Tri-County Services Board of Trustees Meeting

September 25, 2014



Serving individuals with mental illness and developmental disabilities

AGENDA

Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Services will be held on Thursday, September 25, 2014. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 1506 FM 2854, Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:15 a.m.

	Organizational	140000
١.	Organizational	items

- A. Chairman Calls Meeting to Order
- B. Public Comment
- C. Quorum
- D. Review & Act on Requests for Excused Absence
- II. Approve Minutes August 28, 2014

III. Executive Director's Report - Evan Roberson

- A. DSHS
 - 1. Target Update
 - 2. Quality Management Audit Corrective Action Plan
 - 3. FY 2014 Target/Incentive Performance
- B. Building Consolidation Updates
- C. Cleveland Supported Housing, Inc.
- D. Community Updates
 - 1. Criminal Justice
 - 2. Crisis Services
- E. Mental Health First Aid

IV. Chief Financial Officer's Report - Millie McDuffey

- A. FY 2014 Audit
- B. Cleveland Property Update
- C. CFO Consortium
- D. Workers Compensation Audit
- E. FY 2015 Budget

V. Program Committee

Action Items A. Approve Submission of 2013 Montgomery County United Way Agency Annual Report B. Reappoint Mental Health Planning Network Advisory Committee Members C. Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee Members Page 13 Information Items D. Community Resources Report E. Consumer Services Report for August 2014 Pages 16-17 F. Program Updates G. Annual Planning Network Advisory Committee Reports H. Final FY 2014 Goals & Objectives Progress Report I. 4th Quarter Corporate Compliance & Quality Management Report J. Annual Corporate Compliance Report & 1st Quarter Corporate Compliance Training Pages 32-34

Agenda Tri-County Services Board of Trustees Meeting September 25, 2014 Page 2

VI.	Executive Committee Action Items A. Appoint Nominating Committee for FY 2015 Board Officers B. Appoint Texas Council Representative & Alternate for FY 2015 C. Approve Acceptance of Charitable Gifts Policy D. Approve Binding Arbitration as Condition of Employment at Tri-County Services	Page 36 Pages 37-40
	Information Items E. Board of Trustees Reappointments & Oaths of Office F. Board of Trustees Committee Appointments G. Analysis of Board Members Attendance for FY 2014 Regular & Special Called Board Meetings H. Personnel Report for August 2014	Page 47 Pages 48-49
/11.	Business Committee Action Items A. Approve FY 2015 Dues Commitment & Payment Schedule for Texas Council Community Centers B. Select Contractor for Renovations to the PETC for the 1115 Diversion Program C. Approve Purchase of Vehicle for Executive Director D. Ratify FY 2014-15 DADS Performance Contract Amendment Packet #1 E. Approve FY 2015 DSHS Performance Contract #2015-046617 F. Approve FY 2015 DSHS Co-Occurring Mental Health & Substance Abuse Services Contract #2015-046833 G. Approve FY 2015 DSHS Youth Substance Abuse Treatment Contract #2015-046926 H. Approve FY 2015 DSHS Adult Substance Abuse Treatment Contract #2015-046998	Pages 59-88 Pages 89-98 Page 99 Page 100 Page 101 Page 102
	Information Items I. Review Preliminary August 2014 Financial Statements J. 4 th Quarter FY 2014 Investment Report K. Board of Trustees' Unit Financial Statement for August 2014	Pages 117-121

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

L. Montgomery Supported Housing, Inc. Update Page 124
M. Cleveland Supported Housing, Inc. Update Page 125

Posted By:

Stephanie Eveland Executive Assistant

Tri-County Services

P.O. Box 3067 Conroe, TX 77305

BOARD OF TRUSTEES MEETING August 28, 2014

Board Members Present:

Board Members Absent:

David Walker Brad Browder Patti Atkins Janet Qureshi

Tracy Sorensen

Morris Johnson

Cecil McKnight

Jacob Paschal

Sharon Walker

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Tanya Bryant, Director of Quality Management and Support
Amy Foerster, Director of Human Resources
Kathy Foster, Director of IDD Provider Services
Catherine Prestigiovanni, Behavioral Health Director
Breanna Robertson, Director of Crisis Services
Kelly Shropshire, Director of IDD Authority Services
Stephanie Eveland, Executive Assistant
Stella Montemayor, Administrative Assistant
Mary Lou Flynn-DuPart, Legal Counsel
Tabatha Abbott, Staff

Guests:

Genelle Edwards, Empowerment Options, Inc.

Call to Order: Chairman, David Walker, called the meeting to order at 10:06 a.m. at 1506 FM 2854, Conroe, Texas.

Public Comment: Genelle Edwards, Empowerment Options, Inc. expressed her sincere gratitude for the 20 year partnership between Tri-County Services and Empowerment Options, Inc. for ICF/IID Services.

Quorum: There being six (6) members present, a quorum was established.

Resolution #08-14-01

Motion Made By: Morris Johnson

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

Resolved:

That the Board excuse the absences of Patti Atkins and Janet Qureshi.

Resolution #08-14-02

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the minutes of the July 24, 2014 meeting of

the Board of Trustees.

Executive Director's Report:

The Executive Director's report is on file.

Chief Financial Officer's Report:

The Chief Financial Officer's report is on file.

PROGRAM COMMITTEE:

Resolution #08-14-03

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the Goals and Objectives for FY 2015.

The Community Resources Report was reviewed for information purposes only.

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

The Program Updates were reviewed for information purposes only.

EXECUTIVE COMMITTEE:

Resolution #08-14-04

Motion Made By: Sharon Walker

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

Resolved:

That the Board elect the FY 2015 Board Officers as follows:

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

Resolution #08-14-05

Motion Made By: Morris Johnson

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

Resolved:

That the Board approve the nomination of incumbents for places 4, 5 and 6 for the Texas Council Risk Management Fund's Board of

Trustees as follows:

- Place 4 Judge Van L. York
- Place 5 Mr. J.C. Whitten
- Place 6 Mr. Gus Harris

Jacob Paschal was appointed by the Walker County Commissioner's Court on May 27, 2014. He recited the Oath of Office at 11:00 a.m. bringing the quorum to seven (7) members present.

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

The Texas Council quarterly meeting verbal update was presented by Sharon Walker.

BUSINESS COMMITTEE:

Resolution #08-14-06

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the July 2014 Financial Statements.

Resolution #08-14-07

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by David Walker, Brad Browder, Cecil McKnight, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the FY 2014 Year End Budget Revision.

Resolution #08-14-08

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the proposed FY 2015 Operating Budget.

Resolution #08-14-09

Motion Made By: Morris Johnson

Seconded By: Brad Browder, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the banking services contract extension with JPMorgan Chase Bank, N.A. for an additional two-year term expiring

August 31, 2016.

Resolution #08-14-10

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Jacob

Paschal that it be...

Resolved:

That the Board approve a consulting agreement with WhiteStone Realty for the development of a Montgomery County Facility

Consolidation Plan.

Resolution #08-14-11

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the purchase of a video monitoring system for the 1115 Intensive Diversion and Evaluation program from DataVox not to exceed the cost of \$13,824.91.

Resolution #08-14-12

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by David Walker, Brad Browder, Cecil McKnight, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the addendum to extend the FY 2014 Cypress Creek Hospital Contract for Psychiatric Inpatient Services an additional contract maximum of \$650,000 to a total of \$720,000.

Resolution #08-14-13

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the DSHS Contract #2015-046326-001: Mental Health-Projects for Assistance in Transition from Homelessness.

Resolution #08-14-14

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the DSHS Contract #2015-046397-001: Youth Prevention-Selective.

Resolution #08-14-15

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon Walker that it be...

Resolved:

That the Board approve the FY 2015 Intermediate Care Facilities for Individuals with Intellectual Disabilities Contract with Educare Community Living Corporation-Gulf Coast.

Resolution #08-14-16

Motion Made By: Morris Johnson

Seconded By: Brad Browder, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the FY 2015 Avail Solutions, Inc. Contract for

Crisis Hotline Assessment Services.

Resolution #08-14-17

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Cecil McKnight and Jacob

Paschal that it be...

Resolved:

That the Board approve the FY 2015 Cypress Creek Hospital Contract

for Inpatient Psychiatric Services.

Resolution #08-14-18

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the FY 2015 Kingwood Pines Hospital Contract

for Inpatient Psychiatric Services.

Resolution #08-14-19

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by David Walker, Brad Browder, Tracy Sorensen, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the FY 2015 Physician Contract with Dr. Frank

Chen for a maximum allowance of \$50,000.

Resolution #08-14-20

Motion Made By: Morris Johnson

Seconded By: Brad Browder, with affirmative votes by David Walker, Tracy Sorensen, Cecil McKnight, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board approve the FY 2015 Physician Contract with Dr. Jerri

Sethna for a maximum allowance of \$75,000.

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

The regular meeting of the Board of Trustees recessed at 11:45 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney and Section 551.074, Personnel: Executive Director Evaluation.

The meeting of the Board of Trustees reconvened at 12:10 p.m. to go into regular session.

Resolution #08-14-21

Motion Made By: David Walker

Seconded By: Morris Johnson, with affirmative votes by Brad Browder, Tracy Sorensen, Cecil McKnight, Jacob Paschal and Sharon

Walker that it be...

Resolved:

That the Board extend the Executive Director's contract by one year with a 3% salary increase and the Center is to pay for a cancer policy, a \$1M life insurance policy and a new, suitable vehicle to replace the current company vehicle.

The regular meeting of the Board of Trustees adjourned at 12:15 p.m.

Adiournment:		Attest:	
		_	
David Walker	Date	Tracy Sorensen	Date
Chairman		Secretary	
Chairman		ocor ctar y	



Executive Director's Report

September 25, 2014

Announcements

- The next regularly scheduled Board meeting is October 23rd.
- I have attached the agenda for the ETBHN Board Retreat on October 8-9th. We have two Board members and two staff that plan to attend. I look forward to hearing from the Health and Human Services Commission and the Mental Health Policy Institute. I will bring back new information at the next meeting.
- I have spoken with Mary Lou Flynn-DuPart about the process to officially change our Center name. She recommends that we pursue a full name change rather than establish a second "doing business as" name. I will be scheduling a meeting with the Commissioners' Courts and may call on some of you if needed. The new name that was approved by the Board is "Tri-County Behavioral Healthcare."
- We finally received the new Ram ProMaster wheelchair van on Monday which was approved at the May 22nd Board meeting. We are very excited about the amount of room inside for oversized wheelchairs. The van will be delivered to Liberty Life Skills today.
- Today's birthday cake is in honor of Mrs. Sharon Walker who celebrated a birthday on September 16th.

Department of State Health Services (DSHS)

• I had further conversations with Danette Castle from the Texas Council about the <u>Target Methodology Update</u> for future DSHS contracts. To be clear, the targets for FY 2015 are not changed in the version of the contract that is on the agenda today. However, it is still the plan for the Department to take the proposed target methodology at the 75th percentile cost per client to the Legislative Budget Board. The 75th percentile is the position that the Council has requested rather than the 66th percentile that the Department originally suggested.

In short, the 75th percentile level will mean that we would have to serve 119 additional adults to meet our target and an additional 101 kids compared with current FY 2015 targets, if approved. However, this means that we will be serving 836 more adults and 256 more children than we did in FY 2013 to meet these targets.

Danette Castle reached out to me and we discussed my concerns about the Target Methodology again. To date, we are the only Center that has opposed this new methodology (Harris County has been impacted the most significantly and they have indicated that they may oppose it as well). In this call, I agreed to look at actual FY 2014 dollars (vs. projected revenues which are used to calculate the targets above) before formalizing our opposition with the DSHS.

DSHS has returned the final <u>Quality Management Audit</u> results for the Audit that occurred on April 8-11th and has requested a <u>Corrective Action Plan (CAP)</u> which will be due on September 30th.

The CAP will include changes in the following areas:

- o Addition of a toll-free number for non-crisis (routine) services;
- Updating the Psychiatric Emergency Treatment Center Procedures to ensure that they reflect Crisis Stabilization Unit Texas Administrative Code requirements;
- Treatment planning changes;
- Progress notes are not written and entered in 48 hours;
- Additional requirements for procedures for the handling of Patient Assistance
 Program medications and samples-including destruction; and,
- Changes in the filing and management of personnel training documents associated with Texas Resilience and Recovery.

In addition, we have received some feedback from the substance abuse portion of our audit. A substance abuse CAP is not required, but we will implement an internal CAP to ensure that we are meeting expectations for the next substance abuse audit.

• I have attached a chart to this update with our final performance for the second half of the year on FY 2014 Targets and 'Incentive' Performance (10% withhold). As you will see, we were able to meet all of these targets for FY 2014. In addition, FY 2015 targets are listed in the far right-hand column. If our performance in 2015 is as good as 2014, we should be able to meet these targets.

Building Consolidation Updates

 We have worked with our building consultant, Mike Duncum, to schedule visits with other Centers to review a building that we think might offer some insight for the Montgomery County consolidated facility. Yesterday, Mr. Duncum and his team, along with Millie McDuffey, met with Bluebonnet Trails Community Center to review their facility in Round Rock. We are also scheduling visits in Terrell, Harlingen, and Sugarland. In the interim, we are relocating persons off of the first floor of the Loop building and are monitoring this facility closely.

 A group of staff, Mr. McKnight, Ms. Atkins and Mr. Duncum, reviewed a facility in Liberty, Texas as a possible option for our consolidation there. As the next step, Mr. Duncum has suggested that we have a mechanical, electrical and plumbing assessment of the facility. Assuming the building passes this assessment, we will do a preliminary assessment of building modification costs before bringing further information to the Board for consideration.

Cleveland Supported Housing, Inc.

• On Tuesday, our staff completed Initial Closing with the Department of Housing and Urban Development (HUD). We wrote the original application in 2009. Much thanks to our Board-Brad Browder, David Walker, Barbara Duren, Margie Powell and Joe Bazaar; and our staff-Tanya Bryant, Crystal Sullivan, Cynthia Peterson and Millie McDuffey, for their many hours over the years bringing this project to fruition. We also have a project team which includes our consultants, architects and contractor. Finally, I don't know where we would be without David Deaton at Jackson Walker and his leadership. Much thanks to Jackson Walker for their tireless support.

At Initial Closing, we receive funds from HUD for the project. We will have the Ground Breaking Ceremony on either Thursday, October 2nd or Tuesday, October 7th at 10:00 a.m. at the site in Cleveland. Cook Construction will begin construction as soon as the site dries out from last week's rainstorms. This is the exciting part of the project and things will begin to move along very quickly. I would anticipate that the facility would be ready to open in late spring/early summer. We will provide monthly updates to the Board throughout the construction process.

Community Updates

- We continue to have meetings in Montgomery County to discuss the interaction between the <u>Criminal Justice System</u> and persons with mental illnesses. So far, we have uncovered some questions about the data match process, TLETS-CCQ, which is used to determine which inmates have a "mental illness." We have also identified that Montgomery County has lost their psychiatric capacity for children. So far, our person working in the jail has been received very positively.
- We continue to have meetings with Liberty County around <u>Crisis Services</u>. One part of
 the process that has been a bottleneck is medical screening at the Liberty County
 hospitals. Breanna Robertson has been meeting with local criminal justice staff there
 and is arranging a meeting with the hospital in Liberty to discuss these issues. The plan
 was to meet with the hospital in Cleveland as well; however, it closed down at the end
 of August.

 In addition, we have arranged for the Montgomery County Hospital District (MCHD) to come visit some of our sites and learn more about our system. Yesterday, MCHD staff took a tour of our Adult Mental Health intake process and met with Catherine Prestigiovanni and her staff there. We are excited about this opportunity to strengthen our relationships with our community partners.

Mental Health First Aid

We continue to receive requests from the community to provide Youth Mental Health
First Aid (YMHFA) Training. I am very excited about the opportunities that YMHFA will
provide us to build relationships in the community.

Upcoming trainings:

- Catherine Prestigiovanni and one of her staff will be training Emergency Medical Technicians from the MCHD on October 3rd.
- Tracy Sorensen has arranged for Tanya Bryant and one of her staff to train representatives of the Walker County Sherriff's Department, Walker County Probation Department and Huntsville Police Department on October 10th.
- We have also been approached by Montgomery Independent School District to help them arrange training for eight of their staff.

Although we have not been able to arrange as many school district trainings as I would like to thus far, we continue to work with school administrators to schedule the trainings on teacher workdays, etc., for this coming year. The primary barrier to scheduling the training is that the course is eight hours long and would take up the entire day.

ETBHN CENTER BOARD RETREAT

October 8th and 9th, 2014

October 8th, Wednesday

1:00 pm Welcome Mike Winburn

1:05 pm ETBHN Strategic Plan/ETBHN Current Status/staff introduction

Gary Bramlett

Charlie Harris

Susan Rushing

1:45 pm Sonja Gaines (introduced by Andrea Richardson) - New Develop

ments at HHSC and the importance of Community Centers

2:30 pm Break

3:00 pm Center Sharing Evan Roberson

3:45pm Board Roundtable Discussion Gladdie Fowler

Rebecca Richard

4:30 pm Adjourn

October 9th, Thursday

9:00 am Melissa Rowan (introduced by John Delaney) - Senate Bill 58 and other Managed Care Developments and their impact on Centers

9:45 am Lee Johnson (introduced by Coke Beatty) - Legislature update

10:15 am Break

10:30 am Andy Keller (introduced by Don Polzin) - Texas Mental Health

Policy Institute, what it means to Centers and current work

11:30 am Wrap up, Q/A and Adjourn

Target/Outcome	FY 2014 2 nd Half of the year Target/Outcome	FY 2014 2 nd Half of the year Performance	FY 2015 1 st Half of the year Target/Outcome
Adults Served	2220	2302	2220
Children Served	374	433	374
Employment	9.8% or better	18.4%	9.8 % or better
Housing	96.6% or better	97.9%	96.6% or better
Child Community Tenure	98.1% or better	99.39%	98.1% or better
Adult Community Tenure	96.4% or better	99.26%	96.4% or better
Adult Engagement	54.1% or better	62.0%	54.1% or better
Child Engagement	77.8% or better	94.5%	65% or better
Child Improvement	25% or better	73%	25% or better
Adult Improvement	25% or better	59%	20% or better
Frequent Admissions	0.3% or less	0.1%	.3% or less
Effective Crisis Response	75.1% or better	84.37%	75.1% or better
Access to Crisis Response	52.2% or better	85.5%	52.2% or better
Jail Diversion	19.3% or less	4.47%	19.3% or less
Juvenile Justice Avoidance	95% or better	100%	95% or better
Hospitalization	1.9% or less	.37%	1.9% or less

CHIEF FINANCIAL OFFICER'S REPORT September 25, 2014

FY 2014 Audit – The auditors were on-site September 3rd through September 5th. Their visit focused on contract compliance and preparation for their next visit. They reviewed board minutes, pulled year-end purchase documentation, and verified program compliance requirements. Letters were sent to confirm Accounts Receivables, Bank Account Balances and Loan Balances. Questionnaires were created and sent to each of the Board members. Overall, the visit went very well and we were left with a lengthy list of items to prepare for their next visit scheduled in November.

<u>Cleveland Property Update</u> – The last update from the realtor handling our Cleveland property sales, Phillip Cameron, was received about 2 weeks ago. The College Street property was pending inspection for loan approval by a local lender. The Washington Street's counteroffer from Tri-County was not accepted as written by our legal counsel. Therefore, it was decided to proceed to the second party interested in the property. We have not received an update on their offer as of yet.

CFO Consortium – The quarterly CFO meeting is being held today and tomorrow in Austin. The scheduled agenda is as follows: Sunset Review and Legislative Updates; Managed Care and SB 7 and 58 Activities; Revenue Maximization Committee Update; Update from HHSC and CMS on the 1115 Waiver Activity; Updates from both DADS and DSHS; various topic discussions such as Financial and HR software packages, 2014 DSHS Target Negotiations; and Future CFO Meeting Preferences. On Friday, training for Public Funds Investment will be held.

Worker's Compensation Audit – An update from Texas Council Risk Management fund regarding the schedule for our annual workers compensation audit is expected soon. It normally takes two to three months to receive the final completed report.

FY 2015 Budget Revision – Last month, it was discussed that a budget revision was going to take place sooner rather than later. However, it's been decided to allow for all contracts to be finalized. Therefore, the first revision is now anticipated in December or January. This will allow for the FY 14 audit to take place and provide insight to methods to be used in recognizing the 1115 Waiver revenue which also has not been finalized.

<u>Days of Operation Ratio</u> – As of the preliminary August 2014 financials, our Days of Operation Ratio is at 105 days. This compares to the same time last year when our Days of Operation Ratio was at 131 Days.

Agenda Item: Approve Submission of the 2013 Montgomery

County United Way Agency Annual Report

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

Tri-County submitted the Montgomery County United Way Strategic Investment Application in March 2014 to cover their 2014-2017 Investment Cycle. Health and Wellness was designated as the Priority Area to be addressed by the programs applied for. The Day Treatment Program and Substance Abuse Treatment Programs were awarded for the 3-year period and will report quarterly on the approved outcomes.

The new application format required projected service numbers to report on covering FY 2014-17. Under the prior yearly format, we would have provided FY 2013 outcomes also in the new application.

To complete FY 2013 data, MCUW has requested Board approved documentation of performance outcomes for each agency program awarded in 2013 for the MCUW Annual Report. Tri-County has attached the completed reports showing FY 2013 outcomes for IDD Services – Summer Camp/Respite; PETC – Adult Day Treatment; and both Adult and Youth Substance Abuse Treatment Programs.

In FY 2013, 36 consumers attended summer camp and/or received respite services. The Adult Day Treatment Program serviced 363 residents of Montgomery County while 112 adults and 64 youth benefited from the Substance Abuse Treatment Program.

All programs exceeded their outcome measurement targets.

Supporting Documentation:

Annual Report Available for Review at the Board Meeting

Recommended Action:

Approve Submission of the 2013 Montgomery County United Way Agency Annual Report Due October 8, 2014

Agenda Item: Reappoint Mental Health Planning Network

Advisory Committee

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

According to the bylaws for the Mental Health Planning Network Advisory Committee (MHPNAC), one-half of the members are to be reappointed by the Board of Trustees every year, for two-year terms. There is no limit on the number of terms that a committee member can serve.

Each of the following members has an expiring term and has been contacted about their participation in the MHPNAC. They have agreed to continue serving on the MHPNAC for an additional two-year term which will expire August 31, 2016.

- Lori Lilley Area Manager of State of Texas Department of Assistive and Rehabilitative Services (DARS), Division of Rehab Services
- Loretta Castro Parent
- Dan Lafferty Police Lieutenant for Montgomery County, 1st Precinct and Parent

We currently have six MHPNAC members, but we are in need of nine members to be in compliance with the contract and would gladly accept additional members beyond contract requirements. If you know of anyone that may be interested in PNAC membership, please contact Tanya Bryant.

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Sun	nortine	i Daciim	entation:
Jub	DOI LINE	DOCUII	ciitativii.

None

Recommended Action:

Reappoint Mental Health Planning Network Advisory Committee Members to a Two-Year Term Which Expires August 31, 2016

Agenda Item: Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

According to the bylaws for the Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDPNAC), one-half of the members are to be reappointed by the Board of Trustees every year, for two-year terms. There is no limit on the number of terms that a member can serve.

Each of the following members has an expiring term and has been contacted about their participation in the IDDPNAC. They have agreed to continue serving on the IDDPNAC for an additional two-year term which will expire August 31, 2016.

- Loretta Castro Parent
- Pam Holak Parent
- Lori Lilley Area Manager of State of Texas Department of Assistive and Rehabilitative Services (DARS), Division of Rehab Services

We currently have seven IDDPNAC members, but we are in need of nine members to be in compliance with the contract and would gladly accept additional members beyond contract requirements. If you know of anyone that may be interested in PNAC membership, please contact Tanya Bryant.

Supporting	Documentation:

None

Recommended Action:

Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee Members to a Two-Year Term Which Expires August 31, 2016

Agenda Item: Community Resources Report	Board Meeting Date
Committee: Drogram	September 25, 2014
Committee: Program	
Background Information:	
None	
None	
Supporting Documentation:	
Community Resources Report	
deministration response	
Recommended Action:	
For Information Only	
Totaliane	

Community Resources Report August 29, 2014 – September 25, 2014

Volunteer Hours:

Location	August
Conroe	207.5
Cleveland	11
Liberty	20.5
Huntsville	31
Total	270

COMMUNITY ACTIVITIES:

Walker County Juvenile Services Department Prevention Services Meeting	Huntsville
Montgomery County Women's Center Shelter Counselor Meeting	Conroe
Montgomery County Homeless Coalition Board Meeting	Conroe
Cleveland Chamber of Commerce Luncheon	Cleveland
Walker County Community Resource Coordination Group	Huntsville
Montgomery County CARES Meeting	Conroe
Montgomery County Women's Center Direct Care Staff Meeting	Conroe
Region 6 Providers Meeting	Houston
Roots of Change Coalition Meeting	Conroe
Huntsville Chamber of Commerce Breakfast	Huntsville
Probation Meeting with Montgomery County Judges	Conroe
Criminal Justice Community Plan Kick-Off Meeting	Conroe
Montgomery County Community Resource Coordination Group	Conroe
Liberty/Dayton Chamber of Commerce Luncheon	Liberty
Up2You Coalition	Huntsville
Liberty Hospital District Meeting	Liberty
Texas Home Living Program Enrollment Fair	Conroe
Liberty County Child Fatality Review Team Meeting	Liberty
Montgomery County United Way Fall Campaign Kick-Off	The Woodlands
	Montgomery County Women's Center Shelter Counselor Meeting Montgomery County Homeless Coalition Board Meeting Cleveland Chamber of Commerce Luncheon Walker County Community Resource Coordination Group Montgomery County CARES Meeting Montgomery County Women's Center Direct Care Staff Meeting Region 6 Providers Meeting Roots of Change Coalition Meeting Huntsville Chamber of Commerce Breakfast Probation Meeting with Montgomery County Judges Criminal Justice Community Plan Kick-Off Meeting Montgomery County Community Resource Coordination Group Liberty/Dayton Chamber of Commerce Luncheon Up2You Coalition Liberty Hospital District Meeting Texas Home Living Program Enrollment Fair Liberty County Child Fatality Review Team Meeting

UPCOMING ACTIVITIES:

OI COLITIO	ACITALIES.	
10/1/14	Criminal Justice Services Education Meeting	Huntsville
10/2/14	Cleveland Chamber of Commerce Luncheon	Cleveland
10/2/14	Walker County Community Resource Coordination Group	Huntsville
10/3/14	Youth Mental Health First Aid Training – Montgomery County Hospital District	Conroe
10/10/14	Youth Mental Health First Aid Training – Walker County Juvenile Probation & Sherriff's Office	Huntsville
10/7/14	Montgomery County United Way Health & Wellness Impact Council Meeting	The Woodlands
10/9/14	Huntsville Chamber of Commerce Breakfast	Huntsville
10/16/14	Up2You Coalition	Huntsville
10/16/14	Walker County Child Fatality Review Team Meeting	Huntsville
10/21/14	Montgomery County Community Resource Coordination Group	Conroe

Agenda Item: Consumer Services Report for August 2014	Board Meeting Date
	September 25, 2014
Committee: Program	
Background Information:	
None	
Supporting Documentation:	
Consumer Services Report for August 2014	
Consumer Services Report for August 2014 Recommended Action:	

Consumer Services Report August 2014

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	461	44	33	62	600
Crisis and Transitional Services (LOC 0, LOC 5)	44	8	8	3	63
Psychiatric Emergency Treatment Center (PETC) Served	45	6	2	5	58
Psychiatric Emergency Treatment Center (PETC) Bed Days	209	22	18	38	287
Contract Hospital Admissions	7	0	0	3	10
Diversion Admits	19	0	0	2	21
Total State Hospital Admissions	6	0	0	0	6
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	994	117	104	139	1354
Adult Medication Services	630	47	75	74	826
Child Service Packages (LOC 1-4 and YC)	325	34	12	44	415
Child Medication Services					
	181	14	5	18	218
TCOOMMI (Adult Only) Adult Jail Diversions	93	9	6	15	123
Adult Jali Diversions	4	0	0	0	4
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	2	2	0	0	4
Service Coordination	487	33	51	67	638
	<u>'</u>				
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	46	5	23	28	102
Contractor Provided ICF-MR	17	12	11	6	46
	I	I	I	I	
Substance Abuse Services	27	0	0		22
Children and Youth Prevention Services	27	0	0	6	33
Youth Substance Abuse Treatment Services/COPSD Adult Substance Abuse Treatment Services/COPSD	19 26	0	0	0	19 26
Adult Substance Abuse Treatment Services/COPSD	20	U	U	U	20
Waiting/Interest Lists as of Month End					
Home and Community Based Services Interest List	1433	115	129	131	1808
August Served by County	1224	454	120	107	4704
Adult Mental Health Services	1324	154	129	187	1794
Child Mental Health Services	327	35	14	51	427
Intellectual and Developmental Disabilities Services	543	53	65	75	736
Total Served by County	2194	242	208	313	2957
July Served by County					
Adult Mental Health Services	1320	141	103	180	1744
Child Mental Health Services	336	36	12	37	421
Intellectual and Developmental Disabilities Services	557	49	66	71	743
Total Served by County	2213	226	181	288	2908
June Served by County					
Adult Mental Health Services	1309	132	119	175	1735
Child Mental Health Services	334	34	14	42	424
Intellectual and Developmental Disabilities Services	555	49	63	70	737
Total Served by County	2198	215	196	287	2896

Agenda Item: Program Updates	Board Meeting Date
	September 25, 2014
Committee: Program	
Background Information:	
None	
Supporting Documentation:	
Program Updates	
Recommended Action:	
For Information Only	

Program UpdatesAugust 29, 2014 – September 25, 2014

MH Crisis Services

- 1. In an effort to inspire change and program compliance, the Day Treatment Program at the Psychiatric Emergency Treatment Center has been named: C.H.A.N.G.E. which stands for choosing hope, action and knowledge to grow and empower. Individuals participating in the program will be awarded certificates marking their commitment toward new beginnings.
- 2. Efforts are occurring to increase standardized suicide training for individuals credentialed as a Qualified Mental Health Professional at the Psychiatric Emergency Treatment Center. Staff will take an online module called, Counseling on Access to Lethal Means, through The Suicide Prevention Resource Center.
- 3. The Cleveland Regional Hospital shut down. A Sergeant from that local police department reached out in an effort to collaborate with Tri-County in ensuring emergent mental health needs are met during this time of limited resources.

