Luncheon	Liberty
11/15/17	Multidisciplinary Behavioral Health Team Quarterly Meeting	Huntsville
11/16/17	Homeless Coalition Meeting	Conroe
11/21/17	Montgomery County Community Resource Coordination Group	Conroe

<b>Agenda Item:</b> Consumer Services Report for September 2017  <b>Committee:</b> Program	<b>Board Meeting Date:</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for September 2017	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Consumer Services Report

## September 2017

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
<b>Crisis Services, MH Adults/Children</b>					
Persons Screened, Intakes, Other Crisis Services	568	46	27	51	<b>692</b>
Crisis and Transitional Services (LOC 0, LOC 5)	40	0	0	1	<b>41</b>
Psychiatric Emergency Treatment Center (PETC) Served	70	3	2	7	<b>82</b>
Psychiatric Emergency Treatment Center (PETC) Bed Days	278	17	8	38	<b>341</b>
Contract Hospital Admissions	9	0	1	0	<b>10</b>
Diversion Admits	12	2	1	1	<b>16</b>
Total State Hospital Admissions	0	0	0	0	<b>0</b>
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (LOC 1m,1s,2,3,4)	1316	115	91	95	<b>1617</b>
Adult Medication Services	934	78	57	88	<b>1157</b>
Child Service Packages (LOC 1-4 and YC)	491	46	10	57	<b>604</b>
Child Medication Services	218	18	5	30	<b>271</b>
TCOOMMI (Adult Only)	130	18	20	4	<b>172</b>
Adult Jail Diversions	2	0	0	0	<b>2</b>
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	1	0	0	0	<b>1</b>
Service Coordination	649	38	45	65	<b>797</b>
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living, TxHmL)	38	5	17	21	<b>81</b>
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	69	92	0	36	<b>197</b>
Youth Substance Abuse Treatment Services/COPSD	12	0	0	0	<b>12</b>
Adult Substance Abuse Treatment Services/COPSD	24	0	0	0	<b>24</b>
<b>Waiting/Interest Lists as of Month End</b>					
Adult Mental Health Waiting List	6	0	0	0	<b>6</b>
Home and Community Based Services Interest List	1536	127	131	147	<b>1941</b>
<b>September Served by County</b>					
Adult Mental Health Services	1695	153	110	184	<b>2142</b>
Child Mental Health Services	586	51	18	65	<b>720</b>
Intellectual and Developmental Disabilities Services	638	45	51	67	<b>801</b>
<b>Total Served by County</b>	<b>2919</b>	<b>249</b>	<b>179</b>	<b>316</b>	<b>3663</b>
<b>August Served by County</b>					
Adult Mental Health Services	1619	162	128	196	<b>2105</b>
Child Mental Health Services	581	56	19	58	<b>714</b>
Intellectual and Developmental Disabilities Services	648	46	48	70	<b>812</b>
<b>Total Served by County</b>	<b>2848</b>	<b>264</b>	<b>195</b>	<b>324</b>	<b>3631</b>
<b>July Served by County</b>					
Adult Mental Health Services	1584	164	129	187	<b>2064</b>
Child Mental Health Services	553	53	19	52	<b>677</b>
Intellectual and Developmental Disabilities Services	635	50	49	70	<b>804</b>
<b>Total Served by County</b>	<b>2772</b>	<b>267</b>	<b>197</b>	<b>309</b>	<b>3545</b>



<b>Agenda Item:</b> Program Updates  <b>Committee:</b> Program	<b>Board Meeting Date:</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# **Program Updates**

## **September 29, 2017 – October 26, 2017**

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### **Crisis Services**

1. At the request of the Fire Chief for the South Montgomery County Fire Department, the crisis department facilitated a two-hour presentation entitled 'The Implications of Stress'.
2. The Director of Crisis Services participated in a quarterly meeting at Montgomery County Jail to discuss how to best meet the mental health needs of individuals who are incarcerated.
3. As a result of Senate Bill 1326, Tri-County is receiving an increased number of requests from magistrates to evaluate the mental health status of individuals incarcerated in The Liberty County Jail.

### **MH Adult Services**

1. Scheduling templates for prescribers and intake staff in Conroe were reviewed by a team of staff to evaluate their effectiveness six months after they were implemented. The team recommended small changes to the templates to allow for additional appointments for prescribers. In addition, walk-in clinic times were modified slightly so that there is less overlap between Child and Youth walk-in times and Adult walk-in times.
2. We continue to have increased interest from nurse practitioner students requesting to work as preceptor in outpatient clinic. We are hopeful that these preceptor rotations will ultimately result in more persons seeking psychiatric nurse practitioner certification.
3. The Rural Clinics are fully staffed. The Rural Clinic Administrator has submitted several desk procedures for review to address rural clinic processes in an effort to make walk-in clinic, doctor days, doctor call-out days, and questions for medical personnel more consistent and client friendly.

### **MH Child Services**

The demand for Child and Youth Services continues to grow in our service area with the highest areas of growth being in Conroe and Cleveland. Walk-in volume, as expected, has increased after the start of the school year and Child and Youth Services expects to have additional growth in the total number of children seen this year. Despite adding several positions during FY 2017, caseloads sizes continue to grow and more positions may need to be added to keep up with growth. We have benefited from the fact that most children/youth have a payer source and we are able to add positions to meet program needs. However, we are starting to see an increasing number of uninsured children/youth in our crisis programs and we are unsure of the impact of this dynamic on our ability to add positions going forward. In addition, recruiting quality staff remains challenging for Child and Youth Services supervisors.

## **Criminal Justice Services**

1. A TCOOMMI compliance monitoring visit occurred on October 5, 2017. The monitor did not recommend any changes in program design or implementation.
2. The Montgomery County Jail Liaison assessed 51 individuals and coordinated the treatment of 29 others in jail in August.
3. The Outpatient Competency Restoration program is currently serving four (4) individuals and the Jail Diversion clinician assessed eight (8) individuals at the jail and was able to divert one (1) in September.

## **Substance Abuse Services**

1. In an effort to address the growing need for intervention for substance use in mental health treatment, the Substance Abuse Treatment team is creating training for staff to assist in the identification and referral to treatment for substance use disorders. Training will cover how to communicate about substance use habits, motivational interviewing to encourage change, and when to recommend treatment.
2. Youth Substance Abuse Treatment Groups and caseloads are growing, as a result of increased collaboration with Juvenile Services.
3. The Substance Abuse Prevention Program Manager has resigned. This is a busy time of year for Prevention program activities and we will be eager to replace this key position.
4. Substance Abuse Prevention Specialists are busy providing services in our schools and are on target with the program's contract measures.

## **IDD Services**

1. IDD Crisis Respite was utilized by 20 individuals in FY 2017. Two of the 20 individuals utilized the service twice for a total of 22 admissions. Respite services during a crisis for a person with Intellectual and Developmental Disabilities and their family is often critical to maintaining the family home environment.
2. IDD Provider team is working through the process of cancelling the Texas Home Living (TxHmL) contract. We have 17 individuals who were served by our program to transition to private providers. IDD Service Coordinators have been meeting with each individual/family to provide them a list of available TxHmL providers throughout the month. Center staff will provide whatever assistance is necessary to help families make the transition to a new provider.
3. IDD Provider Home and Community-based Services (HCS) Program has a total of 64 enrolled with a cap of 67, leaving three (3) vacant slots to fill.
4. IDD Provider PASRR Specialized Services staff are currently serving 49 individuals who have intellectual disabilities and reside in nursing homes. We have three (3) of the individuals who are attending our Liberty Life Skills Program. The PASRR Specialized Services program has had steady growth in FY 2017.

## **Support Services**

### **1. Quality Management:**

- a. Staff completed a program survey for Child and Youth Level of Care (LOC) 1, 2 and 3 services and is currently conducting a Program Survey of the Criminal Justice Services Department.
- b. Staff reviewed and submitted 28 records requested by United Behavioral Health from January 2016-June 2017.
- c. Staff met with program supervisors to update internal chart audits to reflect the most current contracts and Texas Administrative Code requirements.

### **2. Utilization Management:**

- a. Staff have initiated an Adult Mental Health waiting list and there are currently six (6) individuals who have been placed on the list.

### **3. Training:**

- a. Trauma Informed Care training is now being offered to all staff.
- b. Face to face HIPAA training is being added to the computer based training that is currently in place for all new hires.
- c. Staff are working closely with the Compliance Department on additional improvements to the New Hire training process to include refresher trainings within the first year of employment as a step towards meeting the 2018 Staff Development Goal and objective related to developing a monthly face to face refresher course for new employees at their six (6) month anniversary on compliance and documentation guidelines.
- d. The Clinical Trainer is now a certified Psychological First Aid Trainer and has provided PFA training to eight (8) licensed staff thus far. As you may recall, our goal for FY 2018 is to provide this training to all Licensed Professional Counselors (LPC), Licensed Social Workers (SW), and Licensed LPC/SW Interns.

### **4. Veteran Affairs:**

- a. The Tri-County Veteran Services Department received a Certificate of Recognition from the Veteran County Service Officers of Texas Association for the outstanding work provided for the Veteran Community.
- b. Veteran Services hosted a Marriage Management Seminar focused on rebuilding and strengthening relationships through communication. Five (5) couples attended this seminar.
- c. The new date for the Veterans Banquet has been scheduled to take place on January 12, 2018.

## **Community Activities**

1. The FEMA funded Crisis Counseling Program (CCP) team has been hired and trained. The team began seeing individuals and families impacted by Hurricane Harvey on October 16<sup>th</sup> in the River Plantation area. Through outreach and psycho-educational services the team will identify and assist individuals in all 3 of our counties in recovering from the effects of Hurricane Harvey.

2. The CCP team has begun conversations with Conroe ISD to work with families who have been coming to the schools for guidance and assistance. Teams will be dispersed as requested by the school counseling office.
3. Tri-County's Consumer Foundation has elected a new Chair, Meredith Heimsoth who began her term on 10/12/17.



<b>Agenda Item:</b> Medicaid 1115 Transformation Waiver Project Status Report  <b>Committee:</b> Program	<b>Board Meeting Date</b>  October 26, 2017
<p><b>Background Information:</b></p> <p>Round 2 achievement reports for Demonstration Year 6 (DY6), which ended September 30, 2017, will be submitted by October 31, 2017. Tri-County will report full achievement of the Quantifiable Patient Impact (QPI) goals for IDD ACT and update the other 4 projects along with the percentages of Medicaid/Low Income/Uninsured (MLIU) for each project. Payment for the QPI and M/LI/U represents 50% of the total DY6 payment. Progress on Core Components and Sustainability metrics will be reported in this Round and represent 50% of the payment in January.</p> <p>Round 2 achievement amount available: \$3,682,398.25  Estimated IGT and Monitoring fees: \$1,558,755.93  Estimate to be paid January 2018: \$2,123,642.32</p> <p>Program Summaries DY6:</p> <p>In DY6, with a goal of 500, the Intensive Evaluation and Diversion (IED) program served 1035 persons in crisis of which 353 were admitted to the Extended Observation Unit (EOU). The Category 3 performance outcome measure, Patient Health Questionnaire (PHQ-9), met achievement to report in October 2017.</p> <p>The IDD ACT program concluded with 51 admissions since October of 2016. With a target of 50, the program will report QPI achievement in October. The Aberrant Behavior Checklist (ABC) is the Category 3 measure which is still required this DY, but payment is dependent on the successful results of a center-wide PHQ-9. As of September 30, 2017, this metric was achieved for 100% payment.</p> <p>The Expanded Psychiatry Delivery (EPD) program serving Montgomery and Walker Counties reported a QPI visit count of 909 by 9/30/2017. The Expanded program covering Liberty County ended Round 2 with a visit count of 717. The Category 3 tool, PHQ-SADS survey, for the EPD programs will report achievement for payment.</p> <p>The Integrated Primary and Behavioral Health Care Program (IHC) will report its final QPI numbers for DY6 serving 256 unique persons by 9/30/2017. Category 3 continues to be the HTN-<i>Controlling High Blood Pressure</i> study with a goal of 20% Improvement Over Self (IOS) over its DY 4 baseline. We will report for achievement in Round 2.</p> <p>In addition to QPI, 50% of DY6 payment is contingent on successfully completing templates requiring updates for the implementation of project core components; Learning Collaborative participation; stakeholder meetings; MCO collaborative efforts; Alternative Payment Models; Sustainability planning; and Project Evaluations showing Return on Investment and cost avoidance, etc.</p>	
<p><b>Supporting Documentation:</b></p> <p>Medicaid 1115 Transformation Waiver Project Status Report</p>	
<p><b>Recommended Action:</b></p> <p><b>For Information Only</b></p>	

## Tri-County Behavioral Healthcare Medicaid 1115 Transformation Waiver Projects

DY 6 - 10/1/2016 - 09/30/2017

Status Update: 10/1/2016 -09/30/17 - Round 2

Source: Internal Reporting / HHSC Reports



On Target to Meet DY6 Outcomes



Not Started / To be completed in DY 6



Pending HHSC Approval

Project	County	DY 6 Target	As of 9/30/17	Progress Towards Goals	Status	Barriers / Comments
<b>1.1.1 Intensive Evaluation &amp; Diversion</b>	Montgomery Walker	1.DY 6 - 500 Persons seen in crisis	1. 1035 2. 100% achieved	•Of the 1035 persons seen in crisis, 353 were diverted to the EOU as of 3/31/17.		DY6 Estimated Incentive Bundle Amount: \$2,189,622
Required Milestones		2.400 M/LI/U 3. Core Components 4. Sustainability	2. 1035 3 & 4 Oct Report	2. M/LI/U update in Oct. = 100% 3. Stakeholder meetings reported in October. 4. HHSC template to be reported in Oct		DY6 Round 2 Achievement Goal: \$1,094,811.00
Category 3 Performance Outcomes		PHQ-9 - Dep Survey Baseline: 10.43	Oct Report	Achieved for October reporting		DY6 Incentive Payment: \$280,558.50
<b>1.1.2 IDD ACT</b>	Montgomery Walker	1. 50 Individuals 2. M/LI/U 3: Core Components 4. Sustainability	1. 51 2. 100% 3 & 4 Oct Report	1/2. Will report for payment in 10/2017		DY6 Estimated Incentive Bundle Amount: \$349,341.00
Required Milestones				3. Stakeholder meeting reported 4. HHSC template requirements to be reported in Oct		DY6 Round 2 Achievement Goal: \$262,013
Category 3 Performance Outcomes		1. ABC-30Pre / 30 Posttests 2. PHQ-9	Oct Report	1. Complete for Oct. reporting 2. 100% payment w/ achievement		DY 6 Incentive Payment: \$280,558.50 Remission score of <5 achieved
<b>1.1.3 Expanded Psychiatry Delivery</b>	Montgomery Walker	1. 375 Visits 2. 300 M/LI/U 80%	1. 909 2. 909	1. Reporting update in October 2. Will report MLIU update October		DY6 Estimated Incentive Bundle Amount: \$689,958.00
Required Milestones		3. Core Components 4. Sustainability	Oct Report	3. Update accomplishments/ Challenges/ Lessons Learned 4. HHSC template to be reported in Oct		DY6 Round 2 Achievement Goal: \$344,979.00

## Tri-County Behavioral Healthcare

### Medicaid Transformation Waiver Projects

DY 6 - 10/1/2016 - 09/30/2017

Status Update: 10/1/2016 -09/30/17 - Round 2

Source: Internal Reporting / HHSC Reports



On Target to Meet DY6 Outcomes



Not Started / To be completed in DY 6



Pending HHSC Approval

Project	County	DY 6 Target	As of 9/30/17	Update	Status	Barriers / Comments
Category 3 Performance Outcomes		PHQ-SADS - Depression/Anxiety Establish baseline	Baseline: 36.8 Goal: ↓12.5%	Will report for achievement in Oct 17		DY 6 Incentive Payment: \$280,558.50
<b>1.2.1 Integrated Primary &amp; Behavioral Healthcare</b>	Montgomery Walker	1. 225 persons 2. 180 M/LI/U	1.256 2. 100%	1. Update in October 2. M/LI/U % = 100%		DY6 Estimated Incentive Bundle Amount: \$1,254,782.00
Required Milestones/Metrics		3. Core Components 4. Sustainability		3. October reporting 4. HHSC template to be reported in Oct		DY6 Round 2 Achievement Goal: \$627,391.00
Category 3 Performance Outcomes		Report controlled BPs in last 6 months of DY5	Baseline: 55.56%	122 persons with HTN: 59.02% (achieved)		Improve BP scheduling DY6 Incentive Payment: \$ 280,558.50
<b>1.1.1 Expanded Psychiatry Delivery</b>	Liberty	1. 125 Visits 2. 100 M/LI/U	1. 717 2. 717	1.October update 2. M/LI/U update: 100%		DY6 Estimated Incentive Bundle Amount: \$1,254,782.00
Required Milestones/Metrics		3. Core Components 4. Sustainability	October Report	3. October reporting 4. HHSC template to be reported in Oct		DY6 Round 1 Achievement Goal: \$153,970.00
Category 3 Performance Outcomes		PHQ-SADS - Depression/Anxiety Establish baseline	47.2: Baseline	Will report for achievement in October		DY 6 Incentive Payment: \$77,000.00

<b>Agenda Item:</b> From the Heart 2017 Campaign Update	<b>Board Meeting Date</b>  October 26, 2017
<b>Background Information:</b>  <p>At the September 2017 Board meeting, there was a request from the Board for additional information on the eligibility guidelines and program rules for the From the Heart program.</p> <p>As the Board is aware, Tri-County's From the Heart program is an annual fundraising event that is designed to fulfill the needs of any Tri-County consumer and/or their immediate family members who are in need of assistance in providing Christmas to their family. The campaign runs from October 15<sup>th</sup> – December 15<sup>th</sup>; and is completely funded by donations from area businesses and individuals. In 2016 we raised over \$18,000.00 in cash for Christmas gifts and had generous adoptions of our clients/families by many area businesses.</p>	
<b>Supporting Documentation:</b>  From the Heart Program Guidelines	
<b>Recommended Action:</b>  Information Only	



- To receive assistance from Tri-County's From the Heart program, the individual or an immediate family member must be active and admitted to one of Tri-County's programs.
  - Exceptions:
    - Consumers open in South Liberty County are supported by the Burnham Golf Tournament funds.
    - Consumers that are inpatient at the Psychiatric Emergency Treatment during the week of Christmas are offered anything we have left. We typically don't include these folks (unless they are already opened to a Tri-County caseworker) as they will most likely be discharged at the time of delivery.

NOTE: We are not able to provide assistance to non-Tri-County consumers/family because funds and assistance are requested for Tri-County consumers/families only.

- The Consumer Information Sheets are sent to the staff in September (9/25/17). We expect over 300 forms by November 1<sup>st</sup> with close to 1000 individuals needing our help.
- Catherine and Adam will deliver the forms to Anadarko on October 27 and our liaison at Anadarko will organize them for "Anadarko Family Adoption Day."
- "Anadarko Family Adoption Day" is when their various departments come together and identify which of our consumers they want to adopt. The departments then split out the family members between their group and start shopping. Anadarko has always been most generous and typically purchases every item on the consumers list and sometimes more.
- We are unsure of the exact number of families Anadarko will adopt this year but they are initially requesting 50-60 families. It has been typical that they request 10-15 additional families before the delivery date which will be on December 15<sup>th</sup>.
- Last year Anadarko adopted a total of 70 families; while area community business and individuals adopted 17 additional families. We are very concerned that this number will be dramatically reduced due to so much giving during Hurricane Harvey.