MH Adult Services

- 1. The target for adults served was met for July and August.
- 2. Dr. Ayeni, Dr. Baines and Natalie Ford, APN, have started seeing patients.
- 3. Dana Ledet-Hurd has been appointed as the new Director of Nursing.
- 4. The Routine Assessment Department has implemented a daily process to complete Managed Care updates on all scheduled and walk-in evaluations.

MH Child Services

- 1. This school year, we are focusing on building even stronger relationships with the schools. The Administrator of Mental Health Children's Services will be meeting with key faculty at schools to enhance collaboration to serve kids with severe emotional and behavioral disorders in a manner that enhances their education.
- 2. Staff are diligently working with school counselors and parents to increase access to the children during the school year as it has become increasingly challenging to pull them from their classes to offer Mental Health Services.

Criminal Justice Services

- 1. The Outpatient Competency Restoration Program has admitted one person in the first week of FY 2015.
- 2. The Jail Services Liaison has started and the Jail has been very receptive and cooperative.
- 3. The TCOOMMI Clinician did some assessments at the Jail at the request of Judge Case and Judge Mayes for possible Jail Diversions.
- 4. TCOOMMI ended the fiscal year above contracted numbers.

Substance Abuse Services

- 1. The Youth Substance Abuse Prevention Program has received commitments from 15 schools and community organizations for fall programming. Our new Program Manager and Administrator are scheduled to attend the Annual Prevention Meeting in Austin on September 22nd.
- 2. The Youth Substance Abuse Treatment Team has been busy increasing outreach to our community including the Salvation Army, Lone Star College, Kingwood Pines Hospital, the Roots of Change Coalition, and Juvenile Probation.
- 3. We have started providing Parents Groups in Spanish which has significantly increased participation and positive outcomes for this program.

IDD Services

- 1. On the IDD Provider side, there was one new admission for the HCS Program in September bringing our total to 64 with a CAP of 67. Our TxHmL Program remains same at 38 enrolled and a CAP of 12.
- 2. A new IDD RN is scheduled to start on September 15th.
- 3. Janelle Sparling, Volunteer, has done an exceptional job at keeping up with our filing in consumer provider records and assisting in tracking documents that are received. We are very fortunate to have her.
- 4. IDD Authority Services has posted a Bi-lingual Service Coordinator position to assist with our growing Spanish speaking population.

Support Services

- Utilization Management: Staff have begun reviewing and submitting authorizations
 to various managed care organizations as a part of the Senate Bill 58 (SB 58) rollout.
 As you may recall, SB 58 has placed Medicaid Targeted Case Management and
 Rehabilitation Services into the Managed Care. We anticipate many changes in the next
 several months and staff have been working closely with other Center managers to
 ensure individuals served continue to receive the services they need.
- 2. Veteran Affairs: Ashley Hyter has been hired as the new Veteran's Services Liaison. Although we are currently waiting on dates for State trainings that will maximize her effectiveness with reaching the Veteran population in the community, she has already reached out to the Veteran Service Organizations in all three counties and has begun forming connections with other Veterans.

Agenda Item: Annual Planning Network Advisory Committee

Reports

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

According to their bylaws, both the Mental Health and Intellectual and Developmental Disabilities Planning Network Advisory Committees (PNACs) are required to make a written report to the Board that outlines the Committees' activities for the year and reports on committee attendance. Many of our committee members are serving on both PNACs, and have also added members to each group that are primarily concerned with that group's focus. The attached reports on the two committees' activities are provided for your information.

Supporting Documentation:

Mental Health PNAC Annual Report

Intellectual and Developmental Disabilities PNAC Annual Report

Recommended Action:

For Information Only

Mental Health Planning Network Advisory Committee

Annual Report

FY 2014

In FY 2014, the Mental Health Planning Network Advisory Committee (MHPNAC) has been busy reviewing the many changes that have been taking place in the Mental Health Service System across the State including the implementation of various MH programs with the 1115 Medicaid Transformation Waiver funding. The Committee also spent time reviewing and monitoring other Department of State Health Services program changes including:

- Funding Changes This past year our Center received funding to serve 2,594 additional individuals in our service area. This funding allowed the Center to dissolve the waiting lists for both adults and children.
- Senate Bill 58 Legislation that will put Medicaid targeted case management and rehabilitation services into managed care.
- New Target Methodology the 10% withhold measures included fourteen new performance target measures that could potentially result in the withhold of general revenue funding if targets set by DSHS are not met.
- Mental Health First Aid The Center has received State funding to train agency staff and educators within our local service areas. The MHPNAC has expressed interest in this training opportunity and is interested in expanding this training to other community members as needed.

In FY 2014, the MHPNAC met four times for regularly scheduled meetings and several members met during an additional two Saturdays to attend Mental Health First Aid Training held by Center staff. The overall attendance of this committee was 50% during the last year.

The MHPNAC has six members and is currently seeking three additional members to be in compliance with contract requirements.

Intellectual and Developmental Planning Network Advisory Committee Annual Report

FY 2014

In FY 2014, the Intellectual and Developmental Planning Network Advisory Committee (IDDPNAC) provided feedback and advised the Center in the creation of the revised IDD Local Service Plan for fiscal years 2015 and 2016. A series of nine (9) planning meetings were held across our four (4) primary service areas. The IDDPNAC assisted the Center in distributing surveys, advertising meetings, and provided feedback on the revised local plan.

During this year's planning process, the Committee expressed concern about the impact of Senate Bill 7, which will put all of our IDD services into managed care by 2020, and recommended a continued focus on community outreach, education, and building community partnerships.

Additionally, the IDDPNAC continues to keep a close eye on the growing interest lists, the number of slots being released both across the State and our service area and continues to stress the importance of educating parents of children with IDD about the interest lists as early as possible. The IDDPNAC continues to express interest in and monitor the IDD Assertive Community Treatment Program that was implemented this past year as a part of the Medicaid 1115 Transformation Waiver. The program has successfully served the intended target for FY 14 and recently made its first successful discharge from the program.

In FY 2014, the IDDPNAC met six times and had an overall attendance of 57%.

The IDDPNAC has seven members and is currently seeking two additional members to be in compliance with contract requirements.

Agenda Item: FY 2014 Goals and Objectives Progress Report

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

The Board of Trustees and Management Team met on July 13, 2013 for the annual strategic planning retreat and to develop the goals for FY 2014. Goals were discussed and a consensus was reached. Subsequently, the Management Team developed objectives for each of the goals. These goals are in addition to the contractual requirements of the Center's contracts with the Department of State Health Services and the Department of Aging and Disability Services.

The Board also requested that quarterly progress reports be presented as a "year-to-date summary."

This report shows progress through the 4th Quarter of FY 2014.

Supporting Documentation:

FY 2014 Goals and Objectives Progress Report

Recommended Action:

For Information Only

Year-to-Date Progress Report

September 1, 2013 - August 31, 2014

Goal #1 - Community Awareness

Objective #1

Form a committee, which includes staff and one Board liaison, to identify three/four options for a new organizational name and logo for Tri-County Services by January 31, 2014.

Objective #2

Present options for a new organizational name and logo to the Board of Trustees for approval by February 28, 2014.

- After a review of names used by community centers around the nation and a survey taken by staff and stakeholders, staff recommended 'Tri-County Behavioral Healthcare' as the new name for the Center. Legal counsel has asked the Center to officially change their name which will require approval by the three Commissioners' Courts.
- Logos for the 39 community centers were evaluated by the Management Team. The committee has contacted two of the four organizations which developed the logos that the Management Team liked most. The committee has reviewed basic questions such as logo color and design features that we would like to include.
- Logo development has been delayed until the Center receives approval for the new organizational name.

Objective #3

Develop marketing materials related to the new organizational name and logo by April 30, 2014.

There have been a series of discussions about marketing materials that will be used when the name and logo is changed.

Objective #4

Market the new organizational name to area stakeholders during the fourth quarter of FY 2014.

Without the name and logo finalized, we were not able to work on this Objective during the fourth quarter. However, we have been planning marketing strategies and will be prepared to begin marketing once the name and logo are finalized.

Objective #5

During Tri-County's Intellectual and Developmental Disabilities (IDD) Local Planning, distribute information and answer questions about Senate Bill 7 and the impact on **IDD Services.**

- Several guests attended the Intellectual and Developmental Planning Network Advisory Committee (IDDPNAC) to discuss Senate Bill 7 and the impact on the community.
- Staff attended state meetings to learn more about Managed Care for persons with IDD under Senate Bill 7.
- Information from these activities has been communicated to the IDDPNAC.

Goal #2 - Technology

Objective #1

Develop a technology improvement plan by January 31, 2014.

- A consultant, Jerry Carnley, was hired to develop a Technology Improvement Plan with the assistance of Tri-County's IT Director.
- Mr. Carnley reviewed the IT Department's staffing pattern and hardware and is preparing a set of recommendations for the Management Team.

Objective #2

Identify two technological improvements from the improvement plan which can be implemented by the end of FY 2014.

- A series of potential priorities were discussed by IT staff and the Management Team members.
- Staff ordered a new back-up system from Dell for Center data and will be installing this system in September of 2014.

Goal #3 - Funding

Objective #1

Hire a consultant to advise the Management Team about fundraising activities which will generate revenue for the Center by January 31, 2014.

Objective #2

Present options for fundraisers to the Board of Trustees for input and approval by June 1, 2014.

 Several consultants have made the recommendation to start off with smaller fundraising activities before attempting a gala or other major event.

 Members of the Management Team have been involved in discussing public relations events which would target certain populations (e.g. parents of IDD consumers, families and friends of persons who committed suicide, etc.). The plan is to seek sponsors/underwriters who would provide funding for these events. We hope to cover costs initially but eventually plan to develop these types of events into bigger fundraising opportunities.

Objective #3

Develop new relationships with at least two new businesses in our service area and seek their involvement in fundraising activities.

No activity on this Objective in the fourth quarter.

Goal #4 - Staffing

Objective #1

Identify key positions by agency department for additional training and leadership opportunities by November 30, 2013.

• Key positions were identified by management and several training opportunities were offered to these individuals.

Objective #2

Establish at least four training opportunities for these staff by August 31, 2014.

- National Council Leadership Development Training
- Mental Health First Aid Training
- Texas Council Risk Management Fund Supervisor Training
- Peer Support Training

Goal #5 - Facilities

Objective #1

Hire a consultant to assist a committee, which includes one staff and one Board liaison, in the development of a plan to move toward the creation of a consolidated service location for Montgomery County and the City of Liberty by February 28, 2014.

- In August, the Board authorized our property consultant, Mike Duncum, to create a Montgomery County Consolidation Plan. This plan will be used to seek approval from the Commissioners, DSHS and DADS.
- Mr. Duncum is also working with staff on a Liberty, Texas consolidation plan.

Objective #2

Create a strategy for the disposition of property currently owned by the Center by February 28, 2014.

• Mr. Duncum is reviewing property and has developed a strategy for disposition of property that is currently owned by the Center. This strategy was reviewed at the annual Board and Management Team Strategic Planning meeting on July 19, 2014.

Agenda Item: 4th Quarter FY 2014 Corporate Compliance and Quality Management Report

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

The Department of State Health Services' Performance Contract has a requirement that the Quality Management Department provide "routine" reports to the Board of Trustees about "Quality Management Program activities."

The Corporate Compliance and Quality Management Report for the 4^{th} quarter of FY 2014 are included in this Board packet.

Supporting Documentation:

4th Quarter FY 2014 Corporate Compliance and Quality Management Report

Recommended Action:

For Information Only

Corporate Compliance and Quality Management Report 4th Quarter, FY 2014

Corporate Compliance Activities

A. Key Statistics:

- 1. There were four (4) Corporate Compliance allegations in the 4th quarter of FY 2014. Two of the allegations were reviewed and confirmed with payback and two are currently under review.
 - a. The first case was reported by a crisis staff who noticed documentation indicating a service at the same time an individual was being served at the PETC. This case was confirmed with payback of \$1,077.20 and resulted in staff termination.
 - b. The second case was reported by a doctor who noticed discrepancies in the documentation and client report. This case was also confirmed with payback of \$400.32 and resulted in staff termination.
- Quality Assurance of staff documentation continues to be a focus across the Center, and the QM department has been conducting daily reviews to ensure adequate monitoring of compliance. These reviews are aimed at identifying problems while corrections can still be made.
- 3. In addition to the compliance training provided to new employees and quarterly to all staff, the Corporate Compliance officer has scheduled some additional training in various departments that have had staff involved in FY 14 reviews to ensure that all staff are re-trained and clearly understand Corporate Compliance.

B. Committee Activities:

- 1. The Corporate Compliance Committee met on July 23, 2014. The committee reviewed the following:
 - a. A summary of the 3rd quarter investigations;
 - b. Audits that were requested by different funding sources;
 - c. Review of Large Contractor's Compliance Program;
 - d. Legal Updates on compliance issues; and
 - e. The Corporate Compliance Action Plan.

Quality Management Initiatives

A. Key Statistics:

- 1. Staff responded to two (2) record requests from Managed Care Organizations.
- 2. Staff participated in an external review of Evaluation and Management (pharmacological services) coding by MTM Services.

B. Reviews/Audits:

- 1. Staff reviewed and submitted 26 charts, each dating back one year, to Amerigroup.
- 2. Staff reviewed and submitted 7 charts, each dating back one year, to CMS.
- Staff reviewed and submitted 10 pharmacological services to the Texas Council for Community Centers for independent review by MTM services. This review is currently pending final report.

C. Internal Programs Reviewed by Quality Management:

- 1. Staff completed the Child and Adolescent Treatment and Medication Clinic Program Review.
- 2. Staff conducted an internal review of the New Generation Medication (NGM) report following a period of time where the report was unavailable through the State reporting site to ensure that the agency remained on target.

D. Other Quality Management Activities

- 1. Staff participated, with other agency staff, in the transition of Medicaid Targeted Case Management and Rehabilitation Services into Managed Care.
- 2. Staff provided one (1) Youth Mental Health First Aid Training to members of Tri-County's Planning and Network Advisory Committees and guests in August.
- 3. The Director of Quality Management and Support participated in one (1) disaster response training in the region.

Agenda Item: Annual Corporate Compliance Report and 1st

Quarter Corporate Compliance Training

Board Meeting Date

September 25, 2014

Committee: Program

Background Information:

The Corporate Compliance Officer is required by Board Policy to submit quarterly reports on Corporate Compliance activities to the Board of Trustees as well as an Annual Report at the end of each fiscal year. The Annual Corporate Compliance Report for FY 2014 is attached along with the educational information that has been provided to Center staff. The education portion is included in this packet for on-going education of the Tri-County Board of Trustees on Corporate Compliance issues.

Supporting Documentation:

FY 2014 Annual Corporate Compliance Report

FY 2015 1st Quarter Corporate Compliance Training

Recommended Action:

For Information Only

Corporate Compliance Program

FY 2014 Annual Report

General Overview:

The Board Policy on Corporate Compliance requires that the Corporate Compliance Officer present an annual report on program activities and investigations from the previous year.

In FY 2014, face to face training continued for all new employees and quarterly trainings were provided to all Tri-County staff and eligible contractors.

As the Board is likely aware, compliance regulations and auditing have remained a high priority at the state and federal level. Staff remain diligent in our pursuit of legal compliance with all regulations.

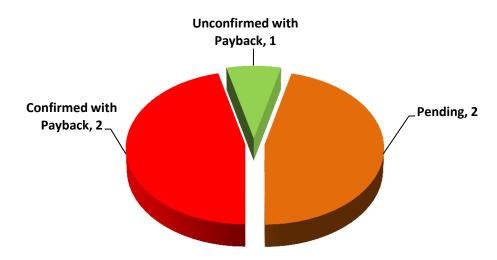
The Corporate Compliance Committee has reviewed and has made revisions to the Corporate Compliance Action Plan. The Committee also continues to review legal updates on a consistent basis.

Corporate Compliance Investigation Results:

For FY 2014, there were seven corporate compliance allegations which were reviewed, three of which ended up being investigated by the Corporate Compliance Officer; two did not require an investigation following initial review, and two are currently pending. Of the three cases investigated in FY 2014, one was unconfirmed with payback and two were confirmed with payback.

Following a review for trends, the Corporate Compliance Officer has scheduled additional training for two programs, including program managers and staff. Daily reviews have continued throughout the year, to improve identification of potential issues so that they may be addressed as quickly as possible.

Total Corporate Compliance Investigations



FAQ's:

Frequently asked questions that can help you avoid a Corporate Compliance Investigation 1st Quarter, FY 2015 Corporate Compliance Training

INTRODUCTION:

One of the goals of Tri-County's Corporate Compliance Program is to ensure that staff members are well trained and clearly understands how to remain compliant with the six federal compliance laws and that they understand how to avoid suspicion of fraud within the Community Center System. The following frequently asked questions have been compiled in order to help you to continue to provide quality services to individuals served while being clear on what might constitute a violation of one of the Compliance laws. Managers should review this training with each staff member, have them initial each item for understanding, and return to the Tri-County Corporate Compliance Officer:

1)	Question: Can I include transportation or travel in my billed time? (Ex: I am skills training a client at the office and then I transported them into the community to continue training at a community setting, can I do one billing strip?)
 Initial	Answer: No, you cannot bill for transporting a client or for travel time. Skills training is a specific training service that does not include transportation. Medicaid billing guidelines will not allow reimbursement for any skills training that occurs during transportation. Failing to stop the billing for a service (skills training, rehab, case management, etc) while transporting would constitute a violation of the compliance laws.
2) Initial	Question: Can I refer my client to a specific provider that I think would best meet their needs? Answer: No, you cannot make any efforts to sway an individual's choice in treatment providers. You can, however, provide a list of all local providers and let them choose which one they would like to go to.
3) Initial	Question: If my client takes a break during the service do I have to stop billing? Answer: Yes, you should always stop billing if you are not providing the service for which you are billing. Billing a client for a service while they are on break would constitute a violation of the compliance laws.
4)	Question: Can I include the time I complete the CANS/ANSA assessment or MH treatment plan in my billed time?
—— Initial	Answer: No, the CANS/ANSA and MH treatment plan are not a billable service. Billing for the completion of the CANS/ANSA or MH treatment plan would constitute a violation of the compliance laws. When you provide a service, always go back to the definition of that service you are providing. If you are not providing that service, by definition, then you should not bill for that service.
5) Initial	Question: Can I accept gifts from someone we do business with? (Ex: banks, drug reps, other vendors) Answer: No, as a unit of local government, Tri-County Services does receive certain federal funding. Giving or accepting any gifts from any company we do business with where federal funding may be involved could be seen as a kickback under the compliance laws. Although it could be innocent, it is best to abstain from this practice to avoid suspicion of fraud. When in doubt contact the Corporate Compliance Officer for guidance.
	have questions or concerns about Corporate Compliance, talk with your supervisor or contact the Corporate ance Officer, Tanya Bryant, at: tanyab@tricountyservices.org or by phone at 936 521-6115.

Staff Printed Name/Signature

Date

Agenda Item: Appoint a Nominating Committee for FY 2015

Board Officers

Board Meeting Date

September 25, 2014

Committee: Executive

Background Information:

In August, the Board of Trustees elected the following Board Officers for FY 2015:

- David Walker, Chair (Montgomery County)
- Brad Browder, Vice-Chair (Liberty County)
- Tracy Sorensen, Secretary (Walker County)

Earlier this month, David Walker announced that he will be moving from our service area and will not be able to serve as Chair of the Board after the October meeting. As a result, the Board will need to select a new Chair.

The Board Chair is directed in the bylaws to select representatives for the Board Officer Nominating Committee. Typically, the committee is made up of three members and includes a representative from each county. One of the members will also be designated to serve as the chair of the committee. The committee would visit with Trustees and make recommendations for FY 2015 officers. New officers would need to be elected at the Board meeting on October 23rd.

Supporting D	ocumen	tation:
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None

Recommended Action:

Appoint a Nominating Committee for FY 2015 Board Officers

Agenda Item: Appoint Texas Council Representative and Alternate

for FY 2015

Board Meeting Date

September 25, 2014

Committee: Executive

Background Information:

The representative attends the Texas Council of Community Centers, Inc. Board meetings on a quarterly basis and gives a verbal update to the Tri-County Board at their subsequent Board meetings. The alternate will attend the meeting and provide a report if the representative is unable to do so.

Supporting Documentation:

None

Recommended Action:

Appoint Texas Council Representative and Alternate for FY 2015

Agenda Item: Approve Acceptance of Charitable Gifts Policy

Board Meeting Date

September 25, 2014

Committee: Executive

Background Information:

In an effort to revise the Board of Trustees Policy Manual, staff has worked with Jackson Walker to begin policy revisions.

One of the oldest policies in the Tri-County Policy Manual is **Recording and Acknowledging Donations Made to Tri-County** which was approved in September of 1988. Staff recommends this policy to be updated and expanded slightly and renamed **Acceptance of Charitable Gifts.**

The current policy and revised policy are attached. Language in blue is taken directly from the old policy, language in red is revisions to the old policy and all other language is new.

Supporting Documentation:

Recording and Acknowledging Donations Made to Tri-County Policy, September 29, 1988

Acceptance of Charitable Gifts Policy

Copy of Tri-County 501(c) 3 Designation Letter Available for Review at the Board Meeting

Recommended Action:

Approve Acceptance of Charitable Gifts Policy

TRI-COUNTY MENTAL HEALTH MENTAL RETARDATION SERVICES

STATEMENT OF POLICY

Richard Herpin, Chairman

9-29-88

Date

SHBJECT:

Recording and Acknowledging Donations

Made to Tri-County

As a non-profit Agency, Tri-County MHMR Services will receive both cash and in-kind donations from the various communities served. All such donations will be properly monitored and recorded under procedures developed by the Director of Fiscal Services.

Representing the Tri-County Boardwof Trustees, Support Services Staff will ensure that all donations are properly acknowledged. When applicable, inventory procedures will be utilized to record and monitorathe receipt of in-kind donations, and cash donations will follow the procedures set forth for receiving funds.

Donations may be solicited by the Tri-County MHMR Services Support Staff or made randomly by members of the communities served.

Tri-County Mental Health Mental Retardation Services

Statement of Policy

Subject: Replaces:	Acceptance of Charitable Gifts Recording an Acknowledging Donations Made to Tri-County (effective Septe 29, 1988)					
	v the Board of Trustees	 David Walker. Board Chairman				

Tri-County is a community center under the provisions of Chapter 534 of the Texas Health & Safety Code Ann., as amended for the purpose of providing community based services to persons with mental illness, intellectual disabilities and other related populations.

Tri-County is also designated as a tax-exempt nonprofit organization in the United States Internal Revenue Code (26 U.S.C. § 501(c) 3), and as such can accept charitable gifts from individuals and organizations.

Tri-County encourages the solicitation and acceptance of gifts to Tri-County for purposes that will help further and fulfill its mission.

Guiding Principle: Tri-County will receive both cash and in-kind donations from the various communities served. All such donations will be recorded as provided by financial procedure.

Gifts:

- The Board of Trustees of Tri-County and its staff may solicit current and deferred gifts
 from individuals, corporations, and foundations to secure the future growth and further
 the mission of Tri-County.
- II. Tri-County shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:
 - a. Documents naming Tri-County as Trustee.
 - b. Gifts involving contracts, such as bargain sales or other documents requiring Tri-County to assume an obligation.
- III. Tri-County will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.
- IV. Tri-County may reject Gifts that are too difficult to administer or gifts that are for purposes outside the mission of Tri-County. The Board of Trustees of Tri-County shall have the vote on the rejection of any gift or contribution
- V. At no time will a gift be accepted which is conditioned upon the exchange of goods or services for a family member or individual who is receiving services from Tri-County.

Records:

I. Under direction of the Executive Director, staff will ensure that all donations are properly acknowledged as required by Tri-County financial procedures. When applicable, inventory procedures will be utilized to record and monitor the receipt of inkind donations, and cash donations will follow procedures set forth for receiving funds.

Agenda Item: Approve Binding Arbitration as a Condition of

Employment at Tri-County Services

Board Meeting Date

September 25, 2014

Committee: Executive

Background Information:

At the annual Strategic Planning meeting in July, there was a discussion about requiring binding arbitration as a condition of employment at Tri-County Services. The Texas Council Risk Management Fund and their legal counsel, Bill Helfand, have recommended that all Centers implement this practice.

If approved, all existing employees will be provided information and education about binding arbitration and then be required to agree to binding arbitration as a condition of continued employment. All incoming employees would then be required to agree to binding arbitration as a condition of employment.

The Management Team will present documents to staff which have been approved by the Texas Council Risk Management Fund attorneys.

Pam Beach, Texas Council Risk Management Fund attorney, will be available via phone at the Board meeting to answer questions.

Supporting Documentation:

None

Recommended Action:

Approve Binding Arbitration as a Condition of Employment at Tri-County Services

Agenda Item: Board of Trustees Reappointments and Oaths of

Office

Board Meeting Date

September 25, 2014

Committee: Executive

Background Information:

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, 2016.

Reappointments:

- David Walker, Montgomery County
- Janet Qureshi, Montgomery County
- Jacob Paschal, Walker County
- Patti Atkins, Liberty County
- Cecil McKnight, Liberty County

Oaths of Office will be recited at the Board meeting.

Supporting Documentation:

Oath of Office Recitation

Montgomery County Trustees – Copy of Minutes from Montgomery County Commissioner's Court Meeting

Walker County Trustees - Letter from Walker County Judge Danny Pearce

Liberty County Trustees – Copy of Minutes from Liberty County Commissioner's Court Meeting

Recommended Action:

Recite Oaths of Office

DISTRICT CLERK - AGENDA ITEM 9J

J1. DEPUTATION APPROVED of the District Clerk's employee Mindy Harvey.

CONSTABLE PRECINCT 1 – AGENDA ITEM 9K

K1. DONATION APPROVED from Topps of Lake Conroe, in the amount of \$500.00 for the purchase of equipment. To be placed into account 5511-7353. Check forwarded to Auditor for further processing.

INFRASTRUCTURE – AGENDA ITEM 9L

L1. DONATION ACCEPTED from Barbara J. Egan, in the amount of \$50.45 for the Animal Shelter Building Fund. Check forwarded to Auditor for further processing.

INFORMATION TECHNOLOGY - AGENDA ITEM 9M

M1. PURCHASE AGREEMENT EXECUTED for the Spillman Integrated Jail System as decided in July 18, 2014's Workshop for a total purchase price of \$503,438,35.

Motion carried.

END OF CONSENT AGENDA

6. REAPPOINTMENTS APPROVED – JANET QURESHI/DAVID WALKER – COUNTY JUDGE

Motion by Judge Sadler, seconded by Commissioner Meador, to approve the reappointment of Janet Qureshi and David Walker to the Tri-County Services Board of Trustees for a term of two years beginning September 25, 2014. Motion carried.

7. GRANT NBR APPROVED – ABTPA – AUTO THEFT TASK FORCE

Motion by Commissioner Meador, seconded by Commissioner Doyal, to approve the 2015 Grant Award NBR: SA-T01-10059 from the Texas Automobile Burglary & Theft Prevention Authority. Motion carried.

8. REQUEST APPROVED – OPEN POSITION – INFRASTRUCTURE

Motion by Commissioner Doyal, seconded by Commissioner Rinehart, to approve opening position 632-3940-6 for a salary of \$29,280.00 plus \$17,516.98 benefits for a total of \$46,796.98 to be funded through the Fire Marshal. Motion carried.