- Catherine has spoken to numerous area non-profits and foundations over the past month and all have indicated a dramatic reduction in donations. Several do have upcoming fundraisers and are concerned about the turnout. Many, like our Foundation, rescheduled for early next year in hopes of donors getting back on their feet.
  
- Some of our biggest corporate and private donors and sponsors have been:
  - Anadarko
  - Good Shepherd Church
  - Service Master
  - Stibbs & Co.
  - Tri-County Behavioral Healthcare Board Members, Board Attorneys & Staff

<p><b>Agenda Item:</b> Cast Election Ballot for Texas Council Risk Management Fund Board of Trustees</p> <p><b>Committee:</b> Executive</p>	<p><b>Board Meeting Date</b></p> <p>October 26, 2017</p>
<p><b>Background Information:</b></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 17<sup>th</sup>. Election ballots are due by Friday, November 3<sup>rd</sup>.</p> <p>Only one (1) candidate can be selected for each of the three (3) places:</p> <ul style="list-style-type: none"> <li>• Mr. Daniel T. Barret</li> <li>• Mr. Gus Harris (Incumbent)</li> <li>• John Jackson (Incumbent)</li> <li>• Judge Van L. York (Incumbent)</li> </ul>	
<p><b>Supporting Documentation:</b></p> <p>Memorandum from the Texas Council Risk Management Fund Nominating Committee</p> <p>Election Ballot</p> <p>Candidate Biographies</p>	
<p><b>Recommended Action:</b></p> <p><b>Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees to Fill Places 4, 5 and 6</b></p>	



September 22, 2017

## MEMORANDUM

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

From: Nominating Committee

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

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The election process for Places 4, 5, and 6 will be completed at the November 17, 2017 Annual Meeting of the Texas Council Risk Management Fund. Attached is the ballot indicating the eligible candidates for this election.

There are three expiring terms and the Nominating Committee has prepared a ballot consisting of four candidates. Members are asked to vote for three, and **only three**, of the four candidates. The candidates listed alphabetically on the ballot are: Mr. Daniel T. Barret, Center for Health Care Services; Mr. Gus Harris, Spindletop Center; Mr. John Jackson, Behavioral Health Center of Nueces County; and Judge Van L. York, West Texas Center. A brief bio for each of the candidates is attached to this memorandum. Places will be assigned to each Board member following the election.

Please return the election ballot by email, mail or fax so that it is received in the Fund's office **no later than Friday, November 3, 2017**. You may also vote in person at the Annual Member Meeting on November 17, 2017.

If you have any questions, please call Alicia Smith at the Fund, either 1-800-580-6467 x12432 or direct 512-427-2432; or email: [alicia.smith@yorkrsg.com](mailto:alicia.smith@yorkrsg.com)

cc: TCRMF Board of Trustees  
Advisory Committee  
Pam Beach



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

At the November 17, 2017 Annual Meeting of the Texas Council Risk Management Fund, elections will be held to fill the positions of Trustees in Places 4, 5, and 6 which are expiring. Each center may cast its ballot by email, mail or fax. Votes may also be cast in person at the Annual Meeting to be held on November 17, 2017 at 8:00 a.m. at the Crowne Plaza hotel in Austin, Texas.

Please vote for three, and only three, of the four candidates listed alphabetically below.

<input type="checkbox"/>	Mr. Daniel T. Barret
<input type="checkbox"/>	Mr. Gus Harris
<input type="checkbox"/>	Mr. John Jackson
<input type="checkbox"/>	Judge Van L. York

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.

**Tri-County Behavioral Healthcare**

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

**October 26, 2017**

\_\_\_\_\_  
Signature of Authorized Representative  
**Evan Roberson, Executive Director**

\_\_\_\_\_  
Date

**PLEASE COMPLETE AND EMAIL, MAIL OR FAX THIS BALLOT  
NO LATER THAN November 3, 2017 TO:**

TEXAS COUNCIL RISK MANAGEMENT FUND  
P.O. Box 26655, Austin, Texas 78755-0655  
**NEW Fax Number (614) 956-2636      Attention: Alicia Smith**  
Email: alicia.smith@yorkrsg.com



**Board of Trustees  
2017 Election  
Biographical Summaries of Candidates**

**Mr. Daniel T. Barrett**

Mr. Dan Barrett is the President and CEO of Barrett Insurance Services. Dan has been serving on the Board of Directors for The Center for Health Care Services since 2011. He served on the Texas Council Risk Management Fund's first founding board in 1988.

**Mr. Gus Harris**

Mr. Gus Harris has been a member of the Board of Trustees for Spindletop Center for 35 years and has held various roles capacities including Chair and Finance Committee Chair. Gus is currently Chief Properties Officer for the Stark Foundation and is responsible for numerous buildings and other physical assets. He has served on the Texas Council Risk Management Fund Board since 1998 and is presently the Vice-Chair and Chair of the Claims and Loss Control Committee.

**Mr. John Jackson**

Mr. John Jackson served as the Fiscal Officer for the Corpus Christi Army Depot for 34 years. He was appointed to the Behavioral Health Center of Nueces County's Board of Trustees in 1992 and has served in various capacities including Chair, Vice Chair and Treasurer. John also serves on the Texas Council of Community Centers Board of Directors as well as the Business Committee representative. John has served as a Trustee on the Texas Council Risk Management Fund Board since 2017.

**Judge Van L. York**

Judge Van L. York served as Borden County Judge for 28 years. He has been a member of the Board of Trustees of West Texas centers since 2001. Judge York also serves as a Board member for Texas Council Community Centers. He has served as a Trustee on the Texas Council Risk Management Fund Board since 2010.

<p><b>Agenda Item:</b> Board of Trustees Reappointments and Oaths of Office</p> <p><b>Committee:</b> Executive</p>	<p><b>Board Meeting Date</b></p> <p>October 26, 2017</p>
<p><b>Background Information:</b></p> <p>Listed below are the Board members who were reappointed by the Commissioner's Court of their respective counties for an additional two-year term expiring August 31, 2019.</p> <p>Reappointments:</p> <ul style="list-style-type: none"> <li>• Gail Page, Liberty County</li> <li>• Tracy Sorensen, Walker County</li> </ul> <p>Oaths of Office will be recited at the Board meeting.</p>	
<p><b>Supporting Documentation:</b></p> <p>Oath of Office Recitation</p> <p>Liberty County Trustee – Copy of Minutes from Liberty County Commissioner's Court Meeting</p> <p>Walker County Trustee – Copy of Minutes from Walker County Commissioner's Court Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Recite Oaths of Office</b></p>	

## ADMINISTERING THE OATH OF OFFICE

***Please raise your right hand and repeat after me...***

I, STATE YOUR NAME,

do solemnly swear that I will faithfully execute the duties of the office of  
Trustee of Tri-County Behavioral Healthcare,

and will, to the best of my ability preserve, protect, and defend the  
Constitution and laws of the United States and of this State,

and I furthermore solemnly swear that I have not directly nor indirectly,  
paid, offered, or promised to pay,

contributed, nor promised to contribute any money, or valuable thing,

or promised any public office or employment, as a reward for the giving or  
withholding a vote to secure my appointment,

and further affirm that I, nor any company, association, or corporation  
of which I am an officer or principal,

will act as supplier of services or goods, nor bid or negotiate to supply such  
goods or services, for this Center,

so help me God.

**REGULAR MEETING  
COMMISSIONERS COURT  
LIBERTY COUNTY, TEXAS**

**AUGUST 8, 2017**

**9:00 A.M.**

On Tuesday, August 8, 2017, at 9:00 a.m., a Regular Meeting of Commissioners Court was called to order with the following members present:

Jay Knight	County Judge
Bruce Karbowski	Commissioner Precinct#1
Greg Arthur	Commissioner Precinct#2
James Reaves	Commissioner Precinct#3
Leon Wilson	Commissioner Precinct#4
Paulette Williams	County Clerk

And the agenda was taken up, to-wit:

- 1. CALL TO ORDER**
- 2. PLEDGE TO U.S. FLAG AND TEXAS FLAG**
- 3. INVOCATION**

Prayer was led by Pastor Ken Davis.

Kelly McDonald, the city manager of Cleveland, invited the court to the ceremony for McKinley Development.