9. REIMBURSEMENT APPROVED – AUTO EXPENSES – INFORMATION TECHNOLOGY

Motion by Commissioner Meador, seconded by Commissioner Doyal, to approve the reimbursement of \$430.08 for auto expenses to position 503-5511-4. Motion carried.

10. REQUEST APPROVED – 2014 CONSOLIDATED ACTION PLAN – COMMUNITY DEVELOPMENT

Motion by Commissioner Meador, seconded by Commissioner Doyal, to approve THE 2014 Consolidated Action Plan and authorize Judge Sadler to sign documents related to the Plan. Motion carried.

OFFICE OF THE COUNTY JUDGE

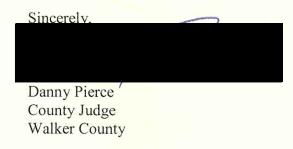
DANNY PIERCE Walker County Judge (936) 436-4910 (936) 436-4914 FAX Walker County Courthouse 1100 University Avenue Huntsville, Texas 77340

July 23, 2014

Tri-County MHMR P.O. Box 3067 Conroe, TX 77305

Dear Mr. Roberson:

The Walker County Commissioners' Court met during regular session on July 21, 2014. During this session it was unanimously approved to reappoint Mr. Paul "Jacob" Paschal to the Tri-County MHMR Board of Trustees. I would like to take this opportunity to give thanks to those who work so diligently for the betterment of Tri-County MHMR's clients. If I can be of further service please let me know.



DP/sp

LSO - MARK ELLINGTON - BACKPAY CERTIFICATE PAY FROM JUNE 2013 AND INCREASE CERT. PAY EFF. 8/1/14 LSO - TYLER HARVEY - PAY OFF VAC PAY

- 8. APPROVAL FOR EXPENDITURE OF FUNDS FROM D.A.'S SPECIAL INVESTIGATIVE FUND: \$10 TO LOUISIANA MARSHALL SERVICE
- 9. APPROVE INTERLOCAL AGREEMENTS BETWEEN LIBERTY COUNTY PCT. #3 AND CITY OF CLEVELAND AND CITY OF PLUM GROVE
- 10. REAPPOINTMENT OF CECIL MCKNIGHT AND PATTI ATKINS TO TRI-COUNTY MHMR BOARD OF TRUSTEES
- 11. REPORT OF BOND SUPERVISION DEPARTMENT

Motion was made by Charlotte Warner, seconded by Mike McCarty, to approve consent agenda A copy is attached and marked Exhibit "A". Motion passed with all commissioners present voting aye.

2. UPDATE ON CASA PROGRAM

Ms. Debbie Dugger gave the Court an update on the CASA Program. It has grown from 24 to 59 advocates in the past few months and is currently serving 104 children. The Court expressed it appreciation of the program and its workers.

3. DISCUSSION AND TAKE ACTION REGARDING RAISING PRICE FOR ALL LIBERTY COUNTY PRECINCTS TO INSTALL CULVERTS FROM \$375.00 TO \$425.00 - PCT. #3

The Commissioners all expressed that this raise in fee was only to recoop costs of setting the culverts. Motion was made by Eddie Lowery, seconded by Norman Brown, to increase fee to install culverts for all county precincts to \$425.00. A copy is attached and marked Exhibit "B". Motion passed with all commissioners present voting aye.

4. DISCUSSION AND TAKE ACTION REGARDING CALENDAR YEAR 2015 IMPOSITION OF OPTIONAL DMV FEES - TAX ASSESSOR

Motion was made by Charlotte Warner, seconded by Eddie Lowery, to maintain current DMV fees. A copy is attached and marked Exhibit "C". Motion passed with all commissioners present voting aye.

5. DISCUSSION AND TAKE ACTION REGARDING REQUEST FROM VETERANS SERVICES OFFICE FOR A FAX LINE IN CLEVELAND ANNEX - ROLONDRIA WEBB

Motion was made by Eddie Lowery, seconded by Mike McCarty, to approve fax line for Veterans Office in Cleveland Annex. A copy is attached and marked Exhibit "D". Motion passed with all commissioners present voting aye.

6. DISCUSSION AND TAKE ACTION REGARDING REMOVAL OF BILE COLLECTIONS AND DISTRIBUTION FROM THE COUNTY TAX ASSESSOR-

DATE:	1-99-11
EXHIBIT :	

OATH OF OFFICE

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

Agenda Item: Board of Trustees Committee Appointments	Board Meeting Date						
Committee: Executive	September 25, 2014						
Background Information:							
David Walker, Chairman of the Board, will appoint Committee mem Chairs at the meeting.	bers and their respective						
Supporting Documentation:							
None							
Recommended Action:							
For Information Only							

Agenda Item: Board of Trustees Attendance Analysis for FY 2014 Regular and Special Called Board Meetings	Board Meeting Date
Regular and Special Called Board Meetings	September 25, 2014
Committee: Executive	
Background Information:	
None	
Supporting Documentation:	
Board of Trustees Attendance Analysis for FY 2014	
Recommended Action:	
For Information Only	

Board Member	Regular Meetings	Attendance Percentage for Regular Meetings	Special Called Meetings	Attendance Percentage for Special Called Meetings	Total Attendance
David Walker Chair	8/10	80%	1/1	100%	82%
Brad Browder Vice-Chair	9/10	90%	1/1	100%	91%
Tracy Sorensen Secretary	6/10	60%	1/1	100%	64%
Patti Atkins	Patti Atkins 7/10		0/1	0%	64%
Morris Johnson	10/10	100%	1/1	100%	100%
Cecil McKnight	9/10	90%	1/1	100%	91%
Janet Qureshi	6/10	60%	0/1	0%	55%
Sharon Walker	9/10	90%	1/1	100%	91%
Jacob Paschal*	1/1	100%	0/0	-	100%

Summary of Attendance Total Regular Meetings Held: Average Attendance:	2012	2013	2014
	10	10	10
	86%	83%	80%
Total Special Called Meetings Held:	1	1	1
Average Attendance:	67%	88%	75%
Total Number of Meetings Held:	11	11	11
Average Attendance:	84%	83%	80%
Average Number of Members Present:	7.55	6.64	6.45

NOTE: ALL ABSENCES LISTED ABOVE WERE EXCUSED.
THERE WAS ONE BOARD SEAT VACANT FROM FY 2013-14.

Agenda Item: Personnel Report for August 2014	Board Meeting Date
	September 25, 2014
Committee: Executive	
Background Information:	
None	
Supporting Documentation:	
Personnel Report for August 2014	
Personnel Report for August 2014 Recommended Action:	

TRI-COUNTY SERVICES PERSONNEL BOARD REPORT AUGUST 2014

STAFF	NEW HIRE	s	SEPAR	ATED	VOLUN' SEPARA		INVOLUN SEPARA		BUDGETED	FILLED	MONTHLY TURNOVER	YEARLY TURNOVER
CLASSIFICATIONS	MO.	YTD.	MO.	YTD.	MO.	YTD.	MO.	YTD.	POSITIONS	POSITIONS	PERCENT	PERCENT
Bachelor's									1			
Qualified Mental Health Professionals	9	43	5	29	3	23	2	6	95	87	5%	31%
Qualified Developmental Disability Professionals (State Title)	1	7		1		1			22	22	0%	5%
Licensed Staff		6		1		1			17	17	0%	6%
Medical												
Physicians		2		2		2			9	6	0%	22%
Advanced Practice Nurses	1	4		1				1	4	4	0%	25%
RN's		3		3		3			14	11	0%	21%
LVN's		4							13	12	0%	0%
Techs/Aides												
мн		4		3	2	3			20	17	0%	15%
IDD		5		7		4		2	31	27	0%	23%
Supervisor/Manager												
мн		1	2	3		3			17	15	12%	18%
IDD			1						8	8	13%	0%
Program Support	1	14	2	13	1	7	1	6	42	38	5%	31%
Central Administration	1	4	1	5		3		1	21	18	5%	24%
Business Services				1		1			14	13	0%	7%
Maintenance/Janitorial/Lawn		4	1	5	1	5		2	23	20	4%	22%
GRAND TOTALS	13	101	12	74	7	56	3	18	350	315	3%	21%

Agenda Item: Approve FY 2015 Dues Commitment and Payment

Schedule for Texas Council of Community Centers

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

The Texas Council Operating Budget for FY 2015 was approved at the Texas Council Board meeting on August 16, 2014. This budget includes an increase of \$140,215 for the Texas Council to cover additional expenses related to a new Health Policy Analyst position as well as a Lobbyist position.

Total dues for FY 2015 experienced an increase of \$151,390. As a result, Tri-County's total annual payment was increased by \$6,260 from \$28,321 to \$34,491. The Center pays this fee in quarterly installments.

Supporting Documentation:

Dues Commitment and Payment Schedule

Cover Memorandum from Danette Castle, CEO

Budget Overview and Budget

Recommended Action:

Approve FY 2015 Dues Commitment and Payment Schedule for Texas Council of Community Centers

FY 2015 Commitment of Dues Payment for Texas Council of Community Centers

CENTER: Tri-County	<u> Services</u>	·	
The dues for FY 201	5 have been calcu	ılated as follows:	
LESS: Credi	it for Texas Coun	\$36,834. cil Risk Members (2,343.	
Net Dues		<mark>\$34,491.</mark>	00
The dues payment quarterly installment you plan to use:	_		
	<u>Monthly</u>	Quarterly	Lump <u>Sum</u>
September 2014		\$8,623	\$
October November December January 2015		\$8,623	
February March		\$8,623	
April May June July August		\$8,622	
TOTALS	\$	\$ <u>34,491</u>	\$
Invoice for each pay	ment required? _	No	
We appreciate your	prompt and timely	y payment!	
APPROVED:			
Chairperson, Board of T	rustees		Executive Director



MEMO August 29, 2014

TO: Evan Roberson

Executive Director, Tri-County Services

FROM: Danette Castle

Chief Executive Officer

SUBJECT: FY 2015 Commitment of Dues for

Texas Council of Community Centers

Please find attached the FY 2015 (September 1, 2014 – August 31, 2015) Commitment of Dues Payment Form. This form establishes the basis for payment of your dues. Please note on the form that you can choose a payment schedule that meets your needs.

The dues assessment reflects the budget as approved at the August 16, 2014 meeting of the Texas Council Board of Directors. To assist with local discussions with your Board of Trustees, we include the following information:

- Budget Overview
- FY 2015 Budget (with side-by-side comparison to FY 2014)
- FY 2015 Dues Comparison to FY 2014 Dues
- FY 2015 Commitment of Dues Payment Form

If you have any questions or need further information, please contact Paul Hagen at phagen@txcouncil.com or call the Texas Council office at 512.794.9268.

Enclosure

cc: Sharon Walker, Texas Council Board Delegate



Texas Council of Community Centers FY 2015 Budget Overview

The Texas Council Board of Directors approved the FY 2015 operating budget on August 16, 2014.

FY 2015 Budget: Key Elements

- Total Budget: \$1,735,907 (\$140,215 increase as compared to FY 2014);
- Total dues for FY 2015 have been established at \$1,474,062 (increase of \$151,390 as compared to FY 2014);
- Includes \$150,000 contribution from the Texas Council Risk Management Fund (\$75,000 for administrative support provided by the Texas Council and \$75,000 for TCRMF member dues);
- Includes salary and related costs for a Health Policy Analyst position;
- Base dues are at \$9,000;
- Reflects a \$8,375 reduction in product endorsement fees;
- Covers membership dues for all Texas Council members in National Council for Behavioral Health and National Association of County Behavioral Health & Developmental Disabilities.

Texas Council dues are calculated using a board approved formula: a base assessment is applied to each Center and remaining amount needed to fund total dues for the year is assessed to each member by determining the net revenue of each Center in proportion to the total net revenues of all members. The net revenue for each Center equals its gross revenues less local funds and community hospital funds (as reflected in the most current independent audit). Total dues assessed to each member equals base dues (\$9,000) plus the proportionate share.

For Centers in NorthSTAR, mental health revenues earned through contract with Value Options are included in the determination of net revenue.

If you have any questions, please contact Paul Hagen at phagen@txcouncil.com.

Texas Co	ouncil	of Comr	nunity C	enters, l	nc.	
Budget						
Year End	ded Au	gust 31,	2015			
(as compar	ed to FY 2	014)				
				FY 2014	FY 2015	Increase
<u>REVENUES</u>				<u>Budget</u>	<u>Budget</u>	(Decrease)
40110 - Du	ues from Me	ember Cente	rs	1,322,672	1,474,062	151,390
40120 - Dι	ues from As	sociate Mem	bers	10,000	10,000	0
Product End	orsement F	ees:				
41110 - Bo	ond Progran	n - FAP (Adn	nin. Fee)	17,588	11,430	(6,158)
41130 - Te	exas Counc	il Risk Manaç	gement Fund	150,000	150,000	0
41140 - Re	etirement Pi	rogram - Mer	mbership	60,000	60,000	0
41150 - Bo	ond Progran	n - FAP (Reb	ate)	6,332	4,115	(2,217)
Other:						
42146 - Se	rvice Coord	I. Suumit Reg	gistrations	4,000	0	(4,000)
42147 - EC	I Summit R	egistrations		4,000	0	(4,000)
42150 - Conference Acct. Salary Reimburse				20,800	26,000	5,200
42160 - Miscellaneous				300	300	0
Total R	evenues			1,595,692	1,735,907	140,215

			FY 2014	FY 2015	Increase
			Budget	Budget	(Decrease)
EXPENSES					,
Personnel:					
61110 - Salaries			685,900	785,900	100,000
61115 - Other Comp	ensation		0	5,760	5,760
62210 - Retirement	Program Bene	fits	68,590	78,590	10,000
62220 - Employee H	lealth Insuranc	ce	52,800	58,800	6,000
62310 - FICA (Soc.	Security & Med	dicare)	46,390	54,541	8,151
62320 - State Unem	ployment		384	322	(62)
62330 - Federal Une	employment		336	336	0
62340 - Workers' Co	omp. Insurance	Э	1,767	1,917	150
Insurance:					
64110 - Auto - Liab.,	Comp., Collisi	on	139	199	60
64130 - Directors' &	Officers' Liabili	ity	1,865	1,865	0
64170 - Office Conte	nts		721	800	79
Occupancy:					
65130 - Base Office		79,431	81,998	2,567	
65135 - Bldg. Expens	gh	420	1,000	580	
Office Equipment (Lea					
65240 - Lease - Office Equipment			8,844	8,844	0
65242 - Lease - Ad Valorem Taxes			894	894	0
65245 - Lease - Telephone			4,716	4,716	0
65250 - Maintenance	e - Office Equip	oment	12,300	10,800	(1,500)
Office Expenses (Other	er):				
65325 · Office Supplies			10,650	7,800	(2,850)
65330 · Postage and Delivery			2,160	2,040	(120)
65335 · Printing			6,690	8,400	1,710
65340 · Telephone			24,000	24,000	0
65345 · Subscriptions - Publications			5,500	7,400	1,900
65350 · Miscellaneous			2,071	1,800	(271)
65380 · Depreciation - Office Equipment			9,500	9,500	0
65390 · Depreciation - Office Furniture			1,500	1,500	0

		FY 2014 Budget	FY 2015 Budget	Increase (Decrease)
Travel:				
66110 · CEO - Auto Allowance	8,400	8,400	0	
66112 · CEO - Travel/Meetings		12,000	14,000	2,000
66120 · Board of Directors		6,000	6,000	0
66140 · TX Council Staff (except 0	CEO)	18,360	17,000	(1,360)
66150 · Registration Fees/Conference	ences	4,800	6,000	1,200
66160 - Oversight Committees		6,000	6,400	400
Meetings:				
67110 · TX Council Board of Direct	ctors	24,000	24,000	0
67120 · Executive Directors' Cons	ortium	24,000	24,000	0
67150 - Other Meeting Costs		8,000	8,000	0
Other Operating:				
Other Operating: 68110 · Memberships - Association	no oto	42,500	4E E00	2 000
•	· ·	45,500	3,000	
68120 · Advocacy Associations 68130 · Public Info Contracted		5,000	5,000 10,000	0
68160 · National Council Dues		10,000 91,150	· · · · · · · · · · · · · · · · · · ·	2 725
66160 · National Council Dues		91,130	93,885	2,735
Contracted and Purchased Services				
69120 · Governmental Relations (72,000	96,000	24,000	
69210 - Audit/Tax Services	6,200	6,200	24,000	
69220 - General Counsel Services	 S	75,000	75,000	0
69240 - Bond Admin Arbitrage		5,000	5,000	0
69250 - Financial Services	70,800	70,800	0	
69260 - Purchased Services / Cor	65,914	50,000	(15,914)	
69271 - Service Coordination Sum	4,000	0	(4,000)	
69272 - ECI Summit		4,000	0	(4,000)
33272 237337771		1,000		(.,000)
Contingency Funds:				0
69910 · Unanticipated Expenses	5,000	5,000	0	
Total Expenses		1,595,692	1,735,907	140,215
Excess (Deficit) of Revenues over Ex	0	0	0	

Agenda Item: Select Contractor for Renovations to the Psychiatric Emergency Treatment Center for the 1115 Diversion Program

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

As the Board is aware, six offices at the front of the Psychiatric Emergency Treatment Center (PETC) need to be remodeled for the Center's 1115 Diversion program. The Diversion program will include three beds which will be used by consumers who are in need of monitoring and reassessment to determine the appropriate course of mental health treatment.

Last year, we were required by the Department of State Health Services to meet the Texas Administrative Code (TAC) for an Extended Observation Unit for the facility. These TAC requirements meant that a shower must be added to one of the office spaces and this greatly increased the scope of the project.

Plans for the project were developed by LZT Architects. The project was put out to bid on September 5th and bids were due to the Center on September 17th.

Although three contractors visited the project site and indicated that they would bid on the project, only two bids were received:

- Cordova Construction, Nacogdoches \$60,332.00
- Harris Construction, Humble \$91,100.40

The plans from LZT Architects as well as the contractor bid packages have been provided for your review.

As the Board is aware, Cordova Construction has been a contractor for Tri-County on three occasions (Independence Communities, Inc., Montgomery Supported Housing, Inc. and the Admin drainage project). Cordova Construction is rated A+ with the Better Business Bureau.

This is the first time we've received a bid from Harris Construction and we are unfamiliar with their work. They are also not registered with the Better Business Bureau. As a result, staff will check references prior to the Board meeting.

Supporting Documentation:

LZT Architects Site Plan

Bid from Cordova Construction

Bid from Harris Construction

Recommended Action:

Select Contractor for Renovations to the PETC for the 1115 Diversion Program

TRI COUNTY MHMR SERVICES

706 OLD MONTGOMERY ROAD, CONROE, TEXAS 77301

OWNER:

TRI COUNTY MHMR SERVICES
706 OLD MONTGOMERY ROAD
CONROE, TEXAS 77301

CONTACT: EVAN ROBERSON

EMAIL: EVANR@TRICOUNTYSERVICES.ORG

PROJECT ABBREVIATIONS

Δ		E		HT	HEIGHT	OFF.	OFFICE	SS	STORM SEWER
A	AND	E.	EAST	HVAC	HEAT/VENTILATION/AIR COND		OPENING	SST.	STAINLESS STEEL
AMP	AMPERES	EA.	EACH	HW	HOT WATER	OPP.	OPPOSITE	SS	SERVICE SINK
L	ANGLE	E/A	EXHAUST AIR			Б		STA.	STANDARD
AB ABV	ANCHOR BOLT ABOVE	EXH FN EIFS	EXHAUST FAN EXTERIOR INSULATION	ĪD	INSIDE DIAMETER	P		STD. STIFF.	STANDARD STIFFENER
A/C	AIR CONDITIONING	Lii O	AND FINISH SYSTEM	IF	INSIDE FACE	P	POLE	STL.	STEEL
ACT	ACOUSTICAL TILE	EJ.	EXPANSION JOINT	IN	INCHES		PERFORATED PHASE	STOR.	STORAGE
AD	AREA DRAIN	ELEV.	ELEVATION	INSUL. INT.	INSULATION INTERIOR	PH PL.	PLATE	STRC.	STRUCTURAL
ADJ. AFF	ADJUSTABLE ABOVE FINISH FLOOR	ELEC. EMER.	ELECTRICAL	IPS	INTERIOR PAINT SYSTEM	PLAM	PLASTIC LAMINATE	SUSP.	SUSPENDED
ALUM.	ALUMINUM	ENCL.	EMERGENCY ENCLOSURE				PLASTER	SV. SYMM	SHEET VINYL SYMMETRICAL
	ACCESS PANEL	EPS	EXTERIOR PAINT SYSTEM	J JAN.	JANITOR		PLUMBING PLYWOOD		OTHER TRIOAL
	APPROXIMATE	EQ.	EQUAL	JT.	JOINT	PNL	PANEL	T.	TOP
ARCH. ASB.	ARCHITECT ASBESTOS	E.W. E.W.C.	EACH WAY ELECTRIC WATER COOLER			PR.	PAIR	TB	TOWEL BAR
ASC	ABOVE SUSPENDED CEILING	E.VV.C. EXP.	EXPANSION	K K	KIPS (1000 POUNDS)	PT.	POINT	T&B	TOP & BOTTOM
ASPH.	ASPHALT	EXH.	EXHAUST	KIT.	KITCHEN	PRCST. PTD	PRE-CAST PAPER TOWEL DISPENSER	TOC	TOP OF CONCRETE
AUTO	AUTOMATIC	EXT.	EXTERIOR			PTN.	PARTITION	TOFF TS	TOP OF FINISH FLOOR TRANSITION STRIP
AUX	AUXILIARY			L		PTR	PAPER TOWEL RECEPTACLE	TEL.	TELEPHONE
В		F FA	FIRE ALARM	LAB.	LABORATORY			TMP	TEMPERED
	BOARD	FBO	FURNISHED BY OTHERS	LAM.	LAMINATE			T.&G.	TONGE AND GROOVE
BITUM.	BITUMINOUS	FCB	FIBER CEMENT BOARD	LAV. LKR.	LAVATORY LOCKER	Q	6114 BBV BU B	THK.	THICK
	BELOW FINISHED FLOOR	FD	FLOOR DRAIN	LOC	LOCATION	QT	QUARRY TILE	THRU.	THROUGH
BL BLDG.	BUILDING LINE BUILDING	FDN.	FOUNDATION	LPT	LOW POINT	R		TOM	TOP OF MASONRY
	BLOCK	FE FEC	FIRE EXTINGUISHER	LT.	LIGHT	R.	RISER	TOP	TOP OF PIER
BM.	BEAM	F.F.	FIRE EXTINGUISHER CAB. FINISH FLOOR			RA RAD.	RETURN AIR RADIUS	TOS TOW	TOP OF STEEL TOP OF WALL
	BOTTOM	FHC	FIRE HOSE CABINET	M		RCP	REFLECTED CEILING PLAN	TP	TREE PROTECTION
BS	BACKSPLASH	FIN.	FINISH	MATL. MAX.	MATERIAL MAXIMUM	RD	ROOF DRAIN	TTB	TELEPHONE TERMINAL BOARD
С		FL. FLASH	FLOOR FLASHING	M.B.	MARKER BOARD	RECPT	RECEPTACLE	TPD	TOILET PAPER DISPENSER
	CONDUIT	FLUOR.	FLUORESCENT	M.C.	MEDICINE CABINET	RTU	ROOF TOP UNIT	TV	TELEVISION
	CONDUIT CABINET	FOC	FACE OF CONCRETE	MDF	MEDIUM DENSITY FIBER BD	REINF.	REINFORCED	TYP.	TYPICAL
	CORNER GUARD	FOF	FACE OF FINISH	MEMB.	MEMBRANE	REQD RESIL.	REQUIRED RESILIENT	U	
CJ	CONTROL JOINT	FOS	FACE OF STUDS	MECH.	MECHANICAL	R/F	REFRIGERATOR/FREEZER		LINDEDOCUNTED
	CEILING	FP	FIREPROOF	MTL. MFR.	METAL MANUFACTURER	RVS	REVERSE	UC UE	UNDERCOUNTER UNDERGROUND ELECTRIC CIRCUIT
€ CL	CENTER LINE CLOSET	FT. FTG.	FOOT OR FEET FOOTING	MH.	MANHOLE	RFP	REINFORCED FIBERGLASS PANEL	UGND	UNDERGROUND
	CLEAN OUT	FURG	FURRING	MIN.	MINIMUM	REG	REGISTER	UL	UNDERWRITER'S LABORATORIES
	COLUMN	FUT.	FUTURE	MID	MIDDLE	RL	RAINLEADER	UNF.	UNFINISHED
	COMMUNICATION	G		MIRR.	MIRROR	RM. RO	ROOM ROUGH OPENING	UON	UNLESS OTHERWISE NOTED
	CONCRETE	GA.	GAGE	MISC. M.O.	MISCELLANEOUS MASONRY OPENING	RWL	RAIN WATER LEADER	UR. US.	URINAL UNDERSIDE
	CONNECTION		GALVANIZED	MOD	MODIFIED			ŬT	UNDERGROUND TELEPHONE
CONT. C.T.	CONTINUOUS CERAMIC TILE		GRAB BAR	M.R.	MOISTURE RESISTANT			T.	
	COUNTER	GC	GENERAL CONTRACTOR	MSB MTD.	MAIN SWITCH BOARD MOUNTED	S		V	
CTR.	CENTER		GENERAL CROUND FALL TINTERBURT	MULL	MULLION	S.	SOUTH	VCT.	VINYL COMPOSITE TILE
CTV	CABLE TELEVISION COLD WATER PIPING		GROUND FAULT INTERRUPT GENERAL DUTY	N		S/A S.C.	SUPPLY AIR SEALED CONCRETE	VEST.	VESTIBULE
CW	COLD WATER FIFING	GL	GLASS		NATIONAL ELECTRIC CORE	SCD	SEALED CONCRETE SEAT COVER DISPENSER	VTR	VENT THROUGH ROOF
_			GROUND	NEC NEUT	NATIONAL ELECTRIC CODE NEUTRAL	SCHED.	SCHEDULE	W	
D DEG.	DECREE		GRADE	NHCS	NON HANDICAP SHOWER	SD	SOAP DISPENSER	wco	WALL CLEANOUT
DEG. DEPT.	DEGREES DEPARTMENT		GYPSUM WALL BOARD	N.I.C.	NOT IN CONTRACT	SD SECT.	STORM DRAIN	W.C.	WATER CLOSET
	DRINKING FOUNTAIN	Н		NO. OR #	NUMBER	SECT. SF	SECTION SILT FENCE	WH	WATER HEATER
DET.	DETAIL	НВ	HOSE BIBB	NOM.	NOMINAL	SH.	SINGLE HUNG	WD.	WOOD
	DIAMETER	HC.	HANDICAP	NTS	NOT TO SCALE	SHR.	SHOWER	W/O WP	WITH OUT WATERPROOF
	DIMENSION		HANDICAP SHOWER	0		SHT.	SHEET	WT.	WEIGHT
	DISPENSER DOWN		HAND DRYER HARDWOOD	OA	OVERALL	SIM. SND	SIMILAR SANITARY NAPKIN DISPENSER	WTR	WATER
	DOOR		HARDWARE	OBS.	OBSCURE	S.N.R.	SANITARY NAPKIN DISPENSER SANITARY NAPKIN RECEPTACLE	WW	WASTE WATER
DS.	DOWNSPOUT	HM	HOLLOW METAL	OC	ON CENTER	SPEC.	SPECIFICATION	W.W.F.	WELDED WIRE FABRIC
DWG.	DRAWING		HORIZONTAL	OCEW OD	ON CENTER EACH WAY OUTSIDE DIAMETER	SQ.	SQUARE	WWM	WELDED WIRE MESH
		HR.	HOUR	OH	OVERHEAD			WSCT.	WAINSCOT

VICINITY MAP

SYI	MBOLS	INDEX	INDEX OF DRAWINGS				
		SHT. NO.	SHEET NAME				
209	ROOM SYMBOL	G-001	COVER SHEET				
		ADA1	ACCESSIBILITY				

NORTH SYMBOL

2 (A-401) 4 ELEVATION REFERENCE

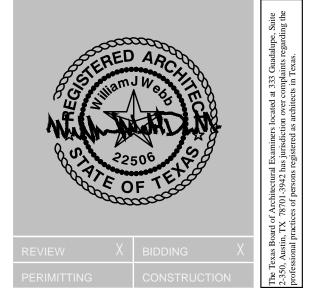
A WINDOW TYPE

G-001	COVER SHEET	
ADA1	ACCESSIBILITY	
ADA2	ACCESSIBILITY	
ADA3	ACCESSIBILITY	
A-1.1	EXISTING FLOOR PLAN - DEMO PLAN	
A-1.2	NEW FLOOR PLAN - DIMENSION PLAN	
A-1.3	NEW RCP PLAN	
A-3.1	NOTES, SCHEDULES & DETAILS	

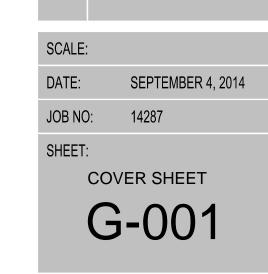


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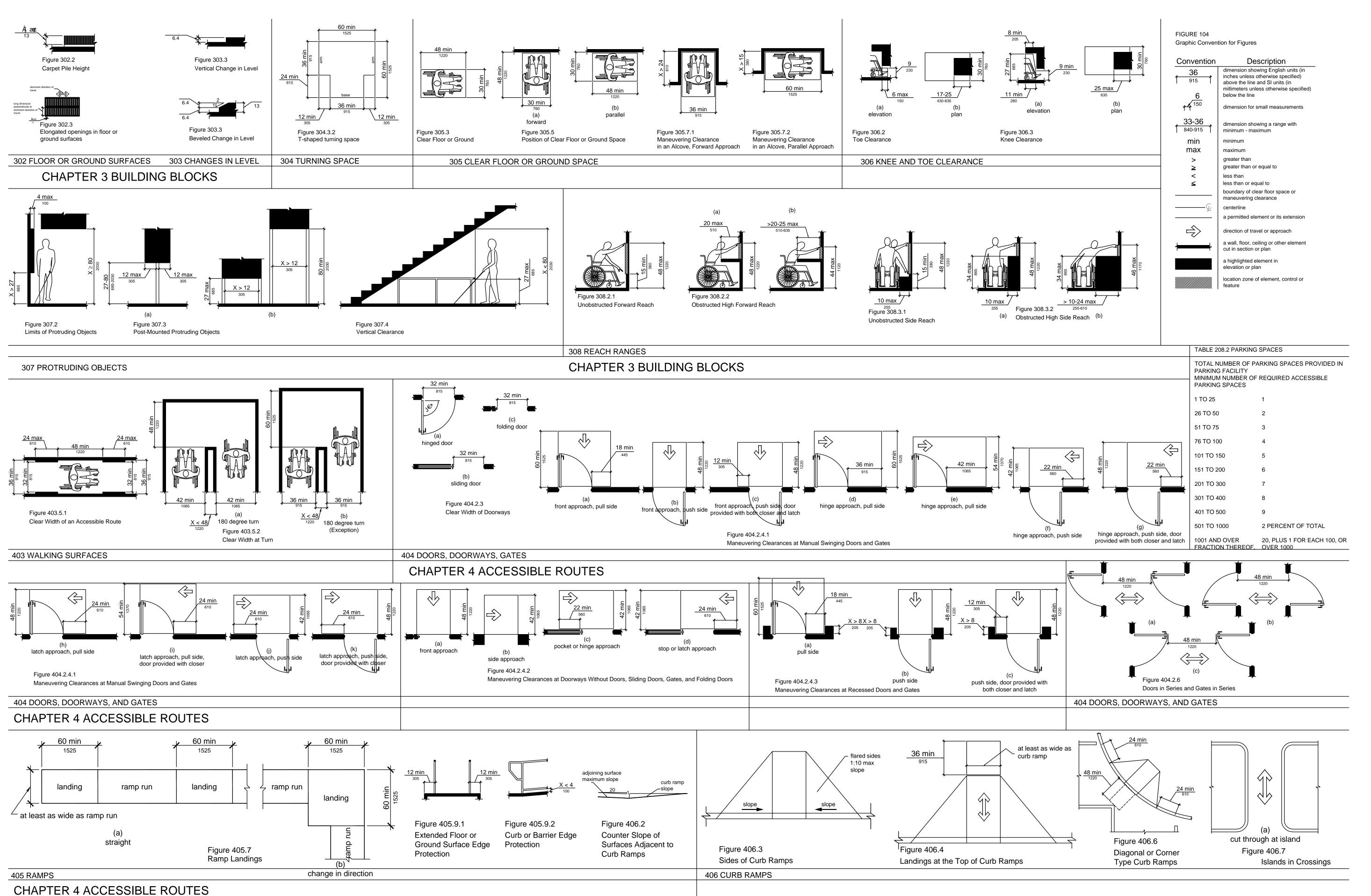


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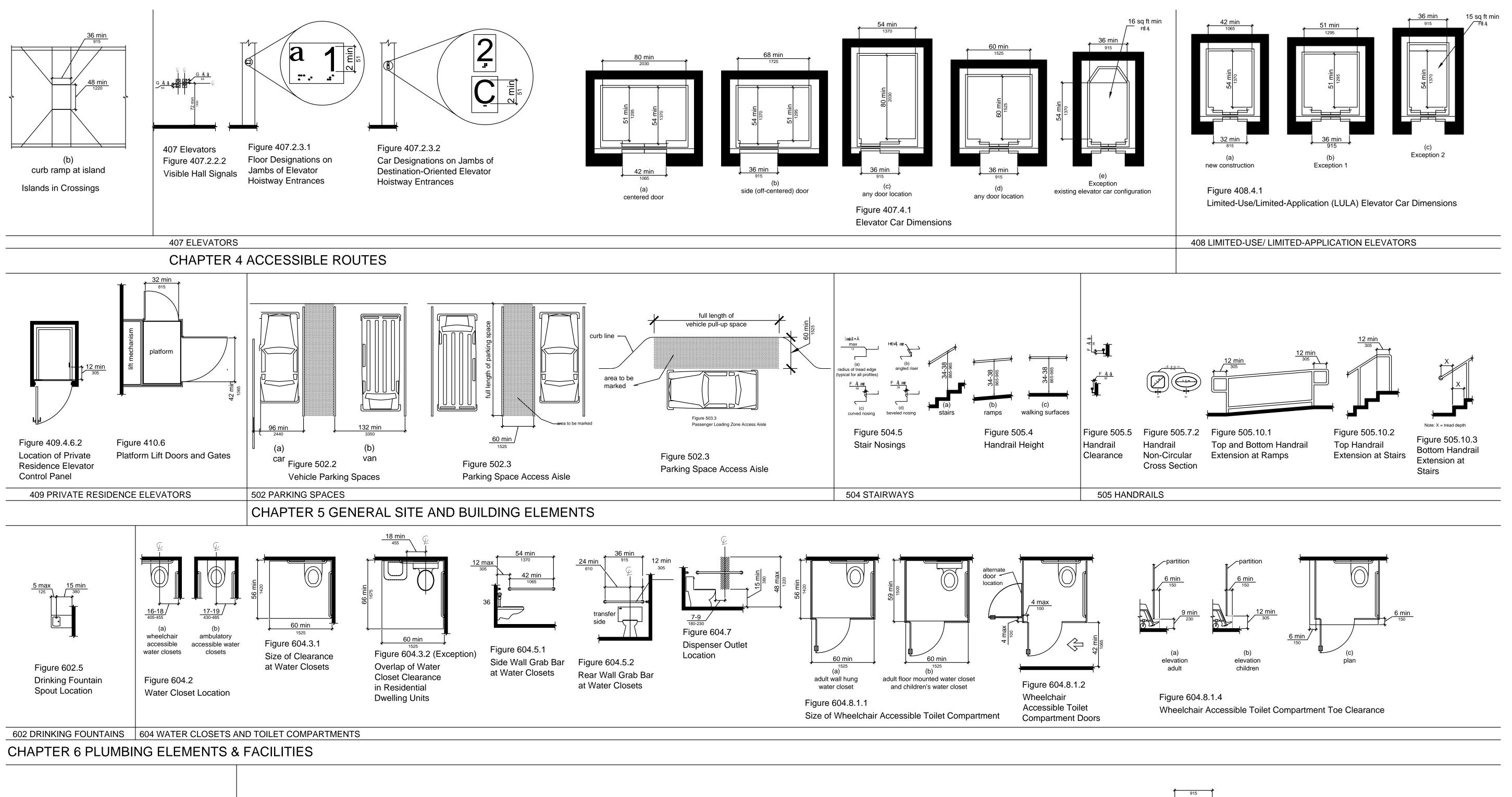
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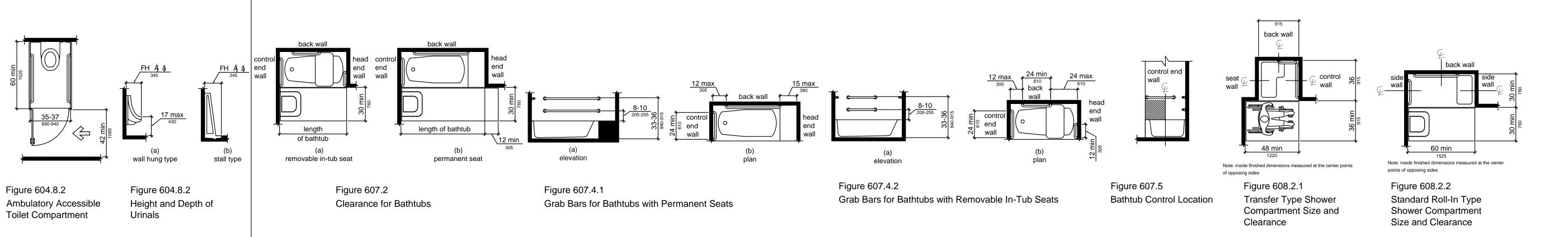




102 E. MAIN, SUITE 200 ROUND ROCK, TX 78664 T : [512] 238 8912 F : [512] 238 8913

SCALE: DATE: SEPTEMBER 4, 2014 JOB NO: 14287 ADA DETAILS





CHAPTER 6 PLUMBING ELEMENTS & FACILITIES

607 BATHTUBS



ARCHITECTURE | PLANNING |

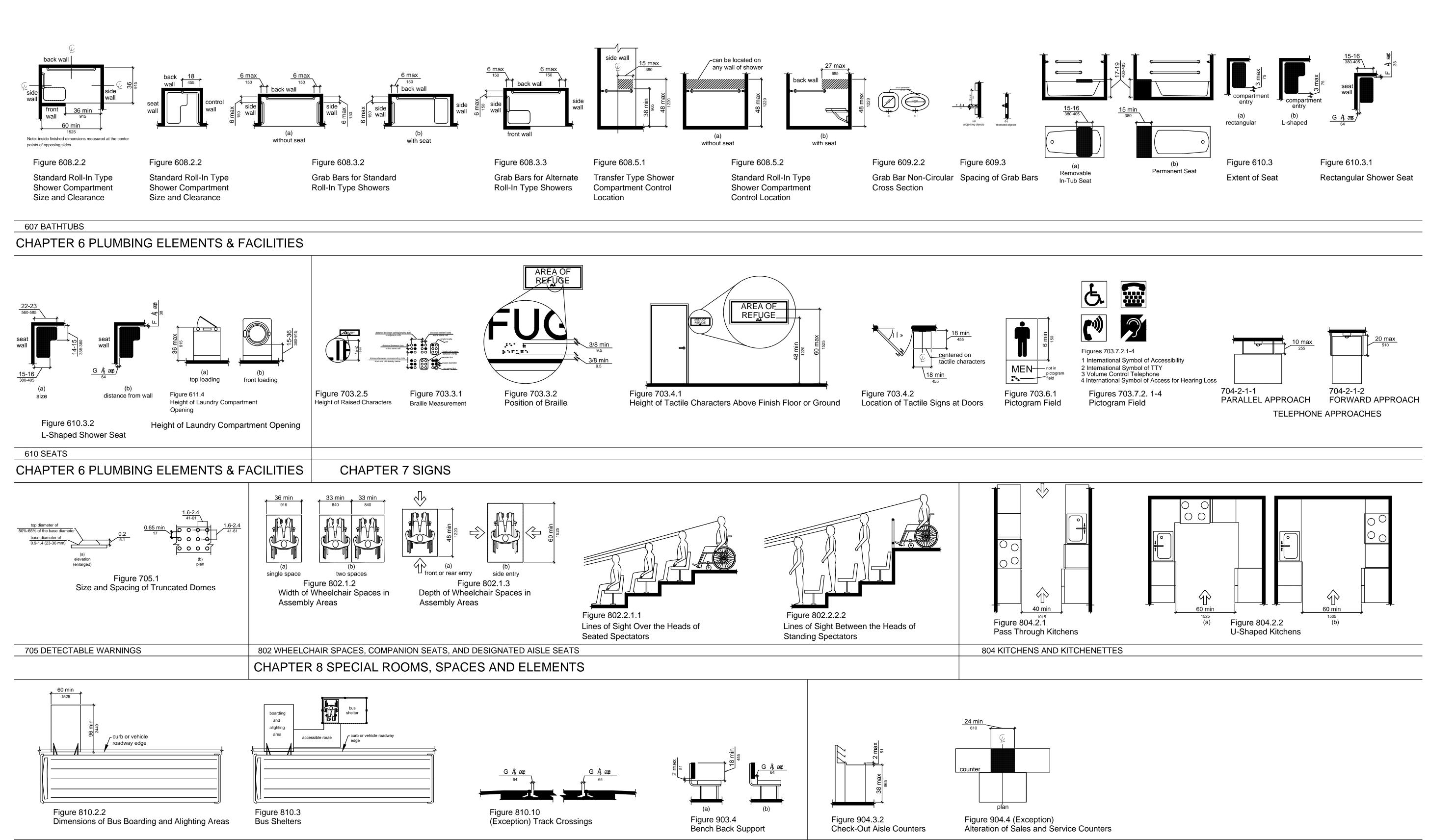
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CHAPTER 8 SPECIAL ROOMS, SPACES AND ELEMENTS



904 CHECK OUT AISLES & SERVICE COUNTERS

SCALE:

DATE: SEPTEMBER 4, 2014

JOB NO: 14287

SHEET:

ADA DA3

ADA DETAILS

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PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION
 3.01 SUBMITTALS FOR REVIEW
 A. When the following are specified in individual sections, submit them for review:
   . Product data.
  Shop drawings.
 3. Samples for selection
 Samples for verification
B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract
 C. Samples will be reviewed only for aesthetic, color, or finish selection.
3.02 SUBMITTALS FOR INFORMATION
 A. When the following are specified in individual sections, submit them for information:

    Design data.

 Certificates.
  3. Test reports.
 Inspection reports.
Manufacturer's instructions.
Manufacturer's field reports.
 3.03 SUBMITTALS FOR PROJECT CLOSEOUT
  A. When the following are specified in individual sections, submit them at project closeout:
  1. Operation and maintenance data.
 Warranties.
 3. Other types as indicated.
 B. Submit for Owner's benefit during and after project completion.
  3.04 NUMBER OF COPIES OF SUBMITTALS
  A. Documents for Review:
 1. Small Size Sheets, Not Larger Than 8-1/2 x 11 inches (215 x 280 mm): Submit the number of copies that Contractor requires, plus one copy that will be
retained by Architect.
 B. Documents for Information: Submit two copies.
  C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 3.05 SUBMITTAL PROCEDURES
 A. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each
B. Schedule submittals to expedite the Project, and coordinate submission of related items.
  C. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
  D. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
 E. When revised for resubmission, identify all changes made since previous submission.
 SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS
 PART 1 GENERAL
 1.01 SECTION INCLUDES
  A. Examination, preparation, and general installation procedures.
B. Pre-installation meetings.
 C. Cutting and patching.

    D. Cleaning and protection

  E. Starting of systems and equipment.
 F. Closeout procedures, except payment procedure
 G. General requirements for maintenance service.
 1.02 RELATED REQUIREMENTS
 A. Section 01 3000 - Administrative Requirements: Submittals procedures.
  B. Section 01 7800 - Closeout Submittals: Project record documents, operation and maintenance data, warranties and bonds.
  C. Section 07 8400 - Firestopping.
 1 03 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
 1.04 PROJECT CONDITIONS
 A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
  B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion
  C. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases
 D. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic
 substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations
 1.05 COORDINATION
 A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of
 interdependent construction elements.
 B. Notify affected utility companies and comply with their requirements.
 C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections
 having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
 D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow
  routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize
 accessibility for other installations, for maintenance, and for repairs.
E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with
 finish elements.
 F. Coordinate completion and clean-up of work of separate sections.
 G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to
 minimize disruption of Owner's activities.
 2.01 EXAMINATION
  A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions
 B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
  C. Examine and verify specific conditions described in individual specification sections.
 D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
  E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
 A. Clean substrate surfaces prior to applying next material or substance.
 B. Seal cracks or openings of substrate prior to applying next material or substance.
 C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
 2.03 PREINSTALLATION MEETINGS
  A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
 B. Require attendance of parties directly affecting, or affected by, work of the specific section.
 2.04 GENERAL INSTALLATION REQUIREMENTS
A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to
 necessity for replacement.
 B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
  C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
  D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
 E. Make neat transitions between different surfaces, maintaining texture and appearance.
 2.05 CUTTING AND PATCHING
  A. Whenever possible, execute the work by methods that avoid cutting or patching.
 B. Perform whatever cutting and patching is necessary to:

    Complete the work.

 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
  4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition
 6. Repair new work damaged by subsequent work.
  7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-conforming work.
  C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing.
  D. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
 E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
 F. Restore work with new products in accordance with requirements of Contract Documents.
 G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
 H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400,
 to full thickness of the penetrated element.
1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an
assembly, refinish entire unit.
  2. Match color, texture, and appearance.
  3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of
 substrate, repair substrate prior to repairing finish.
2.06 PROGRESS CLEANING
 A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
  B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
  C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.
2.07 PROTECTION OF INSTALLED WORK
 A. Protect installed work from damage by construction operations
 B. Provide special protection where specified in individual specification sections.
  C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
 D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
 E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
 F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing
or roofing material manufacturer.
  G. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.
 2.08 SYSTEM STARTUP
 A. Coordinate schedule for start-up of various equipment and systems.
B. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions
 that may cause damage.
  C. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
  D. Verify that wiring and support components for equipment are complete and tested.
 E. Execute start-up under supervision of applicable Contractor personnel in accordance with manufacturers' instructions.
 F. Submit a written report that equipment or system has been properly installed and is functioning correctly.
2.09 ADJUSTING
 A. Adjust operating products and equipment to ensure smooth and unhindered operation.
 2.10 FINAL CLEANING
 A. Use cleaning materials that are nonhazardous.
B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy
  C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
  D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
  E. Replace filters of operating equipment.
 F. Clean debris from roofs, gutters, downspouts, and drainage systems.
G. Clean site; sweep paved areas, rake clean landscaped surfaces.
 H. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.
 2.11 CLOSEOUT PROCEDURES
  \ensuremath{\mathsf{A}}. Make submittals that are required by governing or other authorities.

    Provide copies to Owner.

 B. Notify Architect when work is considered ready for Substantial Completion.
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C. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Owner-occupied areas.

D. Notify Architect when work is considered finally complete E. Complete items of work determined by Architect's final inspection.

END OF SECTION

SECTION 01 3000

PART 1 GENERAL

1.01 SECTION INCLUDES

1.02 RELATED REQUIREMENTS

ADMINISTRATIVE REQUIREMENTS

A. Submittals for review, information, and project closeout.

A. Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.

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SECTION 01 7800
 CLOSEOUT SUBMITTALS
 PART 1 GENERAL
 1.01 SECTION INCLUDES
 A. Project Record Documents
 B. Operation and Maintenance Data.
 C. Warranties and bonds.
 1.02 RELATED REQUIREMENTS
 A. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
 B. Section 01 7000 - Execution and Closeout Requirements: Contract closeout procedure
 C. Individual Product Sections: Specific requirements for operation and maintenance data.
D. Individual Product Sections: Warranties required for specific products or Work.
 1.03 SUBMITTALS
A. Operation and Maintenance Data
 1. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten
B. Warranties and Bonds:
 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after
 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
PART 2 PRODUCTS - NOT USED
 PART 3 EXECUTION
 A. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and
B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable
 C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use
D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's
3.02 WARRANTIES AND BONDS
 A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the
 applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial
B. Verify that documents are in proper form, contain full information, and are notarized.
 C. Co-execute submittals when required.
D. Retain warranties and bonds until time specified for submittal.
END OF SECTION
 SECTION 03 3000
 CAST-IN-PLACE CONCRETE
PART 1 GENERAL
1.01 SECTION INCLUDES

 Concrete formwork.

B. Floors and slabs on grade
 C. Concrete reinforcement.
 1.02 REFERENCE STANDARDS
 A. ACI 117 - Standard Specifications for Tolerances for Concrete Construction and Materials; American Concrete Institute International; 2010.
 B. ACI 211.1 - Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete; American Concrete Institute International; 1991
 (Reapproved 2002).
  C. ACI 301 - Specifications for Structural Concrete for Buildings; American Concrete Institute International; 2010.
 D. ACI 302.1R - Guide for Concrete Floor and Slab Construction; American Concrete Institute International; 2004 (Errata 2007).
 E. ACI 304R - Guide for Measuring, Mixing, Transporting, and Placing Concrete; American Concrete Institute International; 2000
 F. ACI 305R - Hot Weather Concreting: American Concrete Institute International: 2010.
 G. ACI 308R - Guide to Curing Concrete; American Concrete Institute International; 2001 (Reapproved 2008).
 H. ACI 318 - Building Code Requirements for Structural Concrete and Commentary; American Concrete Institute International; 2008.
 I. ACI 347 - Guide to Formwork for Concrete; American Concrete Institute International; 2004.
 J. ASTM A185/A185M - Standard Specification for Steel Welded Wire Reinforcement, Plain, for Concrete; 2007
K. ASTM A615/A615M - Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement; 2009b.
L. ASTM C33 - Standard Specification for Concrete Aggregates; 2011.
M. ASTM C39/C39M - Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens; 2010.

N. ASTM C94/C94M - Standard Specification for Ready-Mixed Concrete; 2011.
 O. ASTM C150 - Standard Specification for Portland Cement; 2011.
 1.03 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Samples: Submit samples of underslab vapor retarder to be used.
 1.04 QUALITY ASSURANCE
 A. Perform work of this section in accordance with ACI 301 and ACI 318.
B. Follow recommendations of ACI 305R when concreting during hot weather.
 A. Formwork Design and Construction: Comply with guidelines of ACI 347 to provide formwork that will produce concrete complying with tolerances of ACI
B. Form Materials: Contractor's choice of standard products with sufficient strength to withstand hydrostatic head without distortion in excess of permitted
 2.02 REINFORCEMENT
 A. Reinforcing Steel: ASTM A615/A615M Grade 60 (420).

    Type: Deformed billet-steel bars.
    B. Steel Welded Wire Reinforcement: ASTM A 185/A 185M, plain type.

  1. Chairs, Bolsters, Bar Supports, Spacers: Sized and shaped for adequate support of reinforcement during concrete placement.
 D. See notes and specifications on Structural Drawing Sheets
 2.03 CONCRETE MATERIALS
 A. Cement: ASTM C150. Type I - Normal Portland type
 B. Fine and Coarse Aggregates: ASTM C 33.
 C. Water: Clean and not detrimental to cond
D. See notes and specifications on Structural Drawing Sheets.
 2.04 ACCESSORY MATERIALS
 A. Underslab Vapor Retarder: Multi-layer, fabric-, cord-, grid-, or aluminum-reinforcedpolyethylene or equivalent, complying with ASTM E1745, Class A;
 stated by manufacturer as suitable for installation in contact with soil or granular fill under concrete slabs. The use of single ply polyethylene is prohibited.
 1. Accessory Products: Vapor retarder manufacturer's recommended tape, adhesive, mastic, prefabricated boots, etc., for sealing seams and penetrations in
 2. Products:
a. Stego Industries, LLC; Stego Wrap Vapor Barrier 15-mil (Class A):www.stegoindustries.com.
2.05 CURING MATERIALS
 A. Evaporation Reducer: Liquid thin-film-forming compound that reduces rapid moisture loss caused by high temperature, low humidity, and high winds;
 intended for application immediately after concrete placement.
B. Moisture-Retaining Sheet: ASTM C171.
 1. Polyethylene film, clear, minimum nominal thickness of 0.0040 in, (0.10 mm).
C. Water: Potable, not detrimental to concrete.
2.06 CONCRETE MIX DESIGN
  A. Proportioning Normal Weight Concrete: Comply with ACI 211.1 recommendations.
B. Normal Weight Concrete:
 1. Compressive Strength, when tested in accordance with ASTM C39/C39M at 28 days: 3,000 pounds per square inch (20.7 MPa).
 2. Maximum Slump: see Specifications and Notes on Structural Drawings.
 3. Maximum Aggregate Size: see Specifications and Notes on Structrual Drawings.
A. Transit Mixers: Comply with ACI 318.
 PART 3 EXECUTION
 3.01 EXAMINATION
 A. Verify lines, levels, and dimensions before proceeding with work of this section.
A. Formwork: Comply with requirements of ACI 301. Design and fabricate forms to support all applied loads until concrete is cured, and for easy removal
 without damage to concrete.
 B. Coordinate placement of embedded items with erection of concrete formwork and placement of form accessories.
 C. Interior Slabs on Grade: Install vapor retarder under interior slabs on grade. Lap joints minimum 6 inches (150 mm). Seal joints, seams and penetrations
  watertight with manufacturer's recommended products and follow manufacturer's written instructions. Repair damaged vapor retarder before covering.
 3.03 INSTALLING REINFORCEMENT AND OTHER EMBEDDED ITEMS
A. Comply with requirements of ACI 301. Clean reinforcement of loose rust and mill scale, and accurately position, support, and secure in place to achieve
not less than minimum concrete coverage required for protection.
B. Install welded wire reinforcement in maximum possible lengths, and offset end laps in both directions. Splice laps with tie wire.
 3.04 PLACING CONCRETE
 A. Place concrete in accordance with ACI 304R.
B. Place concrete for floor slabs in accordance with ACI 302.1R.
C. Repair underslab vapor retarder damaged during placement of concrete reinforcing. Repair with vapor retarder material; lap over damaged areas a
 minimum 6-inches and seal watertight
 D. Finish floors level and flat, unless otherwise indicated, within the tolerances specified below.
 3.05 CONCRETE FINISHING
 A. Concrete Slabs: Finish to requirements of ACI 302.1R, and as follows:
 1. Decorative Exposed Surfaces: "Steel trowel" as described in ACI 302.1R; use steel-reinforced plastic trowel blades instead of steel blades to avoid
 black-burnish marks; decorative exposed surfaces include surfaces to be polished.
 a. General Contractor to coordinate trades for concrete pour and finishing prior to start of work.
 3.06 CURING AND PROTECTION
 A. Comply with requirements of ACI 308R. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and
 mechanical injury.
B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
 3.07 FIELD QUALITY CONTROL
 A. An independent testing agency will perform field quality control tests.
B. Provide free access to concrete operations at project site and cooperate with appointed firm.
 3.08 DEFECTIVE CONCRETE
 A. Test Results: The testing agency shall report test results in writing to Architect and
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Contractor within 24 hours of test.