**4. CONSENT AGENDA**

- 1. APPROVAL OF MINUTES FOR COMMISSIONERS COURT MEETINGS ON JULY 25, 2017 AND WORKSHOPS ON JULY 19 & 27, 2017**
- 2. WARRANTS PAYABLE**
- 3. REPORTS OF COUNTY AUDITOR**
- 4. BUDGET AMENDMENTS**
  - MAINT. DEPT. - LINE ITEM TRANSFER FROM MAINT. SUPPLIES AND AUTO EXPENSE TO CONTRACT MAINTENANCE AND PHONES/PAGERS**
  - R&B#1- LINE ITEM TRANSFER FROM EQUIP. LEASE TO CAPITAL OUTLAY**
  - R&B#3 - LINE ITEM TRANSFER FROM FUEL, CONTRACT LABOR AND ROAD MATERIAL TO CAPITAL OUTLAY**
  - R&B#3- LINE ITEM TRANSFER FROM PHONE/PAGERS TO UNIFORMS**



- COUNTY JUDGE- LINE ITEM TRANSFER FROM CONTINGENCY TO COURT APPT. ATTORNEYS**
- CONSTABLE#3- LINE ITEM TRANSFER FROM FUEL TO OFFICE EXPENSE**
- LSO- LINE ITEM TRANSFER FROM FUEL TO PHONES**
5. **PAYROLL CHANGE NOTICES**  
**R&B#1- DAVID CRAWFORD- PAY OFF VAC-COMP- HOLIDAY (\$4,584.66)**  
**LSO- JOHN BENNETT, TIFFANY YUEN - CERT. PAY**  
**CO.JUDGE - DAVID DOUGLAS - INCREASE IN PAY DUE TO REEVALUATION OF JOB DUTIES - RETROACTIVE TO HIRE DATE**
  6. **DEPUTATION OF SAVANNA PUTNAM AS DEPUTY DISTRICT CLERK**
  7. **REPORT OF CONSTABLE#3**
  8. **REPORT OF DISTRICT CLERK**
  9. **DECLARE FEMA TRAILER (PCT.#1) AND 2009 FORD EXPLORER VIN#7450 (CONSTABLE#3) AS SURPLUS/SALVAGE AND DISPOSE OF BY SEALED BID OR AUCTION**
  10. **DEPUTATION, OATH OF OFFICE AND STATEMENT OF APPOINTED OFFICER OF JAMAUL BLACK AS DEPUTY SHERIFF**
  11. **REPORT OF INDIGENT HEALTHCARE**
  12. **DECLARE OLD/BROKEN CABINET IN CO. ATTY'S OFFICE AS SALVAGE/SURPLUS AND APPROVE DISPOSAL OF SAME**

The Treasurer said item 5 regarding the pay increase for David Douglas could not be retroactive but it could be paid forward. Motion was made by Leon Wilson, seconded by Greg Arthur, to approve the consent with the addition that David Douglas would receive an additional \$437.50 for the four pay periods left in this budget cycle. A copy is attached and marked Exhibit "A". Motion passed with all commissioners present voting aye

5. **DISCUSSION AND TAKE ACTION REGARDING SETTING 2017 PROPOSED TAX RATE AND IF NEEDED, SETTING TWO PUBLIC HEARINGS ON AUGUST 22<sup>ND</sup> AND 30<sup>TH</sup>, 2017 - CO. JUDGE**

Motion was made by Leon Wilson, seconded by Greg Arthur, to set the 2017 Proposed Tax Rate at 0.5788 per \$100, the same as last year's tax rate and set hearings on August 22 and 30. Due to the proposed tax rate being higher than the effective tax rate of 0.5421 per \$100, two public hearings must be held. A copy is attached and marked Exhibit "B". Motion passed with all commissioners present voting aye

6. **DISCUSSION AND TAKE ACTION REGARDING REAPPOINTMENT OF MS. GAIL PAGE TO THE TRI-COUNTY BEHAVIOR HEALTHCARE BOARD OF TRUSTEES**

Motion was made by Greg Arthur, seconded by James Reaves, to reappoint Gail Page to the Tri-County Behavior Healthcare Board of Trustees. A copy is attached and marked Exhibit "C". Motion passed with all commissioners present voting aye

7. **DISCUSSION AND TAKE ACTION REGARDING SETTING FIRE DEPARTMENT PAYMENTS FOR 2018 BUDGET - FIRE MARSHAL**

Motion was made by Greg Arthur, seconded by Leon Wilson, to approve new fire department



**MINUTES for Walker County Commissioners Court  
SPECIAL SESSION  
Monday, July 31, 2017 1:30 P.M.**



**CALL TO ORDER**

Be it remembered, Commissioners Court of Walker County was called to order by County Judge, Danny Pierce at 1:30 p.m., in Commissioners Courtroom, 1<sup>st</sup> Floor, 1100 University Avenue, Huntsville Texas.

County Judge	Danny Pierce	Present
Precinct 1, Commissioner	Danny Kuykendall	Present
Precinct 2, Commissioner	Ronnie White	Present
Precinct 3, Commissioner	Bill Daugette	Present
Precinct 4, Commissioner	Jimmy D. Henry	Present

County Judge, Danny Pierce stated a quorum was present. County Clerk, Kari French, certified the notice of the meeting was given in accordance with Section 551.001 of the Texas Government Code.

**GENERAL ITEMS**

Prayer was led by Pastor, James Necker.  
Pledge of Allegiance and Texas Pledge were performed.

**CITIZENS INPUT**

*Mr. Paris Mims spoke before the Court regarding the County neglect on his road and down Birdwell Road. Stated that they have not been cleaned and the drainage system needs to be bigger. There was a survey back in the 1990's and they raised some of the road and now it causes it to flood. When the County mows they leave the debris in the ditches which causes the water to go over the roads. He wants something down by next month, ASAP, due to hurricane season and winter coming.*

*Mr. Jim McKenzie spoke before the Court regarding his complaint to the taxing authority for his taxes but has an issue with the proposal for the architect for the building for the Commissioner Precinct 3 office building. He is not here to criticize, would like to see the County save some money sometime. Why hire an architect for \$20,000? There are other ways and options to look into, than spend that much money. If this offer is accepted, I would be highly disappointed in the Court. He would like to see the County start saving money in various areas. Also spoke regarding the need for a room and chairs to preach the gospel at the jail. He volunteers his time and the needs are not*

**STATUTORY AGENDA**

**Emergency Management – Butch Davis**

1. Discuss and take action on paying for hauling and repairs from contingency on the Hyster Forklift, FAS#10280.

*Mr. Davis presented information. This is what we bought out of surplus. The master cylinder and the tilt cylinder were leaking. The mechanic stated all are in need of repair with a total bill of \$3,209.58. Other departments use this piece of equipment.*

**MOTION:** Made by Commissioner Ronnie White to APPROVE paying for hauling and repairs from contingency on the Hyster Forklift, FAS#10280. Hauling cost of about \$480.00 and repairs \$3,209.58 out of contingency.

**SECOND:** Made by Commissioner Jimmy Henry.

**VOTE:** Motion carried unanimously.

2. Discuss and take action on Houston-Galveston Area Council Interlocal Agreement for Hazard Mitigation Planning.

*Mr. Davis presented information. This is a plan that HGAC went out for a Grant with the State. Our match is \$19,501.00 and can be in-kind.*

**MOTION:** Made by Commissioner Danny Kuykendall to APPROVE Houston-Galveston Area Council Interlocal Agreement for Hazard Mitigation Planning.

**SECOND:** Made by Commissioner Jimmy Henry.

**VOTE:** Motion carried unanimously.

*(Open Discussion) County Judge Danny Pierce stated that a Burn Ban will be effective tomorrow, August 1, 2017 at noon. This will be ratified at the next Commissioners Court Session.*



**MOTION:** Made by County Judge made to approve the application for a change in location of a portion of Wesley Grove Road East as requested; Contingent upon the applicants providing right of way dedication documents for proposed right of way and plans or specifications for an alternate road acceptable to commissioners court to be approved by commissioners court within the next 180 days.

**SECOND:** Made by Commissioner Bill Daugette.

**FOR:** County Judge Danny Pierce, Commissioner Daugette and Commissioner Henry

**OPPOSED:** Commissioner Ronnie White and Commissioner Danny Kuykendall

**VOTE:** Motion carried.

*There was discussion on the approval and the process to happen. Commissioner Henry stated that basically what yall have agreed on in Court we have approved. You have 180 days to do it or not do it. If you don't, then it's null and void.*

#### Commissioners Court

10. Discuss and take action on accepting donation of concrete rubble from Dan Jones, 106 Oak Creek Drive – Commissioner White  
*Commissioner White presented information.*

**MOTION:** Made by Commissioner Ronnie White to APPROVE accepting donation of concrete rubble from Dan Jones, 106 Oak Creek Drive.

**SECOND:** Made by Commissioner Danny Kuykendall.

**VOTE:** Motion carried unanimously.

11. Discuss and take action on re-appointment of Judge Tracy Sorensen and Mr. Morris Johnson to the Tri-County Behavioral Healthcare Board of Trustees – Judge Pierce  
*County Judge Danny Pierce presented information.*

**MOTION:** Made by Commissioner Ronnie White to APPROVE re-appointment of Judge Tracy Sorensen and Mr. Morris Johnson to the Tri-County Behavioral Healthcare Board of Trustees.

**SECOND:** Made by Commissioner Bill Daugette.

**VOTE:** Motion carried unanimously.

12. Receive Lana Franceschini resignation from Texas A&M AgriLife Extension Service in Walker County – Judge Pierce  
*County Judge Danny Pierce presented information.*

**ACTION:** Received by Court.

13. Receive Walker County Emergency Services District notification of November 7, 2017 election to establish a local sales and use tax imposed by the Walker County ESD No. 1 pursuant to Texas Health and Safety Code, Section 775.0751(c-1) – Judge Pierce  
*County Judge Danny Pierce presented information.*

**ACTION:** Received by Court.

14. Discuss and take action on recommendations to be presented to the City of Huntsville concerning the City's Development Code as it pertains to low density residential subdivision standards – Judge Pierce.