A. Do not permit traffic over unprotected concrete floor surface until fully cured.

3.09 PROTECTION

END OF SECTION

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SECTION 06 4100
ARCHITECTURAL WOOD CASEWORK
PART 1 GENERAL
1.01 SECTION INCLUDES
 A. Specially fabricated cabinet units.
B. Countertops.
C. Cabinet hardware.
 1.02 RELATED REQUIREMENTS
A. Section 09 9000 - Painting and Coating: Site finishing of cabinet exterior.
1.03 REFERENCE STANDARDS
A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2009.
1.04 SUBMITTALS
 A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
 B. Shop Drawings: Indicate materials, component profiles, fastening methods, jointing details, and accessories.
 C. Product Data: Provide data for hardware accessories
D. Samples: Submit actual samples of architectural cabinet construction, minimum 12 inches (300 mm) square, illustrating proposed cabinet substrate and
 A. Fabricator Qualifications: Company specializing in fabricating the products specified in this section with minimum five years of experience.
1.06 DELIVERY, STORAGE, AND HANDLING
A. Protect units from moisture damage.
1.07 FIELD CONDITIONS
A. During and after installation of custom cabinets, maintain temperature and humidity conditions in building spaces at same levels planned for occupancy.
PART 2 PRODUCTS
 A. Quality Grade: Unless otherwise indicated provide products of quality specified by AWI//AWMAC/WI Architectural Woodwork Standards for Custom Grade.
 1. Finish - Exposed Exterior Surfaces: Wood.
 2. Finish - Exposed Interior Surfaces: Wood.
 3. Door and Drawer Front Edge Profiles: Square edge with thin applied band.
4. Casework Construction Type: Type A - Frameless.
5. Grained Face Layout for Cabinet and Door Fronts: Style and Rail, all Grades.
a. Drawer fronts run grain either vertically or horizontally at the manufacturer's option.
 b. Doors: Vertical grain.
6. Cabinet Design Series: As indicated on the Drawings.
  7. Adjustable Shelf Loading: 50 lbs. per sq. ft.
8. Cabinet Style: Reveal overlay.
9. Cabinet Doors and Drawer Fronts: as indicated on drawings.
  10. Drawer Construction Technique: Dovetail joints
2.02 WOOD-BASED COMPONENTS
A. Wood fabricated from old growth timber is not permitted.
2.03 LAMINATE MATERIALS
 A. Manufacturers:
  1. Wilsonart International, Inc: www.wilsonart.com.
2.04 COUNTERTOPS
A. Plastic Laminate Countertops: Medium density fiberboard substrate covered with HPDL, conventionally fabricated and self-edge banded.
2.05 ACCESSORIES
A. Adhesive: Type recommended by fabricator to suit application.
 A. Adjustable Shelf Supports: Standard side-mounted system using surface mounted metal shelf standards or multiple holes for pin supports and coordinated
self rests, satin chrome finish, for nominal 1 inch (25 mm) spacing adjustments.
B. Drawer and Door Pulls: _as selected by Contractor___
 C. Drawer Slides:

    Type: Standard extension

 2. Static Load Capacity: Commercial grade
3. Mounting: Side mounted.
4. Features: Provide self closing/stay closed type.
D. Hinges: European style concealed self-closing type, steel with satin finish.
  A. Assembly: Shop assemble cabinets for delivery to site in units easily handled and to permit passage through building openings.
```

C. Provide cutouts for electrical chords. Verify locations of cutouts from on-site dimensions. Prime paint cut edges. A. Sand work smooth and set exposed nails. B. On items to receive transparent finishes, use wood filler matching or blending with surrounding surfaces and of types recommended for applied finishes. C. Finish work in accordance with AWI/AWMAC/WI Architectural Woodwork Standards, Section 5 - Finishing for Grade specified and as follows: a. Stain: As selected by General Contractor. b. Sheen: Semigloss. PART 3 EXECUTION 3.01 EXAMINATION A. Verify adequacy of backing and support framing.
 B. Verify location and sizes of utility rough-in associated with work of this section. 3.02 INSTALLATION A. Set and secure custom cabinets in place, assuring that they are rigid, plumb, and level. B. Use concealed joint fasteners to align and secure adjoining cabinet units. C. Secure cabinets to floor using appropriate angles and anchorages. A. Clean casework, counters, shelves, hardware, fittings, and fixtures.

B. Plastic Laminate: Apply plastic laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with

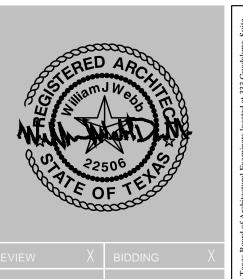
concealed fasteners.

END OF SECTION



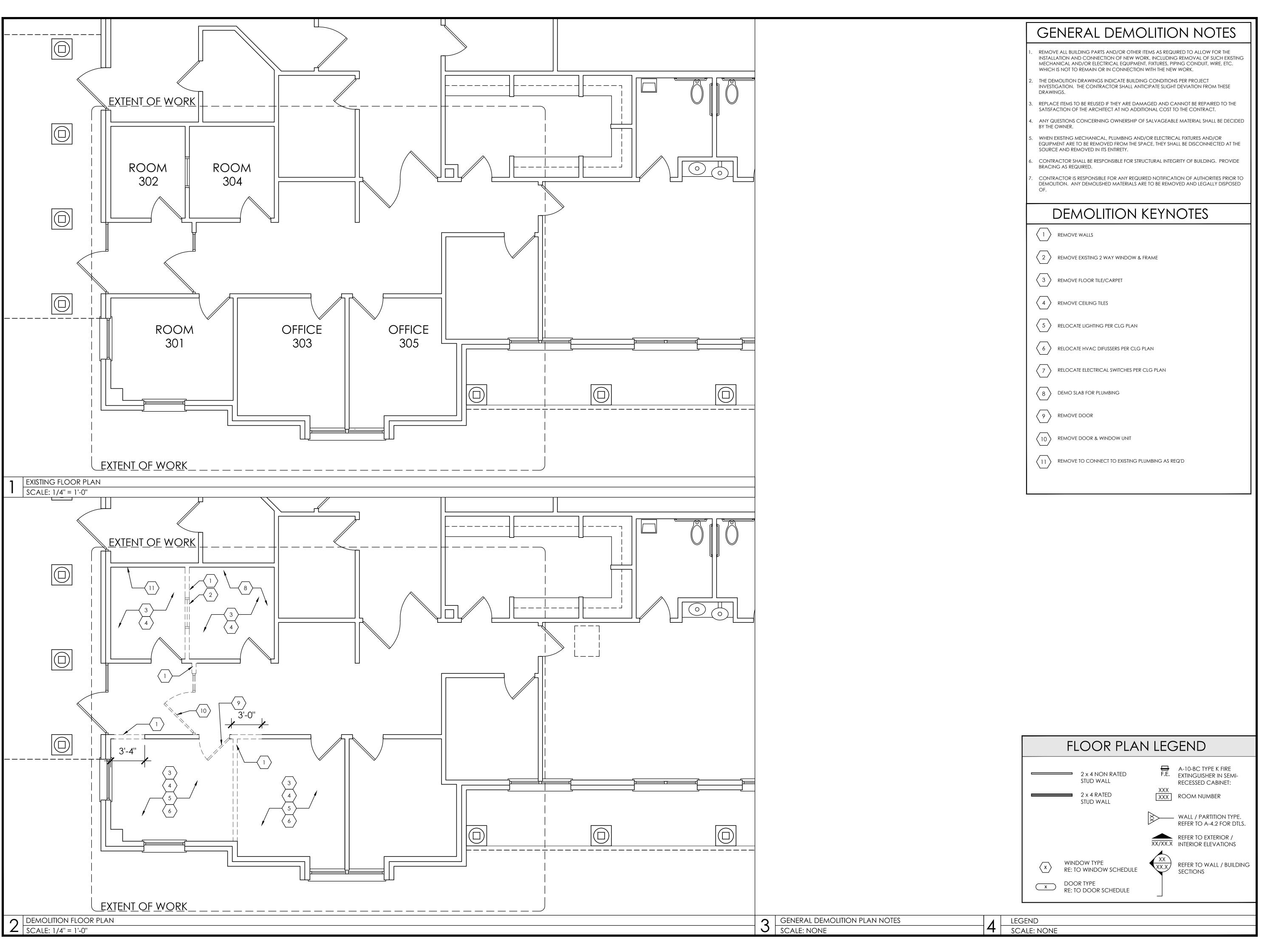
T : [512] 238 8912 F: [512] 238 8913

ROUND ROCK, TX 78664



SCALE: SEPTEMBER 4, 2014 JOB NO: 14287

SPECIFICATIONS

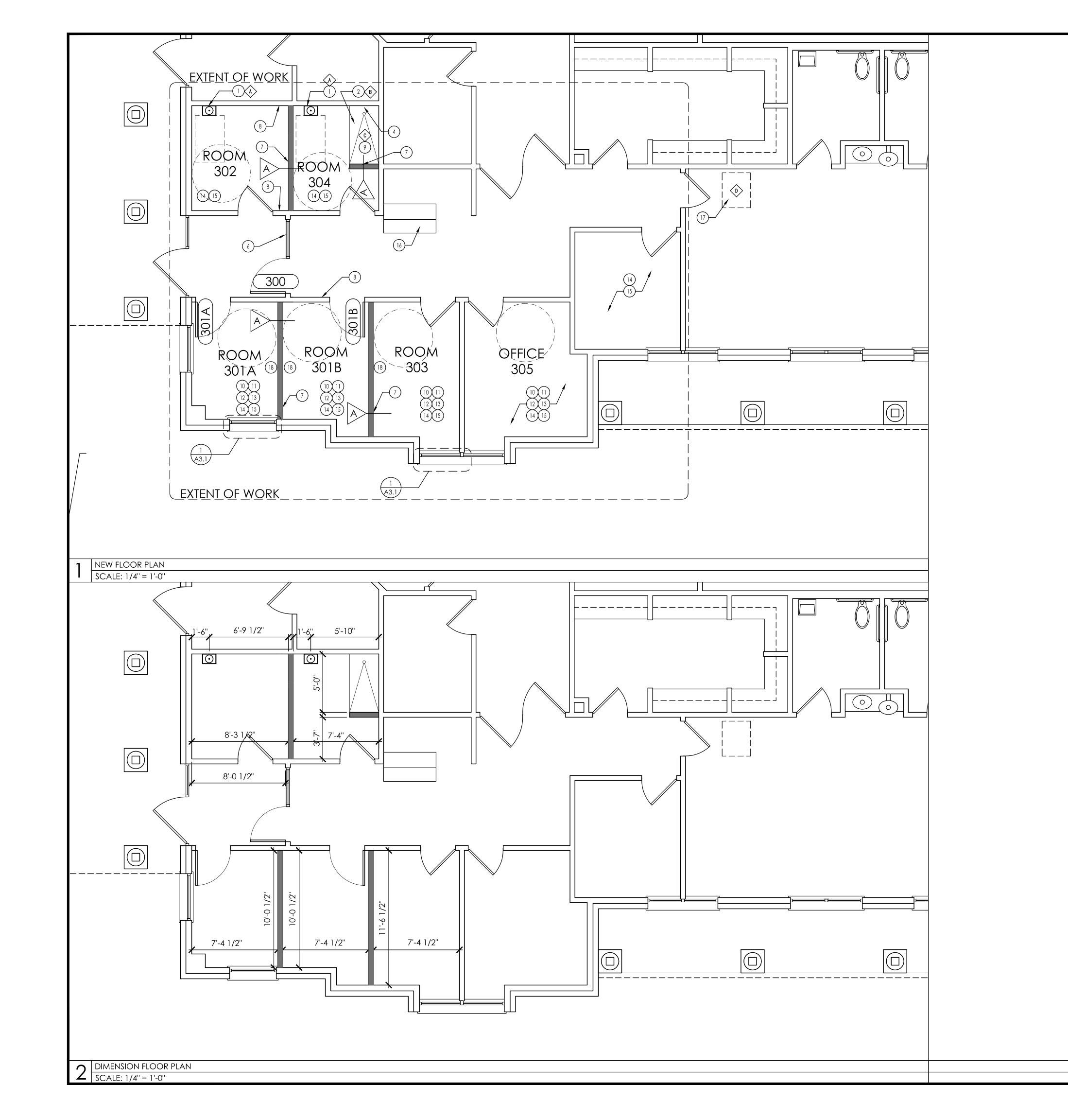




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SCALE: SEPTEMBER 4, 2014 JOB NO: 14287 SHEET: EXISTING FLOOR PLAN DEMO FLOOR PLAN



PLAN NOTES

PROVIDE MIN. 3 1/2" SOUND ATTENUATION INSULATION IN ALL INTERIOR WALLS AND CEILINGS AROUND ROOMS 301A 301B 302, TOILET ROOM AND OFFICES. CEILING INSULATION SHALL EXTEND 12" BEYOND WALLS OF ADJACENT ROOMS.

PROVIDE 2X SOLID BLOCKING IN WALLS AS REQUIRED FOR REINFORCEMENT OF ALL GRAB BARS, RESTROOM FIXTURES, PLUMBING LINES, ETC. SEE INTERIOR ELEVATIONS FOR EQUIPMENT HEIGHTS & LOCATIONS.

PROVIDE ADA ACCESSIBLE THRESHOLD AT ALL TRANSITIONS OF DIFFERENT FLOOR MATERIALS.

REF. A3.1 FOR PARTITION TYPES. REF. A3.1 FOR DOOR, FRAME TYPES

- ALL DIMENSIONS ARE TO FACE OF GWB AND CENTERLINE OF SCHEDULED OPENINGS AND COLUMNS UNLESS NOTED OTHERWISE.
- PAINT ALL INTERIOR WALLS, CLG, DOORS & TRIM
- NEW TEXTURE OVER EXISTING GWB TO MATCH EXISTING
- NEW HOT & COLD WATER LINES TO BE PEX.
- COORDINATE WITH OWNER: PLUMBING FIXTURES, LIGHT FIXTURES, FANS, PAINT, COLORS, TILE, & ALL FINISHES.

T.M.E. - TO MATCH EXISTING

O.F.C.I. - OWNER FURNISHED, CONTRACTOR INSTALLED

N.I.C. - NOT IN CONTRACT W.I.C. - WALK IN CLOSET

T - TEMPERED GLAZING

KEY NOTES

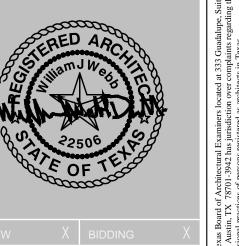
- 1) INSTALL NEW HAND SINK, CONNECT TO EXISTING PLUMBING ON WALL.
- (2) NEW ADA COMPLIANT SHOWER
- 3 NOT USED
- (4) NEW SHOWER CONTROLS TO BE PROVIDED BY OWNER
- 5) NEW DOOR COORDINATE W/OWNER
- (6) NEW PLEXIGLASS WINDOW & GLASS TRANSOM ABOVE
- 7) NEW WALL PARTITION
- 8 PATCH AND REPAIR WALL
- (9) Floor drain at slab to slope as req'd @ shower.
- 10 NEW CEILING TILE
- (1) RELOCATE LIGHT FIXTURES
- (12) RELOCATE A/C DIFFUSERS
- (13) RELOCATE FIRE SPRINKLER HEADS AS REQ'D
- (14) NEW TILE FLOOR TO COORDINATE W/ EXISTING
- (15) REPAINT AND TILE ROOM
- (16) NEW COUNTERTOP WITH STORAGE SPACE
- (17) INSTALL NEW WALK THROUGH METAL DETECTOR
- (18) INSTALL NEW TV MOUNT IN WALL, WITH NON TAMPER ENCLOSURE AND
- PLEXI GLASS COVER

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CORPORATE COMMENTS 6-17-2014



SCALE: SEPTEMBER 4, 2014 JOB NO: 14287

SHEET: NEW FLOOR PLAN DIMENSION PLAN

GENERAL PLUMBING NOTES

A. FIXTURE UNITS, FIXTURE CONNECTIONS, FIXTURE LOADING, SHUT OFF AND CHECK VALVES, TRAP PRIMERS, BACKFLOW PREVENTERS, CLEANOUTS, SHOCK ARRESTORS, PIPE SIZES, ETC. TO BE DESIGN BUILD.

B. THE CONTRACTOR IS TO VISIT THE SITE PRIOR TO BID TO FAMILIARIZE HIMSELF WITH ALL CONDITIONS AS THEY EXIST. ALL BIDS SHALL TAKE THE EXISTING CONDITIONS INTO CONSIDERATION AND THE LACK OF SPECIFIC INFORMATION ON THE DRAWINGS SHALL NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY. SUBMISSION OF BID INDICATES THE CONTRACTOR'S UNDERSTANDING OF EXISTING CONDITIONS AND HIS WILLINGNESS TO WORK WITH THESE CONDITIONS. NO ADDITIONAL TIME OR MONEY WILL BE ALLOTTED DUE TO THE LACK OF COORDINATION WITH EXISTING CONDITIONS OR OTHER TRADES.

B. ALL WORK SHALL COMPLY WITH APPLICABLE CODES, STATE CODES AND ORDINANCES. FOLLOW RECOMMENDED PRACTICES AS SET DOWN BY ASME, SMACNA, ASHRAE, NFPA, INTERNATIONAL BUILDING CODES, NEC, AGA AND OSHA, AS THEY APPLY TO THIS PROJECT.

C. AFTER WASTEWATER PIPING IS TESTED PER CODE, CONTACT OWNER FOR OBSERVATION OF FLOOR DRAINS TO CHECK FOR PROPER DRAINAGE.

D. SEAL AROUND ALL PIPING AT PENETRATIONS THROUGH FIRE WALLS, CEILINGS AND CONCRETE FLOOR SLAB. E. ALL PIPING SHALL BE NEW.

G. COORDINATE ALL PLUMBING WORK WITH ALL OTHER TRADES TO AVOID CONFLICTS. RUN ALL PIPING TO AVOID ARCHITECTURAL OPENINGS, STRUCTURAL MEMBERS, DUCTS OR OTHER OBSTRUCTIONS. OFFSET PLUMBING PIPING

H. ROUTE HOT AND COLD WATER LINES ABOVE CEILING AND DROP TO ALL FIXTURES. INSULATE ALL HOT AND COLD WATER LINES IN UNCONDITIONED SPACE. COORDINATE WITH STRUCTURAL AND MECHANICAL CONTRACTORS TO AVOID INTERFERENCE.

I. COORDINATE WITH MECHANICAL CONTRACTOR TO ENSURE MINIMUM 10' HORIZONTAL OR 3' VERTICAL CLEARANCE BETWEEN VENTS, EXHAUST OUTLETS AND FRESH AIR INTAKES.

GENERAL ELECTRICAL NOTES

A. ELECTRICAL DESIGN, SCHEDULE TO BE DESIGN BUILD.

B. ALL WORK SHALL COMPLY WITH NFPA 70 (NEC), LOCAL CODES AND ORDINANCES. FOLLOW RECOMMENDED PRACTICES AS THEY APPLY TO THIS PROJECT.

C. ELECTRICAL CONTRACTOR TO PROVIDE AND INSTALL ALL LIGHT FIXTURES AS SCHEDULED.

D. ELECTRICAL CONTRACTOR TO PROVIDE ELECTRICAL ROUGH-IN AND FINAL CONNECTIONS FOR EQUIPMENT PROVIDED BY MECHANICAL AND PLUMBING CONTRACTORS.

E. FLUORESCENT FIXTURES SHALL BE EQUIPPED WITH DAYLIGHT LAMPS.

F. PROVIDE DUPLEX CONVENIENCE RECEPTACLES THROUGHOUT SPACE AS INDICATED. EXTEND BRANCH CIRCUITS TO RECEPTACLES AS REQUIRED.

G. PROVIDE CIRCUIT AND MAKE FINAL CONNECTION FOR EXHAUST FAN. COORDINATE WITH MECHANICAL FOR FAN CONTROLS, EXACT LOCATIONS AND FURTHER REQUIREMENTS. CONNECT TO LIGHT SENSOR.

GENERAL MECHANICAL NOTES

A. HVAC SYSTEM, EXHAUST AIR AND OUTSIDE AIR CALCULATIONS, AIR DEVICE SIZING AND EXHAUST FAN SELECTION AND CALCULATIONS TO BE

B. ALL WORK SHALL COMPLY WITH APPLICABLE CODES, STATE CODES AND ORDINANCES. FOLLOW RECOMMENDED PRACTICES AS SET DOWN BY ASME, SMACNA, ASHRAE, NFPA, INTERNATIONAL BUILDING CODES, NEC, AGA AND OSHA, AS THEY APPLY TO THIS PROJECT.

C. DUCTWORK SHALL BE SHEET METAL WITH R-8 INTERNAL LINING FOR FIRST 10 FEET OF STRAIGHT RUN OR UNTIL AFTER FIRST 90 DEGREE ELBOW AT DROP FROM ROOFTOP UNITS. ALL DUCT FITTINGS SHALL BE SHEET METAL WITH R-8 INTERNAL LINING. ALL STRAIGHT RUNS TO BE DUCTBOARD. USE HARD-CAST SYSTEM AT ALL JOINTS BETWEEN FIBERGLASS DUCTBOARD AND SHEET METAL DUCT. PROVIDE TURNING VANES IN ALL (S/A) 90 DEGREE ELBOWS.

D. PROVIDE FLEXIBLE CONNECTIONS AT ALL SUPPLY AND RETURN DUCTS

E. PROVIDE ENGRAVED LABELS FOR ALL ROOFTOP, AIR HANDLING AND CONDENSING/HEAT PUMP UNITS. LABEL THERMOSTAT TO CORRESPOND TO ASSOCIATED ROOFTOP AND AIR HANDLING UNITS.

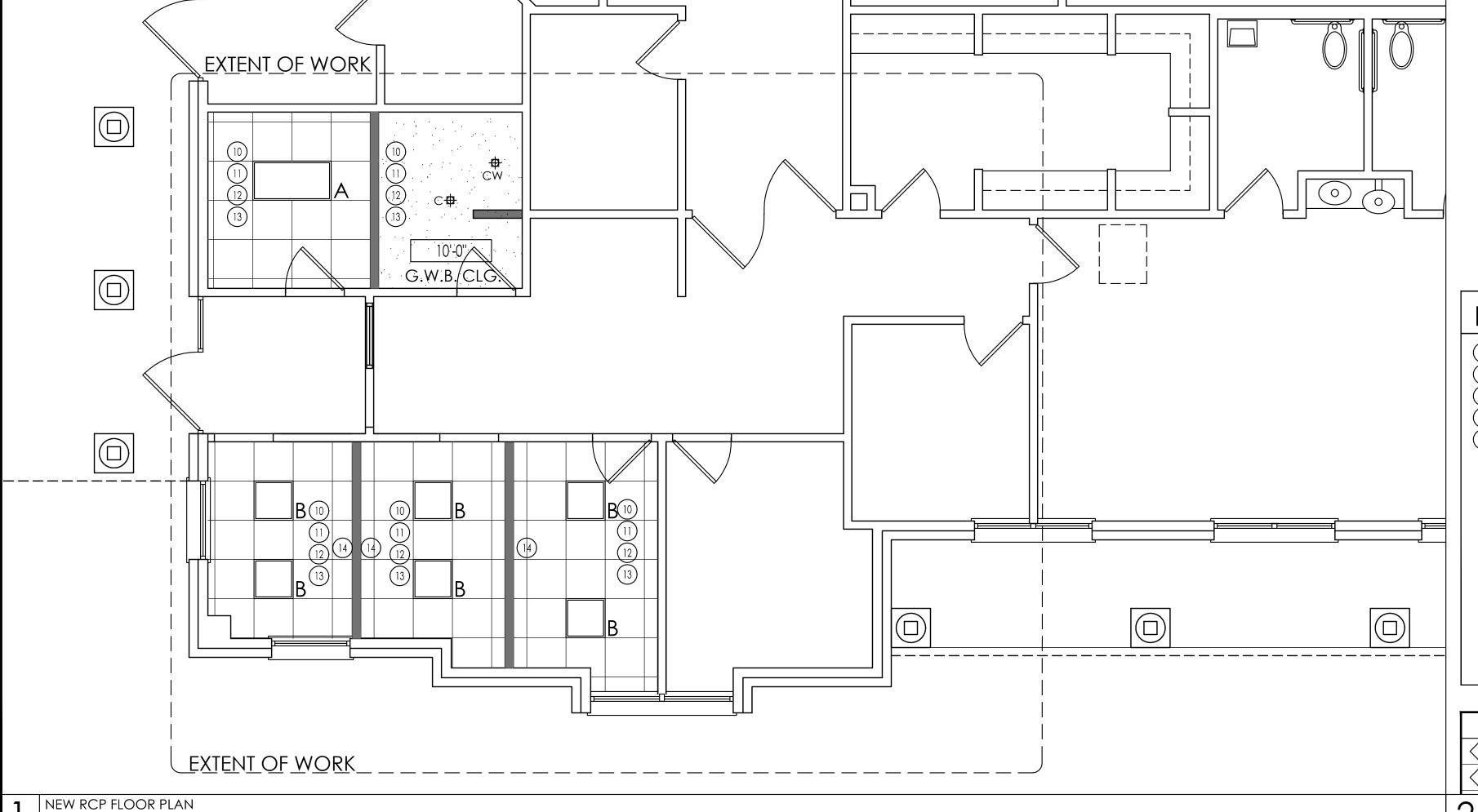
F. AIR HANDLING UNITS ARE TO BE MOUNTED BETWEEN JOISTS IN JOIST SPACE. INSTALL UNITS IN JOIST SPACE TO ALLOW FOR MAXIMUM ACCESS ON ACCESS PANEL SIDES. SLOPE DUCTWORK AS REQUIRED TO ROUTE UNDER JOISTS.

H. INSTALL A NEW SET OF FILTERS THROUGHOUT AT COMPLETION OF

N. COORDINATE LOCATION OF DIFFUSERS WITH CEILING PLAN. ALL SUPPLY DIFFUSERS SHALL BE 4-WAY THROW UNLESS NOTED OTHERWISE. ALL DIFFUSERS SHALL BE OFF WHITE. ALL VOLUME DAMPERS SHALL BE OPPOSED BLADE TYPE.

O. PROVIDE EXHAUST FAN WITH INLINE ADAPTOR, BACKDRAFT DAMPER AND CEILING GRILL. MOUNT SPEED SWITCH ON FAN.

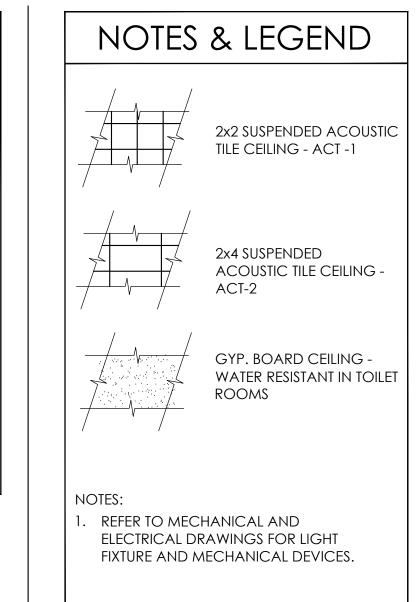
P. COORDINATE WITH PLUMBING CONTRACTOR TO ENSURE MINIMUM 10' HORIZONTAL OR 3' VERTICAL CLEARANCE BETWEEN VENTS, EXHAUST OUTLETS AND FRESH AIR INTAKES.



SCALE: 1/4" = 1'-0"

FIXTURE LEGEND **KEY NOTES** (10) NEW CEILING TILE 11) RELOCATE LIGHT FIXTURES 2x4 FLUORESCENT TROFFER (12) RELOCATE A/C DIFFUSERS [13] RELOCATE FIRE SPRINKLER HEADS AS REQ'D 2x2 FLUORESCENT (14) WALL MOUNT TV WITH PLEXI GLASS COVER RECESSED LED CAN RECESSED LED CAN WET PROTECT **EMERGENCY LIGHT CEILING MOUNT FLUORESCENT CEILING MOUNT** EXTERIOR LED VENT/FAN W/ LIGHT

			ACCESSO	RY SCHEDULE
	\Diamond		HAND SINK	ADVANCE TABCO 7-PS-40 12" WALL MOUNTED CONTAINED HAND SINK
	\bigcirc B \bigcirc		SHOWER CONTROLS	TBD
1	7	(GENERAL PLAN N	
4		S	SCALE: NONE	



LEGEND

SCALE: NONE

SCALE: SEPTEMBER 4, 2014 JOB NO: 14287

SHEET: RCP PLAN

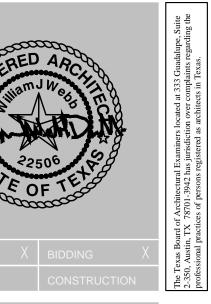
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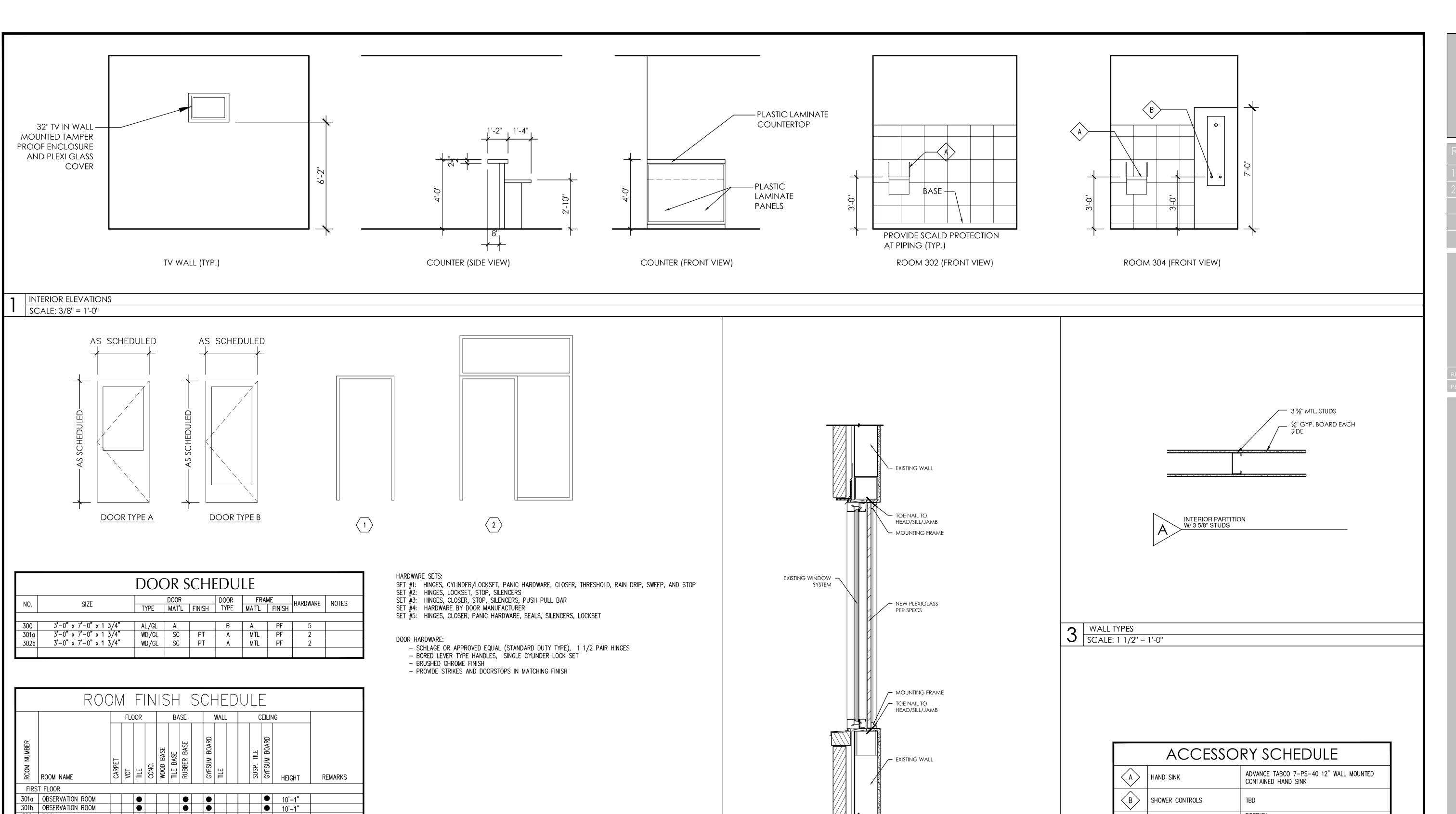
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EVISIONS:

CORPORATE COMMENTS 6-17-2014





(A) PLEXIGLASS OVER EXISITNG WINDOW

4 NOTES
SCALE: NONE

● 10'−1"

10'-1"
10'-1"
10'-1"

302 ROOM

305 OFFICE

SCHEDULES
SCALE: NONE

303 OBSERVATION ROOM
304 SHOWER ROOM



T : [512] 238 8912 F: [512] 238 8913

CORPORATE COMMENTS 6-17-2014



BOBRICK

B-550 X 36 366B

B-550 X 42 426B

METOREX SECURITY PRODUCTS METOR 200 WALK THROUGH METAL DETECTOR VIDEO

GRAB BARS

SECURITY METAL DETECTOR

INSTALL SOLID WOOD BLOCKING IN WALLS FOR ACCESSORY ATTACHMENT.

PROVIDE ALL TOILET ROOM ACCESSORIES FOR NORMAL USE.

MEET ALL A.D.A. AND T.A.S. REQUIREMENTS.

4 NOTES
SCALE: NONE

SCALE: SEPTEMBER 4, 2014

JOB NO: 14287 SHEET: INTERIOR ELEVATIONS SCHEDULES, NOTES

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Tri-County Services P.O. Box 3067 Conroe, TX 77305

Invitation to Bid

Location: 706 FM 2854 Conroe, TX

September 5, 2014

Address: 320 E. State Hwy 7 Nacogdoches, TX 75961 Telephone: (936) 564-0485 Fax: (936) 560-3312 Please provide a bid for the following scope of work: Remodel of 5 offices and hallway of a single-story, psychiatric treatment center. Set of 24x36 Blue Prints also included with this document. 1. Demolition of existed areas as instructed on Demolition Keynotes and General Demolition Notes as required in prints on Page A-1.1 2. Extent of work to be followed in Rooms 301A, 301B, 302, 303, 304, 305, and hallway as specified in Plan Notes and Key Notes per page A-1.2 per plans 3. Per page A-3.1, Accessory Schedule and notes to be followed without deviation 4. Remove debris upon completion of work and clean work areas appropriately Interested Bidders to Provide along with Bid: Pricing Warranty Information – Parts / Labor Insurance / Worker's Compensation Information References Please submit all bids to the attention of Evan Roberson, Executive Director with Tri-County Services by 5:00 Tuesday, September 16, 2014. Bids should be emailed to Evan at
Please provide a bid for the following scope of work: Remodel of 5 offices and hallway of a single-story, psychiatric treatment center. Set of 24x36 Blue Prints also included with this document. 1. Demolition of existed areas as instructed on Demolition Keynotes and General Demolition Notes as required in prints on Page A-1.1 2. Extent of work to be followed in Rooms 301A, 301B, 302, 303, 304, 305, and hallway as specified in Plan Notes and Key Notes per page A-1.2 per plans 3. Per page A-3.1, Accessory Schedule and notes to be followed without deviation 4. Remove debris upon completion of work and clean work areas appropriately Interested Bidders to Provide along with Bid: Pricing Warranty Information – Parts / Labor Insurance / Worker's Compensation Information References
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Please submit all bids to the attention of Evan Roberson, Executive Director with Tri-County
evanr@tricountyservices.org or faxed to his attention at (936) 760-2898. If you have any
questions, contact Evan Roberson – Executive Director at the above email address or at (936)
521-6119. After selected bid has been awarded, contractor will immediately be notified for
scheduling and details. Tri-County Services reserves the right to refuse any and all bids, in
full or in part.
Bid Price: \$60,332.00 Signature:

CORDOVA CONSTRUCTION CO., INC.

320 E. STATE HWY 7 NACOGDOCHES, TEXAS 75961

PHONE: 936.564.0485 FAX: 936.560.3312

September 12, 2014

Mr. Evan Roberson, Executive Director Tri-County Services P.O. Box 3067. Conroe, TX 77305

Mr. Roberson,

We are pleased to submit our proposal for the renovation at 706 FM 2854 Conroe, TX, in the amount of \$60,332.00. The proposal is as follows:

We will provide all labor, material, equipment and permits to complete the renovations described by the documents prepared by LZTA dated September 4, 2014 with no revisions.

Noted Items:

All glass will be ½" Lexan with MR10 scratch resisting coating. Lexan will be used in the two wood doors (301A and 301B), new store front door (300), sidelight and transom of door 300, the protection of the three existing windows, and for the TV enclosures. The Lexan product was recommended over Plexiglas by two different glazing companies sighting superior impact resistance and fear that Plexiglas would break under violent impact where Lexan would not.

Shower valve/head assembly to be Willoughby Industries model ASWRS-BF-FA-2HD-PM1-RD – See Attached Product Information Pages

Lavatory to be Willoughby Industries model WBL-2320 – See Attached Product Information Pages

Warranty: From AIA Document A201-2007, General Conditions of the Contract:

The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents

CORDOVA CONSTRUCTION CO., INC.

320 E. STATE HWY 7 NACOGDOCHES, TEXAS 75961

PHONE: 936.564.0485 FAX: 936.560.3312

require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

The Warranty period will be one year after substantial completion, excluding manufacture's warranties which may extend beyond one year. For manufacture's warranties, we will help to coordinate services as needed by the owner.

Sincerely

Keith Cordova

Cordova Construction Company.

CORDOVA CONSTRUCTION CO., INC.

320 E. STATE HWY 7 NACOGDOCHES, TEXAS 75961

PHONE: 936.564.0485 FAX: 936.560.3312

References:

Debbie Cary, Director – Affordable Housing Development, Volunteers of America 3450 DeSaix Blvd., New Orleans, LA 70119 504-342-2399 dcary@voa.org

Bailey Reynolds, President, Animal Science Products Inc. 3418 Rayburn Dr., Nacogdoches, TX 75961 936-560-0003, cbreynolds@asp-inc.com

Waylon Walker, Vice President of Store Operations, McCoy's Building Supply 1350 IH 35 North, San Marcos, TX78666 512-618-0869 waylon.walker@mccoys.com

Jay Campbell, Area Manager, Moore Supply Company 120 Bremond St., Nacogdoches, TX 75965 936-564-8331 jweampbell@mooresupply.com

Contractor's and/or Mortgagor's Cost Breakdown

Schedules of Values

U.S. Department of Housing and Urban Development

Office of Housing

Federal Housing Commissioner

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Section 227 of the National Housing Act (Section 126 of the Housing Act of 1954, Public Law 560, 12 U.S.C., 1715r), authorizes the collection of this information. The information is required for a general contractor when an identity of interest exists between the general contractor and the mortgagor or when the mortgagor is a nonprofit entity and a cost plus contract has been used. The information is used by HUD to facilitate the advances of mortgage proceeds and their monitoring.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Date: September 16, 2014	Sponsor:	Tri-County MHMR		
Project No:		Building Identification:	CONTRACTOR OF STREET	to the second se
Name of Project: Tri-County Of	fice Renov	rations	Location:	706 FM 2854, Conroe, TX

This form represents the Contractors and/or Mortgagors firm costs and services as a basis for disbursing dollar amounts when insured advances are requested. Detailed instructions for completing this form are included on the reverse side.

Line	Div.	Trade Item	T	Cost	Trade Description
1	3	Concrete	\$	500	
2	4	Masonry			
3	5	Metals			
4	6	Rough Carpentry	\$	3,500	
5	6	Finish Carpentry			
6	7	Waterproofing			
7	7	Insulation			
8	7	Roofing			
9	7	Sheet Metal			
10	8	Doors	\$	2,000	A CONTRACT OF THE CONTRACT OF
11	8	Windows			
12	8	Glass	\$	8,270	
13	9	Lath and Plaster	1		
14	9	Drywall			
15	9	Tile Work	\$	2,500	
16	9	Acoustical	\$	2,200	
17	9	Wood Flooring			
18		Resilient Flooring	\$	2,400	
19	9	Painting and Decorating	\$	3,200	
20	10	Specialties	\$	1,500	TV Enclosures
21	11	Special Equipment	\$	6,000	Fire Sprinkler, Metal Detector
22	11	Cabinets	\$	2,500	Reception Desk
23		Appliances			
24		Blinds and Shades, Artwork			
25	12 (Carpets	Ī		
26	13 5	Special Construction (Demo)	\$	2,500	
27	14	Elevators			
28	15 1	Plumbing and Hot Water	\$	5,110	
29		Heat and Ventilation			
30	15 A	Air Conditioning	\$	1,000	
31		Electrical	\$	3,800	
32	S	Subtotal (Structures)	\$	46,980	
33	A	Accessory Structures			
34	T	otal (Lines 32 and 33)	\$	46,980	

Previous edition is obsolete

Page 1 of 3

form HUD-2328 (5/95) ref. Handbook 4450.1 &4460.1

OMB No. 2502-0044 (exp. 8/31/2003)

Line	Div.	Trade Item		Cost		Trade I	Description	The state of the s
35	2	Earth Work						
36	2	Site Utilities						
37	2	Roads and Walks	1			1		
38	2	Site Improvements					THE COLUMN TWO IS NOT	
39	2	Lawns and Planting						
40	2	Unusual Site Condition			Nonresidenti	al and Special	Offsite C	`cete
41		Total Land Improvements				Improvement	(costs not included in tra	
42		Total Struct. & Land Impryts.	\$	46,980		Est. Cost	Description	Est. Cost
43	1	General Requirements	\$	5,015		S		\$
44		Subtotal (Lines 42 thru 43)	\$	51,995		\$		S
45		Builder's Overhead	\$	1,675		S		\$
46		Builder's Profit	\$	4,458	Total \$			S
47		Subtotal (Lines 44 thru 46)	\$	58,128	Other Fees		Total \$	***************************************
48					Building permit		Demolit	
49		Other Fees - Building Permit	\$	579	As-built survey		(costs not included in trac	de item breakdown)
50		Bond Premium	\$	1,625			Description	Est. Cost
51		Total for All Improvements	\$	60,332				
52		Builder's Profit Paid by Means Other Than Cash				\$		
53	- 1	Fotal for All Improvements Less Line 52	\$	60,332	Total S		Total \$	
1ortgago	r:			By:			Date:	The second second second
`ontracto	or:	Cordoya Construction Co., Inc.	***	Ву:		Warris 44	Date: Septemb	er 16, 2014
HA: (Pr	ocessir	ng Analyst) Dute	:		FHA: (Chief, Cost Branch	or Cost Analyst)	Date:	
HA: (Cl	nief Un	derwriter)					Date:	

Instructions for Completing Form HUD-2328

This form is prepared by the contractor an/or mortgagor as a requirement for the issuance of a firm commitment. The firm replacement cost of the project also serves as a basis for the disbursement of dollar amounts when insured advances are requested. A detailed breakdown of trade items is provided along with spaces to enter dollar amounts and trade descriptions.

A separate form is prepared through line 32 for each structure type. A summation of these structure costs are entered on line 32 of a master form. Land improvements, General Requirements and Fees are completed through line 53 on the master 2328 only.

Date--Date form was prepared.

Sponsor--Name of sponsor or sponsoring organization.

Project No.--Eight digit assigned project number.

Building Identification--Number(s) or Letter(s) of each building as designated on plans.

Name of Project--Sponsors designated name of project.

Location--Street address, city and state.

Division--Division numbers and trade items have been developed from the cost accounting section of the uniform system.

Accessory Structures--This item reflects structures, such as: community, storage, maintenance, mechanical, laundry and project office buildings. Also included are garages and carports or other buildings.

When the amount shown on line 33 is \$20,000.00 or 2% of line 32 whichever is the lesser, a separate form HUD-2328 will be prepared through line 32 for Accessory Structures.

Unusual Site Conditions--This trade item reflects rock excavation, high water table, excessive cut and fill, retaining walls, erosion, poor drainage and other on -site conditions considered unusual.

Cost--Enter the cost being submitted by the Contractor or bids submitted by a qualified subcontractor for each trade item. These costs will include, as a minimum, prevailing wage rates as determined by the Secretary of Labor.

Trade Description--Enter a brief description of the work included in eadh trade item.

Other Fees--Includable are fees to be paid by the Contractor, such as sewer tap fees not included in the plumbing contract. Fees paid or to be paid by the Mortgagor are not to be included on this form.

Total For All Improvements--This is the sum of lines 1 through 50 and is to include the total builder's profit (line 46).

Line 52—When applicable, enter that portion of the builder's profit (line 46) to be paid by means other than cash and/or any part of the builder's profit to be waived during construction.

Non-Residential and Special Exterior Land Improvement Costs--Describe and enter the cost of each improvement, i.e.on-site parking facilities including individual garages and carports, commercial facilities, swimming pools with related facilities and on-site features provided to enhance the environment and livability of the project and the neighborhood. The Design Representative and Cost Analyst shall collaborate with the mortgagor or his representative in designating the items to be included

Off-Site Costs--Enter description and dollar amount including fees and bond premium for off-site improvements.

Demolition--Enter description and dollar amount of demolition work necessary to condition site for building improvements including the removal of existing structures, foundations, utilities, etc.

Other Fees--Enter a brief description of item involved and cost estimate for each item

Signatures--Enter the firm name, signature of authorized officer of the contractor and/or mortgagor and date the form was completed.

form HUD-2328 (5/95) ref. Handbook 4450.1 &4460.1

form HUD-2328 (5/95) ref. Handbook 4450.1 &4400.1

Line 52—When applicable, enter that portion of the builder's profit (line 46) to be paid by means other than cash and/or any part of the builder's profit to be waived during construction.

Non-Residential and Special Exterior Land Improvement Costs—Describe and enter the cost of each improvement, i.e. on-site parking facilities including individual garages and carports, commercial facilities swimming pools with related facilities and on-site features provided to enhance the environment and livability of the project and the neighborhood. The Design Representative and Cost Analyst shall collaborate with the mortgagor or his representative in designating the

items to be included.

Off-Site Costs—Enter description and dollar amount including fees and bond premium for off-site improvements.

necessary to condition site for building improvements including the removal of existing structures, foundations, utilities, etc.

Other Fees—Enter a brief description of item involved and cost estimate for each item.

Signatures—Enter the firm name, signature of authorized officer of the contractor and/or mortgagor and date the form was completed.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/4/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BancorpSouth Insurance Servic Joe Max Green/Insurance Conc 3310 N. University Drive	es, IncNAC eepts	CONTACT NAME: Stacy Triana PHONE (AIC, No. Ext): 936-564-0221 E-MAIL ADDRESS-stacy.triana@bxsi.com				
Nacogdoches TX 75965-		INSURER(S) AFFORDING COVERAGE				
		INSURER A :First Mercury Insurance Co.				
INSURED	CORDCON-01	INSURER B : Foremost Insurance Co Grand R	apids, 11185			
Cordova Construction Co. Inc.		INSURER C: Texas Mutual Insurance Company				
320 E State Highway 7 Nacogdoches TX 75961-8911		INSURER D : Argonaut Insurance Company	19801			
vacoguochas 1X 75501-6511		INSURER E :				
		INSURER F:				
COVERAGES	CERTIFICATE NUMBER: 921922048	REVISION NU	IMBER:			

VSR TR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF POLICY EXP	LIMITS
	CLUSIONS AND CONDITIONS OF	SUCH POLICIES, LIMITS	SHOWN MAY HAVE B	EEN REDUCED BY PAID CLAIMS.	
					HEREIN IS SUBJECT TO ALL THE TERMS,
					CUMENT WITH RESPECT TO WHICH THIS
					NAMED ABOVE FOR THE POLICY PERIOD

LTR	TYPE OF INSURANCE	ADDL			POLICY EFF (MM/DD/YYYY	POLICY EXP (MM/DD/YYYY)	LIMI	rs
Α	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY			TX-CGL-0000030194-02	6/25/2014	6/25/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000 \$50,000
	CLAIMS-MADE X OCCUR				and the same of th		MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$2,000,000
	POLICY PRO-							\$
В	AUTOMOBILE LIABILITY			SCI 04800167	7/20/2014	7/20/2015	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	X ANY AUTO		l				BODILY INJURY (Per person)	\$
	ALL OWNED SCHEDULED AUTOS AUTOS X NON-OWNED AUTOS						BODILY INJURY (Per accident)	3
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	X UMBRELLA LIAB X OCCUR		-	TX-EX-0000030193-01	6/25/2014	6/25/2015	EACH OCCURRENCE	\$4,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$
	DED RETENTION\$							\$
С	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		Т	SF0001118522	6/25/2014	6/25/2015	X WC STATU- OTH- TORY LIMITS ER	
	ANY PROPRIETORIPARTNER/EXECUTIVE	NIA					E.L. EACH ACCIDENT	\$1,000,000
	(Mandatory In NH)		1				E.L. DISEASE • EA EMPLOYEE	\$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$1,000,000
)	Work Comp-Louisiana		M	/C927798351484	6/25/2014	3/25/2015	9	61,000,000
						į.		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we Cordova Co	onstruction Company, Inc.	
as Principal, hereinafter called the Principal, and Western Sun	cety Company	
a corporation duly organized under the laws of the State of Sout	h Dakota	as Surety, hereinafter
called the Surety, are held and firmly bound untoMontgomery	County	A A A A A A A A A A A A A A A A A A A
	as Obligee, hereinafter	called the Obligee, in the sum of
5% of Amount Bid for the payment of which sum well and truly to be made, the said administrators, successors and assigns, jointly and severally, firmly	Dollars (d Principal and the said Surety, bind by by these presents.	\$ 5% of Amount Bid), ourselves, our heirs, executors,
WHEREAS, the Principal has submitted a bid for		
New Warehouse Facility		MI
NOW, THEREFORE, if the Obligee shall accept the bid of the Prin accordance with the terms of such bid, and give such bond or bo good and sufficient surety for the faithful performance of such Corthe prosecution thereof, or in the event of the failure of the Prin Principal shall pay to the Obligee the difference not to exceed the larger amount for which the Obligee may in good faith contract will obligation shall be null and void, otherwise to remain in full force are	nds as may be specified in the biddintract and for the prompt payment of ncipal to enter such Contract and gispenalty hereof between the amount the another party to perform the Work	ng or Contract Documents with labor and material furnished in we such bond or bonds, if the specified in said bid and such
Signed and sealed this <u>4th</u> day of <u>September</u>	, 2014 .	
(vvitness)	Cordova Construction	Company, Inc. (Seal)
		e.
(VVIII)C35)	Western Surety Compan	(Seal)
	Denise Moreau, Attorn	

Printed in cooperation with the American Institute of Architects (AIA) by the CNA Insurance Companies.

The language in this document conforms exactly to the language used in AIA Document A310 - Bid Bond - February 1970 Edition.

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Joe Max Green, Michael Edwin Henson, Gary L La Four, Denise S Moreau, Heather Owens, Individually

of Nacogdoches, TX, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 8th day of October, 2012.



WESTERN SURETY COMPANY

State of South Dakota County of Minnehaha

5

On this 8th day of October, 2012, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

J. MOHR

June 23, 2015

J. MOHR

SEAL SOUTH DAKOTA

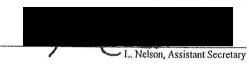
CERTIFICATE

J. Mohr, Notary Public

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this ______ day of _____ September ______ 2014.



WESTERN SURETY COMPANY



Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

Western Surety Company

IMPORTANT NOTICE

To obtain information or make a complaint:

 You may call Western Surety Company's toll-free telephone number for information or to make a complaint at

1-800-233-8800