*County Judge Danny Pierce presented information. From the City of Huntsville; Mr. Gene Woods, Mrs. Janet Ridley, Mr. S.O. Woods and Mr. Aron Kulhavey were present. There was talking on above, some inaudible due to multiple people talking. There was a discussion on bullet points, sidewalks, streetlights sewer etc.. Mr. Kulhavey spoke regarding the process. With the Planning Commission, they have tasked our office to do some updates to the development code of low density subdivisions. Mr. Kulhavey spoke about what is done currently and what direction we need for appropriate standards and recommendation's to the Council. They are requesting for any one with comments, good and bad to submit to them in writing by the end of this week. This was they can review them and will go back to present this to the Planning Commission on or about August 17<sup>th</sup>. So they can make their final recommendations to Council. There was discussion on the above with Commissioners regarding the Interlocal Agreement with the County and the City of Huntsville. Discussion participants were County Auditor, Mrs. Allen,*

<b>Agenda Item:</b> Personnel Report for September 2017  <b>Committee:</b> Executive	<b>Board Meeting Date:</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for September 2017	
<b>Recommended Action:</b>  <b>For Information Only</b>	

## Personnel Report September 2017

Total Applications received in September = 243

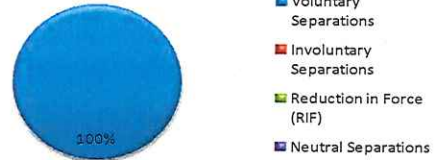
Total New Hires for the month of September = 14

Total New Hires Year to Date = 14

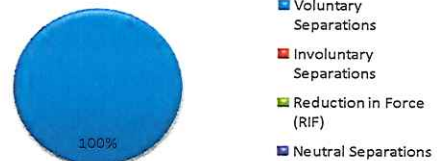
September Turnover	FY18	FY17
Number of Active Employees	344	327
Number of Monthly Separations	4	13
Number of Separations YTD	4	13
Year to Date Turnover Rate	1%	4%
September Turnover	1%	4%

Separations by Reason	September Separations	FY18 - YTD
Retired	0	0
Involuntarily Terminated	0	0
Neutral Termination	0	0
Dissatisfied	0	0
Lack of Support from Administration	0	0
Micro-managing supervisor	0	0
Lack of growth opportunities/recognition	0	0
Difficulty learning new job	0	0
Co-workers	0	0
Work Related Stress/Environment	0	0
RIF	0	0
Deceased	0	0
Pay	0	0
Health	0	0
Family	1	1
Relocation	0	0
School	0	0
Personal	0	0
Unknown	0	0
New Job	3	3
<b>Total Separations</b>	<b>4</b>	<b>4</b>

**September Voluntary, Involuntary, RIF and Neutral Separations**



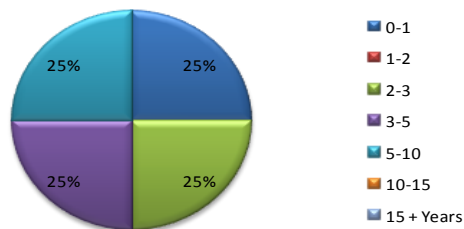
**Year to Date Voluntary, Involuntary, RIF and Neutral Separations**



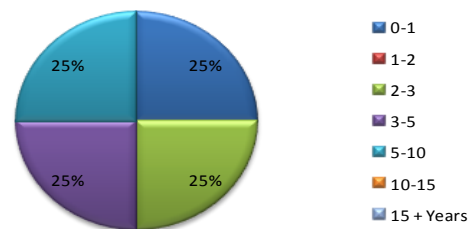
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% September	% YTD
Evan Roberson	18	0	0	0%	0%
Millie McDuffey	33	0	0	0%	0%
Amy Foerster	12	0	0	0%	0%
Tanya Bryant	12	0	0	0%	0%
MH Adult	82	1	1	1%	1%
MH Child & Youth	52	0	0	0%	0%
Catherine Prestigiovanni	6	0	0	0%	0%
Breanna Robertson	56	2	2	4%	4%
Kelly Shropshire	34	1	1	3%	3%
Kathy Foster	32	0	0	0%	0%
Kenneth Barfield	7	0	0	0%	0%
<b>Total</b>	<b>344</b>	<b>4</b>	<b>4</b>		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date	% September	% Year to Date
Supervisors & Managers	24	0	0	0%	0%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	43	1	1	2%	2%
Professionals (QMHP)	101	2	2	2%	2%
Professionals (QIDP)	26	1	1	4%	4%
Licensed Staff (LCDC, LPC...)	18	0	0	0%	0%
Business Services (Accounting)	14	0	0	0%	0%
Central Administration (HR, IT, Executive Director)	23	0	0	0%	0%
Program Support(Financial Counselors, QA, Training, Med. Records)	41	0	0	0%	0%
Nurse Technicians/Aides	17	0	0	0%	0%
Service/Maintenance	10	0	0	0%	0%
Direct Care (HCS, Respite, Life Skills)	27	0	0	0%	0%
<b>Total</b>	<b>344</b>	<b>4</b>	<b>4</b>		

**September Separations by Tenure**

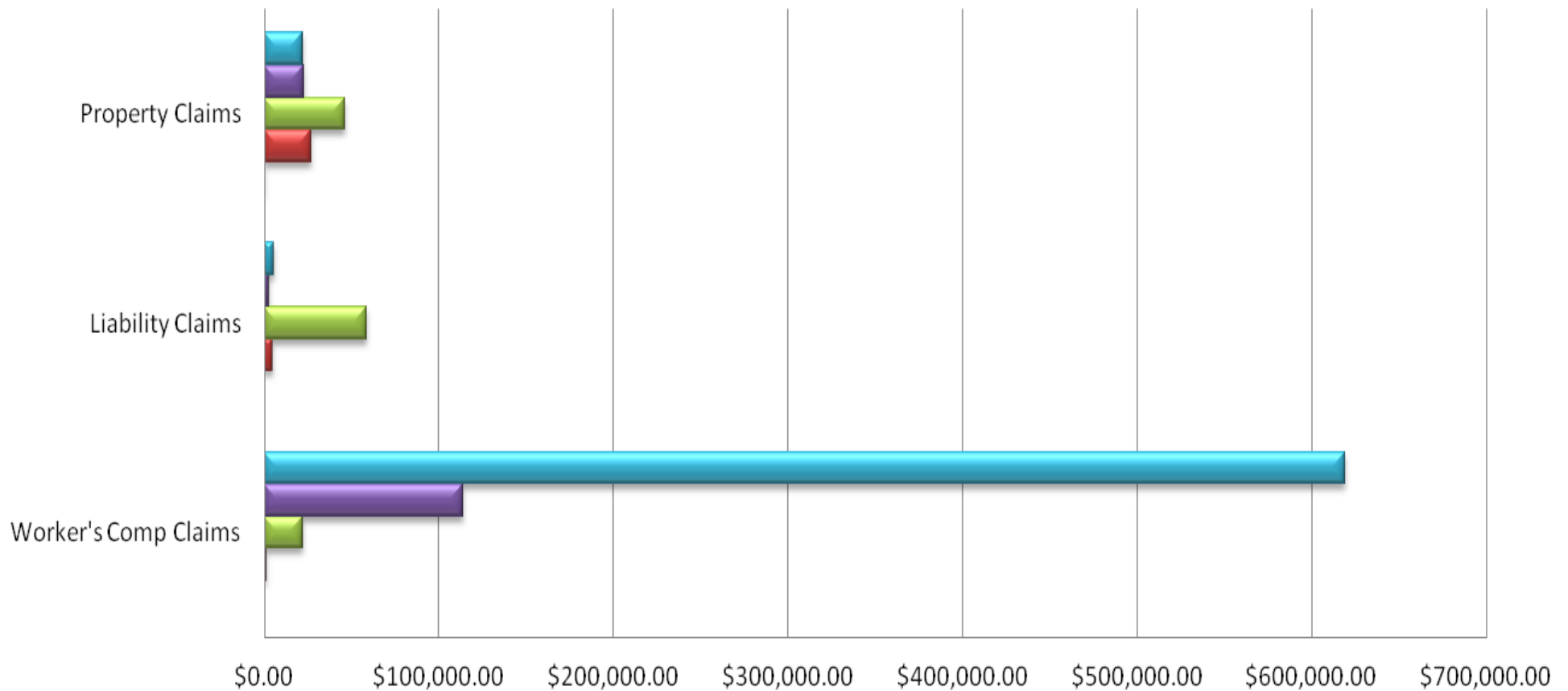


**Year to Date Separations by Tenure**



<b>Agenda Item:</b> Texas Council Risk Management Fund Claims Summary as of September 2017  <b>Committee:</b> Executive	<b>Board Meeting Date:</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Texas Council Risk Management Fund Claims Summary as of September 2017	
<b>Recommended Action:</b>  <b>For Information Only</b>	

## TCRMF Claims Summary September 2017



	Worker's Comp Claims	Liability Claims	Property Claims
2014	\$618,699.00	\$5,295.00	\$21,931.00
2015	\$113,917.00	\$2,556.00	\$22,505.00
2016	\$21,868.00	\$58,959.00	\$46,114.00
2017	\$1,459.00	\$4,856.00	\$27,125.00
2018	\$0.00	\$0.00	\$941.00



<b>Agenda Item:</b> Approve September 2017 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  September 2017 Financial Statements	
<b>Recommended Action:</b>  <b>Approve September 2017 Financial Statements</b>	

### September 2017 Financial Summary

Revenues for September 2017 were \$2,356,649 and operating expenses were \$2,279,041; resulting in a gain in operation of \$77,608. Capital Expenditures and Extraordinary Expenses for September were \$57,527; resulting in a gain of \$20,081. Total revenues were 98.15% of the monthly budgeted revenues and total expenses were 96.98% of the monthly budgeted expenses.

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

#### **REVENUES**

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

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

#### **EXPENSES**

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

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

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**CONSOLIDATED BALANCE SHEET**  
For the Month Ended September 30, 2017

	<b>TOTALS COMBINED FUNDS September 2017</b>	<b>TOTALS COMBINED FUNDS Aug 2017</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	3,740	3,840	(100)
Cash on Deposit-General Fund	10,223,803	5,498,537	4,725,266
Cash on Deposit-Debt Fund			-
Accounts Receivable	2,033,521	4,163,554	(2,130,033)
Inventory	4,986	4,986	-
<b>TOTAL CURRENT ASSETS</b>	<b>12,266,049</b>	<b>9,670,917</b>	<b>2,595,133</b>
<b>FIXED ASSETS</b>	15,648,025	15,648,025	-
<b>OTHER ASSETS</b>	201,713	212,571	(10,857)
<b>TOTAL ASSETS</b>	<b>\$ 28,115,788</b>	<b>\$ 25,531,512</b>	<b>\$ 2,584,276</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	1,071,804	1,078,569	(6,766)
<b>NOTES PAYABLE</b>	607,292	607,292	-
<b>DEFERRED REVENUE</b>	2,309,207	(380,384)	2,689,590
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	-	-	-
Note Payable Prosperity Bank	-	-	-
First Financial loan tied to CD	962,500	985,417	(22,917)
First Financial Construction Loan	12,253,313	12,253,313	-
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	3,512,608	3,652,781	(140,172)
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(13,215,813)	(13,238,730)	22,917
Reserved for Debt Retirement	963,631	963,631	-
<b>COMMITTED</b>			
Net Assets-Property and Equipment	15,648,025	15,648,025	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	-	-	-
Reserved for Board Initiatives	1,500,000	1,464,542	35,458
Reserved for 1115 Waiver Programs	516,833	516,833	-
<b>ASSIGNED</b>			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	80,166	74,000	6,166
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(607,292)	(607,292)	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	1,460,994	1,460,994	-
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 28,115,788</b>	<b>\$ 25,531,512</b>	<b>\$ 2,584,276</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE  
CONSOLIDATED BALANCE SHEET  
For the Month Ended September 30, 2017**

	General Operating Funds	Memorandum Only  Prelim August 2017
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Imprest Cash Funds	3,740	3,840
Cash on Deposit-General Fund	10,223,803	5,498,537
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	2,033,521	4,163,554
Inventory	4,986	4,986
<b>TOTAL CURRENT ASSETS</b>	<b>12,266,049</b>	<b>9,670,917</b>
<b>FIXED ASSETS</b>	<b>15,648,025</b>	<b>15,648,025</b>
<b>OTHER ASSETS</b>	<b>201,713</b>	<b>212,571</b>
	<b>\$ 28,115,788</b>	<b>\$ 25,531,513</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>		
<b>CURRENT LIABILITIES</b>	1,071,804	1,078,569
<b>NOTES PAYABLE</b>	607,292	607,292
<b>DEFERRED REVENUE</b>	2,309,207	(380,384)
<b>LONG-TERM LIABILITIES FOR</b>		
Line of Credit - Tradition Bank	-	-
Note Payable Prosperity Bank	-	-
First Financial loan tied to CD	962,500	985,417
First Financial Construction Loan	12,253,313	12,253,313
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>		
General Fund	3,512,608	3,652,781
<b>FUND EQUITY</b>		
<b>RESTRICTED</b>		
Net Assets Reserved for Debt service-Restricted	(13,215,813)	(13,238,730)
Reserved for Debt Retirement	963,631	963,631
<b>COMMITTED</b>		
Net Assets-Property and Equipment-Committed	15,648,025	15,648,025
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	-	-
Reserved for Board Initiatives	1,500,000	1,464,542
Reserved for 1115 Waiver Programs	516,833	516,833
<b>ASSIGNED</b>		
Reserved for Workers' Compensation-Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	80,166	74,000
Reserved for Insurance Deductibles-Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(607,292)	(607,292)
<b>UNASSIGNED</b>		
Unrestricted and Undesignated	1,460,994	1,460,994
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 28,115,788</b>	<b>\$ 25,531,513</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**For the Month Ended September 2017**  
**and Year To Date as of September 2017**

<b>INCOME:</b>	<b>MONTH OF September 2017</b>	<b>YTD September 2017</b>
Local Revenue Sources	78,310	78,310
Earned Income	969,885	969,885
General Revenue-Contract	1,308,454	1,308,454
<b>TOTAL INCOME</b>	<b>\$ 2,356,649</b>	<b>\$ 2,356,649</b>
<b>EXPENSES:</b>		
Salaries	1,410,397	1,410,397
Employee Benefits	273,897	273,897
Medication Expense	52,856	52,856
Travel-Board/Staff	32,700	32,700
Building Rent/Maintenance	18,367	18,367
Consultants/Contracts	299,480	299,480
Other Operating Expenses	191,344	191,344
<b>TOTAL EXPENSES</b>	<b>\$ 2,279,041</b>	<b>\$ 2,279,041</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 77,608</b>	<b>\$ 77,608</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	-	-
Capital Outlay-Debt Service	57,527	57,527
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,527</b>	<b>\$ 57,527</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,336,568</b>	<b>\$ 2,336,568</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 20,081</b>	<b>\$ 20,081</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	57,527	57,527
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>57,527</b>	<b>57,527</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**Year to Date as of September 2017**

	YTD September 2017	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	78,310	91,063	(12,753)
Earned Income	969,885	992,578	(22,693)
General Revenue-Contract	1,308,454	1,317,394	(8,940)
<b>TOTAL INCOME</b>	<b>\$ 2,356,649</b>	<b>\$ 2,401,035</b>	<b>\$ (44,386)</b>
<b>EXPENSES:</b>			
Salaries	1,410,397	1,416,567	(6,170)
Employee Benefits	273,897	275,990	(2,093)
Medication Expense	52,856	54,136	(1,280)
Travel-Board/Staff	32,700	36,483	(3,783)
Building Rent/Maintenance	18,367	11,790	6,577
Consultants/Contracts	299,480	324,307	(24,827)
Other Operating Expenses	191,344	201,479	(10,135)
<b>TOTAL EXPENSES</b>	<b>\$ 2,279,041</b>	<b>\$ 2,320,752</b>	<b>\$ (41,711)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 77,608</b>	<b>\$ 80,283</b>	<b>\$ (2,675)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	-	26,625	(26,625)
Capital Outlay-Debt Service	57,527	61,867	(4,340)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,527</b>	<b>\$ 88,492</b>	<b>\$ (30,965)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,336,568</b>	<b>\$ 2,409,244</b>	<b>\$ (72,676)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 20,081</b>	<b>\$ (8,209)</b>	<b>\$ 28,290</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	57,527	61,867	(4,340)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>57,527</b>	<b>61,867</b>	<b>(4,340)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended September 2017**

<b>INCOME:</b>	<b>MONTH OF September 2017</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	78,310	91,063	(12,753)
Earned Income	969,885	992,578	(22,693)
General Revenue-Contract	1,308,454	1,317,394	(8,940)
<b>TOTAL INCOME</b>	<b>\$ 2,356,649</b>	<b>\$ 2,401,035</b>	<b>\$ (44,386)</b>
<b>EXPENSES:</b>			
Salaries	1,410,397	1,416,567	(6,170)
Employee Benefits	273,897	275,990	(2,093)
Medication Expense	52,856	54,136	(1,280)
Travel-Board/Staff	32,700	36,483	(3,783)
Building Rent/Maintenance	18,367	11,790	6,577
Consultants/Contracts	299,480	324,307	(24,827)
Other Operating Expenses	191,344	201,479	(10,135)
<b>TOTAL EXPENSES</b>	<b>\$ 2,279,041</b>	<b>\$ 2,320,752</b>	<b>\$ (41,711)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 77,608</b>	<b>\$ 80,283</b>	<b>\$ (2,675)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	-	26,625	(26,625)
Capital Outlay-Debt Service	57,527	61,867	(4,340)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,527</b>	<b>\$ 88,492</b>	<b>\$ (30,965)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,336,568</b>	<b>\$ 2,409,244</b>	<b>\$ (72,676)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 20,081</b>	<b>\$ (8,209)</b>	<b>\$ 28,290</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	57,527	61,867	(4,340)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>57,527</b>	<b>61,867</b>	<b>(4,340)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With September 2016 Comparative Data**  
**Year to Date as of September 2017**

<b>INCOME:</b>	<b>YTD September 2017</b>	<b>YTD September 2016</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	78,310	108,891	(30,581)
Earned Income	969,885	1,151,480	(181,595)
General Revenue-Contract	1,308,454	1,331,569	(23,115)
<b>TOTAL INCOME</b>	<b>\$ 2,356,649</b>	<b>\$ 2,591,940</b>	<b>\$ (235,291)</b>
<b>EXPENSES:</b>			
Salaries	1,410,397	1,395,786	14,611
Employee Benefits	273,897	267,129	6,768
Medication Expense	52,856	66,332	(13,476)
Travel-Board/Staff	32,700	40,401	(7,701)
Building Rent/Maintenance	18,367	36,411	(18,044)
Consultants/Contracts	299,480	488,899	(189,419)
Other Operating Expenses	191,344	209,303	(17,959)
<b>TOTAL EXPENSES</b>	<b>\$ 2,279,041</b>	<b>\$ 2,504,261</b>	<b>\$ (225,220)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 77,608</b>	<b>\$ 87,679</b>	<b>\$ (10,071)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	-	-	-
Capital Outlay-Debt Service	57,527	45,766	11,761
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,527</b>	<b>\$ 45,766</b>	<b>\$ 11,761</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,336,568</b>	<b>\$ 2,550,027</b>	<b>\$ (213,459)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 20,081</b>	<b>\$ 41,913</b>	<b>\$ (21,832)</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	57,527	45,766	11,761
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>57,527</b>	<b>45,766</b>	<b>11,761</b>



**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With September 2016 Comparative Data**  
**For the Month Ended September 2017**