You may also write to Western Surety Company at P.O. Box 655908
Dallas, TX 75265-5908
or
P.O. Box 5077
Sioux Falls, SD 57117-5077

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at

1-800-252-3439

You may write the Texas Department of Insurance P.O. Box 149104 Austin, TX 78714-9104 FAX # (512) 475-1771

• PREMIUM OR CLAIM DISPUTES:

Should you have a dispute concerning your premium or about a claim, you should contact the agent first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR POLICY OR BOND:
 This notice is for information only and does not become a part or condition of the attached document.

Form 1929-9-92

Willoughby Industries - Security Products



ASWRS-BF-FA-2HD Series Ligature (Suicide) Resistant Front Mounted Recessed Handicap Shower Panel w/ (2) Fixed Showerheads

1	MODEL NUMBER	VALVE TYPE		
	ASWRS-PM1-PM1-BF-FA-2HD	SINGLE TEMP. PNEU. METERING VALVE		
	ASWRS-PM2-PM2-BF-FA-2HD	DUAL TEMP. PNEU. METERING VALVE		
	ASWRS-EL1-EL1-BF-FA-2HD	SINGLE TEMP, ELECTRONIC		
	ASWRS-EL2-EL2-BF-FA-2HD	DUAL TEMP. ELECTRONIC		
\neg	ASWRS-NV-NV-BF-FA-2HD	NO VALVE		



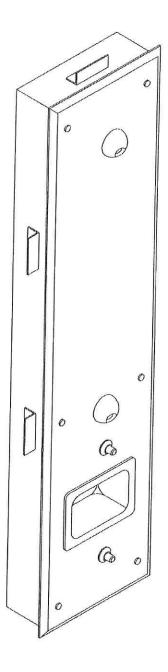
Recommended Specifications ——

Ligature resistant handicap recessed shower panel shall be Willoughby Model No. ASWRS-___-BF-FA-2HD. (select from table above).

Shower panel shall be fabricated from 14 gauge, type 304 stainless steel with exposed stainless surfaces polished to a #4 satin finish. Mounting frame shall be fabricated from 18 gauge galvanized steel.

Standard equipment shall include: shower valving (as selected from table above), (2) anti-suicide, all stainless steel vandal resistant shower heads (CSH).

Shower panel shall attach to mounting frame with security screws. Unit requires no chase area for installation and maintenance.



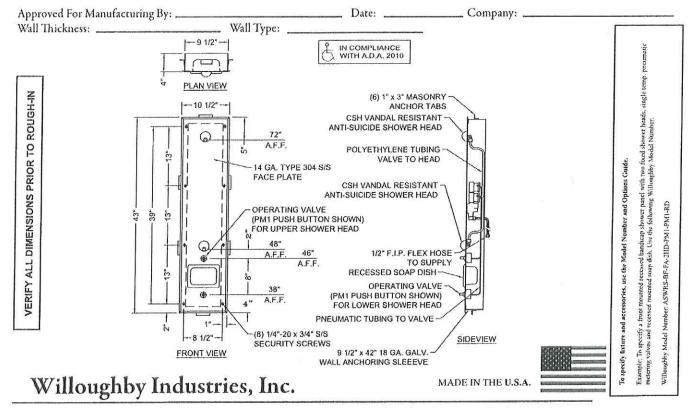


visit our website at http.//www.willoughby-ind.com 5105 West 78th Street ● Indianapolis, IN. 46268 (317) 875-0830 ● Fax: (317) 875-0837 ● (800) 428-4065

MODEL NUMBER AND OPTIONS: 1.) Base Model Number: 3.) Options ASWRS-BF-FA-2HD Front Mounted Recessed CSH Anti-Suicide Shower Head (Standard) Handicap Shower ☐ PBH Anti-Suicide Push Button (Pneumatic) RD Recessed Mounted Soap Dish Other_ 2.) Valve Selection: ☐ NV No Valve Other_ ☐ PM1 Single Temp. Pneumatic Metering ☐ PM2 Dual Temp. Pneumatic Metering ☐ EL1 Single Temp. Electronic ☐ EL2 Dual Temp. Electronic

Valve Manifold Options: Pneumatic or Electronic Only:

☐ MA2



Willoughby reserves the right to make changes in design and dimensions without formal notice and without incurring obligation. Verify all dimensions and tolerances with factory prior to using for any purpose.

© Rev. 3/2014

Willoughby Industries - Healthcare Products



WBL-2320 Ligature Resistant Behavioral Healthcare **Lavatory System**

1	NUMBER OF	MODEL	PEDESTAL
	STATIONS	NUMBER	TYPE
	1	WBL-2320	WALL





Recommended Specifications -

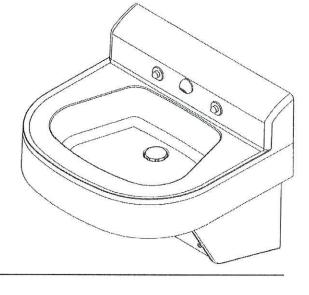
Wall-hung fixture shall accommodate one user and is designed to minimize ligature points. Solid surface lavatory system shall be Willoughby Model No. WBL-2320.

The lavatory system bowl with integral sloped backsplash is constructed of Aquasurf® molded cast polymer densified solid surface material composed of polyester/acrylic resin, UV stabilizer, aluminum trihydrate and mineral fillers. Lavatory bowl shall be rounded to minimize its use as a ligature point.

The pre-assembled lavatory sprayhead shall be machined of stainless steel and shall be controlled by a pushbutton or infrared sensor. Lavatory sprayhead shall provide non-aerated water stream. Exposed stainless steel surfaces shall be polished to a #4 satin finish and shall be fully-rounded to minimize use as a ligature point. Pushbutton shall be machined of stainless steel and shall be fully rounded to minimize use as a ligature point. Flow restrictor The lavatory may be surface-mounted as supplied or supported shall maintain flow rates at 0.5 GPM.

WBL-2320 Lavatory Systems shall be supplied with drain tailpiece, backing for surface-mounted lavatory provided by others. integral checkstops, drain spuds, flexible supply hoses, control valves, Class II 120/24 VAC plug-in transformers*. Singletemperature control valves shall be furnished with thermostatic mixing valve. Operating supply water pressure range is 30-75 psi.

Pedestal shall be welded stainless steel with solid polymer side panels to correspond to solid surface lavatory bowl. Trap cover shall be one piece formed stainless steel and attached with stainless steel security screws.



Vandal resistance/Safety Features:

The sprayhead, pushbuttons, infrared sensor, drain and ecutcheon are non-removable and are designed to minimize ligature points. Valve, water supplies and waste connection are concealed within trap enclosure. All exposed fasteners shall be vandal-resistant security type screws. The Aquasurf® solid surface material is resistant to stains, impact and burns. Surface damage can be easily repaired with everyday cleansers and/or fine grit abrasives.

ADA, TAS, UFAS and ANSI Compliant:

When the lavatory is mounted at the standard adult rim height it is designed to comply with all applicable ADA, TAS, UFAS and ANSI Z124.3 and Z124.6 accessibility guidelines.

Mounting:

by in-wall carriers supplied by others. Surface-mounted bracket also includes a locking device and leveling screws. Proper

Optional Features:

* Note: Plug-in transformer must be used with a ground fault interrupter (GFCI) receptacle to prevent possible electrical shock. (Not required on PML valves)

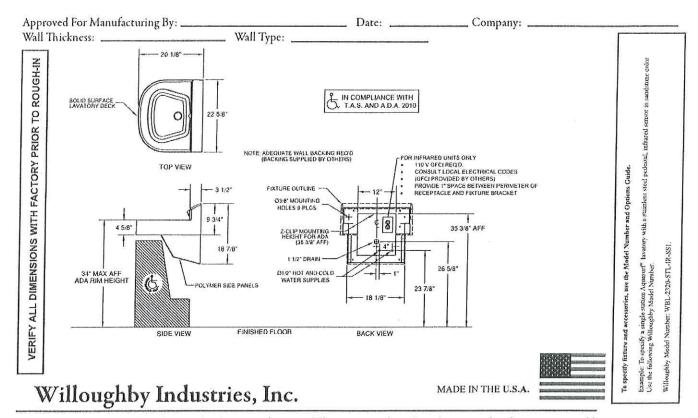


MADE IN THE U.S.A.

visit our website at www.willoughby-ind.com 5105 West 78th Street • Indianapolis, IN 46268 (317) 875-0830 • Fax: (317) 875-0837 • (800) 428-4065

MODEL NUMBER AND OPTIONS:

1.) Lavato	ory Model:	5.) Solid	Surface Colors:
☐ WBL	Aquasurf TM	☐ BN	Bone
2.) Base N	Aodel Number:	☐ GW	Glacier White
2320	Single Station Lavatory	\square GG	Grey Granite
3.) Pedest	al Type:	\square ss	Sandstone
☐ STL	Stainless Steel Pedestal	☐ WG	White Granite
4.) Valve S	Selection:	□ B 1	Black Granite
□ PM1	Single Temp. Pneumatic Metering	☐ NB	Nocturnal Blue
☐ PM2	Dual Temp. Pneumatic Metering	☐ RC	Red Coral
☐ EL1	Single Temp. Electronic*	\square SG	Sea Green
☐ EL2	Dual Temp. Electronic*	6.) Option	ns:
\square IR	Hard Wire Infrared Sensor*	☐ TL	Less Thermostatic Mixing Valve
☐ BO	Battery Operated Infrared Sensor		



Willoughby reserves the right to make changes in design and dimensions without formal notice and without incurring obligation.



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^{*} Requires GFCI

BID PROPOSAL

Bidder: ("The Contractor") R.J. Harris Construction (Gulf Coast) LP

Project: Tri-County MHMR Services – Remodel of 5 offices and hallway

Date: September 15, 2014

To: Project Manager, Evan Roberson Tri-County MHMR Services 706 Old Montgomery Road Conroe, TX 77301

Dear Evan Roberson,

Contract Price

1. We propose, as general contractor, to furnish all labor and materials as required per plans; G-001, ADA1, ADA2, ADA3, G-101, A-1.1, A-1.2, A-1.3, and A-3.1 dated September 4, 2014, for the above project and to construct the Project in conformity with all plans, other specifications or drawings provided by Project Manager for the Sum of Ninety One Thousand One Hundred Ten Dollars and Forty Cents: \$91,100.40 plus applicable sales tax, if required.

Time of Completion

2. We agree to execute the Contract for the Project, deliver the bonds required by the Contract, commence actual work on the project with the times specified in the contract documents issued in connection with the Project, and to complete the Project within no more than 30 working days, excluding Saturdays, Sundays and legal holidays, after commencement of actual work on the Project unless delayed by acts of nature or supply shortages.

Examinations and Investigations

- 3. We acknowledge that we have performed the following:
 - a. Carefully examined the drawings and specifications for the Project as provided by the Project Manager.
 - b. Carefully examined all documents issued in connection with this Project.
 - c. Examined the job site on which the Project is to be constructed

Warranty Information

4. The Contractor warrants to the Project Manager for 1 year after Project completion date, that materials and equipment furnished under the Contract will be of good quality and

new unless otherwise required or permitted by the Contract Documents, that the Work will be free from defects not inherent in the quality required or permitted, and that the work will conform with the requirements of the Contract Documents. The Contractor's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. The warranty on fixtures, will be manufacturer warranty.

Insurance/workers Compensation Information

5. The contractor provides insurance in the following amounts and can deliver a certificate upon awarding of Contract in the following amounts:

a. Commercial General Liability: \$1,000,000/\$2,000,000

b. Automotive Liability: \$1,000,000

c. Umbrella: \$1,000,000/\$2,000,000

d. Workers Compensation: \$1,000,000

References

6. We are pleased to provide the following references:

a.	CA Development	Mike Stover	214-882-2075
b.	Humble I.S.D	Catherine Dalles	281-641-8994
c.	Chelsea Architects	Lenoard Lane Jr. AIA	713-624-5599
d.	Fresenius Medical Care	Rick Rodriguez	281-932-1551

7. The "Contract Price" is good for 30 days from above date.

Prepared by David Tus

R.J. Harris Construction (Gulf Coast), L.P.
611 FM 1960 East Bypass

Humble, TX 77338

Office 281-548-1600



BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we R.J. Harris Construction (Gulf Coast) L.P. as principal, hereinafter called the "Principal," and SURETEC INSURANCE COMPANY, 9737 Great Hills Trail, Suite 320, Austin, Tx 78759, as surety, hereinafter called the "Surety," are held and firmly bound unto Tri-County MHMR as obligee, hereinafter called the Obligee, in the sum of Five Percent (5%) of Amount Bid--- Percent (5% A.B.%) of the Amount Bid by Principal for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the principal has submitted a bid for Renovation and Build Out of 5 Offices for Tri-County MHMR Services

NOW, THEREFORE, if the contract be timely awarded to the Principal and the Principal shall within such time as specified in the bid, enter into a contract in writing or, in the event of the failure of the Principal to enter into such Contract, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, neither Principal nor Surety shall be bound hereunder unless Obligee prior to execution of the final contract shall furnish evidence of financing in a manner and form acceptable to Principal and Surety that financing has been firmly committed to cover the entire cost of the project.

SIGNED, sealed and dated this 16th day of September, 2014.

R.J. Harris Construction (Gulf Coast) L.P.
(Principal)

BY:

TITL

SureTec Insurance Company

BY:

Sharon Cavanaugh, Attorney-in-Fact

Marsh & McLennan Agency LLC 1776 Yorktown, Suite 200 Houston, TX 77056 713-966-1776

TDI License # 1601820

FEIN # 263237576

SureTec Insurance Company LIMITED POWER OF ATTORNEY

Know All Men by These Presents, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

C.W. Adams, Leland L. Rauch, Cheryl R. Colson, Sharon Cavanaugh, Sue Kohler, Michael Cole, Kurt A. Risk

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for:

Five Million and 00/100 Dollars (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment shall continue in force until _______ and is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

Attorney-in-Fact may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20th of April, 1999.)

In Witness Whereof, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 21st day of March, A.D. 2013.

SURETEC INSURANCE COMPANY

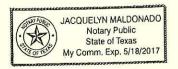
By:

John Knox Jr., President

State of Texas County of Harris

SS:

On this 21st day of March, A.D. 2013 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Jacquelyn Maldonado, Notary Public My commission expires May 18, 2017

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this

September 2014, A

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0800 any business day between 8:00 am and 5:00 pm CST.

Agenda Item: Approve Purchase of Vehicle for Executive Director

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

Staff solicited bids for the purchase of a vehicle for Tri-County's Executive Director as per contract agreement. Bids were solicited for a Buick Encore 1SD Convenience Package. Staff recommends the purchase from the dealership chosen by the Board.

Listed below are the bids received for the purchase of a Buick Encore 1SD Convenience Package:

- Wiesner Buick GMC Conroe \$25,299.75
- Martin Chevrolet Buick GMC Cleveland \$26,000.06
- Demontrond Buick GMC Houston \$27,799.41

Supporting Documentation:

Bid Information

Recommended Action:

Approve the Purchase of a Buick Encore 1SD Convenience Package as Recommended

September 15, 2014

Tri-County MHMR Services 1506 FM2854 Rd Conroe, TX 77304

ATTN: Stella Montemayor

RE: Bid for Buick Encore

Dear Ms. Montemayor,

Per your request for bid, we are pleased to offer you the following in-stock vehicles:

2014 Buick Encore 4dr CUV - VIN# KL4CJBSB6EB684997

- Quicksilver Metallic
- Titanium Cloth Interior Trim
- Front Wheel Drive
- Convenience Group
- Eco-Tec 1.4 Ltr Turbo/DOHC 4-Cyl Engine w/ 50-State Emission System
- Automatic Transmission 6sp w/ Overdrive
- Chrome Wheels 18' Aluminum
- Intelli-Link Audio System AM/FM/XM/USB/Navigation System
- All Buick standard equipment for model selected

*Option To Consider:

Identical vehicle to above except White Diamond Paint/Ebony Interior Trim – add + \$896.
 to above total – VIN# KL4CJBSB7EB719451

*NOTES:

- We presume you are a tax-exempt entity if so no other charges or fees are due to us
- At time of delivery we will furnish a completed Texas title form, Manufacturers Certificate of Origin, Bill-Of-Sale and all other pertinent documents to apply for tax-exempt license at the County DMV
- We will properly service and clean your new vehicle and <u>deliver it to your location</u> with a full tank of fuel

Thanks for the opportunity to serve you!

Sincerely,

Gary Jacobs
Commercial Operations Director
Wiesner Automotive Group
1508 I-45 North
Conroe, TX 77301
972-523-6861 direct
832-372-5393 cell
936-523-6862 fax
gary jacobs@wiesnerauto.com

Stella Montemayor

Ken Syphrett [ksyphrett@martingm.com] From: Tuesday, September 16, 2014 1:23 PM Sent:

To: Stella Montemayor **Factory Order** Subject:

TriCountyServicesEncore09162014.pdf Attachments:

Stella, here's the Buick Encore factory order. This vehicle will have an estimated delivery of 6-8 weeks from date of order placement.

Pricing is as follows:

27,272.31

<1400> Bid Assistance form GM

25,872.31

127.75 fees

26,000.06 Total

Ken Syphrett

Martin Chevrolet Buick GMC

Commercial/Fleet Sales 420 West Southline St. Cleveland, Texas 77327

281-806-7119 Direct 713-703-7234 Cell 281-592-6411 Fax 888-552-5588 Toll Free www.martingm.com





Tri-County Services

Prepared By:

administrator

Ken Syphrett Martin Chevrolet 420 West Southline St.

Cleveland, TX 77327 Phone: (281) 806-7119 Fax: (281) 592-6411

Email: ksyphrett@martingm.com

2014 Fleet/Non-Retail Buick Encore FWD 4dr Convenience 4JU76

WINDOW STICKER

2014 Buicl	k Encore FWD 4dr Convenience Interio	r: - Ebony
1.4/83 CII	D Turbocharged I4 Exterio	or 1: - White Pearl Tricoat
* 6-Speed	Automatic Exterio	or 2: - Satin Nickel Metallic Lower Accent
CODE	MODEL	MSRP
4JU76	2014 Buick Encore FWD 4dr Convenience	\$25,785.00
	OPTIONS	
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
LUV	ENGINE, ECOTEC TURBO 1.4L VARIABLE VALVE TIMING DC	OHC 4-CYLINDER S \$0.00
MH8	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY (CONTROLLED WIT \$0.00
1SD	1SD PREFERRED EQUIPMENT GROUP	\$0.00
RV8	WHEELS, 18" (45.7 CM) CHROMED ALUMINUM	\$995.00
GYN	WHITE PEARL TRICOAT	\$995.00
BQX	SATIN NICKEL METALLIC LOWER ACCENT COLOR	INC
	STANDARD PAINT	\$0.00
AR9	SEATS, FRONT BUCKET	\$0.00
AFN	EBONY, UPSCALE CLOTH SEAT TRIM WITH LEATHERETTE	ACCENTS \$0.00
UHQ	AUDIO SYSTEM WITH NAVIGATION, AM/FM/SIRIUSXM STER	EO, SINGLE CD PL \$795.00
VQ2	FLEET PROCESSING OPTION	\$0.00
	BID ASSISTANCE	\$0.00
	SUBTOTAL	\$28,570.00

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

September 16, 2014 9:15:45 AM

Prepared By:

administrator
Ken Syphrett Martin Chevrolet
420 West Southline St.

Cleveland, TX 77327 Phone: (281) 806-7119 Fax: (281) 592-6411

Email: ksyphrett@martingm.com

2014 Fleet/Non-Retail Buick Encore FWD 4dr Convenience 4JU76

WINDOW STICKER

Advert/Adjustments

\$0.00

Destination Charge

TOTAL PRICE

\$925.00 **\$29,495.00**

Est City: 25.00 mpg Est Highway: 33.00 mpg

Est Highway Cruising Range: 462.00 mi

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Page 2

Prepared By:

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Phone: (281) 806-7119 Fax: (281) 592-6411

Email: ksyphrett@martingm.com

2014 Fleet/Non-Retail Buick Encore FWD 4dr Convenience 4JU76

PRICING SUMMARY

PRICING SUMMARY - 2014 Fleet/Non-Retail 4JU76 FWD 4dr Convenience

	<u>MSRP</u>	VQ2
Base Price	\$25,785.00	\$23,980.06
Total Options:	\$2,785.00	\$2,367.25
Vehicle Subtotal	\$28,570.00	\$26,347.31
Advert/Adjustments	\$0.00	\$0.00
Destination Charge	\$925.00	\$925.00
GRAND TOTAL	\$29,495.00	\$27,272.31

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Email: ksyphrett@martingm.com

2014 Fleet/Non-Retail Buick Encore FWD 4dr Convenience 4JU76

SELECTED MODEL & OPTIONS

SELECTED MODEL - 2014 Fleet/Non-Retail 4JU76 FWD 4dr Convenience

<u>Code</u>	<u>Description</u>	MSRP_	VQ2
4JU76	2014 Buick Encore FWD 4dr Convenience	\$25,785.00	\$23,980.06

SELECTED VEHICLE COLORS - 2014 Fleet/Non-Retail 4JU76 FWD 4dr Convenience

Code Description

- Interior: Ebony

- Exterior 1: White Pearl Tricoat

- Exterior 2: Satin Nickel Metallic Lower Accent Color

SELECTED OPTIONS - 2014 Fleet/Non-Retail 4JU76 FWD 4dr Convenience

CATEGORY			
<u>Code</u>	<u>Description</u>	MSRP_	VQ2
EMISSIONS			
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00	\$0.00
ENGINE			
LUV	ENGINE, ECOTEC TURBO 1.4L VARIABLE VALVE TIMING DOHC 4-	\$0.00	\$0.00
	CYLINDER SEQUENTIAL MFI (138 hp [102.9 kW] @ 4900 rpm, 148 lb-ft		
	of torque [199.8 N-m] @ 1850 rpm) (STD)		
TRANSMISSIO			
MH8	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY	\$0.00	\$0.00
	CONTROLLED WITH OVERDRIVE includes Driver Shift Control (STD)		
	(FWD models only)		
PREFERRED E	QUIPMENT GROUP		
1SD	1SD PREFERRED EQUIPMENT GROUP Includes Standard Equipment	\$0.00	\$0.00
WHEELS			
RV8	WHEELS, 18" (45.7 CM) CHROMED ALUMINUM	\$995.00	\$845.75
PAINT			

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Page 4

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Cleveland, TX 77327 Phone: (281) 806-7119 Fax: (281) 592-6411

Email: ksyphrett@martingm.com

2014 Fleet/Non-Retail Buick Encore FWD 4dr Convenience 4JU76

SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2014 Fleet/Non-Retail 4JU76 FWD 4dr Convenience

CATEGORY			
<u>Code</u>	<u>Description</u>	MSRP_	VQ2
PAINT			
GYN	WHITE PEARL TRICOAT (Additional charge - premium paint. Includes (BQX) Satin Nickel Metallic lower accent color.)	\$995.00	\$845.75
SECONDARY I			
BQX	SATIN NICKEL METALLIC LOWER ACCENT COLOR (Included and only available with (GYN) White Pearl Tricoat Paint)	INC	INC
PAINT SCHEM	E		
	STANDARD PAINT	\$0.00	\$0.00
SEAT TYPE			
AR9	SEATS, FRONT BUCKET (STD)	\$0.00	\$0.00
SEAT TRIM			
AFN	EBONY, UPSCALE CLOTH SEAT TRIM WITH LEATHERETTE ACCENTS	\$0.00	\$0.00
RADIO			
UHQ	AUDIO SYSTEM WITH NAVIGATION, AM/FM/SIRIUSXM STEREO, SINGLE CD PLAYER AND MP3 PLAYER with navigation, IntelliLink with 7" diagonal color LCD display, GPS navigation system, USB port, Radio Data System (RDS) and auxiliary input jack	\$795.00	\$675.75
ADDITIONAL E			
VQ2	FLEET PROCESSING OPTION *CREDIT*	\$0.00	\$0.00
	BID ASSISTANCE	\$0.00	\$0.00
OPTIONS TOT	AL	\$2,785.00	\$2,367.25

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2014 ENCORE FWD-CONVENIENCE GROUP		GENERAL M	OTORS LLC	
GYN WHITE PEARL TRICOAT	/L4G			
AFN EBONY		RENAISSAN	CE CENTER	
ORDER NO. RQHRNH/TRE STOCK NO).	DETROIT	MI 48	8243-1114
VIN KL4 CJBS B7 EB719451		VEHICLE I	NVOICE 4AI	
**********	******	******	*****	11*45705S
MODEL & FACTORY OPTIONS		INV AMT		
4JU76 ENCORE FWD-CONVENIENCE GROU	25785.00	24753.61	INVOICE (05/20/14
FE9 50-STATE EMISSIONS	N/C	N/C	SHIPPED (05/19/14
GYN WHITE PEARL TRICOAT	995.00	875.60	EXP I/T	06/03/14
LUV ENGINE, ECOTEC TURBO 1.4L	N/C	N/C	INT COM	06/03/14
VVT, DOHC 4-CYLINDER			PRC EFF	05/19/14
MH8 TRANSMISSION, 6 SPD AUTOMATIC			KEYS XXX	XX XXXX
RV8 WHEELS, 18" CHROMED ALUMINUM	995.00	875.60	WFP-S QT	R OPT-1
	0.00		BANK: AL	
UHQ AUDIO SYSTEM WITH NAVIGATION	795.00	699.60	CHG-TO	45-705
AM/FM/SIRIUSXM STEREO W/				
INTELLILINK WITH 7" DIAGONAL			SHIP WT:	3284
SCREEN, USB PORT, INPUT JACK			HP:	13.0
			GVWR:	4286
			EMPLOY:	27210.43
			SUPPLR:	28299.41
			MRM:	29495.00
			DAN:	DA8HO
			EMPINC:	1658.11
			SUPINC:	569.14

TOTAL MODEL & OPTIONS	28570.00	27224.41	ACT 2	237	27292.31
DESTINATION CHARGE	925.00	925.00	H/B 2	261	857.10
DEALER IMR CONTRIBUTION		285.70	ADV 2	261	285.70
LMA GROUP CONTRIBUTION		285.70	EXP 6	65A	285.70

TOTAL 29495.00 28720.81 PAY 310 28720.81

MEMO: TOTAL LESS HOLDBACK AND

APPROX WHOLESALE FINANCE CREDIT 27476.93

INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.

THIS MOTOR VEHICLE IS SUBJECT TO A SECURITY INTEREST HELD BY ALLY.

REMIT TO ALLY NO. 084 VIN KL4CJBSB7EB719451 \$ 28720.81 INV 4AD54733049 DUE 06/03/14 DEALER 45-705 28,299.41 - 500.00 27,199.41 Lyour buy + T.T.L. **Agenda Item:** Ratify FY 2014-15 Department of Aging and Disability Services (DADS) Performance Contract Amendment Packet #1

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

The Department of Aging and Disability Services has a two year contract for their services. However, we have received a contract amendment (#1) to the FY 2014-15 contract for the beginning of FY 2015.

The Amendment includes an increase in funding of \$865. There are no other significant changes in contract requirements (changes included updated website links for reference documents, a correction to voter registration documents, etc.).

Evan Roberson spoke with Board Chair, David Walker, about the contract and Mr. Walker authorized him to sign and submit the amendment so that we could begin receiving contract funds.

Supporting Documentation:

Contract Amendment Available for Review at the Board meeting

Recommended Action:

Ratify FY 2014-15 DADS Performance Contract Amendment Packet #1

Agenda Item: Approve FY 2015 Department of State Health Services (DSHS) Performance Contract #2015-046617

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

The FY 2015 DSHS Performance Contract includes the following Program Attachments:

- Mental Health Performance Contract Notebook (Core Mental Health Services);
- Veterans Services;
- Supportive Housing Project;
- Mental Health Outpatient Competency Restoration;
- Mental Health First Aid;
- Pre-Admission, Screening and Resident Review (PASRR);
- Psychiatric Emergency Service Center (CSU) and Associated Projects (Rapid Crisis Stabilization);
- Residential Treatment Center Integration; and
- Mental Health Private Psychiatric Beds (Rusk Diversion).

There was a reduction in funding from the Department of \$660,963 because General Revenue was removed to match services which will be billed through the Managed Care Organizations (MCOs). We will have the opportunity to recover this revenue by billing MCOs for Rehab and Case Management Services. There was also a reduction of \$67,134 to compensate for anticipated earned revenue from the Affordable Care Act Marketplace Insurance plans.

In addition to these decreases, there was an increase of \$89,755 for the Supportive Housing Project contract. Overall, there is a decrease in contract revenue of **\$638,342**.

Notable programmatic changes include:

- Adjustment of Incentive Payment targets (10% withhold) for FY 2014 to the target for the second half of FY 2014;
- Continuation of benchmarking for minimum hour targets (with the exception of Assertive Community Treatment [ACT]);
- Changes to staff credential requirements for ACT Team Leaders;
- Clarification that sanctions for the Family Partner targets do not take place until the second quarter of FY 2015;
- A requirement to incorporate the Supportive Housing Project into our Mental Health Quality Management Plan in order to ensure client and stakeholder satisfaction; and,
- A requirement to complete comprehensive assessments on persons identified as
 positive for mental illness through the PASRR process. (However, the PASRR
 contract will be amended by Broadcast Message to remove a requirement for
 diagnosing of persons by a licensed staff in the Nursing Facilities.)

Supporting Documentation:

Contract Available for Review at the Board Meeting

Recommended Action:

Approve FY 2015 DSHS Performance Contract #2015-046617

Agenda Item: Approve FY 2015 Department of State Health Services (DSHS) Co-Occurring Mental Health and Substance Abuse Services (TCO) Contract #2015-046833

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

Tri-County contracts with the Department of State Health Services to provide Co-Occurring Mental Health and Substance Abuse Services at our Riverpoint facility. Substance abuse is often a concurrent diagnosis for persons with mental illness.

Staff received a contract renewal for FY 2015 which included a cut in funding from \$43,520 to \$14,024. This reduction in funding reflects the Department's attempt to align contract funding with our historical utilization. Over the last several years, the Department has deobligated our funding because we have been unable to utilize the complete allocation. Even though there is a need for these services, we have struggled with recruiting clients for the program. The Department has indicated that they will be willing to consider additional funding this year if our utilization improves.

After much discussion, both internally and with the Department, staff is recommending approval of this contract with the understanding that staff will reevaluate the program quarterly to determine if it continues to be financially viable.

Supporting Documentation:

Contract Available for Review at the Board Meeting

Recommended Action:

Approve FY 2015 DSHS Co-Occurring Mental Health and Substance Abuse Services Contract #2015-046833

Agenda Item: Approve FY 2015 Department of State Health Services (DSHS) Youth Substance Abuse Treatment (TRY)

Contract #2015-046926

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

Tri-County contracts with the Department of State Health Services to provide Youth Outpatient Substance Abuse Services at our Riverpoint facility.

Staff received a contract renewal for FY 2015 which includes a \$42,563 decrease in funding from FY 2014. However, it should be noted that we have never been able to spend the higher contract amount because most of the kids we serve have Medicaid or CHIP. Staff has evaluated the contract and believes that the \$39,904 will be adequate to cover our expenses.

There continues to be a need for these services in the community and staff recommends approval of this contract.

Supporting Documentation:

Contract Available for Review at the Board Meeting

Recommended Action:

Approve FY 2015 DSHS Youth Substance Abuse Treatment Contract #2015-046926

Agenda Item: Approve FY 2015 Department of State Health Services (DSHS) Adult Substance Abuse Treatment (TRA)

Contract #2015-046998

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

Tri-County contracts with the Department of State Health Services to provide Adult Outpatient Substance Abuse Services at our Riverpoint facility.

Staff received a renewal contract for FY 2015 which is essentially unchanged from FY 2014. There continues to be a need for these services in the community and staff recommends approval of this contract.

Supporting Documentation:

Contract Available for Review at the Board Meeting

Recommended Action:

Approve FY 2015 DSHS Adult Substance Abuse Treatment Contract #2015-046998

Agenda Item: Review August 2014 Preliminary Financial

Statements

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

None

Supporting Documentation:

August 2014 Preliminary Financial Statements

Recommended Action:

Review of August 2014 Preliminary Financial Statements – For Information Only

August 2014 Preliminary Financial Summary