<b>INCOME:</b>	<b>MONTH OF September 2017</b>	<b>MONTH OF September 2016</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	78,310	108,891	(30,581)
Earned Income	969,885	1,151,480	(181,595)
General Revenue-Contract	1,308,454	1,331,569	(23,115)
<b>TOTAL INCOME</b>	<b>\$ 2,356,649</b>	<b>\$ 2,591,940</b>	<b>\$ (235,291)</b>
Salaries	1,410,397	1,395,786	14,611
Employee Benefits	273,897	267,129	6,768
Medication Expense	52,856	66,332	(13,476)
Travel-Board/Staff	32,700	40,401	(7,701)
Building Rent/Maintenance	18,367	36,411	(18,044)
Consultants/Contracts	299,480	488,899	(189,419)
Other Operating Expenses	191,344	209,303	(17,959)
<b>TOTAL EXPENSES</b>	<b>\$ 2,279,041</b>	<b>\$ 2,504,261</b>	<b>\$ (225,220)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 77,608</b>	<b>\$ 87,679</b>	<b>\$ (10,071)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	-	-	-
Capital Outlay-Debt Service	57,527	45,766	11,761
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,527</b>	<b>\$ 45,766</b>	<b>\$ 11,761</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,336,568</b>	<b>\$ 2,550,027</b>	<b>\$ (213,459)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 20,081</b>	<b>\$ 41,913</b>	<b>\$ (21,832)</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	57,527	45,766	11,761
			-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>57,527</b>	<b>45,766</b>	<b>11,761</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With August 2017 Comparative Data**  
**For the Month Ended September 2017**

<b>INCOME:</b>	<b>MONTH OF September 2017</b>	<b>MONTH OF August 2017</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	78,310	3,112,057	(3,033,748)
Earned Income	969,885	1,257,342	(287,457)
General Revenue-Contract	1,308,454	1,141,546	166,908
<b>TOTAL INCOME</b>	<b>\$ 2,356,649</b>	<b>\$ 5,510,946</b>	<b>\$ (3,154,296)</b>
<b>EXPENSES:</b>			
Salaries	1,410,397	1,606,324	(195,926)
Employee Benefits	273,897	264,505	9,392
Medication Expense	52,856	51,053	1,803
Travel-Board/Staff	32,700	35,317	(2,617)
Building Rent/Maintenance	18,367	22,726	(4,359)
Consultants/Contracts	299,480	759,510	(460,030)
Other Operating Expenses	191,344	218,081	(26,737)
<b>TOTAL EXPENSES</b>	<b>\$ 2,279,041</b>	<b>\$ 2,957,516</b>	<b>\$ (678,474)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 77,608</b>	<b>\$ 2,553,430</b>	<b>\$ (2,475,822)</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	-	63,464	(63,464)
Capital Outlay-Debt Service	57,527	727,898	(670,371)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 57,527</b>	<b>\$ 791,362</b>	<b>\$ (733,835)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,336,568</b>	<b>\$ 3,748,878</b>	<b>\$ (1,412,310)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 20,081</b>	<b>\$ 1,762,068</b>	<b>\$ (1,741,987)</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	57,527	727,898	(670,371)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>57,527</b>	<b>727,898</b>	<b>(670,371)</b>

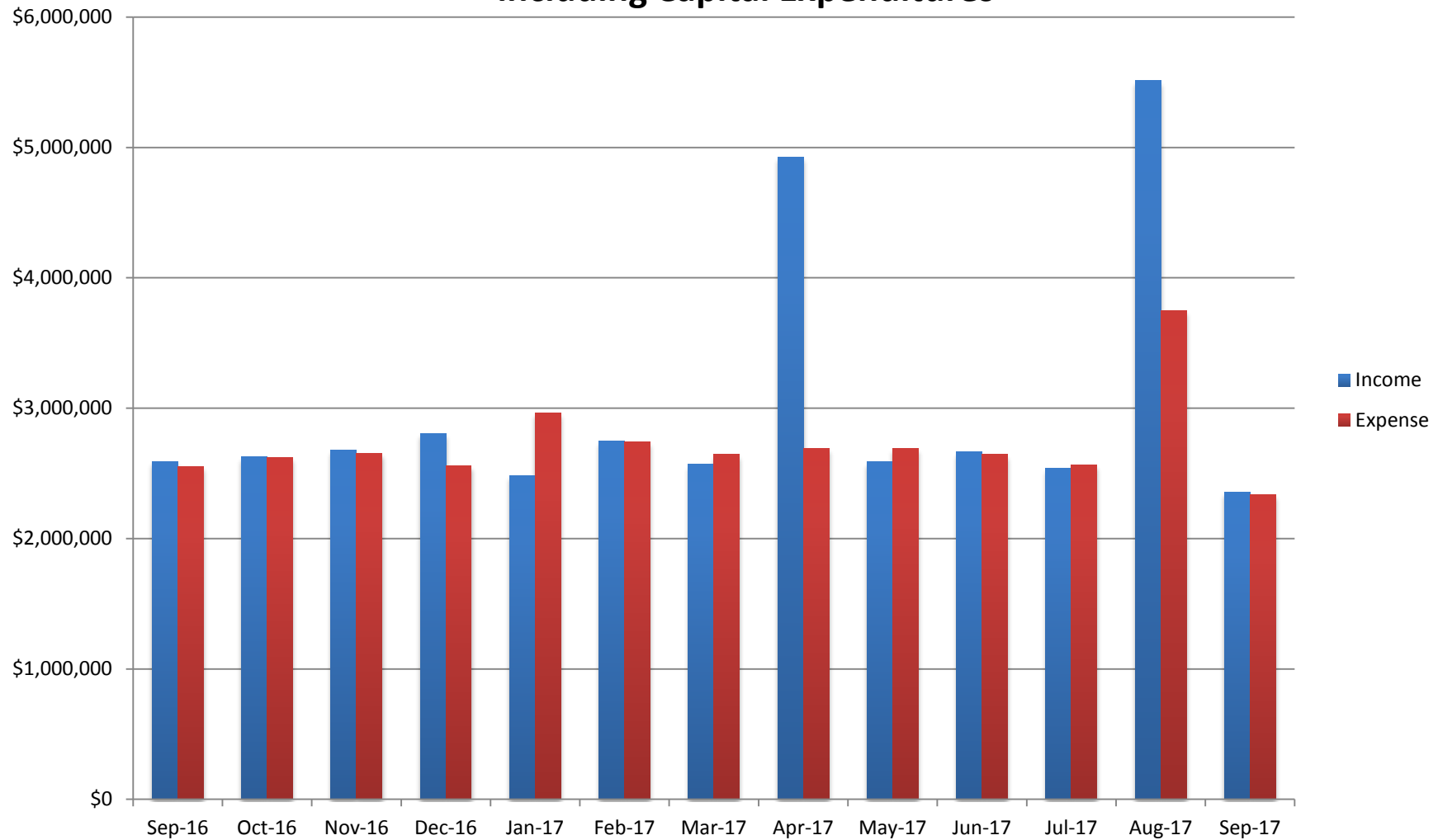
**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**Year To Date as of September 2017**

	YTD Mental Health September 2017	YTD IDD September 2017	YTD Other Services September 2017	YTD Agency Total September 2017	YTD Approved Budget September 2017	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	153,226	5,623	(80,539)	78,310	91,063	(12,753)
Earned Income	324,472	304,423	340,989	969,885	992,578	(22,693)
General Revenue-Contract	1,160,378	148,077		1,308,454	1,317,394	(8,940)
<b>TOTAL INCOME</b>	<b>\$ 1,638,076</b>	<b>\$ 458,123</b>	<b>\$ 260,450</b>	<b>\$ 2,356,649</b>	<b>\$ 2,401,035</b>	<b>\$ (44,386)</b>
<b>EXPENSES:</b>						
Salaries	944,736	252,258	213,403	1,410,397	1,416,567	(6,170)
Employee Benefits	179,948	54,962	38,987	273,897	275,990	(2,093)
Medication Expense	43,954		8,902	52,856	54,136	(1,280)
Travel-Board/Staff	17,217	9,484	5,999	32,700	36,483	(3,783)
Building Rent/Maintenance	12,511	3,044	2,813	18,367	11,790	6,577
Consultants/Contracts	192,985	83,413	23,083	299,480	324,307	(24,827)
Other Operating Expenses	122,913	40,836	27,595	191,344	201,479	(10,135)
<b>TOTAL EXPENSES</b>	<b>\$ 1,514,264</b>	<b>\$ 443,997</b>	<b>\$ 320,782</b>	<b>\$ 2,279,041</b>	<b>\$ 2,320,752</b>	<b>\$ (41,711)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 123,812</b>	<b>\$ 14,126</b>	<b>\$ (60,332)</b>	<b>\$ 77,608</b>	<b>\$ 80,283</b>	<b>\$ (2,675)</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles				-	26,625	(26,625)
Capital Outlay-Debt Service			57,527	57,527	61,867	(4,340)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,527</b>	<b>\$ 57,527</b>	<b>\$ 88,492</b>	<b>\$ (30,965)</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 1,514,264</b>	<b>\$ 443,997</b>	<b>\$ 378,309</b>	<b>\$ 2,336,568</b>	<b>\$ 2,409,244</b>	<b>\$ (72,676)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 123,812</b>	<b>\$ 14,126</b>	<b>\$ (117,859)</b>	<b>\$ 20,081</b>	<b>\$ (8,209)</b>	<b>\$ 28,290</b>
<b>Debt Service and Fixed Asset Fund:</b>						
Debt Service	-	-	57,527	57,527	61,867	(61,867)
			-	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>-</b>	<b>-</b>	<b>57,527</b>	<b>57,527</b>	<b>61,867</b>	<b>(61,867)</b>

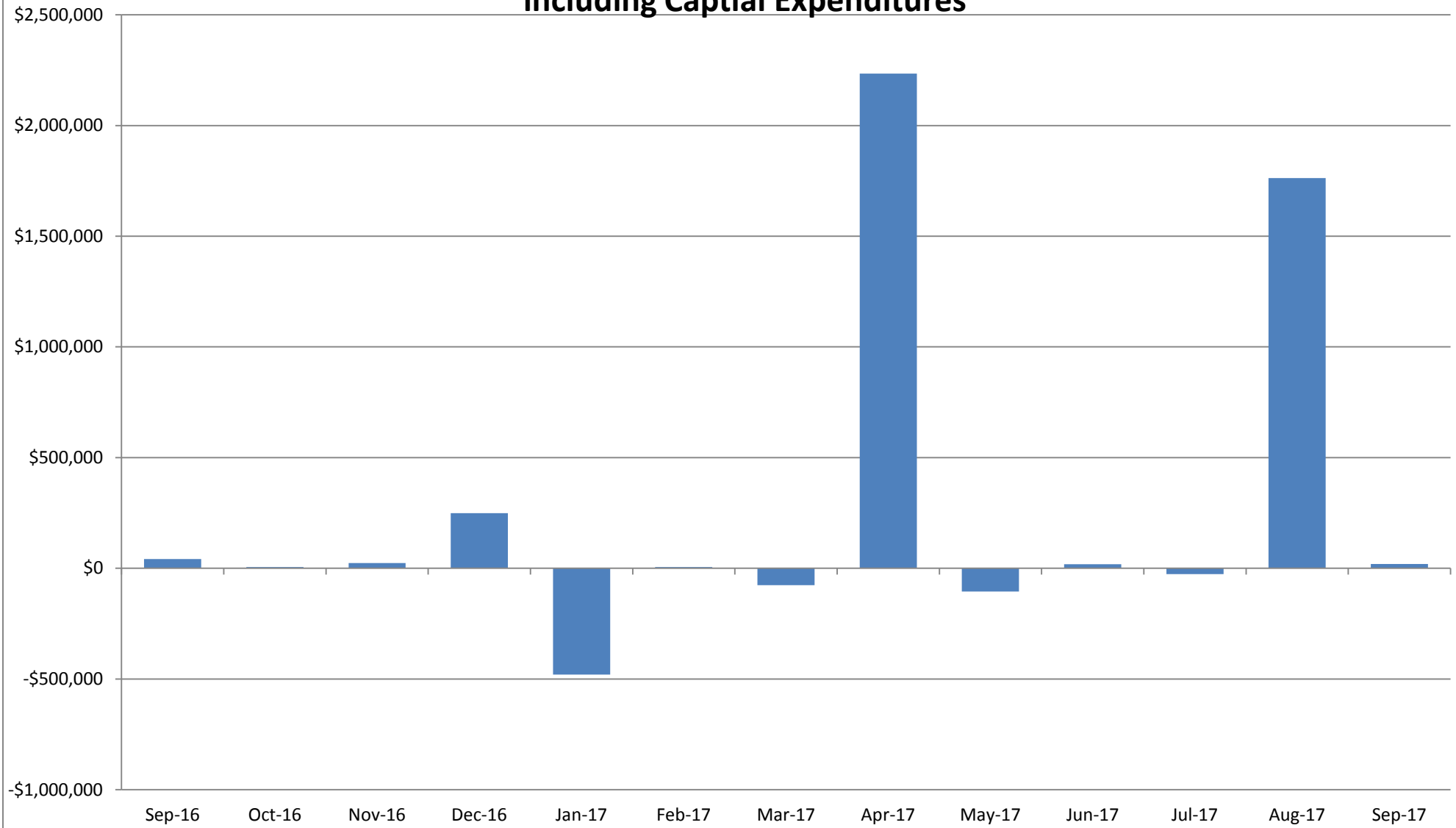
# TRI-COUNTY BEHAVIORAL HEALTHCARE

## Income and Expense

### including Capital Expenditures



**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Income after Expense**  
**including Capital Expenditures**



<b>Agenda Item:</b> Approve Revolving Line of Credit  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 26, 2017
<b>Background Information:</b>  <p>During budget and strategic planning discussions, we determined Tri-County should have an established line of credit with a financial institution. Tri-County is currently in a positive position with our cash flow and bank balances. However, there are some funding changes in the future that could delay payments in some of our larger programs. These delays may require Tri-County to have access to funds to cover operations of those programs.</p> <p>Attached is a Term Sheet from Plains State Bank. The line of credit would be secured by our own funds in a CD earning approximately 1.25%. This percentage is much higher than our current commercial CD rates.</p>	
<b>Supporting Documentation:</b>  Plains State Bank Terms Sheet	
<b>Recommended Action:</b>  <b>Authorize Executive Director/Chief Financial Officer to set up \$1,500,000 line of credit.</b>	

October 16, 2017

Millie McDuffey, CFO

Tri-County Behavioral Health Services

Re: Term sheet for discussion for Revolving Line of Credit

Dear Mrs. McDuffey:

I am pleased to submit this term sheet for the consideration of a Revolving Line of Credit. This term sheet is for discussion purposes only since these loans have not been approved by the appropriate authorities of Plains State Bank.

Borrower: Tri-County Behavioral Health Services

Lender: Plains State Bank

Loan Amount: \$1,500,000

Purpose: Revolving Line of Credit

Collateral: Certificate of Deposit (CD) to be held at Plains State Bank

Interest Rate: 12 Month CD Rate + 2% (Current 12-month CD Rate is 1.25% APY)

Payments: 12 Monthly interest only payments

Origination Fee: \$0

Guarantors: None

Reporting: None

Other: This term sheet is not a commitment to lend and is for discussion purposes only. Other typical requirements for this type of financing would apply, including but not necessarily limited to acceptable end of year financial report.

Thank you again for this opportunity.

Weldon Whitt  
Plains State Bank  
VP, Commercial Lending  
281-964-6854

<b>Agenda Item:</b> 401(a) Retirement Plan Account Review  <b>Committee:</b> Business	<b>Board Meeting Date:</b>  October 26, 2017
<b>Background Information:</b>  A representative from ISC Group will present an update of the 401(a) Retirement Plan account activity and will provide a forecast for the future.	
<b>Supporting Documentation:</b>  Information to be Distributed for Review at the Board Meeting	
<b>Recommended Action:</b>  <b>For Information Only</b>	



<b>Agenda Item:</b> Board of Trustees Unit Financial Statement as of September 2017  <b>Committee:</b> Business	<b>Board Meeting Date</b>  October 26, 2017
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  September 2017 Board of Trustees Unit Financial Statement	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Unit Financial Statement

FY 2018

	September 2017 Actuals	September 2017 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,553.00	\$ 2,553.00	\$ -	\$ 2,553.00	\$ 2,553.00	\$ -	100.00%	\$ 30,645.00
Total Revenue	\$ 2,553.00	\$ 2,553.00	\$ -	\$ 2,553.00	\$ 2,553.00	\$ -	100.00%	\$ 30,645.00
Expenses								
Food Items	\$ -	\$ 166.00	\$ (166.00)	\$ -	\$ 166.00	\$ (166.00)	0.00%	\$ 2,000.00
Insurance-Worker Compensation	\$ 12.30	\$ 16.00	\$ (3.70)	\$ 12.30	\$ 16.00	\$ (3.70)	76.88%	\$ 200.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	100.00%	\$ 18,000.00
Supplies-Office	\$ -	\$ 21.00	\$ (21.00)	\$ -	\$ 21.00	\$ (21.00)	0.00%	\$ 245.00
Training	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 300.00	\$ (300.00)	0.00%	\$ 3,600.00
Travel - Local	\$ -	\$ 50.00	\$ (50.00)	\$ -	\$ 50.00	\$ (50.00)	0.00%	\$ 600.00
Travel - Non-local Mileage/Air		\$ 150.00	\$ (150.00)		\$ 150.00	\$ (150.00)	0.00%	\$ 1,800.00
Travel - Non-local Hotel		\$ 250.00	\$ (250.00)		\$ 250.00	\$ (250.00)	0.00%	\$ 3,000.00
Travel - Meals		\$ 100.00	\$ (100.00)		\$ 100.00	\$ (100.00)	0.00%	\$ 1,200.00
Total Expenses	\$ 1,512.30	\$ 2,553.00	\$ (1,040.70)	\$ 1,512.30	\$ 2,553.00	\$ (1,040.70)	59.24%	\$ 30,645.00
Total Revenue minus Expenses	\$ 1,040.70	\$ -	\$ 1,040.70	\$ 1,040.70	\$ -	\$ 1,040.70	40.76%	\$ -

# UPCOMING MEETINGS

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## **November 30, 2017 – Board Meeting**

- Approve Minutes from October 26, 2017 Board Meeting
- Life Skills Christmas Carolers Presentation
- Consumer Christmas Card Contest Winners Presentation
- Community Resources Report
- Consumer Services Report October 2017
- Program Updates
- Personnel Report October 2017
- Texas Council Risk Management Fund Claims Summary for October 2017
- Texas Council Quarterly Board Meeting Update
- Approve Financial Statements for October 2017
- Reappoint ICI Board of Directors
- Reappoint MSHI Board of Directors
- Reappoint CSHI Board of Directors
- Board of Trustees Unit Financial Statement October 2017
- Building Consolidation Update

**Merry Christmas and Happy New Year!!**



## **January 25, 2018 – Board Meeting**

- Approve Minutes from November 30, 2017 Board Meeting
- From the Heart Presentation
- Community Resources Report
- Consumer Services Report for November & December 2017
- Program Updates
- FY 2018 Goals & Objectives Progress Report
- 1<sup>st</sup> Quarter FY 2018 Corporate Compliance and Quality Management Report
- 2<sup>nd</sup> Quarter FY 2018 Corporate Compliance Training
- Medicaid 1115 Transformation Waiver Project Status Report
- Personnel Report for November and December 2017
- Texas Council Risk Management Fund Claims Summary as of November & December 2017
- Texas Council Quarterly Board Update
- Approve Financial Statements for November & December 2017
- Approve FY 2017 Independent Financial Audit
- 1<sup>st</sup> Quarter FY 2018 Investment Report
- Board of Trustees Unit Financial Statement as of November & December 2017
- Foundation Board Update
- HUD 811 Updates
- Building Consolidation Update

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

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

Updated 4/17/17