Revenues for August 2014 were \$2,356,149 and operating expenses were \$2,541,371 resulting in a loss in operation of \$185,222. Capital Expenditures and Extraordinary Expenses for August were \$218,832 resulting in a loss of \$404,053. Total revenues were 79.92% of the monthly budgeted revenues and total expenses were 107.57% of the monthly budgeted expenses.

Year to date revenues are \$26,224,288 and operating expenses are \$25,379,507 leaving excess operating revenues of \$844,781. YTD Capital Expenditures and Extraordinary Expenses are \$376,272 resulting in a gain YTD of \$468,510. Total revenues are 98.25% of the YTD budgeted revenues and total expenses are 98.59% of the YTD budgeted expenses.

REVENUES

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

Revenue Source	YTD	YTD	% of	\$
	Revenue	Budget	Budget	Variance
1115 Waiver RHP 17	824,130	1,490,586	55.28%	666,456

<u>1115 Waiver RHP 17</u> – The process for recognizing the 1115 Waiver Revenue is ever changing and based on preliminary conversations with our auditor we were conservative in our revenue being recognized for these programs based on the expected time of payments to be received for the second half of DY 3 which ends on September 30. This line will be evaluated when the auditors are on site in November and could be increased.

EXPENSES

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

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Advertising - Recruitment	71,722	51,103	140.34%	20,619
Contract Empowerment Options	2,322,119	2,255,000	102.97%	67,119
Contract - Clinical	644,302	588,245	109.52%	56,057

<u>Advertising – Recruitment</u> – This expense went over budget due to recruitment fees incurred in the recent hiring of new doctors.

<u>Contract Empowerment Options</u> – This line item is offset by the back billing of revenue received for the ICF Contract. We are currently doing a reconciliation of this contract for the year end audit process.

<u>Contract – Clinical</u> – We have had some vacant doctor positions in the last couple of months and therefore had to contract with a temporary agency for doctor coverage.

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of August 31, 2014 Preliminary

	TOTALS COMBINED FUNDS August 2014	TOTALS COMBINED FUNDS July 2014	Increase (Decrease)
ASSETS			
CURRENT ASSETS	_		
Imprest Cash Funds	4,350	4,525	(175)
Cash on Deposit-General Fund	7,510,718	8,149,411	(638,693)
Cash on Deposit-Debt Fund	-	-	-
Accounts Receivable	1,466,788	1,564,774	(97,985)
Inventory TOTAL CURRENT ASSETS	8,787 8,990,644	9,156 9,727,865	(368) (737,222)
TOTAL CORRENT ASSETS	0,930,044	9,727,000	(131,222)
FIXED ASSETS	5,730,985	5,730,985	-
OTHER ASSETS	52,735	58,643	(5,908)
TOTAL ASSETS	14,774,364	15,517,494	(743,130)
LIABILITIES, DEFERRED REVENUE, FUND BALANCE:			
CURRENT LIABILITIES	753,374	828,621	(75,247)
NOTES PAYABLE	473,777	473,777	-
DEFERRED REVENUE	(286,894)	(90,898)	(195,996)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank Bond Series 2004	905,707	944,383 -	(38,676)
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	468,510	872,563	(404,053)
Debt Service Fund	-	-	-
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(905,708)	(944,383)	38,675
Reserved for Debt Retirement COMMITTED	963,631	963,631	-
Net Assets-Property and Equipment	5,730,985	5,730,985	-
Reserved for Vehicles & Equipment Replacement	387,871	387,871	
Reserved for Facility Improvement & Acquisitions	2,426,254	2,426,254	
Reserved for Board Initiatives	1,500,000	1,500,000	
Reserved for 1115 Waiver Programs	516,833	516,833	
Reserved for Board Policy Requirements	-	-	-
Reserved for Equipment Reserve	-	-	-
Reserved for Inventory Reserve	-	-	-
Reserved for Operations and Programs ASSIGNED	-	-	-
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	,	67,833	(67,833)
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(473,777)	(473,777)	
UNASSIGNED			
Unrestricted and Undesignated	1,939,391	1,939,391	(740.404)
TOTAL LIABILITIES/FUND BALANCE	14,774,364	15,517,494	(743,131)

TRI-COUNTY SERVICES CONSOLIDATED BALANCE SHEET As of August 31, 2014 Preliminary

TOTALS Memorandum Only

		Wemorandum O	
	General Operating Funds	August 2014	Final August 2013
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	4,350	4,350	5,325
Cash on Deposit-General Fund	7,510,718	7,510,718	7,747,392
Cash on Deposit-Debt Fund Accounts Receivable	1 466 799	1 466 799	421,561
Inventory	1,466,788 8,787	1,466,788 8,787	1,657,784 6,661
TOTAL CURRENT ASSETS	8,990,644	8,990,644	9,838,723
FIXED ASSETS	5,730,985	5,730,985	5,730,985
OTHER ASSETS	52,735	52,735	36,317
	,	,	,
	14,774,364	14,774,364	15,606,026
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	753,374	753,374	1,340,397
NOTES PAYABLE	473,777	473,777	473,777
DEFERRED REVENUE	(286,894)	(286,894)	426,256
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank Bond Series 2004	905,707 -	905,707	1,135,612 410,000
EXCESS(DEFICIENCY) OF REVENUES			
OVER EXPENSES FOR			
General Fund Debt Service Fund	468,510	468,510	1,108,422
FUND EQUITY RESTRICTED			
Net Assets Reserved for Debt service-Restricted	(905,708)	(905,708)	(2,019,389)
Reserved for Debt Retirement	963,631	963,631	1,230,000
COMMITTED		· -	-
Net Assets-Property and Equipment-Committed	5,730,985	5,730,985	5,730,985
Reserved for Vehicles & Equipment Replacement	387,871	387,871	-
Reserved for Facility Improvement & Acquisitions	2,426,254	2,426,254	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	516,833	516,833	970 405
Reserved for Board Policy Requirements-Committed Reserved for Equipment Reserve-Committed	- -	-	879,405 354,290
Reserved for Inventory Reserve-Committed	- -	-	32,973
Reserved for Operations and Programs -Committed	-	- -	2,046,849
ASSIGNED		-	-,- :-,- :-
Reserved for Workers' Compensation-Assigned	274,409	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	-	-	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000	100,000
Reserved for Accrued Paid Time Off	(473,777)	(473,777)	
UNASSIGNED	4 000 004	4 000 004	- 0.000.044
Unrestricted and Undesignated TOTAL LIABILITIES/FUND BALANCE	1,939,391 14,774,364	1,939,391 14,774,364	2,082,041 15,606,026

TRI-COUNTY SERVICES

Revenue and Expense Summary For the Month Ended August 2014 and YTD as of August 2014 Preliminary

INCOME:	MONTH OF August 2014	YTD August 2014
Local Revenue Sources	102,114	1,390,841
Earned Income	1,121,890	10,349,355
General Revenue-Contract	1,132,145	14,484,092
TOTAL INCOME	2,356,149	26,224,288
EXPENSES:		
Salaries	1,431,166	13,318,774
Employee Benefits	163,406	2,482,055
Medication Expense	51,171	428,946
Travel-Board/Staff	34,411	416,746
Building Rent/Maintenance	25,443	384,065
Consultants/Contracts	614,896	5,731,835
Other Operating Expenses	220,878	2,617,086
TOTAL EXPENSES	2,541,371	25,379,507
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	(185,222)	844,781
CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles, Building Capital Outlay-Debt Service Bonds	218,832	376,272
TOTAL CAPITAL EXPENDITURES	218,832	376,272
GRAND TOTAL EXPENDITURES	2,760,203	25,755,779
Excess (Deficiency) of Revenues and Expenses	(404,053)	468,510

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

	YTD August 2014	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,390,841	1,392,181	(1,340)
Earned Income	10,349,355	10,850,030	(500,675)
General Revenue-Contract	14,484,092	14,447,983	36,109
TOTAL INCOME	26,224,288	26,690,194	(465,906)
EXPENSES:			
Salaries	13,318,774	13,450,494	(131,720)
Employee Benefits	2,482,055	2,532,094	(50,039)
Medication Expense	428,946	427,245	1,701
Travel-Board/Staff	416,746	422,471	(5,725)
Building Rent/Maintenance	384,065	538,833	(154,768)
Consultants/Contracts	5,731,835	5,636,169	95,666
Other Operating Expenses	2,617,086	2,683,603	(66,517)
TOTAL EXPENSES	25,379,507	25,690,909	(311,402)
Excess(Deficiency) of Revenues over			
Expenses before Capital Expenditures	844,781	999,285	(154,504)
Expenses before Capital Expenditures	044,701	999,203	(134,304)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	376,272	432,886	(56,614)
Capital Outlay-Debt Service Bonds			
TOTAL CAPITAL EXPENDITURES	376,272	432,886	(56,614)
GRAND TOTAL EXPENDITURES	25,755,779	26,123,795	(368,016)
Excess (Deficiency) of Revenues and Expenses	468,510	566,399	(97,889)
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	-	-	-
Bond Payments Disbursements		-	-
Interest Income			
Excess(Deficiency) of revenues over Expenses			-

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

INCOME:	MONTH OF August 2014	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	102,114	(89,954)	192,068
Earned Income	1,121,890	1,962,072	(840,182)
General Revenue-Contract	1,132,145	1,075,836	56,309
TOTAL INCOME	2,356,149	2,947,954	(591,805)
EXPENSES:			
Salaries	1,431,166	1,392,452	38,714
Employee Benefits	163,406	180,789	(17,383)
Medication Expense	51,171	51,371	(200)
Travel-Board/Staff	34,411	34,787	(376)
Building Rent/Maintenance	25,443	211,057	(185,614)
Consultants/Contracts	614,896	453,505	161,391
Other Operating Expenses	220,878	191,294	29,584
TOTAL EXPENSES	2,541,371	2,515,255	26,116
Excess(Deficiency) of Revenues over			
Expenses before Capital Expenditures	(185,222)	432,699	(617,921)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	218,832	50,762	168,070
Capital Outlay-Debt Service Bonds	<u> </u>		
TOTAL CAPITAL EXPENDITURES	218,832	50,762	168,070
GRAND TOTAL EXPENDITURES	2,760,203	2,566,017	194,186
Excess (Deficiency) of Revenues and Expenses	(404,053)	381,937	(785,990)
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts	-	_	_
Bond Payments Disbursements		_	-
Interest Income			
Excess(Deficiency) of revenues over Expenses	-	-	-

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

INCOME:	YTD August 2014	YTD August 2013	Increase (Decrease)
Local Revenue Sources	1,390,841	1,700,917	(310,076)
Earned Income	10,349,355	10,534,728	(185,373)
General Revenue-Contract	14,484,092	12,599,796	1,884,296
TOTAL INCOME	26,224,288	24,835,441	1,388,847
EXPENSES:			
Salaries	13,318,774	12,237,551	1,081,223
Employee Benefits	2,482,055	2,133,709	348,346
Medication Expense	428,946	330,083	98,863
Travel-Board/Staff	416,746	403,271	13,475
Building Rent/Maintenance	384,065	396,734	(12,669)
Consultants/Contracts	5,731,835	5,606,718	125,117
Other Operating Expenses	2,617,086	2,396,978	220,108
TOTAL EXPENSES	25,379,507	23,505,044	1,874,463
CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles Capital Outlay-Debt Service Bonds	376,272	271,951 425,785	104,321 (425,785)
TOTAL CAPITAL EXPENDITURES	376,272	697,736	(321,464)
GRAND TOTAL EXPENDITURES	25,755,779	24,202,780	1,552,999
Excess (Deficiency) of Revenues and Expenses	468,510	632,661	(164,151)
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income	-	425,785	(425,785) - -
Excess(Deficiency) of revenues over Expenses	-	425,785	(425,785)

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

INCOME:	MONTH OF August 2014	MONTH OF August 2013	Increase (Decrease)
Local Revenue Sources	102,114	108,544	(6,430)
Earned Income	1,121,890	966,734	155,156
General Revenue-Contract	1,132,145	975,509	156,636
TOTAL INCOME	2,356,149	2,050,787	305,362
EXPENSES:			
Salaries	1,431,166	1,301,153	130,013
Employee Benefits	163,406	121,147	42,259
Medication Expense	51,171	39,002	12,169
Travel-Board/Staff	34,411	38,060	(3,649)
Building Rent/Maintenance	25,443	136,214	(110,771)
Consultants/Contracts	614,896	475,776	139,120
Other Operating Expenses	220,878	232,112	(11,234)
TOTAL EXPENSES	2,541,371	2,343,464	197,907
Excess(Deficiency) of Revenues over			
Expenses before Capital Expenditures	(185,222)	(292,677)	107,455
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	218,832	146,954	71,878
Capital Outlay-Debt Service Bonds		35,482	(35,482)
TOTAL CAPITAL EXPENDITURES	218,832	182,436	36,396
GRAND TOTAL EXPENDITURES	2,760,203	2,525,900	234,303
Excess (Deficiency) of Revenues and Expenses	(404,053)	(475,113)	71,060
Debt Service and Fixed Asset Fund:			
Bond Payments Receipts Bond Payments Disbursements	-	35,482	(35,482) -
Interest Income Excess(Deficiency) of revenues over Expenses	-	35,482	(35,482)

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

INCOME:	MONTH OF August 2014	MONTH OF July 2014	Increase (Decrease)
Local Revenue Sources	102,114	107,042	(4,927)
Earned Income	1,121,890	1,399,745	(277,855)
General Revenue-Contract	1,132,145	1,253,971	(121,826)
TOTAL INCOME	2,356,149	2,760,758	(404,608)
EXPENSES:			
Salaries	1,431,166	1,158,073	273,093
Employee Benefits	163,406	225,649	(62,243)
Medication Expense	51,171	42,723	8,448
Travel-Board/Staff	34,411	36,473	(2,062)
Building Rent/Maintenance	25,443	46,928	(21,485)
Consultants/Contracts	614,896	530,440	84,457
Other Operating Expenses	220,878	229,554	(8,676)
TOTAL EXPENSES	2,541,371	2,269,839	271,532
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	(185,222)	490,919	(676,141)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	218,832	100	218,732
Capital Outlay-Debt Service Bonds			
TOTAL CAPITAL EXPENDITURES	218,832	100	218,732
GRAND TOTAL EXPENDITURES	2,760,203	2,269,938	490,264
Funda (Definitions) of Bossesson and Fundament	(404.050)	400.040	(004.070)
Excess (Deficiency) of Revenues and Expenses	(404,053)	490,819	(894,873)
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income Excess(Deficiency) of revenues over Expenses	-	-	- - -

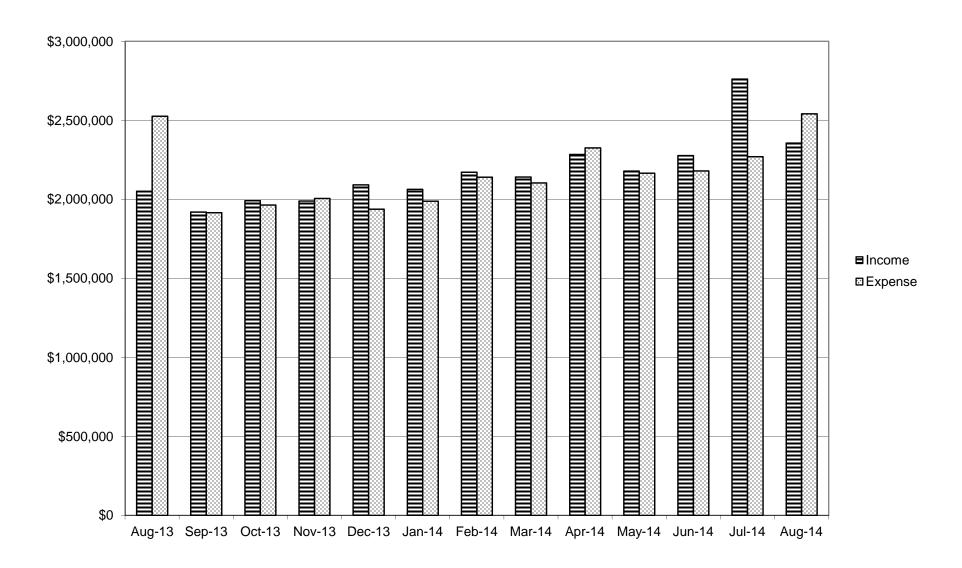
TRI-COUNTY SERVICES

Revenue and Expense Summary by Service Type

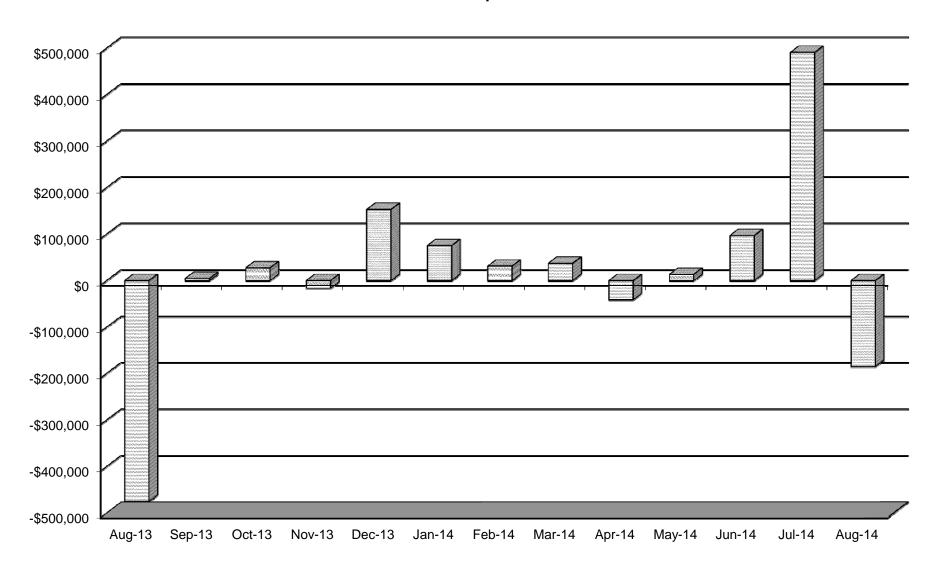
Compared to Budget As of YTD Ended August 2014 Preliminary

INCOME:	YTD Mental Health August 2014	YTD IDD August 2014	YTD Other Services August 2014	YTD Agency Total August 2014	YTD Approved Budget August 2014	Increase (Decrease)
Local Revenue Sources Earned Income General Revenue-Contract	1,287,366 2,662,082 12,959,546	210,541 5,970,844 1,524,546	(107,065) 1,716,428	1,390,841 10,349,355 14,484,092	1,392,181 10,850,030 14,447,983	(1,340) (500,675) 36,109
TOTAL INCOME	16,908,994	7,705,931	1,609,363	26,224,288	26,690,194	(465,906)
EVENUES						
EXPENSES:	0.224.442	2 000 200	4 224 004	40 040 774	40 450 404	(404.700)
Salaries	9,324,412	2,660,360	1,334,001	13,318,774	13,450,494	(131,720)
Employee Benefits	1,701,108	527,632	253,315	2,482,055	2,532,094	(50,039)
Medication Expense	405,667	400.052	23,279	428,946	427,245	1,701
Travel-Board/Staff	256,241	108,853	51,652	416,746	422,471	(5,725)
Building Rent/Maintenance	244,664	116,749	22,652	384,065	538,833	(154,768)
Consultants/Contracts	2,156,263	3,512,905	62,668	5,731,835	5,636,169	95,666
Other Operating Expenses TOTAL EXPENSES	1,750,403 15,838,758	576,527 7,503,026	290,156 2,037,723	2,617,086 25,379,507	2,683,603 25,690,909	(66,517) (311,402)
TOTAL EXPENSES	15,636,736	7,503,026	2,037,723	25,379,507	25,690,909	(311,402)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	1,070,236	202,905	(428,360)	844,781	999,285	(154,504)
CAPITAL EXPENDITURES Capital Outlay-FF&E, Automobiles Capital Outlay-Debt Service Bonds	226,926	76,872	72,472	376,271	432,886	(56,615)
TOTAL CAPITAL EXPENDITURES	226,926	76,872	72,472	376,271	432,886	(56,615)
GRAND TOTAL EXPENDITURES	16,065,684	7,579,898	2,110,195	25,755,778	26,123,795	(368,017)
Excess (Deficiency) of Revenues and Expenses		126,033	(500,832)	468,510	566,399	(97,889)
Debt Service and Fixed Asset Fund: Bond Payments Receipts Bond Payments Disbursements Interest Income	-	- - -	- - -	- - -	- - -	- -
Excess(Deficiency) of revenues over Expenses	<u> </u>	<u>-</u>				

TRI-COUNTY SERVICES Income and Expense



TRI-COUNTY SERVICES Income after Expense



Agenda Item: 4th Quarter FY 2014 Quarterly Investment Report

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256: Subchapter A of the Public Funds Investment Act.

Supporting Documentation:

Quarterly TexPool Investment Report

Quarterly Interest Report

Recommended Action:

For Information Only

QUARTERLY INVESTMENT REPORT TEXPOOL FUNDS

For the Period Ending August 31, 2014

GENERAL INFORMATION

This report is provided to the Board of Trustees of Tri-County Services in accordance with Board Policy on fiscal management and in compliance with Chapter 2256; Subchapter A of the Public Funds Investment Act.

Center funds for the period have been partially invested in the Texas Local Government Investment Pool (TexPool), organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and the Public Funds Investment Act, Chapter 2256 of the Texas Government Code. The Comptroller of Public Accounts is the sole officer, director, and shareholder of the Texas Treasury Safekeeping Trust Company which is authorized to operate TexPool. Pursuant to the TexPool Participation Agreement, administrative and investment services to TexPool are provided by Federated Investors, Inc. ("Federated"). The Comptroller maintains oversight of the services provided. In addition, the TexPool Advisory Board, composed equally of participants in TexPool and other persons who do not have a business relationship with TexPool, advise on investment policy and approves fee increases.

TexPool investment policy restricts investment of the portfolio to the following types of investments:

Obligations of the United States Government or its agencies and instrumentalities with a maximum final maturity of 397 days for fixed rate securities and 24 months for variable rate notes;

Fully collateralized repurchase agreements and reverse repurchase agreements with defined termination dates may not exceed 90 days unless the repurchase agreements have a provision that enables TexPool to liquidate the position at par with no more than seven days notice to the counterparty. The maximum maturity on repurchase agreements may not exceed 181 days. These agreements may be placed only with primary government securities dealers or a financial institution doing business in the State of Texas.

No-load money market mutual funds are registered and regulated by the Securities and Exchange Commission and rated AAA or equivalent by at least one nationally recognized rating service. The money market mutual fund must maintain a dollar weighted average stated maturity of 90 days or less and include in its investment objectives the maintenance of a stable net asset value of \$1.00.

TexPool is governed by the following specific portfolio diversification limitations;

100% of the portfolio may be invested in obligations of the United States.

100% of the portfolio may be invested in direct repurchase agreements for liquidity purposes.

Reverse repurchase agreements will be used primarily to enhance portfolio return within a limitation of up to one-third (1/3) of total portfolio assets.

No more than 15% of the portfolio may be invested in approved money market mutual funds.

The weighted average maturity of TexPool cannot exceed 60 days calculated using the reset date for variable rate notes and 90 days calculated using the final maturity date for variable rate notes.

The maximum maturity for any individual security in the portfolio is limited to 397 days for fixed rate securities and 24 months for variable rate notes.

TexPool seeks to maintain a net asset value of \$1.00 and is designed to be used for investment of funds which may be needed at any time.

STATISTICAL INFORMATION

Market Value for the Period

Portfolio Summary	June	July	August
Uninvested Balance	\$398,241.64	\$334,296.44	(\$16,105,371.77)
Accrual of Interest Income	10,031,806.05	5,584,483.34	13,978,835.35
Interest and Management Fees Payable	(341,912.77)	(378,274.79)	(399,105.00)
Payable for Investments Purchased	0.00	(249,965,875.00)	0.00
Accrued Expense & Taxes	0.00	0.00	0.00
Repurchase Agreements	1,343,423,250.00	1,584,693,050.00	1,520,736,800.00
Mutual Fund Investments	0.00	0.00	0.00
Government Securities	11,593,883,489.61	12,195,093,985.02	9,591,341,324.71
U.S. Treasury Bills	0.00	0.00	0.00
U.S. Treasury Notes	1,488,449,983.00	350,185,450.00	1,504,603,350.00
TOTAL	\$14,435,844,857.53	\$13,885,547,115.01	\$12,614,155,833.29

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	\$9,793.56	(\$16,105,371.77)
Accrual of Interest Income	7,980,267.59	13,978,835.35
Interest and Management Fees Payable	(327,705.40)	(399,105.00)
Payable for Investments Purchased	0.00	0.00
Repurchase Agreements	1,560,830,000.00	1,520,738,000.00
Mutual Fund Investments	0.00	0.00
Government Securities	12,623,209,284.91	9,590,590,893.771
U.S. Treasury Bills	0.00	0.00
U.S. Treasury Notes	939,793,770.22	1,504,643,243.79
TOTAL	\$15,131,495,410.88	\$12,613,446,496.14

Portfolio by Maturity as of August 31, 2014

1 to 7 days	8 to 90 day	91 to 180 days	181 + days
21.9%	63.7%	8.5%	5.9%

Portfolio by Type of Investments as of August 31, 2014

Agencies	Mutual Funds	Repurchase Agreements	Treasuries
76.0%	None	12.1%	11.9%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.03% for June, 0.03% for July and 0.04% for August.

As of the end of the reporting period, market value of collateral supporting the Repurchase Agreements was at least 102% of the Book Value.

The weighted average maturity of the fund as of August 31, 2014 was 53 days.

The net asset value as of August 31, 2014 was 1.00006.

The total amount of interest distributed to participants during the period was \$1,119,228.72.

This quarter TexPool interest rates did not exceed the 90 Day T-Bill rates during the entire reporting period.

TexPool has a current money market fund rating of AAAm by Standard and Poor's.

During the reporting period, the total number of participants has increased to 2,315.

Funds assets are safe kept at the State Street Bank in the name of TexPool in a custodial account.

During the reporting period, the investment portfolio was in full compliance with Tri-County Services' Investment Policy and with the Public Funds Investment Act.

Submitted by:	
	glaly
Millie McDuffey	Date
Chief Financial Officer Investment Officer	
	9.10.14
Evan Roberson	Date
Executive Director / Investment Officer	

TRI-COUNTY SERVICES QUARTERLY INTEREST EARNED REPORT FISCAL YEAR 2014 AS OF August 31, 2014

	INTEREST EARNED										
BANK NAME		1st QTR.	2	nd QTR.		3rd QTR.	4	th QTR.	YTD TOTAL		
Alliance Bank - Central Texas CD	\$	423.87	\$	419.21	\$	428.53	\$	530.59	\$	1,802.20	
Citizens 1st Bank CD	\$	277.28	\$	274.23	\$	280.32	\$	281.30	\$	1,113.13	
First Liberty National Bank	\$	1.58	\$	1.60	\$	1.69	\$	1.75	\$	6.62	
First Liberty National Bank CD	\$	405.13	\$	400.68	\$	409.59	\$	409.59	\$	1,624.99	
JP Morgan Chase (HBS)	\$	1,568.46	\$	1,453.91	\$	1,080.44	\$	793.62	\$	4,896.43	
Prosperity Bank	\$	12.11	\$	12.09	\$	12.51	\$	12.63	\$	49.34	
TexPool Participants	\$	73.49	\$	50.51	\$	48.65	\$	52.82	\$	225.47	
Tradition Bank	\$	4,247.69	\$	3,922.98	\$	3,726.22	\$	3,724.45	\$	15,621.34	
Total Earned	\$	7,009.61	\$	6,535.22	\$	5,987.95	\$	5,806.74	\$	25,339.52	

Agenda Item: Board of Trustees' Unit Financial Statement for August 2014

Committee: Business

Background Information:

None

Supporting Documentation:

August 2014 Board of Trustees' Unit Financial Statement

Recommended Action:

For Information Only

			l	Unit F	inancial S FY 2014		nent							
	Revenues	August 14 Actuals	August 14 Budgeted	Variance			YTD Actual		YTD Budget		Variance	Percent		Budget
80103998	Allocated Revenue	\$ 2,858.00	\$ 2,858.00	\$	-	\$	34,300.00	\$	34,300.00	\$	-	100.00%	\$	34,300.00
	Total Revenue	\$ 2,858.00	\$ 2,858.00	\$	-	\$	34,300.00	\$	34,300.00	\$	-	100.00%	\$	34,300.00
	Expenses													
80105275	Food Items	\$ -	\$ 167.00	\$	(167.00)	\$	1,943.64	\$	2,000.00	\$	(56.36)	97.18%	\$	2,000.00
80105320	Insurance-Worker Compensation	\$ 13.70	\$ 19.00	\$	(5.30)	\$	124.35	\$	230.00	\$	(105.65)	54.07%	\$	230.00
80105388	Legal Fees	\$ 1,500.00	\$ 1,500.00	\$	-	\$	18,000.00	\$	18,000.00	\$	-	100.00%	\$	18,000.00
80155605	Postage-Express Mail	\$ -	\$ -	\$	-	\$	36.35	\$	-	\$	36.35	0.00%	\$	-
80105715	Supplies-Office	\$ -	\$ -	\$	-	\$	20.17	\$	-	\$	20.17	0.00%	\$	-
80105736	Telephone - Air cards	\$ -	\$ 13.00	\$	(13.00)	\$	(12.77)	\$	160.00	\$	(172.77)	0.00%	\$	160.00
80105738	Telephone - Mobile Service	\$ -	\$ 47.00	\$	(47.00)	\$	-	\$	560.00	\$	(560.00)	0.00%	\$	560.00
80105750	Training	\$ -	\$ 300.00	\$	(300.00)	\$	675.00	\$	3,600.00	\$	(2,925.00)	18.75%	\$	3,600.00
80105755	Travel - Local	\$ 79.28	\$ 63.00	\$	16.28	\$	788.24	\$	750.00	\$	38.24	105.10%	\$	750.00
80105757	Travel - Non-local Mileage/Air	\$ 154.96	\$ 350.00	\$	(195.04)	\$	2,110.43	\$	4,200.00	\$	(2,089.57)	50.25%	\$	4,200.00
80105758	Travel - Non-local Hotel	\$ 124.20	\$ 300.00	\$	(175.80)	\$	3,609.75	\$	3,600.00	\$	9.75	100.27%	\$	3,600.00
80105759	Travel - Meals	\$ 15.44	\$ 100.00	\$	(84.56)	\$	271.81	\$	1,200.00	\$	(928.19)	22.65%	\$	1,200.00
	Total Expenses	\$ 1,887.58	\$ 2,859.00	\$	(971.42)	\$	27,566.97	\$	34,300.00	\$	(6,733.03)	80.37%	\$	34,300.00
	Total Revenue minus Expenses	\$ 970.42	\$ (1.00)	\$	971.42	\$	6,733.03	\$	-	\$	6,733.03	19.63%	\$	-

Agenda Item: Montgomery Supported Housing, Inc. Update

Board Meeting Date

September 25, 2014

Committee: Business

Background Information:

The Montgomery Supported Housing, Inc. Board (MSHI) met on September 23, 2014 and approved the Project Rental Assistance Contract which is the annual renewal of the agreement between HUD and MSHI.

As you may recall, the previous rent increase request for Independence Place Apartments (IPA) took almost a year to be approved by HUD. Recently, IPA became eligible for an additional rent increase which was approved and went into effect August 1, 2014.

On August 30, 2014 we were notified that an IPA resident passed away while visiting family for the labor day holiday from what appears to be a medical condition. Tri-County staff continue to communicate with IPA Property management and assist with coordination through Tri-County Services as needed.

McDougal Property Management continues to seek a permanent replacement for the Community Director (CD) position and is currently going through applications. As the search for a new CD continues, Jenet Genwright, CD for Independence Village has been splitting her time between both sites to ensure that the residents and properties continue to maintain stability.

Supporting Documentation:
None
Recommended Action:
For Information Only

Agenda Item: Cleveland Supported Housing, Inc. Update

Board Meeting Date

September 25, 2014

Background Information:

Committee: Business

As you may recall, the most recent extension of the Firm Commitment for Independence Oaks Apartments was submitted in order to make several corrections requested by HUD in order to progress to initial closing. Staff have continued working with Beth Hoff, our consultant with Gagnier, Hicks Associates, LLC and David Deaton of Jackson Walker to process the documents needed for initial closing.

We are happy to report that we now have a closing date with HUD for the Independence Oaks Apartments! The project is currently scheduled to close the week of September 22nd. Staff and CSHI Officers, will travel to the Houston HUD office on this date to complete the closing process.

Following notification of the closing date, staff submitted a request to Houston Endowment to release the award funds. As you may remember, Houston Endowment granted an extension to the \$200,000 award until November 2014.

We plan to have a groundbreaking ceremony, tentatively set for October 2nd, and will notify the Board of the details soon after closing as you are all welcome to attend.

Supporting Documentation:
None
Hone:
Recommended Action:
For Information Only

UPCOMING MEETINGS

October 23rd, 2014 - Board Meeting

- Longevity Recognition Presentations
- Approve Minutes from September 25, 2014 Board Meeting
- Community Resources Report
- Consumer Services Report for September 2014
- Program Updates
- Regional Planning Network Advisory Committee's FY 2015 Budget Review
- Personnel Report for September 2014
- Program Presentation 1115 Waiver Program
- Approve September 2014 Financial Statements
- 401(a) Account Review
- Cast Election ballot for the Texas Council Risk Management Fund Board of Trustees
- Board of Trustees' Unit Financial Statement for September 2014
- Other Business Committee Issues

November - No Board Meeting

December 11th, 2014 - Board Meeting

- Program Presentation Life Skills Christmas Carolers
- Approve Minutes from October 23, 2014 Board Meeting
- Community Resources Report
- Consumer Services Report for October 2014
- Program Updates
- Personnel Reports for October & November 2014
- Texas Council Quarterly Board Meeting Update
- Approve October 2014 Financial Statements
- Reappoint Independence Communities, Inc. Board of Directors
- Reappoint Montgomery Supported Housing, Inc. Board of Directors
- Reappoint Cleveland Supported Housing, Inc. Board of Directors
- Board of Trustees' Unit Financial Statement for October 2014
- Montgomery Supported Housing, Inc. Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues