

Tri-County Behavioral Healthcare Board of Trustees Meeting

September 22, 2016

AGENDA

- I. **Organizational Items**
 - A. Chair Calls Meeting to Order
 - B. Public Comment
 - C. Quorum
 - D. Review & Act on Requests for Excused Absence
- II. **Approve Minutes - August 25, 2016**
- III. **Executive Director's Report - Evan Roberson**
 - A. STAR Kids
 - B. Restructuring
 - C. ETBHN Board Training Update
 - D. HHSC Transition Update
- IV. **Chief Financial Officer's Report - Millie McDuffey**
 - A. FY 2016 Audit
 - B. CFO Consortium
 - C. Workers Compensation Audit
 - D. Days of Operation Ratio
 - E. Vehicle Purchase Update
- V. **Program Committee**
 - Action Items
 - A. Reappoint Intellectual & Developmental Disabilities Planning Network Advisory Committee Members.....Page 12
 - B. Reappoint Mental Health Planning Network Advisory Committee Members.....Page 13
 - Information Items
 - C. Community Resources Report.....Pages 14-16
 - D. Consumer Services Report for August 2016.....Pages 17-18
 - E. Program Updates.....Pages 19-22
 - F. Annual Planning Network Advisory Committee Reports.....Pages 23-25
 - G. FY 2016 Goals & Objectives Progress Report.....Pages 26-30
 - H. 4th Quarter FY 2016 Corporate Compliance & Quality Management Report.....Pages 31-33
 - I. Annual Corporate Compliance Report & 1st Quarter FY 2017 Corporate Compliance Training.....Pages 34-36
 - J. Program Presentation - Crisis Intervention Response Team (CIRT) Success Stories
- VI. **Executive Committee**
 - Action Items
 - A. Appoint Texas Council Representative & Alternate for FY 2017.....Page 37
 - B. Approve Revisions to Board By-Laws, Board Policy C.1.....Pages 38-47
 - C. Approve Revisions to General Administration Board Policies.....Pages 48-56
 - D. Nominations for Texas Council Risk Management Fund's Board of Trustees.....Pages 57-60

Information Items

E. Board of Trustees Reappointment & Oaths of Office.....	Pages 61-65
F. Board of Trustees Committee Appointments.....	Page 66
G. Analysis of Board Members Attendance for FY 2016 Regular & Special Called Board Meetings.....	Pages 67-68
H. Personnel Report for August 2016.....	Pages 69-71
I. Texas Council Risk Management Fund Claims Summary for August 2016.....	Pages 72-73

VII. Business Committee

Action Items

A. Approve Purchase of Furniture for 233 Sgt. Ed Holcomb Blvd. South, Conroe, Texas.....	Pages 74-75
B. Approve Replacement of Roof at Riverpointe Building #4.....	Page 76
C. Repair Water Damage Throughout 7045 Highway 75 South, Huntsville, Texas.....	Page 77
D. Approve DSHS Co-Occurring Mental Health & Substance Abuse Contract #2016-048317-003.....	Page 78
E. Approve DSHS Youth Treatment Services Contract #2016-048317-004.....	Page 79
F. Approve FY 2017 ICF/IID Services Contract with Educare Community Living Corporation.....	Page 80
G. Reappoint Tri-County's Consumer Foundation Board of Directors.....	Page 81

Information Items

H. Review Preliminary August 2016 Financial Statements.....	Pages 82-95
I. 4 th Quarter FY 2016 Investment Report.....	Pages 96-100
J. Board of Trustees Unit Financial Statement for August 2016.....	Pages 101-102
K. Building Consolidation Update.....	Pages 103-108
L. Cleveland Supported Housing, Inc. Update.....	Page 109

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

Posted By:

Stephanie Eveland
Executive Assistant

Tri-County Behavioral Healthcare

P.O. Box 3067
Conroe, TX 77305

BOARD OF TRUSTEES MEETING

August 25, 2016

Board Members Present:

Patti Atkins
Tracy Sorensen
Sharon Walker
Richard Duren
Morris Johnson
Cecil McKnight
Gail Page
Jacob Paschal

Board Members Absent:

Janet Qureshi

Tri-County Staff Present:

Evan Roberson, Executive Director
Millie McDuffey, Chief Financial Officer
Annette Adams, Behavioral Health Director
Kenneth Barfield, Director of Management Information Systems
Tanya Bryant, Director of Quality Management and Support
Amy Foerster, Director of Human Resources
Kathy Foster, Director of IDD Provider Services
Catherine Prestigiovanni, Director of Strategic Development
Breanna Robertson, Director of Crisis Services
Kelly Shropshire, Director of IDD Authority Services
Stephanie Eveland, Executive Assistant
Tabatha Abbott, Cost Accountant
Joyce Freeman, Public Information Coordinator
David Deaton, Legal Counsel

Guests:

Mike Duncum, WhiteStone Realty

Call to Order: Board Chair, Patti Atkins, called the meeting to order at 10:00 a.m. at 1506 FM 2854, Conroe, Texas.

Public Comment: There were no public comments.

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

Resolution #08-16-01

Motion Made By: Tracy Sorensen

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Morris Johnson, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board excuse the absence of Janet Qureshi.

Resolution #08-16-02

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the minutes of the July 28, 2016 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 #08-16-03

Motion Made By: Jacob Paschal

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Tracy Sorensen, Richard Duren, Morris Johnson, Cecil McKnight and Gail Page that it be...

Resolved:

That the Board approve the Goals and Objectives for FY 2017.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Report for July 2016 was reviewed for information purposes only.

The Program Updates were reviewed for information purposes only.

EXECUTIVE COMMITTEE:

Resolution #08-16-04

Motion Made By: Cecil McKnight

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Morris Johnson, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board elect the FY 2017 Board Officers as follows:

- Patti Atkins, Chair
- Tracy Sorensen, Vice-Chair
- Sharon Walker, Secretary

Revisions to the Board By-Laws, Board Policy C.1 were reviewed for information purposes only. The Board of Trustees will approve the revisions at the next Board meeting on Thursday, September 22, 2016.

The Personnel Report for July 2016 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary for July 2016 was reviewed for information purposes only.

The Texas Council Quarterly Board Meeting Verbal Update was presented by Sharon Walker.

BUSINESS COMMITTEE:

Resolution #08-16-05

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the July 2016 Financial Statements.

Resolution #08-16-06

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2016 Year End Budget Revision.

Resolution #08-16-07

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the proposed FY 2017 Operating Budget.

Resolution #08-16-08

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Cecil McKnight, Gail Page and Jacob Paschal 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, 2018.

Resolution #08-16-09

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the purchase of a Ford Transit 15 Passenger Wagon XL from Anderson Ford in Cleveland, Texas at a price not to exceed \$27,975.

Resolution #08-16-10

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Tracy Sorensen, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2017 Dues Commitment and Payment Schedule on a quarterly basis for the Texas Council.

Board Chair, Patti Atkins, suspended the agenda at 10:52 a.m. to move to Business Committee Information Item VII-U, Building Consolidation Update. Mike Duncum, from WhiteStone Realty, presented the report.

Resolution #08-16-11

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the DSHS Enterprise Agency Contract #537-17-0127-00035.

Resolution #08-16-12

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the DSHS Mental Health Projects for Assistance in Transition from Homelessness (PATH) Contract #2016-048162-001A.

Resolution #08-16-13

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the DSHS Treatment Adult Services (TRA) Contract #2016-048497-002.

Resolution #08-16-14

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the DSHS Mental Health First Aid Contract #2017-049421-001.

Resolution #08-16-15

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the DSHS Youth Empowerment Services Waiver Pre-Engagement Services (YESPE) Contract #2017-049547-001.

Resolution #08-16-16

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2016-17 DADS Performance Contract Amendment Packet #2.

Resolution #08-16-17

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the deferment of the FY 2017 ICF/IID Services Contract with Educare Community Living Corporation to the next Board meeting.

Resolution #08-16-18

Motion Made By: Morris Johnson

Seconded By: Gail Page, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Cecil McKnight and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2017 Aspire Hospital, LLC Contract for Inpatient Psychiatric Services.

Resolution #08-16-19

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2017 Avail Solutions, Inc. Contract for Crisis Hotline Assessment Services.

Resolution #08-16-20

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by Patti Atkins, Tracy Sorensen, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2017 Cypress Creek Hospital Contract for Inpatient Psychiatric Services at a total of \$900,000.

Resolution #08-16-21

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2017 Kingwood Pines Hospital Contract for Inpatient Psychiatric Services at a total of \$650,000.

Resolution #08-16-22

Motion Made By: Morris Johnson

Seconded By: Tracy Sorensen, with affirmative votes by Patti Atkins, Sharon Walker, Richard Duren, Cecil McKnight, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board approve the FY 2017 Dr. Frank Chen Contract for Physician Services at a total of \$98,000.

Resolution #08-16-23

Motion Made By: Morris Johnson

Seconded By: Jacob Paschal, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Cecil McKnight and Gail Page that it be...

Resolved:

That the Board approve the FY 2017 Dr. Jerri Sethna Contract for Physician Services at a total of \$75,000.

The Board of Trustees Unit Financial Statement for July 2016 was reviewed for information purposes only.

The regular meeting of the Board of Trustees recessed at 11:30 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 11:55 a.m. to go into regular session.

Resolution #08-16-24

Motion Made By: Morris Johnson

Seconded By: Cecil McKnight, with affirmative votes by Patti Atkins, Tracy Sorensen, Sharon Walker, Richard Duren, Gail Page and Jacob Paschal that it be...

Resolved:

That the Board extend the Executive Director's contract by one year with a 3% salary increase and all other benefits remain the same.

The regular meeting of the Board of Trustees adjourned at 12:07 p.m.

Adjournment:

[Redacted Signature]

Patti Atkins
Chair

Date

Attest:

[Redacted Signature]

Sharon Walker
Secretary

Date



Executive Director's Report

September 22, 2016

Announcements

- The next regularly scheduled Board meeting is on Thursday, October 27, 2016.
- I'm proud to announce that Melissa Zemencsik, our Administrator of Child and Youth Services, has been selected to serve on the newly formed Children's Special Interest Group (SIG) which is sponsored by the Texas Council. The Executive Directors believe this new SIG will ensure that children's services receive the additional attention needed as the demand for these services grows across the state. Melissa does a great job for our Center and I am excited to have her on this new group.
- We continue to work with the City of Conroe to have a bus stop included in the Conroe Transit at our new 233 Sgt. Ed Holcomb Blvd. South site. I have already reached out to the Montgomery County Board members to ask them to contact the City and may ask for others to get involved if we don't make progress. It is important that we have a stop at the new location and we will be working to make this a reality.
- Today's cake is in honor of Sharon Walker who celebrated a birthday on September 16th.

STAR Kids

- The State of Texas Access Reform Medicaid Managed Care program for children under the age of 20 (STAR Kids) is still on schedule to begin on November 1, 2016. Participation in the STAR Kids program is required for those who are 20 or younger, covered by Medicaid, and meet at least one of the following:
 1. Receive Supplemental Security Income (SSI);
 2. Receive SSI and Medicare (dual-eligible);
 3. Receive services through the Medically Dependent Children Program (MDCP) waiver;
 4. Receive services through the Youth Empowerment Services (YES) waiver;
 5. Live in a community-based intermediate care facility for individuals with an intellectual disability or related condition (ICF/IID) or reside in a nursing facility;
 6. Receive services through a Medicaid Buy-In program; and/or,

7. Receive services through any of the following Department of Aging and Disability Services (DADS) intellectual and developmental disability (IDD) waiver programs:
 - a. Community Living Assistance and Support Services (CLASS);
 - b. Deaf Blind with Multiple Disabilities (DBMD);
 - c. Home and Community-based Services (HCS); and/or,
 - d. Texas Home Living (TxHmL).

The waiver will impact 180,000 persons under the age of 20.

Staff do not expect mental health services to be impacted very significantly. Persons with mental health diagnoses who have these benefits and want our services are currently eligible for treatment; however, some concerns have been expressed regarding Intellectual Disability services. Currently, we have been told that we may expect additional referrals for Determination of Intellectual Disability (DID) testing which must be done by our Psychologist.

Restructuring

- We have started to restructure some of our departments as we continue to move forward towards our transition to a new facility. We chose to begin restructuring the Adult Outpatient program first in order to address both facility changes and revenue challenges.

We are beginning to implement the new two-team plan for the Adult Outpatient program in Conroe now that we have four (4) prescribers on board. For the next three (3) months or so, we will do our best to ensure the transition process is as smooth as possible for our consumers and staff. The redesign did require a reduction in positions which include: Moving from three (3) "Clinical Team Leads" to two (2) newly described "Clinical Managers"; and, eliminating the only "Supported Employment Specialist" position with the intention of moving this function back into the position description for the "Rehabilitation Specialists." In addition, a few vacant positions were eliminated and one (1) vacant position was transferred to Cleveland (where there is an additional demand for services). In this transition, one (1) staff chose not to reapply for a position and two (2) staff were not selected for available positions.

In areas where restructuring was expected, we made the decision to freeze positions and hire temporary staff in the interim to lessen the impact of these changes. Within the support area, we originally had thirteen (13) positions that would be impacted by restructuring; however, only five (5) of these positions are currently filled with Center employees.

Restructuring is traumatic for our staff and we will do everything we can to lessen the impact of these changes on staff, programs and consumers.

East Texas Behavioral Healthcare Network (ETBHN) Board Training

- Patti Atkins, Millie McDuffey, Annette Adams and I attended the ETBHN Board Retreat training in Galveston which was held on September 8-9th. We received updates on the National Landscape for Healthcare from Nina Marshall of the National Council and an update on State Legislative Priorities from Lee Johnson of the Texas Council in addition to opportunities for the Board to visit about how the Center Boards function and the type/amount of information that they would like to receive as part of their Board packet. I think we all left with useful information that we can use to guide the Center in the future.

Texas Health and Human Services Commission (HHSC) Transition Update

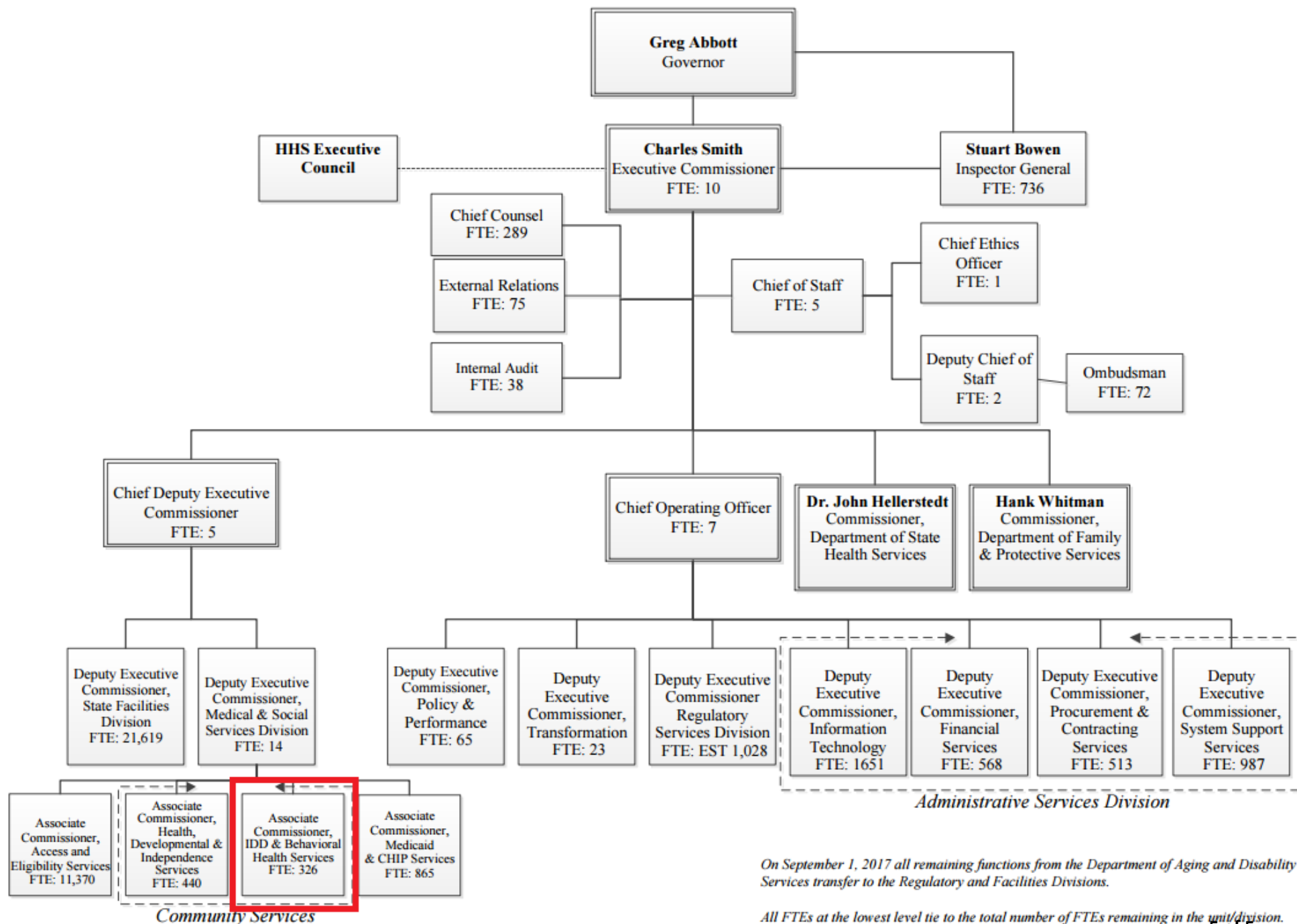
- The word of the year for HHSC is “transition” as the Commission moves services that were in portions of the Department of Aging and Disability Services (DADS) and portions of the Department of State Health Services (DSHS) into the new HHSC Medical and Social Services Division. While the Department of Assistive and Rehabilitative Services (DARS) has been completely eliminated effective September 1, 2016, both DADS and DSHS still exist; however, they have reduced roles and functions. Most of Tri-County’s services are overseen by the Medical and Social Services Division. I have attached the latest HHSC Organizational Chart to this update with the Medical and Social Services Division highlighted for your reference.
- HHSC has released their Legislative Appropriations Requests (LAR) for the 85th Legislative Session which begins in January. Several of our budget items have been reduced. However, according to the Texas Council, “Due to a proposed change from accrual basis to a cash basis in how HHSC pays claims, beginning September 1, 2017, it is not possible to determine at first review the extent to which proposed fund reductions in the budget actually equate to proposed reductions in operational funds. Of particular note are the sixty-four (64) exceptional items depicted in Volume V, including:

Exceptional items also include requests for funds to expand community-based services, including:

1. Promoting independence slots for transition to community;
2. Reducing community program waiting lists;
3. Reducing mental health waiting lists;
4. Services for veterans;
5. Placeholder for new construction relating to State Supported Living Centers and State Hospitals;

6. Expanding psychiatric bed capacity;
7. Intensive Behavior Intervention for children with autism spectrum disorder;
8. Enhanced community services for mental health adult and children services and substance use disorder (SUD) services;
9. State Supported Living Center services to the community;
10. Expanded supports for veterans through Aging and Disability Resource Centers (ADRCs);
11. Increased wage enhancement funding for IDD programs, and,
12. Fund day habilitation services (HCBS setting rule).

Health and Human Services System



On September 1, 2017 all remaining functions from the Department of Aging and Disability Services transfer to the Regulatory and Facilities Divisions.

All FTEs at the lowest level tie to the total number of FTEs remaining in the unit/division.

CHIEF FINANCIAL OFFICER'S REPORT

SEPTEMBER 22, 2016

FY 2016 Audit – We had our auditors on site the week of August 29th. This visit focused on contract compliance and review of our processes and procedures. The next visit will be focused on the financial statements along with our fixed assets and depreciation. They will be returning for their final visit on October 31st through November 4th. In the meantime, we have a listing of about 50 items to prepare before they return.

CFO Consortium – The CFO meeting is scheduled for today and tomorrow. Sheryl and Tabatha are at the meeting. This is the first CFO meeting of the fiscal year and the agenda usually consists of discussions about contract changes and items that relate to all centers.

These are the items that are on the Agenda during the consortium:

- CARE Report III Changes – Boyd Hadaway, DADS
- DADS IDD Activities – Crisis and TCM in Managed Care – Erin Lawler, Texas Council
- Revenue Maximization Committee Update – Jenny Goode
- Cyber Liability Coverage Overview – Embry Nichols
- Revenue Cycle Management – Martin Cook
- Managed Care Steering Committee Update – David Baker
- Community Center Financial Ratios – Mike Horne
- Texas Council Update – Jolene Rasmussen & Elizabeth LaMair
- Public Investment Fund Training – Linda Patterson

Workers Compensation Audit – We received notice of our FY 2016 Workers Compensation audit. Texas Council Risk Management Fund's contractor will be on-site October 5th. They will be reviewing all payroll documents and contractor payments for FY 2016. A reconciliation will be completed; comparing the actual payroll and contractor payments to our monthly workers compensation payment submitted throughout the fiscal year. The process usually takes a couple months before we get the final results from the audit.

Days of Operation Ratio – As of the preliminary August 2016 financials, our Days of Operation Ratio is at 50 days. Our Days of Operation Ratio was at 72 Days around the same time last year. The change can be attributed to the amount of dollars spent on building projects in FY 2016 as well as the increase in our daily operations cost due to the growth of the agency over the last 3 years. DSHS is also withholding 10% of our GR funding until it can be proven that we have met our contract targets for the fiscal year. We would be at 62 days if these funds had been received prior to year-end.

Vehicle Purchase Update – At the August board meeting, it was approved that staff would purchase a 2016 Ford Transit to replace a totaled 2014 Ford E-350 15 Passenger Van from Anderson Ford at a price of \$27,975. Staff contacted Anderson Ford after the board meeting and was informed the vehicle sold on the Tuesday before the board meeting. Staff attempted to purchase the next cheapest vehicle, but availability was an issue due to the time constraint on delivery with the fiscal year coming to a close. The final purchase of the vehicle went to Gullo Ford in Conroe at a price of \$33,697.73.

<p>Agenda Item: Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>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.</p> <p>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 on August 31, 2018.</p> <ul style="list-style-type: none"> • Loretta Castro - Parent • Lori Lilley - Area Manager of the State of Texas Department of Assistive and Rehabilitative Services (DARS), Division of Rehab Services • James Morris - Parent • Pam Holak - Parent <p>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.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Reappoint Intellectual and Developmental Disabilities Planning Network Advisory Committee Members to a Two-Year Term Expiring on August 31, 2018</p>	

Agenda Item: Reappoint Mental Health Planning Network Advisory Committee Members Committee: Program	Board Meeting Date September 22, 2016
Background Information: <p>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.</p> <p>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 on August 31, 2018.</p> <ul style="list-style-type: none"> • Loretta Castro - Parent • Dan Lafferty - Police Lieutenant for Montgomery County, 1st Precinct and Parent • Lori Lilley - Area Manager of the State of Texas Department of Assistive and Rehabilitative Services (DARS), Division of Rehab Services <p>We currently have five 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.</p>	
Supporting Documentation: None	
Recommended Action: Reappoint Mental Health Planning Network Advisory Committee Members to a Two-Year Term Expiring on August 31, 2018	

Agenda Item: Community Resources Report Committee: Program	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: Community Resources Report	
Recommended Action: For Information Only	

Community Resources Report

August 26, 2016 – September 22, 2016

Volunteer Hours:

Location	August
Conroe	328.5
Cleveland	0
Liberty	23
Huntsville	40
Total	391.5

COMMUNITY ACTIVITIES:

8/27/16	Kroger Collection Event for Soldiers in Partnership with Operation Military Embrace	Conroe
8/29/16	Huntsville High School Counselor Meeting – Wraparound Services	Huntsville
8/30/16	Veterans Treatment Court Meeting	Conroe
8/30/16	Cleveland Middle School Counselor Meeting – Wraparound Services	Cleveland
8/30/16	Splendora Middle School Counselor Meeting – Wraparound Services	Splendora
8/31/16	Awards and Sanctions Summit with Veterans Treatment Court	Conroe
8/31/16	Conroe Noon Lions Club Luncheon	Conroe
8/31/16	Porter Elementary School Counselor Meeting – Wraparound Services	Porter
8/31/16	Keefer Crossing Middle School Counselor Meeting – Wraparound Services	New Caney
8/31/16	Splendora High School Counselor Meeting – Wraparound Services	Splendora
9/1/16	Conroe VA Clinic Meeting	Conroe
9/1/16	Cleveland Chamber of Commerce Luncheon	Cleveland
9/6/16	Montgomery County Homeless Coalition Board Meeting	Conroe
9/6/16	Montgomery County United Way Health & Wellness Impact Council Meeting	The Woodlands
9/6/16	Annual Texas Veterans Commission Conference	San Antonio
9/7/16	Walker County Child Fatality Review Team Meeting	Huntsville
9/7/16	Lone Star College Student Nurse Organization Presentation	The Woodlands
9/7/16	The Woodlands Church – Conroe ISD Suicide Awareness Event	The Woodlands
9/8/16	Huntsville Chamber of Commerce Breakfast	Huntsville
9/8/16	Conroe Regional Hospital – Substance Abuse Treatment	Conroe
9/9/16	Conroe CASA – Youth Mental Health First Aid Training	Conroe
9/12/16	Military Culture Training for Montgomery County Sheriff's Office	Conroe
9/13/16	Veteran Resource Fair with The Vet Center	Houston
9/13/16	Montgomery County Child Fatality Review Team Meeting	The Woodlands
9/13/16	The Woodlands Adolescent Roundtable – Back to School Success Event	The Woodlands
9/14/16	The Woodlands Adolescent Roundtable Symposium	The Woodlands
9/14/16	Veterans Treatment Court Meeting	Conroe

COMMUNITY ACTIVITIES (cont'd):

9/14/16	Violence Prevention Steering Committee Meeting – CHI St. Luke's	The Woodlands
9/14/16	The Woodlands Chamber of Commerce Taste of the Town Team Meeting	The Woodlands
9/15/16	Plane State Jail Lay-ins (Exit Interviews)	Dayton
9/15/16	Huntsville Chamber of Commerce Breakfast	Huntsville
9/15/16	Homeless Coalition Annual Community Meeting	Conroe
9/15/16	Veterans Affairs Advisory Board Meeting	Huntsville
9/15/16	Veteran Information Seminars Planning Meeting	Cleveland
9/16/16	Liberty High School Counselor Meeting – Introduction to Tri-County Staff and Child Mental Health Services	Liberty
9/16/16	The Woodlands Chamber of Commerce Annual Awards Luncheon	The Woodlands
9/19/16	Chevron-Phillips Veterans Networking Meeting	The Woodlands
9/19/16	Montgomery County Women's Center Presentation	Conroe
9/20/16	Outreach, Screening, Assessment and Referral Meeting (OSAR)	Houston
9/20/16	Montgomery County Community Resource Coordination Group	Conroe
9/20/16	Sam Houston State University Law Enforcement Summit	Huntsville
9/21/16	Liberty Chamber of Commerce Luncheon	Liberty
9/21/16	Conroe Noon Lions Club Luncheon	Conroe

UPCOMING ACTIVITIES:

9/27/16	Montgomery County Business Women's Luncheon	Conroe
9/29/16	Texas Southern University Job Fair	Houston
10/3/16	Homeless Coalition Board Meeting	Conroe
10/4/16	United Way Health and Wellness Impact Council Meeting	The Woodlands
10/5/16	Conroe Noon Lions Club Luncheon	Conroe
10/6/16	Cleveland Chamber of Commerce Luncheon	Cleveland
10/12/16	The Woodlands Adolescent Roundtable Symposium	The Woodlands
10/12/16	Walker County Child Fatality Review Team Meeting	Huntsville
10/12/16	Conroe Noon Lions Club Luncheon	Conroe
10/13/16	Huntsville Chamber of Commerce Breakfast	Huntsville
10/18/16	Montgomery County Community Resource Coordination Group	Conroe
10/19/16	Huntsville Memorial Hospital Meeting – Mental Health Assessment Meeting	Huntsville
10/20/16	Homeless Coalition	Houston
10/25/16	Montgomery County Business Women's Luncheon	Conroe

Agenda Item: Consumer Services Report for August 2016 Committee: Program	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: Consumer Services Report for August 2016	
Recommended Action: For Information Only	

Consumer Services Report

August 2016

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
Crisis Services, MH Adults/Children					
Persons Screened, Intakes, Other Crisis Services	463	40	37	39	579
Crisis and Transitional Services (LOC 0, LOC 5)	54	1	1	0	56
Psychiatric Emergency Treatment Center (PETC) Served	66	10	1	8	85
Psychiatric Emergency Treatment Center (PETC) Bed Days	250	50	4	33	337
Contract Hospital Admissions	29	1	1	0	31
Diversion Admits	14	1	0	0	15
Total State Hospital Admissions	12	1	0	0	13
Routine Services, MH Adults/Children					
Adult Service Packages (LOC 1m,1s,2,3,4)	1006	165	115	118	1404
Adult Medication Services	665	91	79	88	923
Child Service Packages (LOC 1-4 and YC)	410	42	19	52	523
Child Medication Services	271	26	14	29	340
TCOOMMI (Adult Only)	109	18	16	10	153
Adult Jail Diversions	3	0	0	0	3
Persons Served by Program, IDD					
Number of New Enrollments for IDD Services	5	0	0	0	5
Service Coordination	638	46	58	60	802
Persons Enrolled in Programs, IDD					
Center Waiver Services (HCS, Supervised Living, TxHmL)	42	5	20	23	90
Contractor Provided ICF-MR	20	11	11	6	48
Substance Abuse Services					
Children and Youth Prevention Services	10	0	0	0	10
Youth Substance Abuse Treatment Services/COPSD	7	0	0	1	8
Adult Substance Abuse Treatment Services/COPSD	22	0	0	3	25
Waiting/Interest Lists as of Month End					
Home and Community Based Services Interest List	1479	124	133	139	1875
August Served by County					
Adult Mental Health Services	1423	170	129	184	1906
Child Mental Health Services	484	45	23	65	617
Intellectual and Developmental Disabilities Services	680	47	60	71	858
Total Served by County	2587	262	212	320	3381
July Served by County					
Adult Mental Health Services	1385	170	120	196	1871
Child Mental Health Services	439	33	17	62	551
Intellectual and Developmental Disabilities Services	676	46	55	96	873
Total Served by County	2500	249	192	354	3295
June Served by County					
Adult Mental Health Services	1435	175	112	198	1920
Child Mental Health Services	499	39	19	67	624
Intellectual and Developmental Disabilities Services	705	46	59	69	879
Total Served by County	2639	260	190	334	3423

Agenda Item: Program Updates Committee: Program	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: Program Updates	
Recommended Action: For Information Only	

Program Updates

August 26, 2016 – September 22, 2016

MH Crisis Services

1. During FY 2016, 777 individuals were served in the Crisis Stabilization Unit. That's an increase of fourteen (14) people served compared to last year.
2. There has been a recent increase in applicants for the Psychiatric Emergency Treatment Center Director of Nursing Position. Several of these contenders have leadership experience in psychiatric nursing. Interviews are currently being coordinated.
3. United Way is exploring the possibility of utilizing the Psychiatric Emergency Treatment Center again for its annual Exxon Day of Caring Project. One idea that is being discussed involves landscaping the front of the building and the fenced outdoor area that is used for client fresh air breaks.

MH Adult Services

1. The Intake Team continues to find increased success in the number of admissions using the "walk-in" clinic model four (4) days each week.
2. The Counseling staff also focused on providing more case management services to individuals who are receiving mental health counseling ("LOC2" services) which has helped with engaging clients in the therapeutic process by allowing them to address basic needs in addition to their cognitive needs.
3. Across all Adult Behavioral Healthcare Programs we are seeing an increase in requests for services from clients who do not have Medicaid. We have filled our capacity for number of clients we can serve with our in-home Rehabilitation Services with our Medicaid clients per the state mandate; so, we are working to serve our non-Medicaid clients in lower levels of care. This has increased the number of clients receiving our office-based Case Management services.
4. The Adult Behavioral Healthcare Program component serving our homeless population ("PATH") has moved from participation with the Texas Balance of State, Continuum of Care in Austin to the Coalition for the Homeless of Houston/Harris County, which is the entity that is collecting the data required by the national Housing and Urban Development division.

MH Child Services

1. C&A managers filled nine (9) positions in two (2) months. Although recruitment continues in Huntsville, the focus in the other two (2) counties has been on training and developing these new staff.
2. Now that school is back in session, C&A outreach and collaboration with schools in all three counties is high. C&A manager and staff have already been able to meet with school counselors and principals in multiple ISDs.
3. The Youth Empowerment Services (YES) Waiver has kept our C&A Wraparound Team busy. We currently have three (3) Wraparound Facilitators trained and providing

services, but are still looking for one additional Wraparound Facilitator for the YES Waiver program.

Criminal Justice Services

1. The Outpatient Competency Restoration (OCR) Program admitted two (2) individuals in August with a total of thirteen (13) for FY 2016.
2. TCOOMMI adult caseloads are at 142 individuals served and revenue continues to be steady.
3. The Jail Services Liaison assessed 54 individuals in the jail and coordinated the treatment of 67 others.

Substance Abuse Services

1. The Youth Substance Abuse Prevention is finalizing services for fiscal year 2016, meeting eleven (11) out of fourteen (14) performance measures, and preparing to begin fiscal year 2017 by creating a plan for schools in Montgomery, Liberty, and Walker Counties for the year. Staff have created the plan based on the contracted performance measures and anticipate the ability to meet the measures for the first quarter based on their plan for each district.
2. The Adult Substance Abuse Treatment is in the process of training and updating treatment guidelines to align with a Person-Centered approach to recovery planning. Staff are also preparing for the beginning of the new fiscal year by enhancing caseloads, developing memorandums of understanding with regional residential providers, and scheduling meetings for marketing the programs.
3. We are actively recruiting a Licensed Chemical Dependency Counselor (LCDC) for the Youth Substance Abuse Treatment Manager position. We hope to recruit before the referrals pick up as the school year progresses.

IDD Services

1. As a result of our Medicaid Audit for HCS and TxHmL Provider Services, employees and contractors are receiving additional training to prevent or minimize errors in billing. Audits have a positive impact as we improve our operations each time.
2. The Ford Explorer, which was requested for Crisis Intervention Services, was approved by DADS and purchased by fiscal year end.
3. The IDD Authority Psychologist completed 196 assessments for eligibility during FY 2016.

Support Services

1. **Utilization Management:** The Administrator of Utilization and Risk Management serves as the Adult Needs and Strengths Assessment (ANSA) and the Children's Needs and Strengths Assessment (CANS) Super User for the Center. Per contract measure requirement, the agency super user completed 40% of required trainings for our practitioners that use the ANSA and CANS.

2. **Veteran Affairs:**

- a. Staff have completed the annual calendar of Veterans social and family events, mentor events, and trainings planned for the new fiscal year.
- b. Training is planned for the Walker County Sherriff's Office on military culture and veterans. Veterans staff have plans to train Liberty County Sherriff's Office and have already completed training in Montgomery County.

3. **Mental Health Planning Network Advisory Committee (MHPNAC):** The MHPNAC met on August 24th to discuss center updates and review the goals and objectives previously set during the Local Planning and Local Provider Network Development process. The committee expressed great excitement on the progress of the new Conroe consolidated facility.

Community Activities

1. Staff are busy with weekly speaking engagements, career fairs, and numerous trainings that have included three (3) Youth Mental Health First Aid trainings, two (2) Suicide Prevention presentations, and a Stress Management presentation to Lone Star College School of Nursing.
2. Staff continue to bring community awareness of Tri-County Behavioral Healthcare by being active participants and members of various steering committees, boards and coalitions.

Agenda Item: Planning Network Advisory Committee Annual Reports Committee: Program	Board Meeting Date September 22, 2016
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 2016

In FY 2016, the Mental Health Planning Network Advisory Committee (MHPNAC) provided ongoing feedback on community awareness efforts initiated by Tri-County Behavioral Healthcare (Tri-County) as well as discussed additional ways to expand awareness of mental health and suicide prevention to the school system.

The Committee took part in the creation of the Consolidated Local Service Plan (CLSP) and the Local Provider Network Development Plan (LPND) for FY 2016-2017. The committee helped identify service gaps in the local service area as well as plans for the upcoming two years. Initial feedback included: the idea for more focus on children's crisis services; additional community education; awareness by building strong relationships; and support groups for caregivers such as a community mentoring programs.

Recommendations from the MHPNAC to the Management Team and Board of Tri-County Behavioral Healthcare included continuing to focus on the expansion of transportation options for the local community. In addition, the committee expressed great interest in enhancing relationships within the school system and hope to bring suicide prevention awareness to the community as much as possible.

In FY 2016, the MHPNAC met six times for regularly scheduled meetings. The overall attendance of this committee was 74% during the last year.

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

Intellectual and Developmental Disabilities Planning Network Advisory Committee

Annual Report

FY 2016

In FY 2016, the Intellectual and Developmental Disabilities Planning Network Advisory Committee (IDDPNAC) discussed the importance of bringing awareness to individuals with Intellectual and Developmental Disabilities (IDD) and also expressed great interest in the building consolidation process for Montgomery County including the benefits it will provide to the individuals served.

The Committee set a goal to bring awareness to hiring individuals with IDD to the local community. The goal included arranging presentations for various community service organizations to better educate employers about the benefits of hiring individuals with IDD. The committee surpassed the goal to hold at least one (1) meeting for local employers and held three (3) meetings in the local service area.

Recommendations from the IDDPNAC committee to the Management Team and Board of Tri-County Behavioral Healthcare included the identification of service gaps and needs in our local service area. The PNAC identified that ongoing education is needed for employers on the benefits of employing individuals with IDD. The PNAC committee identified the challenges faced during the transitional period from young adulthood to adulthood and integrated employment opportunities as needed focus for individuals with IDD.

In FY 2016, the IDDPNAC met five times and had an overall attendance of 43%.

The IDDPNAC has eight members and we are currently seeking one additional member to be in compliance with contract requirements.

Agenda Item: FY 2016 Goals and Objectives Progress Report Committee: Program	Board Meeting Date September 22, 2016
Background Information: <p>The Board of Trustees and Management Team met on July 11, 2015 for the annual strategic planning retreat to develop the goals for FY 2016. 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.</p> <p>The Board also requested that quarterly progress reports be presented as a "year-to-date summary."</p> <p>This report shows progress through the 4th Quarter of FY 2016.</p>	
Supporting Documentation: FY 2016 Goals and Objectives Progress Report	
Recommended Action: For Information Only	

Year-to-Date Progress Report

September 1, 2015 – August 31, 2016

Goal #1 – Facilities

Objective #1

Open the new service location in Liberty by October 1, 2015.

- After a series of delays associated with receiving the Certificate of Occupancy for the new facility on Panther Lane, Tri-County staff held a Grand Opening Ceremony on December 1, 2015.
- Regular services began at the site on the following Monday, December 7, 2015.

Objective #2

Select a contractor for the construction of the new Conroe facility by December 1, 2015.

- After reviewing responses to the Request for Proposals, Axiom Construction was selected to construct the new Montgomery County Facility by the Board of Trustees at the October 22, 2015 Board meeting.

Objective #3

Break ground on the new Conroe facility by January 31, 2016.

- Upon completion of financing documents with First Financial Bank, Axiom Construction began work at the 233 Sgt. Ed Holcomb Blvd. S. location on January 19, 2016.
- A formal Ground Breaking Ceremony was held at the site on February 16, 2016.

Objective #4

Update appraisals on existing vacant properties and list these properties for sale by March 1, 2016.

- Updated appraisals were secured for all four Conroe locations that will be vacated and the two Liberty locations that were vacated in January.
- A surplus sale was held at both Liberty locations and the facilities were being cleaned out for sale in the third quarter.
- An offer was received for the Liberty LifeSkills building in Liberty and is expected to close in the first quarter of FY 2017.

Goal #2 – Community Awareness

Objective #1

Meet one on one with all County Judges and County Commissioners to discuss Tri-County Behavioral Healthcare and seek feedback about service gaps by May 31, 2016.

- The Director of Strategic Development and Executive Director have met with Commissioners Meador and Clark; Representative Metcalf; Senator Nichols; and Judges Doyle and Mack. Additional meetings will be held after budget hearings are finalized.

Objective #2

Hold at least one meeting with local legislative staff to discuss Tri-County Behavioral Healthcare and feature one of our programs by May 31, 2016.

- This meeting has been delayed due to scheduled repairs at the Psychiatric Emergency Treatment Center in Conroe.

Objective #3

Hold at least one sponsored community outreach event focused on issues that would interest Tri-County families and the community by May 31, 2016.

- The Director of Strategic Development organized a community suicide awareness event at Crighton Theatre on June 9th entitled: “**A Night with the Walking Man**”.
- A community Youth Mental Health First Aid (YMHFA) training was held at the River Plantation Country Club July 22nd.

Objective #4

With the cooperation of Tri-County’s Consumer Foundation (TCCF), plan at least one fundraising event before August 31, 2016.

- Plans are being developed to have a “Meet and Greet” for TCCF at the new building.
- The Director of Strategic Development completed the Tax Exemption application for the foundation and mailed it to the IRS.

Objective #5

Hold at least one meeting for employers in each local service area to discuss employment needs, opportunities and benefits for individuals with IDD by August 31, 2016.

- DADS Employment Recruitment Coordinator presented on the benefits for employers to hire individuals with IDD for the following dates and locations:
 - March 30, 2016 – Conroe Noon Lions Club
 - April 20, 2016 – Huntsville Rotary Club
 - June 15, 2016 – Cleveland Chamber of Commerce
 - August 4, 2016 – Liberty Chamber of Commerce

Goal #3 – Staff Development/Retention

Objective #1

Start the second Jon Stigliano Leadership Course in FY 2016.

- Leadership Tri-County 2016-2017 started on July 20, 2016.
- In August, we started our Level II Leadership Series with Jon Stigliano for those who graduated from the first Leadership Tri-County.

Objective #2

Develop at least two targeted training courses for our Bachelor's level Qualified Mental Health Professionals (QMHPs) and Qualified Intellectual Disability Professionals (QIDPs) by February 28, 2016.

- QIDP staff were trained on Person Centered Planning in the second quarter.
- Select agency staff from the Quality Management and Mental Health Departments around the agency attended Via Hope training on Person Centered Recovery Planning which was held at the HOGG Foundation in Austin on July 27-28th. Online training for QMHPs involved in Recovery Planning has also been identified.
- Training Department staff are researching Trauma Informed Care (TIC) training certification so that it can be included in New Employee Orientation. Plans include training of all QMHP and QIDP staff in TIC.
- We have submitted an application to SAMHSA to have their trainers come to Tri-County and hold Trauma Informed Care trainings and Train the Trainer sessions.
- SAMHSA has received our application and will be putting us on their FY 2017 Needs List and will be contacting us in October to discuss coming to provide Trauma Informed Care trainings and Train the Trainer sessions.

Objective #3

Review Center compensation systems and consider salary increases for employees based on determined objective criteria by May 31, 2016.

- Staff have reviewed this objective and a series of recommendations will be considered by Management Team including increased PTO buyout, flex schedules and 4-10 hour day work structure for certain positions.

Goal #4 – Technology

Objective #1

Make a recommendation to the Board of Trustees related to a replacement for Anasazi Human Resources and Fiscal software by February 28, 2016.

- After further review, it was determined that there currently is not a product on the market that will meet our needs and be affordable.
- The team has recommended that this objective be postponed to a future date when more options may become available. In the interim, Center programmers are prepared to modify software code if necessary to meet Federal reporting requirements.

Objective #2

Develop a plan for the new Conroe facility to transition phone systems and copiers/printers by April 30, 2016.

- Two teams have been formed to look at this objective. The first team will be looking at technology needs/costs. The second team will be looking at staffing changes for the new facility. The recommendations of these two teams will be considered by the Building Leadership Team and a design will be selected.

Goal #5 – Quality Management

Objective #1

Conduct a Privacy and Security Audit of Tri-County Behavioral Healthcare to identify risks and develop an improvement plan based on audit results by March 31, 2016.

- A network security audit has been completed and ongoing assessments are underway as we work through the corrective action plan. At this time 100% of the critical findings have been corrected and we have currently improved to a B- standing from our initial C-scoring. In addition, staff collaborated with Burke Center Quality Management staff to assist with an additional on-site audit of the physical environment and staff privacy knowledge which took place on April 14, 2016. Although no breaches of privacy were identified at the time of the review, staff are in the process of working through recommendations to improve Center privacy practices.

Objective #2

Create a quality management auditing system to replace the Program Review process that is currently used by May 31, 2016.

- Following a self-assessment of our Center's current alignment with the Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation standards, Quality Management Staff identified a new review process, Program Survey, as a means of monitoring the health and quality of Center programs while continuing to evaluate and work toward alignment with national standards that will better prepare us for Accreditation.

<p>Agenda Item: 4th Quarter FY 2016 Corporate Compliance and Quality Management Report</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>The Health and Human Services Commission's Performance Contract Notebook has a requirement that the Quality Management Department provide "routine" reports to the Board of Trustees about "Quality Management Program activities."</p> <p>Although Quality Management Program activities have been included in the program updates, it was determined that it might be appropriate, in light of this contract requirement, to provide more details regarding these activities.</p> <p>Since the Corporate Compliance Program and Quality Management Program activities are similar in nature, the decision was made to incorporate the Quality Management Program activities into the Quarterly Corporate Compliance Report to the Board and to format this item similar to the program updates. The Corporate Compliance and Quality Management Report for the 4th quarter of FY 2016 are included in this Board packet.</p>	
<p>Supporting Documentation:</p> <p>4th Quarter FY 2016 Corporate Compliance and Quality Management Report</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Corporate Compliance and Quality Management Report

4th Quarter, FY 2016

Corporate Compliance Activities

A. Key Statistics:

1. There were two (2) Corporate Compliance investigations for the 4th quarter of FY 2016 which are currently pending. One case was reported by C&A program managers during monthly quality assurance reviews and another was identified by Quality Management staff during regular documentation review activities. Both cases involved concerns related to individualization of documentation.

B. Committee Activities:

1. The Corporate Compliance Committee met on August 24, 2016. The committee reviewed the following:
 - a. A summary of the 3rd quarter investigations;
 - b. Review of Corporate Compliance Action Plan;
 - c. Chargemaster Review;
 - d. Review of Large Contractor's Compliance Programs; and
 - e. Legal updates on compliance issues.

Quality Management Initiatives

A. Key Statistics:

1. Staff reviewed and submitted eleven (11) charts to Amerigroup dating back to January 2015.
2. Staff reviewed and submitted one (1) chart to Wellcare TX/Altegra Health dating back to January 2015.
3. Staff reviewed and submitted one (1) chart to Cigna Healthspring dating back to January 2015.

B. Reviews/Audits:

1. The Cenpatico quarterly site visit was held on August 19, 2016. Four (4) charts were reviewed covering services provided over the past year and no negative findings were reported.

C. Internal Programs Reviewed by Quality Management:

1. Staff have continued to conduct quarterly telemedicine satisfaction surveys and have received positive responses in the fourth quarter.
2. Staff are in the process of developing an FY 2017 schedule and auditing tools to utilize to conduct a series of program surveys over the next year.

D. Other Quality Management Activities:

1. Staff began a review of the 2014 DSHS Quality Management Corrective Action Plan to ensure that changes previously implemented have remained in place and to assist with any modifications or adjustments needed. As a part of this review, staff finalized and released a Training Record Maintenance procedure.
2. Staff have revised the agency Wait List procedure in anticipation of nearing 105% of the service target and implementation of the Adult Waiting List.

<p>Agenda Item: Annual Corporate Compliance Report and 1st Quarter Corporate Compliance Training</p> <p>Committee: Program</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>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 2016 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.</p>	
<p>Supporting Documentation:</p> <p>FY 2016 Annual Corporate Compliance Report</p> <p>FY 2017 1st Quarter Corporate Compliance Training</p>	
<p>Recommended Action:</p> <p>For Information Only</p>	

Corporate Compliance Program FY 2016 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 2016, 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.

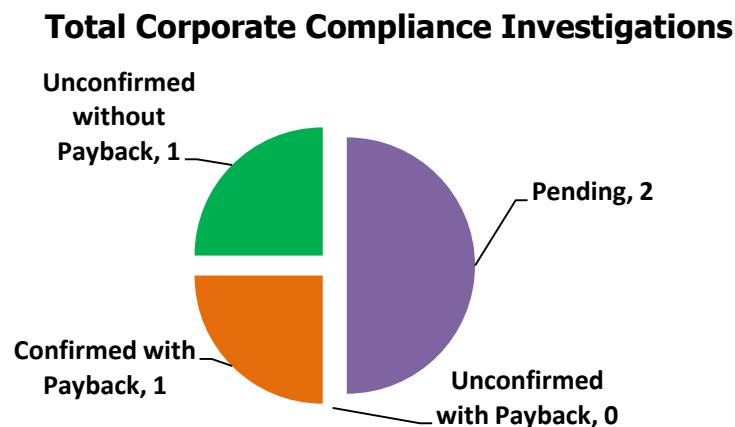
The Corporate Compliance Committee has reviewed and made minor revisions to the Corporate Compliance Action Plan. In line with this plan, the committee reviewed the Chargemaster (also called a charge description master, this document contains the prices of services and is used to generate a client's bill) and has reviewed the corporate compliance programs for our large contractors.

The Committee continues to review legal updates on a consistent basis. Of note, on February 12, 2016, the Centers for Medicare & Medicaid Services (CMS) published a final rule requiring Medicare Parts A and B health care providers to report and return overpayments within a 60-day timeframe as well as providing clarification of an expected lookback period of 6 years when overpayments have been identified. At this time it is not going to impact us directly, but could in the future if CMS provides similar clarification for Medicaid.

Corporate Compliance Investigation Results:

For FY 2016, there were five (5) corporate compliance allegations which were reviewed, of these, four (4) required investigation by the Corporate Compliance Officer. Of the four (4) cases investigated in FY 2016, one (1) was unconfirmed without payback, one (1) was confirmed with payback, and two (2) are currently under investigation.

Intermittent compliance reviews of staff documentation have continued in FY 2016 to improve identification of potential issues so that they may be addressed as quickly as possible.



How to Avoid Corporate Compliance Investigations

1st Quarter FY 2017

Know the facts

Federal and state governments are ramping up investigations on healthcare fraud. If accused, healthcare workers may face loss of employment, substantial fines, public embarrassment, criminal charges, and possibly jail time.

What is healthcare fraud?

Fraud is the act of deceiving. It is the intentional distortion of the truth in order to induce another person to part with something of value. Healthcare fraud comes in many forms, including the following:

- Performing unnecessary services
- Falsifying documentation in order to get a claim for services paid
- Billing for a service not provided or billing more time than was actually provided
- Coding a service improperly to obtain a higher reimbursement
- Seeking special payments to make or receive a referral (kickback)
- Attempting to get paid twice for the same service
- Billing for a diagnostic code that is not correct to ensure reimbursement for services

What are the laws created to prevent healthcare fraud?

Ensure that you understand the implications the following laws have on your practices. If you do not know, REVIEW; if you do not understand, ASK.

- Federal False Claims Act
- Federal Anti-Kickback Statute
- Texas Illegal Remuneration Statute
- Stark Law
- Civil Money Penalties Statute
- Medicaid Fraud Prevention Act

How to avoid fraud accusations?

Employees and providers can take five simple steps to avoid accusations of fraud:

- 1) Conduct frequent reviews
- 2) Ensure that you understand the codes you are using
- 3) Immediately correct any errors or mistakes
- 4) Keep detailed, accurate, and individualized patient records
- 5) Ask questions

How to respond if you are subject to an investigation

Keep in mind that investigations are conducted to identify and prevent fraud, not simple mistakes or carelessness. A billing issue viewed in isolation may appear to be fraud, but when viewed with all records, they may be more accurately described as carelessness or mistakes. If you become the subject of an investigation:

- Do not destroy or attempt to alter any records
- Do not discuss the investigation with your clients
- Always tell the truth to investigators

Staying off the radar

In conclusion, the easiest way to avoid being subject to a Corporate Compliance investigation, is to understand the relevant laws, ensure that you understand the codes you are using to bill for services, as well as the documentation requirements surrounding the services you have provided, and, when identified, correct errors immediately.

Agenda Item: Appoint Texas Council Representative and Alternate for FY 2017	Board Meeting Date
Committee: Executive	September 22, 2016
Background Information:	
<p>The representative attends the Texas Council of Community Centers, Inc. Board of Directors meetings on a quarterly basis then 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.</p>	
Supporting Documentation:	
None	
Recommended Action:	
Appoint Texas Council Representative and Alternate for FY 2017	

<p>Agenda Item: Approve Revisions to Board By-Laws, Board Policy C.1</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>As a part of our process to update Board Policy Statements, staff began reviewing the section of policy related to Board Governance. The first of these policies is the By-Laws of the Board which were last updated in 2010.</p> <p>According to Board By-Laws Chapter VI: Section 2, Changing the By-Laws:</p> <ul style="list-style-type: none"> • Any changes in By-Laws must be proposed in written form and presented to the Board at a regular or called meeting. • The proposed changes may be voted on at any subsequent meeting that occurs at least twenty-six (26) days after the proposed changes were first presented to the Board. <p>Revisions made to the By-laws were reviewed and approved by Jackson Walker then provided to the Board for discussion and feedback at the last Board meeting.</p> <p>The amended By-laws are attached for final approval by the Board.</p>	
<p>Supporting Documentation:</p> <p>Board Policy C.1, By-Laws</p>	
<p>Recommended Action:</p> <p>Approve Amended Board By-Laws, Board Policy C.1</p>	

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY

Patti Atkins, Chair

September 22, 2016
Date

ORIGINAL EFFECTIVE DATE: June 29, 1995

REVISION DATE(S): August 21, 1997; July 22, 2010; September 22, 2016

SUBJECT: By-Laws

CHAPTER I: PURPOSES

- I. Sponsoring Agencies – The Commissioner’s Courts of Liberty, Montgomery, and Walker Counties, as local agencies, have established Tri-County Behavioral Healthcare (“Tri-County” or “Center”) as a community mental health and intellectual/developmental disabilities center to provide a vital component in a continuum of services for persons in its service area who have mental illness or intellectual/developmental disabilities.
- II. Center Name – The Center was originally established 1983 as Tri-County Mental Health Mental Retardation Services. In 2010, Tri-County assumed the ‘doing business as’ name of Tri-County Services and operated the Center under this d/b/a until November of 2014, when they received permission from all three Commissioner’s Courts to officially change their name to Tri-County Behavioral Healthcare. Subsequent to this approval, the name change to Tri-County Behavioral Healthcare was formally recorded in all three counties in February of 2015.
- III. Goal – The goal of such comprehensive mental health, intellectual and developmental disabilities, and substance addiction programs shall be services which are adequate as to quantity, quality, scope, availability, and accessibility for the Center’s service area. The Center shall plan, coordinate, develop policies, develop and allocate resources, supervise and ensure the provision of community services.
- IV. Reporting – To facilitate the goal of such comprehensive services, cooperative efforts of each county, other governmental agencies, individual practitioners, associations of professional disciplines, and citizen representatives shall be utilized. The Center shall report annually to the three (3) Commissioners Courts as provided by Section 534.014 of the Texas Health and Safety Code.

- V. Authority – Tri-County shall operate as a Community Mental Health and Intellectual/Developmental Disability Center as authorized by Section 534.001 of the Texas Health and Safety Code and in accordance with the rules and regulations of the Texas Department of Aging and Disability Services and the Texas Department of Health and Human Services and their successor agencies.

CHAPTER II: BOARD OF TRUSTEES

I. Membership

A. Appointment of Members

1. The Board of Trustees of Tri-County ("Board") shall be comprised of nine members (Section 534.003 Health and Safety Code). The Commissioner's Court of each county shall appoint, in compliance with Section 534.004 of the Texas Health and Safety Code, three Board members from the qualified voters in their counties. The Board members so appointed shall serve staggered terms. All appointments will be for a term of two (2) years or until their successors are appointed.
2. The following county appointments for Trustees shall be used:

Liberty County

Place 1

Place 2 & 3

Three Representatives

Term expires September 1, 1995 and thereafter in odd numbered years

Term expires September 1, 1996 and thereafter in even numbered years

Montgomery County

Place 4

Place 5 & 6

Three Representatives

Term expires September 1, 1995 and thereafter in odd numbered years

Term expires September 1, 1996 and thereafter in even numbered years

Walker County

Place 7

Place 8 & 9

Three Representatives

Term expires September 1, 1995 and thereafter in odd numbered years

Term expires September 1, 1996 and thereafter in even numbered years

B. Vacancies

1. A vacancy on the Board shall be filled by the appropriate Commissioner's Court for the unexpired portion of the term.
2. Any member who does not attend 75% of the scheduled Board meetings, within the preceding twelve months, without excused absences, shall receive

recommendation of termination from the Board; at which time, the appointing Commissioner's Court may replace such trustees by action of the Commissioner's Court.

- C. Excused Absences – Absences approved by a majority of a quorum of the Board are considered to be excused.
- D. Orientation and Continuing Education – The Board will maintain a program for orientation of new Board members and continuing education for all Board members consistent with Section 534.006 Health and Safety Code.
- E. Prohibited Activities
 - 1. Violation of Laws – A Board Member shall not violate any law relating to his or her office (Section 39.10 Texas Penal Code).
 - 2. Conflicting Interests
 - a. Board Members may serve on other boards separate and apart from Tri-County and such is not determined a conflict of interest. Board of Trustee members should abstain from voting on any matter which directly or indirectly relates to contracts or reimbursement to or from Tri-County, or any matter which relates to interrelated issues of the two (2) boards. Such abstentions should be duly noted in the Board minutes.
 - b. A Board Member shall abstain from a Board decision to contract with any entity having on its board a person related in the first degree by consanguinity (blood) or affinity (marriage) to a member of the Board of the Center.
 - c. A Board Member shall abstain from a Board decision to contract with any entity that may provide services to a person related in the first degree by consanguinity (blood) or affinity (marriage) to a member of the Board of the Center.
 - d. A Board Member shall not act as surety for a business entity that has work, business, or a contract with the Center (171.003 Local Government Code).
 - e. A Board Member shall not act as surety on any official bond required of an officer of the Center (171.003 Local Government Code).
 - f. A Board Member shall not rely on official information to acquire or assist another person in acquiring a financial interest in a transaction that may be affected by the information; a Board Member shall not speculate or assist another person in speculating on the basis of official information (39.03 Texas Penal Code).
 - 3. Conflicting Professional Practices
 - a. No Board Member shall be reimbursed for services to consumers referred to his or her private practice by the Center (Texas Attorney General's Opinion M-340).

- b. As a local public official, each Board Member shall uphold the member's position of public trust by meeting and maintaining the applicable qualifications for membership and by complying with the applicable requirements relating to conflicts of interest (Section 534.0065 Health and Safety Code).
 - c. No Board Member shall be allowed use of the Center's facilities free of charge for the purpose of conducting a private practice. Any agreement whereby a Board Member leases property from the Center shall be discussed and voted on by the Board in an open meeting.
 - d. No Board Member shall use his or her unique access to the Center to recruit or build private practice clientele.
4. Personal Benefit by Board Members
- a. A Board Member shall not solicit, accept, nor agree to accept from another person: 1) any benefit in return for the Board Member's decision, opinion, recommendation, vote, or other exercise of discretion as a public servant or (Section 534.0065 Health and Safety Code); or 2) any benefit in return for a violation of a duty imposed by law (Section 36.02, Texas Penal Code).
 - b. A Board Member shall not solicit, accept, nor agree to accept any benefit from a person the Board Member knows is interested or is likely to become interested in contract, purchase, payment, claim, or transaction involving the exercise of the Board Member's discretion (Section 36.08, Texas Penal Code).
 - c. A Board Member shall not receive any benefit for referral of consumers to the Center or to other service providers.
 - d. A Board Member shall not misapply anything of value belonging to the government that has come into his or her possession by virtue of his or her office (Section 39.01, Texas Penal Code).

F. Nepotism

- 1. No Board Member shall appoint or vote for or confirm the appointment of any person related to himself or herself, or to any other Board Member, by affinity (marriage) within the second degree or by consanguinity (blood) within the third degree, to any office or position of employment with the Center paid for directly or indirectly from public funds (Section 534.0065 Health and Safety Code).
- 2. An employee of the Center who is related to a Board Member in the prohibited manner described above may continue to be employed if he or she was employed by the Center at least thirty (30) days prior to the appointment of the Board Member. If the individual has been employed by the Center for less than thirty (30) days when his or her relative is appointed to the Board, either the employee or the Board Member must resign.
- 3. When a relative of a Board Member is allowed to continue employment within the provisions outlined above, the Board Member must not participate in deliberation or voting on any issues specific to that employee unless such issues

affect an entire class or category of employees (Health and Safety Code 534.0115).

- G. A Trustee may be removed from office for any of the following reasons:
1. Conviction of a felony or crime of moral turpitude;
 2. Breach of fiduciary duty;
 3. Behavior that is detrimental to the goals of the Center;
 4. Violation of any provision of the Texas Health and Safety Code, §534.0065; or
 5. At the discretion of the appointing Commissioners' Court, for other cause.

II. Organization

- A. Officers – The Board shall select from its membership a Chair, Vice-Chair, and Secretary to hold office for one (1) year or until his or her successor is elected. The officers shall have the following duties and authority:
1. Board Chair
 - a. The Board Chair shall be the principal spokesperson and representative of the Center and the Board.
 - b. The Board Chair shall preside at all Board meetings and meetings of the Executive Committee and may sign, with the Secretary or any other designated individual authorized by the Board, all contracts, agreements and documents which the Board has authorized. The Board Chair shall call special meetings of the Board as necessary and shall perform such duties as may be from time to time prescribed by the Board.
 - c. The Board Chair shall be, as all officers, subject to the control of the Board in all things.
 2. Vice-Chair – The Vice-Chair shall perform all duties of the Board Chair in the absence, inability, or upon refusal to act of the Board Chair.
 3. Secretary – The Secretary shall keep, or cause to be kept, the Minutes of the Board and perform all other duties usually incident to that office.
 4. Removal and Vacancy
 - a. A vacancy in office shall exist upon the removal, death or resignation of an officer.
 - b. An officer may resign his or her office by submitting his or her resignation in writing to the Chair or Secretary and shall be effective upon acceptance by the Board. Any officer may resign his or her office without resigning from the Board.
 - c. Any officer may be removed from office upon a vote of five members of the Board.
 - d. When a vacancy in office occurs a special election for that office will be held at the next regular or specially called meeting of the Board.
 5. Election of Officers
 - a. Elections will be held in August or as soon as possible thereafter.

- b. A special election may be called prior to the end of any term if a total five Board Members approve of such special election. The terms of such specially elected officers will then coincide and terminate with the terms of the prior officeholders.

B. Meetings

- 1. The Board shall meet as often as necessary to transact and conduct business of the Center, but shall hold a minimum of six (6) meetings within any one fiscal year conducted at a time and place that makes the meeting accessible to the public. Over fifty percent of the filled Board positions shall constitute a quorum. All meetings shall be conducted in accordance with the Texas Open Meeting Laws and the public shall be invited to attend unless closed meetings are allowed as provided by Subchapter D of the Texas Open Meetings Act, or as specifically permitted in the Constitution of the State of Texas. The Board Chair may conduct the meetings in compliance with Robert's Rules of Order.
- 2. Special Meetings – The Board Chair may call special meetings at any time.

C. Agendas and Meeting Minutes

- 1. Agendas for Board and Committee meetings will be established by the Chair and Executive Director and shall be posted as provided by the Texas Open Meeting Act. Those materials necessary for adequate consideration and action of agenda items will be distributed to all Board Members sufficiently ahead of time to allow members to prepare for the meetings. A copy of each posted agenda will be kept indefinitely in compliance with the Texas Open Meetings Act.
- 2. Written minutes shall be kept of all meetings of the Board in compliance with Section 551.021 of the Texas Open Meetings Act. The minutes must: 1) state the subject of each deliberation; and 2) indicate each vote, order, decision or other action taken.
- 3. In compliance with Section 551.022 of the Texas Open Meetings Act, the minutes of an open meeting are public records and shall be available for public inspection and copying on request to the Center's Executive Director.
- 4. Approved Board meeting minutes, meeting agenda, and board materials distributed prior to the meeting shall be maintained indefinitely. An electronic image of the signed minutes, agenda and the board materials shall be maintained as the original. Paper copies will not be maintained. Electronic document storage will be updated periodically to ensure that signed minutes, agendas and board materials are available for public inspection.
- 5. Copies of the agenda and meeting minutes will be provided to each of the County Commissioner's Courts. Copies of the approved minutes of Board meetings will be distributed to officials of the Texas Department of Aging and Disability Services and the Texas Department of Health and Human Services or their successor agencies in Austin, Texas, upon request.
- 6. In compliance with Section 551.104 of the Texas Open Meetings Act, a certified agenda of any closed meeting shall be maintained for two years after the date of

the meeting. The certified agenda of a closed meeting will be destroyed two years after the meeting, unless an action involving the closed meeting is brought within the two year period of time. If such an action is pending the certified agenda of the meeting shall be preserved. No certified agenda of a closed meeting is available for public inspection without a court order as authorized by Section 551.104(b)(3).

D. Committees

1. Standing Committees

- a. The Board will use a committee structure to conduct major portions of work. Each Board Member will serve on at least one (1) committee and appointments may be changed as necessary.
- b. Standing committees of the Board will consist of the following: Executive Committee; Business Committee; and Program Committee.

2. Purpose

- a. Board committees operate as a part of the Board and do not independently function for the Board.
- b. Committees serve as specific functionaries of the Board.

3. Appointments

- a. At any time the Board Chair will be responsible for making committee appointments including the appointment of a Chair for such committees. The Board Chair may from time to time find the need for ad hoc committees which may be appointed by the Board Chair for a specific task and period of duration.
- b. The appointment of committees shall not relieve the Board of its responsibility and accountability. No act of a committee shall be effective or binding upon the Board unless ratified by the Board.

4. Duties – The duties of the aforementioned committees are generally outlined (but not limited to) the following:

- a. Executive Committee – The Board Officers (including the Chair, Vice-Chair, and Secretary) will make up this Committee. The Board Chair will chair the committee and will call meetings as deemed necessary. Such matters will generally relate to the administration of Tri-County including personnel.
- b. Business Committee – This committee will in general review those matters pertaining to business operations of Tri-County which might include some detail of financial reports, cash flow matters, business policies, real estate, etc. The Business Committee will consist of not more than four (4) Board Members appointed by the Board Chair.
- c. Program Committee – This committee will in general review those matters pertaining to program operations of Tri-County. Such reviews might include some detail of monthly program reports, community relations; special needs to be addressed by center programs, etc. The

Program Committee will consist of not more than four (4) Board Members appointed by the Board Chair.

III. Functions

- A. Responsibilities – (a) The Board is responsible for the effective administration of the community center [this language is taken straight from the statute] (Section 534.008 Health and Safety Code). ~~The Board of Trustees shall be responsible for the provision of a comprehensive program of mental health and intellectual and developmental disabilities services in its service area and for the effective administration of the community center.~~
- B. Policies – The Board shall make policies that are consistent with the Texas Department of Aging and Disability Services and the Texas Department of Health and Human Services’ rules and standards (Section 534.008 Health and Safety Code).
- C. Authority – The Board may discharge its responsibility by exercising its authority consistent with the provision of the Health and Safety Code Chapter 534. The Board shall establish, periodically review, and modify as necessary, personnel policies. For this purpose the Executive Director shall submit proposed policies to the appropriate Committee of the Board which shall review and recommend personnel policies to the Board.

CHAPTER III: EXECUTIVE DIRECTOR AND PERSONNEL

- I. Selection – The Board shall appoint the Executive Director for the Center.
- II. Qualifications – The Executive Director shall be a professionally trained person, qualified to administer a comprehensive mental health and intellectual and developmental disabilities program.
- III. Duties – The Executive Director:
 - A. Shall provide the necessary staff services to the Board, attend meetings of the Board, and shall be responsible for the programs of the Board.
 - B. Shall be responsible for the day to day operations of the Center and the implementation of Board policy.
 - C. Subject to the policies of the Board, shall be responsible for the selecting, hiring, training, assigning or dismissal of personnel for the administration of services and programs.

- D. Subject to the policies of the Board, may delegate responsibilities to his or her immediate administrative staff or other Services personnel.
- E. Shall attend meetings of Advisory Committees or shall delegate this responsibility to a member of the Management Team.

CHAPTER IV: ADVISORY COMMITTEES

- I. Creation – The Board may appoint advisory committees to advise that body, or other appropriate groups dealing with the planning, provision, and administration of mental health and intellectual and developmental disabilities services. These advisory committees should represent a broad spectrum of community interest.

CHAPTER V: DISSOLUTION

- I. Distribution of Assets – Upon dissolution of the Center any and all assets, of both a real and personal nature, shall revert back to the sponsoring agencies (i.e., Commissioner’s Courts of Liberty, Montgomery and Walker Counties) for exclusive public use or other charitable purposes.

CHAPTER VI: CHANGE OF BY-LAWS

- I. Review of the By-Laws – The Board of Trustees shall from time to time review and amend these By-Laws, if indicated.
- II. Changing the By-Laws
 - A. Any changes in By-Laws must be proposed in written form and presented to the Board at a regular or called meeting.
 - B. The proposed changes may be voted on at any subsequent meeting that occurs at least twenty-six (26) days after the proposed changes were first presented to the Board.
 - C. The Board shall adopt any changes to the By-Laws by majority vote of a duly constituted quorum.

<p>Agenda Item: Approve Revisions to General Administration Board Policies</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>As staff continues to update Board Policy statements, two policy changes are recommended for approval by the Board. In addition to formatting changes, the following modifications are recommended:</p> <p>C.5 – Legal Compliance – Originally dated November 16, 1983; this policy was modified slightly to remove a statement about release of information (which will be covered by HIPAA Policy) and to add a statement about the availability of Board Legal Counsel to Trustees or senior management staff.</p> <p>C.6 – Record of Board Action – Changed to C.6 – Record of Board Meetings – Originally dated October 19, 1984; this policy initially only covered the Board Agenda but was expanded significantly to now include: Approved Minutes, Official Board Meeting Packets and Closed Meeting Certified Agenda. All language in this police was aligned with the recently revised Board of Trustees By-laws and includes the statement that ‘an electronic image of the signed minutes, agenda and the board materials shall be maintained as the original.’</p> <p>If the Board approves the revisions made to C.6 – Record of Board Meetings and C.1 – By-laws today, staff will take the following actions:</p> <ol style="list-style-type: none"> 1. All historical board documents will be scanned and kept electronically; 2. Paper board documents will be shredded after electronic records have been reviewed and verified; 3. Tape recordings of board meetings will be destroyed in a HIPAA secure manner; and, 4. Recordings of Executive Session for the last two years will be given to Board Legal Counsel for storage. 	
<p>Supporting Documentation:</p> <p>C.5 – Legal Compliance (Markup and Final Version)</p> <p>C.6 – Record of Board Meetings (Markup and Final Version)</p>	
<p>Recommended Action:</p> <p>Approve Revisions to Board Policies C.5 – Legal Compliance and C.6 – Record of Board Meetings</p>	

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY

Patti Atkins, Chair

September 22, 2016
Date

ORIGINAL EFFECTIVE DATE: November 16, 1983

REVISION DATE(S): September 22, 2016

SUBJECT: Legal Compliance

It is a policy of the Board of Trustees:

- I. To formally establish that Tri-County Behavioral Healthcare (“Tri-County” or “Center”) programs shall conform to legal requirements and/or restraints as imposed by federal, state, county and/or municipal jurisdictions.

~~To comply with all lawful court orders concerning the release and/or withholding of any information in the possession of Tri-County MHMR Services.~~

- II. To comply with all laws or regulations of the United States, the State, and counties related to release of information in the possession of Tri-County.

~~To formally establish that Tri-County programs shall conform to legal requirements and/or restraints as imposed by federal, state, county and/or municipal jurisdictions.~~

- III. To retain Board Legal Counsel which may be consulted by Trustees or senior management staff to ensure compliance with legal requirements.

TRI-COUNTY BEHAVIORAL HEALTHCARE

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- II. To comply with all laws or regulations of the United States, the State, and counties related to release of information in the possession of Tri-County.
- III. To retain Board Legal Counsel which may be consulted by Trustees or senior management staff to ensure compliance with legal requirements.

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY

Patti Atkins, Chair

September 22, 2016

Date

ORIGINAL EFFECTIVE DATE: October 19, 1984

REVISION DATE(S): September 22, 2016

SUBJECT: Record of Board ~~Meetings~~ **Action**

Tri-County **Behavioral Healthcare** (“Tri-County” or “Center”) ~~Mental Health Mental Retardation Services~~ is a community center as established by the provisions of Chapter 534 of the Texas Health & Safety Code Ann., as amended, ~~is a public, non-profit agency established by Texas Legislature under House Bill #3 as amended,~~ and the local units of government which sponsor its operation and appoint its Board of Trustees. Entrusted with authority over public funds and for services to the citizens of **the Tri-County service area**, it is the intent of the Board of Trustees to handle all business **in compliance with the Texas Open Meetings Act** ~~in an open manner~~ and to be accountable for their actions.

Therefore, it is the policy of the Board of Trustees that:

I. Agenda

- A. The official agenda for regular or special called meetings of the Board of Trustees will be provided for public posting in the following locations at least 72 hours prior to the scheduled meeting:**
 - 1. County Sponsoring Agencies (i.e. County Clerk’s Office, County Judge); and,**
 - 2. All Tri-County service locations.**
- B. A copy of each posted agenda will be kept indefinitely in compliance with the Texas Open Meetings Act.**

II. Minutes

- A. Written minutes shall be kept for at all meetings of the Board and all committees.**

- B. ~~Unless unanimous,~~ The position of each Trustee on all motions be recorded as to for, against, or abstaining **for each action item on the agenda.**
- C. ~~All Board minutes shall be typed and circulated to each Board Member prior to the next regularly scheduled meeting.~~
- D. ~~The drafted~~ **Draft** minutes shall be **typed and** distributed **for review prior to approval** to at least the following:
 - 1. Individual Board Members; and,
 - 2. Executive Directors and other directors.
- E. **Minutes will be reviewed and approved at a regularly called meeting of the Board of Trustees.**
- F. **A copy of the approved minutes will be signed by the Board Secretary or other Board officer. The signed copy of the minutes is the official approved minutes.**
- G. The **official** approved minutes shall be distributed to at least the following:
 - 1. **Texas Health and Human Services Commission (upon request); and,**
~~Texas Department of Aging and Disability Services~~
~~Texas Department of State Health Services~~
~~Center service locations~~
~~Legal counsel~~
 - 2. **Each of the County Commissioner's Courts.**

III. Official Board Meeting Packets

- A. Final board packets for each meeting of the Board of Trustees shall be kept.

IV. **Closed Meeting Certified Agenda**

- A. **In compliance with Section 551.104 of the Texas Open Meetings Act, a certified agenda of any closed meeting shall be maintained for two years after the date of the meeting.**
- B. **Center legal counsel shall create a Certified Agenda for all closed meetings.**
- C. **The certified agenda will be approved at the next regularly scheduled Board meeting following the action.**
- D. **Certified agendas shall be maintained at the offices of Jackson Walker, LLP.**
- E. **The certified agenda of a closed meeting will be destroyed two years after the meeting, unless an action involving the closed meeting is brought within the two year period of time.**

- F. If such an action is pending, the certified agenda of the meeting shall be preserved.
- G. No certified agenda of a closed meeting is available for public inspection without a court order as authorized by Section 551.104(b)(3).

V. Electronic Storage of Board Documents

- A. An electronic image of the signed minutes, agenda and the board materials shall be maintained as the original. Paper copies will not be maintained. Electronic document storage will be updated periodically to ensure that signed minutes, agendas and board materials are available for public inspection.

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY

Patti Atkins, Chair

September 22, 2016
Date

ORIGINAL EFFECTIVE DATE: October 19, 1984

REVISION DATE(S): September 22, 2016

SUBJECT: Record of Board Meetings

Tri-County Behavioral Healthcare (“Tri-County” or “Center”) is a community center as established by the provisions of Chapter 534 of the Texas Health & Safety Code Ann., as amended, and the local units of government which sponsor its operation and appoint its Board of Trustees. Entrusted with authority over public funds and for services to the citizens of the Tri-County service area, it is the intent of the Board of Trustees to handle all business in compliance with the Texas Open Meetings Act and to be accountable for their actions.

Therefore, it is the policy of the Board of Trustees that:

I. Agenda

- A. The official agenda for regular or special called meetings of the Board of Trustees will be provided for public posting in the following locations at least 72 hours prior to the scheduled meeting:
 - 1. County Sponsoring Agencies (i.e. County Clerk’s Office, County Judge); and,
 - 2. All Tri-County service locations.
- B. A copy of each posted agenda will be kept indefinitely in compliance with the Texas Open Meetings Act.

II. Minutes

- A. Written minutes shall be kept for all meetings of the Board.
- B. The position of each Trustee on all motions be recorded as to for, against, or abstaining for each action item on the agenda.

- C. Draft minutes shall be typed and distributed for review prior to approval to at least the following:
 - 1. Individual Board Members; and,
 - 2. Executive Director and other directors.
- D. Minutes will be reviewed and approved at a regularly called meeting of the Board of Trustees.
- E. A copy of the approved minutes will be signed by the Board Secretary or other Board officer. The signed copy of the minutes is the official approved minutes.
- F. The official approved minutes shall be distributed to at least the following:
 - 1. Texas Health and Human Services Commission (upon request); and,
 - 2. Each of the County Commissioner's Courts.

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- A. An electronic image of the signed minutes, agenda and the board materials shall be maintained as the original. Paper copies will not be maintained. Electronic document

storage will be updated periodically to ensure that signed minutes, agendas and board materials are available for public inspection.

<p>Agenda Item: Nominations for Texas Council Risk Management Fund's Board of Trustees Places 1, 2 & 3</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>Nominations for the Texas Council Risk Management Fund's Board of Trustees must be submitted by Friday, September 23, 2016.</p> <p>The Board places up for election are currently occupied by the following:</p> <ul style="list-style-type: none"> • Place 1: Ms. Mary Lou Flynn-DuPart • Place 2: Clead Cheek • Place 3: Judge Dorothy Morgan <p>Annual elections will be finalized at the annual Texas Council Risk Management Fund meeting on Friday, November 11, 2016.</p>	
<p>Supporting Documentation:</p> <p>TCRMF Memorandum</p> <p>Nomination Form</p>	
<p>Recommended Action:</p> <p>Select Nominees for the Texas Council Risk Management Fund's Board of Trustees</p>	

August 24, 2016

MEMORANDUM

TO: Members, Texas Council Risk Management Fund

FROM: TCRMF Nominating Committee

SUBJECT: **NOMINATIONS FOR PLACES 1, 2, and 3 OF THE BOARD OF TRUSTEES**

On Friday, November 11, 2016 the annual meeting of the Texas Council Risk Management Fund will take place. At that time, elections will be finalized to fill the positions of Trustees in Places 1, 2, and 3, whose terms will expire at 12:01 a.m., January 1, 2017.

The Board Places up for election are currently occupied as follows:

Place 1: Ms. Mary Lou Flynn-DuPart

Place 2: Clead Cheek

Place 3: Judge Dorothy Morgan

In accordance with the Fund Bylaws, the Nominating Committee will present a slate of nominees for election by the members. A mail ballot will be compiled listing the nominees chosen by the Nominating Committee. The mail ballot will be sent to each center before the end of September so that ballots may be returned and tabulated prior to the annual meeting on Friday, November 11th.

In addition to the nominations submitted by the Nominating Committee, each member has the opportunity to submit nominations of their own. These nominations must be received no later than Friday, **September 23, 2016**. The qualifications set out in the Fund Bylaws state that all nominees for the Board must be trustees of a member community center.

If your center would like to submit a nomination outside of the current incumbents, please complete the attached form. Also include a biographical sketch of your nominee(s) along with a brief statement from the nominee(s) outlining their interest in serving on the TCRMF Board of Trustees. All nominations made will be considered by the Nominating Committee

TCRMF Board of Trustees Nomination
Page 2

for inclusion on the ballot. The nomination form, biographical sketch, and statement of goals and objectives should be returned to the Texas Council Risk Management Fund, Attention: Nominating Committee, P.O. Box 26655, Austin, Texas 78755-0655. You may also return the requested items by email to Kathy.Hulse@yorkrsg.com.

Timeline:

- Request for Nominations – August 26, 2016
- Deadline for Member Nominations – September 23, 2016
- Nominating Committee will have a conference call during this period – September 26-30, 2016
- Ballots Distributed to Members – September 30, 2016
- Ballots Due from Members – October 28, 2016
- Annual Membership Meeting – November 11, 2016

If you have any questions, please contact Greg Womack (512) 427-2309 or Janina Flores (512) 427-2369. You may also dial toll free (800) 580-6467

Remember, you will need to return your nomination form by **September 23, 2016.**

Thank you for your attention to this matter.

cc: Board of Trustees, Texas Council Risk Management Fund
Advisory Committee, Texas Council Risk Management Fund
Danette Castle, Texas Council of Community Centers, Inc.

NOMINATION FORM

The undersigned Center would like to make the following nomination(s) for election to the Board of Trustees of the Texas Council Risk Management Fund:

NOMINATION

I understand that any mailed nominations received after Friday, September 23, 2016 cannot be considered. In addition, I recognize that nominees for Trustee must meet the required qualification of being a Trustee of a community center that is also a member of the Fund, as stated in Article IV, Section 2 of the Fund Bylaws. I understand that the Fund's Nominating Committee might not elect to include all nominees on the ballot sent to members. I also understand that the Fund's Nominating Committee is responsible for determining the place for which each candidate will be considered and placed on the ballot.

Respectfully submitted, this 22nd day of September, 2016.

Tri-County Behavioral Healthcare
CENTER

Signature

Evan Roberson
Name

Executive Director
Title

Please return by September 23, 2016, to:

Texas Council Risk Management Fund
Attention: Nominating Committee
P.O. Box 26655
Austin, Texas 78755-0655
Or email: Kathy.Hulse@yorkrsg.com

<p>Agenda Item: Board of Trustees Reappointments and Oaths of Office</p> <p>Committee: Executive</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>Listed below are the Board members who were reappointed by the Commissioner's Court of their respective counties for an additional two-year term expiring August 31, 2018.</p> <p>Reappointments:</p> <ul style="list-style-type: none"> • Richard Duren, Montgomery County • Janet Qureshi, Montgomery County • Jacob Paschal, Walker County • Patti Atkins, Liberty County • Cecil McKnight, Liberty County <p>Oaths of Office will be recited at the Board meeting.</p>	
<p>Supporting Documentation:</p> <p>Oath of Office Recitation</p> <p>Montgomery County Trustees – Copy of Minutes from Montgomery County Commissioner's Court Meeting</p> <p>Liberty County Trustees – Copy of Minutes from Liberty County Commissioner's Court Meeting</p> <p>Walker County Trustees – Copy of Letter from Walker County Judge Danny Pierce</p>	
<p>Recommended Action:</p> <p>Recite Oaths of Office</p>	

OATH OF OFFICE

I, _____,
do solemnly swear,
that I will faithfully execute
the duties of the office of Trustee
of Tri-County Behavioral Healthcare,
and will, to the best of my ability
preserve, protect, and defend the Constitution
and laws of the United States and of this State;
and I furthermore solemnly swear
that I have not directly nor indirectly,
paid, offered, or promised to pay,
contributed, nor promised to contribute
any money, or valuable thing,
or promised any public office or employment,
as a reward for the giving or withholding a vote
to secure my appointment,
and further affirm that I,
nor any company, association, or corporation
of which I am an officer or principal
will act as supplier of services or goods,
nor bid or negotiate to supply
such goods or services, for this Center,
so help me God.

#4 8PI
AUG 09 2016

Consent-County Judge

Commissioners' Court-Regular Meeting

TO: Montgomery County Commissioners' Court

FROM: Craig Doyal, County Judge

DATE: 08/09/2016

SUBJECT: CONSIDER AND APPROVE THE REAPPOINTMENT OF JANET QURESHI
AND RICHARD DUREN TO THE TRI-COUNTY BEHAVIORAL
HEALTHCARE BOARD OF TRUSTEES FOR ANOTHER TWO YEAR TERM
EXPIRING AUGUST 31, 2018.

Attachments

Tri County Appt

- K3. REQUEST APPROVED to accept Ursula Avilus, RN, MSN and BSW as Director of Nursing for the vacated position by Robert Stan Lentz, RN, MS as recommended by the Executive Management Group (EMG) to the Advisory Board.

DISTRICT CLERK – AGENDA ITEM 8L1

- L1. DEPUTATION APPROVED of Alyssa Drake.

CONROE NORTH HOUSTON REGIONAL AIRPORT – AGENDA ITEMS 8M1-3

- M1. RESOLUTION APPROVED to support and consent to the Sublease between D.R. Packard aka Diane R. Pierce as sublessor and Robert Cunningham and Mary Cunningham as sublessee for 0.617 acre tract of land located at the Conroe-North Houston Regional Airport.
- M2. RESOLUTION AND ORDER APPROVED to approve the USDA Animal and Plant Health Inspection Service Compliance Agreement and Scott Smith Airport Director is authorized to complete and execute the Agreement on behalf of Montgomery County.
- M3. DONATION ACCEPTED to the Airport of a 330 gallon chemical tote valued at about \$150.00 from a County resident.

CONSTABLE PRECINCT 1 – AGENDA ITEM 8N1

- N1. DONATION ACCEPTED of check No. 3543 in the amount of \$30,000.00 from a county resident to be placed into account 5511-7573. Check has been forwarded to the Auditor for further processing.

CONSTABLE PRECINCT 4 – AGENDA ITEM 8O1

- O1. DONATION ACCEPTED from Paul and Vickie McGhee in the amount of \$400.00. Funds will be placed into 5541.7390. Check has been forwarded to the Auditor for further processing.

COUNTY JUDGE – AGENDA ITEM 8P1

- P1. REAPPOINTMENTS APPROVED of Janet Qureshi and Richard Duren to the Tri-County Behavioral Healthcare Board of Trustees for another two year term expiring August 31, 2018.

Motion carried.

END OF CONSENT AGENDA

CITIZENS – AGENDA ITEM 10

Bill O'Sullivan addressed the court concerning pay raises. He would like to see a different process for approving raises.

Nancy Shaddix addressed the court concerning flooding in Big Tree Estates and a lawsuit against a neighbor who built their property up.

5. SALARY STUDY ACCEPTED – ELECTED OFFICIALS – COUNTY JUDGE

Motion was made by Eddie Lowery, seconded by Greg Arthur, to adopt BYE 9/20/17 salaries/allowances for elected officials. A copy is attached and marked Exhibit "B". Motion passed with all commissioners present voting aye

7. DISCUSSION AND TAKE ACTION REGARDING ANNUAL OPTIONAL COUNTY ROAD AND BRIDGE FEE FOR CALENDAR YEAR 2017 - TAX ASSESSOR

The Tax Assessor stated this was the annual approval of County Road and Bridge Fee collected upon registration of vehicles. Mr. Brown noted the \$1.50 optional fees that had to spent on crossing guards, etc. Motion was made by, Leon Wilson seconded by Greg Arthur, to table this item. Motion passed with all commissioners present voting aye

8. DISCUSSION AND TAKE ACTION REGARDING REAPPOINTMENT OF CECIL MCKNIGHT AND PATTI ATKINS TO TRI-COUNTY BEHAVIORAL HEATHCARE BOARD OF TRUSTEES - CO. JUDGE

Motion was made by Greg Arthur, seconded by Eddie Lowery, to reappoint Cecil McKnight and Patti Atkins to the Tri-County Board of Trustees. A copy is attached and marked Exhibit "C". Motion passed with all commissioners present voting aye

9. DISCUSSION AND TAKE ACTION REGARDING ADVERTISING FOR CULVERTS - PURCHASING AGENT

Motion was made by Mike McCarty, seconded by Eddie Lowery, to table this item. Motion passed with all commissioners present voting aye

10. DISCUSSION AND TAKE ACTION REGARDING APPROVING SPECS FOR R&B#1 TRUCK - PURCHASING AGENT

Motion was made by Mike McCarty, seconded by Eddie Lowery, to approve specs for R&B#1 truck. A copy is attached and marked Exhibit "D". Motion passed with all commissioners present voting aye

11. DISCUSSION AND TAKE POSSIBLE ACTION REGARDING APPOINTMENT OF INTERIM FIRE MARSHAL - CO. JUDGE

The Court went into Executive Session at 9:29 a.m. and reconvened at 10:30 a.m.

Motion was made by Eddie Lowery, seconded by Greg Arthur, to contract with Harris County Fire Marshal on a temporary basis for inspection services. Motion passed with all commissioners present voting aye

12. DISCUSS THE PLANNING PROPOSAL TO PREPARE SITE PLAN ALTERNATIVES FOR APPROXIMATELY 13 ACRES AT SH 105 BYPASS AND FM 1010 BY JONES AND CARTER, INC. - PCT. #3

Eddie Lowery stated upon direction from a prior workshop, he contact Jones and Carter to develop a master plan for land that was donated/acquired for R&B#3. Mr. Lowery stated the cost

DATE: 7-26-16
EXHIBIT: _____

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

September 19, 2014

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

Dear Mr. Roberson:

The Walker County Commissioners' Court met during a special session at 9:00 a.m. Monday, September 19, 2016. During this session it was unanimously approved to re-appoint 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.

Sincerely,



Danny Pierce
County Judge
Walker County

Agenda Item: Board of Trustees Committee Appointments Committee: Executive	Board Meeting Date September 22, 2016
Background Information: Patti Atkins, Chair of the Board, will appoint committee members and their respective chairs at the Board meeting.	
Supporting Documentation: None	
Recommended Action: For Information Only	

Agenda Item: Board of Trustees Attendance Analysis for FY 2016 Regular and Special Called Board Meetings	Board Meeting Date
Committee: Executive	September 22, 2016
Background Information:	
None	
Supporting Documentation:	
Board of Trustees Attendance Analysis for FY 2016	
Recommended Action:	
For Information Only	

Board of Trustees Attendance Analysis | FY 2016

Board Member	Regular Meetings	Attendance Percentage for Regular Meetings	Special Called Meetings	Attendance Percentage for Special Called Meetings	Total Attendance
Patti Atkins	9/9	100%	-	-	100%
Tracy Sorensen	8/9	89%	-	-	89%
Sharon Walker	9/9	100%	-	-	100%
Richard Duren	9/9	100%	-	-	100%
Morris Johnson	7/9	78%	-	-	78%
Cecil McKnight	9/9	100%	-	-	100%
Gail Page	4/5	80%	-	-	80%
Jacob Paschal	6/9	67%	-	-	67%
Janet Qureshi	6/9	67%	-	-	67%

Summary of Attendance

	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Regular Meetings Held:	10	10	9
Average Attendance:	80%	81%	87%
Total Special Called Meetings Held:	1	1	0
Average Attendance:	75%	44%	N/A
Total Number of Meetings Held:	11	11	9
Average Attendance:	80%	78%	87%
Average Number of Members Present:	6.64	6.45	7.44

NOTE: ALL ABSENCES LISTED ABOVE WERE EXCUSED.

Agenda Item: Personnel Report for August 2016 Committee: Executive	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: Personnel Report for August 2016	
Recommended Action: For Information Only	

Personnel Report August 2016

Total Applications received in August = 420

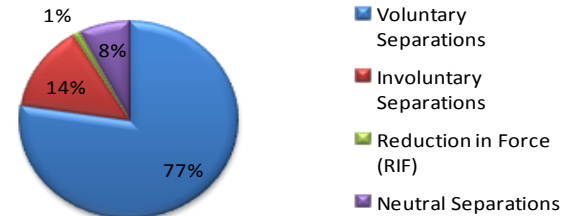
Total New Hires for the month of August = 12

Total New Hires Year to Date = 98

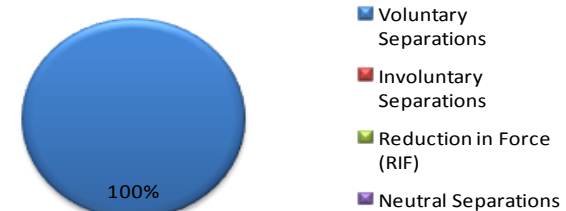
Aug-16	FY16	FY15
Number of Active Employees	328	323
Number of Monthly Separations	10	14
Number of Separations YTD	93	96
Year to Date Turnover Rate	28%	30%
August Turnover	3%	4%

Separations by Reason	August Separations	Year to Date
Retired	0	0
Involuntarily Terminated	0	13
Neutral Termination	0	7
Dissatisfied	0	1
Lack of Support from Administration	0	1
Micro-managing supervisor	0	0
Lack of growth opportunities/recognition	0	0
Difficulty learning new job	0	0
Co-workers	0	0
Work Related Stress/Environment	0	2
RIF	0	1
Deceased	0	0
Pay	0	0
Health	0	1
Family	3	9
Relocation	0	10
School	0	2
Personal	2	7
Unknown	1	4
New Job	4	35
Total Separations	10	93

Year to Date Voluntary, Involuntary, RIF and Neutral Separations



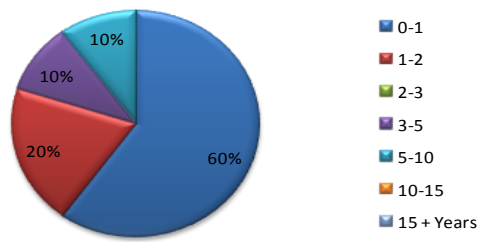
August Voluntary, Involuntary, RIF and Neutral Separations



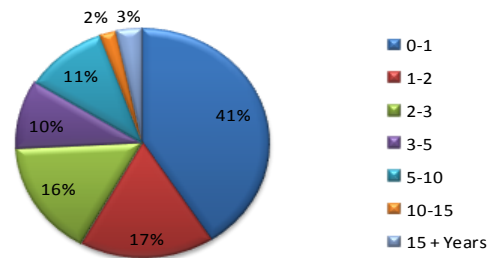
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% August	% YTD
Evan Roberson	15	0	1	0%	7%
Millie McDuffey	45	1	7	2%	16%
Amy Foerster	7	0	1	0%	14%
Tanya Bryant	8	0	2	0%	25%
Annette Adams	123	7	46	6%	37%
Breanna Robertson	54	0	21	0%	39%
Kelly Shropshire	30	2	10	7%	33%
Kathy Foster	38	0	4	0%	11%
Kenneth Barfield	8	0	1	0%	13%
Total	328	10	93		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date	% August	% Year to Date
Supervisors & Managers	24	0	2	0%	8%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	30	3	17	10%	57%
Professionals (QMHP)	93	2	32	2%	34%
Professionals (QIDP)	24	2	11	8%	46%
Licensed Staff (LCDC, LPC...)	20	1	4	5%	20%
Business Services (Accounting)	11	0	1	0%	9%
Central Administration (HR, IT, Executive Director)	25	0	3	0%	12%
Program Support(Financial Counselors, QA, Training, Med. Records)	36	1	10	3%	28%
Nurse Technicians/Aides	19	0	6	0%	32%
Service/Maintenance	20	1	3	5%	15%
Direct Care (HCS, Respite, Life Skills)	26	0	4	0%	15%
Total	328	10	93		

August Separation by Tenure

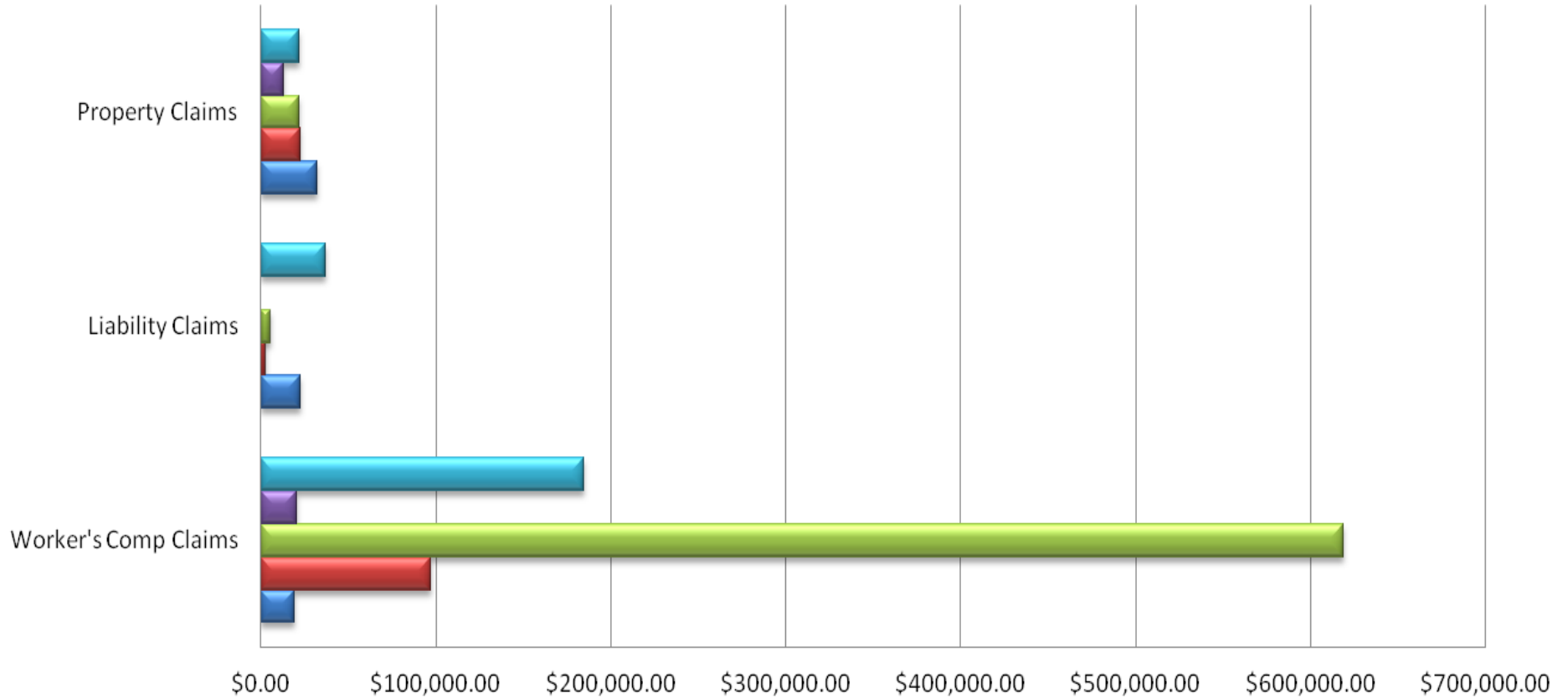


Year to Date Separations by Tenure




Agenda Item: Texas Council Risk Management Fund Claims Summary for August 2016 Committee: Executive	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: Texas Council Risk Management Fund Claims Summary for August 2016	
Recommended Action: For Information Only	

TCRMF Claims Summary August 2016



	Worker's Comp Claims	Liability Claims	Property Claims
2012	\$184,932.00	\$37,206.00	\$21,595.00
2013	\$20,263.00	\$0.00	\$12,869.00
2014	\$618,677.00	\$5,295.00	\$21,931.00
2015	\$97,013.00	\$2,556.00	\$22,505.00
2016	\$19,380.00	\$22,360.00	\$31,865.00

<p>Agenda Item: Approve Purchase of Furniture for 233 Sgt. Ed Holcomb Blvd. South, Conroe, Texas</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>As a part of the building process, we have been working with Mike Duncum and Work Space Resource for well over a year to get the best possible value for furnishing the new facility in Conroe. Work Space Resource was able to help us to determine what type of furniture was best suited in each area from offices to break rooms and waiting room furnishings.</p> <p>Our building team went to various furniture vendors to see different types and styles of furniture and we were also able to visit different businesses that have recently been completed.</p> <p>Work Space Resource compared all the different purchasing cooperatives that we are qualified to use, such as National Cooperative Purchasing Alliance (NCPA), The Cooperative Purchasing Network (TCPN) and The Texas Procurement and Support Services alternative purchasing method which is TXMAS. The discounts from these purchasing cooperatives ranged from 35% to 82.21% off the list price depending upon the manufacturer.</p> <p>Attached is a summary of the furniture selected with the list and discount pricing.</p>	
<p>Supporting Documentation:</p> <p>Handout of Final Selection of Furniture and Fabrics will be Provided at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve Purchase of Furniture for 233 Sgt. Ed Holcomb Blvd. South, Conroe, Texas at a Price Not to Exceed \$750,000</p>	

				12280 I-45 South, Suite C Conroe, TX 77304 P. 936-756-1512 F. 936-273-3499 www.workspace-resource.com		
DATE:	13-Sep-16					
TRI-COUNTY FINAL SELECTIONS - ITEMIZED - REVISION 1						
MANUFACTURER	DESCRIPTION	EXT. LIST \$	DISCOUNT	EXT. SELL \$	DELIV/INSTALL	CONTRACT
AIS	PRIVATE OFFICE DESK AND STORAGE & AIS CONFERENCE TABLES		82.21%			NCPA
	TOTAL FOR ALL OFFICES:	\$1,569,014.00	\$ (1,289,886.41)	\$279,127.59	\$36,358.00	
AIS	CONFERENCE TABLES - STATIONARY AIS					
	AIS Stationary Conf.Tables, Powered & Non-Powered per DWG	\$47,936.00	\$ (39,408.19)	\$8,527.81		
AIS	AIS SEATING		66.95%			NCPA
	TOTAL:	\$264,380.00	\$ (177,002.41)	\$87,377.59	\$8,737.75	
FIRST OFFICE & HIGHMARK	TRAINING TABLES/BREAK RM TABLES/TREATMENT TABLES/BOARD ROOM CHAIRS					TCPN
FIRST OFFICE & HIGHMARK	Training Tables, Break Room Tables, Treatment Tables, Board Room Chairs	\$112,729.00	60.80%	\$44,189.77		
Loewenstein	Break Room Table Bar Height Bases	\$2,790.00	56.10%	\$1,224.78		TCPN
	TOTAL:	\$115,519.00	\$ (70,104.42)	\$45,414.55	\$4,541.46	
Highmark	GUEST CHAIRS/TRAINING CHAIRS		60.40%			TCPN
	Lynx Armless Guest Chairs and Training Stackable Chairs					
	TOTAL:	\$197,246.00	\$ (119,924.64)	\$77,321.36	\$7,732.13	
Encore	LOUNGE FURNITURE/BREAK ROOM CHAIRS/STOOLS		55.50%			TCPN
	Break room Chairs, Nursing Room and Lounge Areas					
	TOTAL:	\$43,503.00	-\$24,690.02	\$18,812.98	\$1,935.90	
HON	BIG & TALL TASK CHAIRS/STOOLS/TABLES FOR CHILD&YOUTH		56.00%			TCPN
	Big and Tall Task Chairs/Stools/Stables for Child & Youth Area					
	TOTAL:	\$30,179.00	\$ (16,900.24)	\$13,278.76	\$1,327.87	
MISC	MISC ITEMS					Contract
Fixtures	Bola Table and Chairs for Children's Area - For Waiting Room 1006	\$1,597.00	35.00%	\$1,038.05		
Global	Global Princeton Planters, 3 Pot, with Lower Adj Shelf	\$1,474.00	39.00%	\$899.14		
Special-T	Standing Height Table Bases	\$1,074.00	43.00%	\$612.18		
Momentum	COM Fabric/ Accent Tiles	\$0.00	0.00%	\$8,770.00		Contract
	TOTAL:	\$2,548.00		\$11,319.37	\$1,028.13	
Carolina	WAITING ROOM SEATING		60.80%			TCPN
	Carolina Rule of Three Waiting Seating per DWGS, Gr 5 Uph					
	TOTAL:	\$204,215.00	\$ (124,162.72)	\$80,052.56	\$8,005.25	
Nevers	BOARDROOM TABLES	Rough Guess	55.00%		\$3,300.00	Mirror TXMAS
	Custom Tables / 8 Matching Flip Top Tables (4 with power)					
	TOTAL:	\$73,333.00	\$ (40,333.15)	\$33,000.00	\$3,300.00	
		\$ 2,547,873.00	\$ (1,902,412.20)	\$654,234.53	\$72,966.49	
				TOTAL SELL \$ + DELIV/INSTALL =		\$727,201.02

PRIVATE OFFICES

- AIS COMPETE — SEE SEPARATE TYPICALS

EXECUTIVE OFFICES

- AIS COMPETE PLUS — SEE SEPARATE TYPICALS

WORKSTATIONS

- AIS MATRIX — SEE SEPARATE TYPICALS

TASK SEATING

- AIS NATICK — GR B UPHOLSTERY ON SEAT
- BIG & TALL/STOOL — HON ENDORSE — MATCHING UPHOLSTERY ON SEAT

GUEST SEATING FOR OFFICES

- HIGHMARK LYNX

LOUNGE/BREAKROOM LOUNGE/NURSING ROOM

- ENCORE CLIPSE
- ENCORE CIELO

WAITING

- CAROLINA RULE OF THREE — BLACK ARM CAPS

CONFERENCE ROOMS

- STATIONARY — AIS COMPETE
- MOBILE — FIRST OFFICE APPLAUSE

CONFERENCE SEATING — IN THE APPROPRIATE AREAS

- AIS NATICK — ALL BLACK
- HIGHMARK TEN— UPH SEAT, POLY BACK, ARMLESS, 4-LEG BASE W/CASTERS

BOARDROOM

- BOARDROOM TABLES — CUSTOM SOLUTION — WORKING ON
- EXECUTIVE CHAIRS — HIGHMARK REVEL HIGH BACK
- ADJACENT ROOMS — HIGHMARK REVEL LOW BACK

TRAINING/TREATMENT /BREAKROOM TABLES

- FIRST OFFICE APPLAUSE

BREAKROOM

- ENCORE FLURRY CHAIRS/STOOLS
- ENCORE CLIPSE SEATING, CIELO TABLES, PRINCETON PLANTERS

CHILD & ADOLESCENT HIGH TOP TABLES & STOOLS

- HON FLOCK



Laminate: Absolute, Acajou



Tackboard Fabric: Cape Cod, Harwich

PRIVATE OFFICES

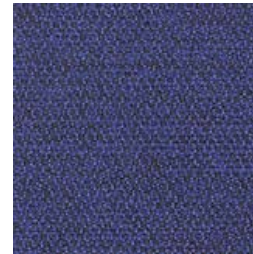
WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT

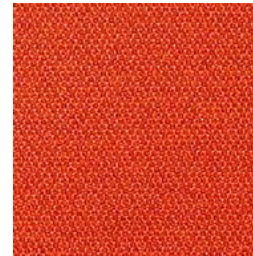


AIS MATRIX – FINISHES FOR 2ND FLOOR

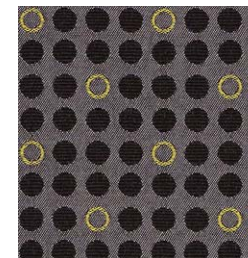
LAMINATE, PAINT, & FABRIC – SAME FOR ALL FLOORS



FIRST FLOOR FABRICS -
Accent Tiles: Infinity, Beyond
Ped Cushion: Knack, Brisk



SECOND FLOOR FABRICS -
Accent Tiles: Infinity, Papaya
Ped Cushion: Knack, Filament

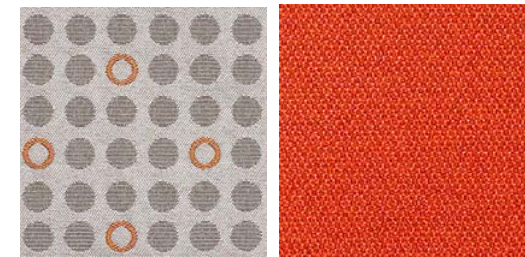
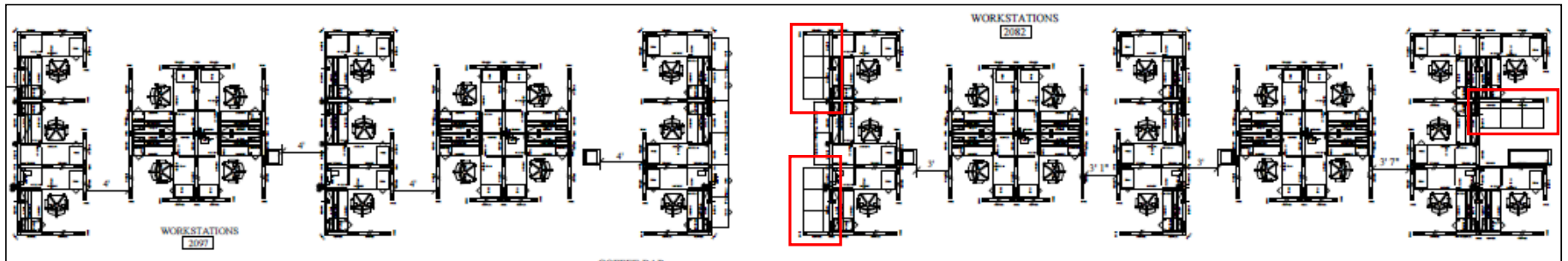


THIRD FLOOR FABRICS -
Accent Tiles: Infinity, Graphite
Ped Cushion: Knack, Carbon

WORKSTATIONS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT

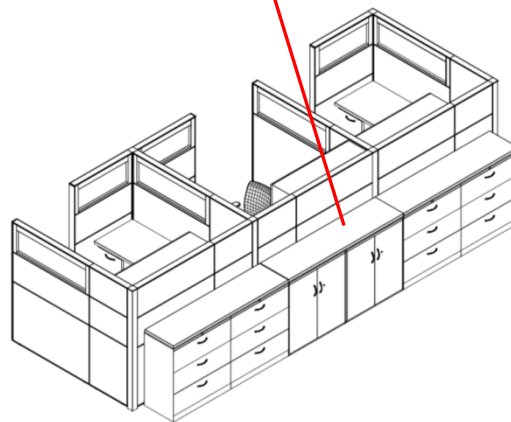
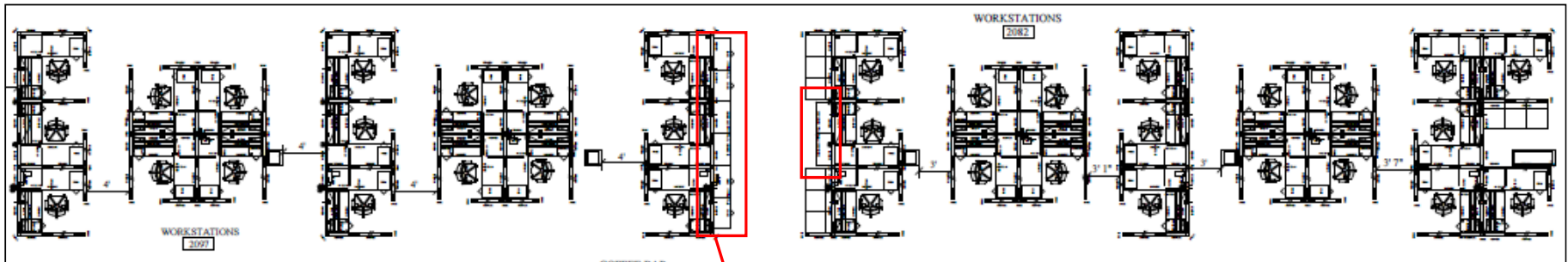


FABRIC BACK: Knack, Filament
FABRIC SEAT: Infinity, Papaya

AIS MATRIX

LEVEL 2: IDD WORKSTATIONS — SEATING & WORK AREAS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE



LEVEL 2: IDD WORKSTATIONS — WORK AREAS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT



AIS NATICK – TASK CHAIR
WITH UPHOLSTERED SEAT IN GRADE B FABRIC



ALL - FABRIC SEAT: Fuse, Lunar



HIGHMARK LYNX - ARMLESS CHAIRS
WITH UPHOLSTERED SEAT AND BACK

SILVER FRAME WITH BLACK GLIDES (LIKE PHOTO ON LEFT)



1ST FLOOR PRIVATE OFFICES – Seat/Back: Origin, Sapphire



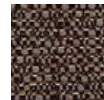
1ST FLOOR – Back: Origin, Sapphire
Seat: Aldan, Shadow



2ND FLOOR PRIVATE OFFICES – Seat/Back: Origin, Mikan



2ND FLOOR – Back: Origin, Mikan
Seat: Aldan, Shadow



3RD FLOOR PRIVATE OFFICES –
Seat/Back: Bangle, Suede



3RD FLOOR – Back: Bangle, Suede
Seat: Aldan, Shadow



3RD FLOOR – EXEC OFFICES
Seat/Back – Odyssey, Rue



BIG & TALL SEATING – HON ENDORSE
GRADE 2 TO MATCH UPHOLSTERY ON NATICK TASK CHAIR



TASK STOOL - HON ENDORSE
GRADE 2 TO MATCH UPHOLSTERY ON NATICK TASK CHAIR
QTY 3 – IN ROOM 2054



ALL - FABRIC SEAT: Fuse, Lunar

LEVEL 1, 2 AND 3: TASK & GUEST SEATING

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE



HON FLOCK – STOOLS AND HIGH TOP TABLES



STOOLS –
Knack, Filament



Table Tops –
Asian Sand

Table/Stool Bases – Silver
(As Shown in Photos)

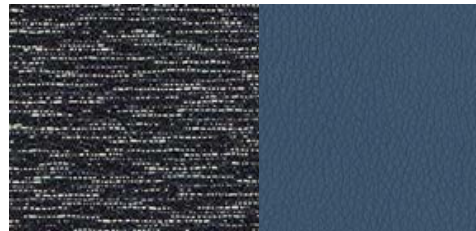
LEVEL 2: CHILD & ADOLESCENT WORKSTATIONS – HIGH TOP TABLES & STOOLS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT



ENCORE CLIPSE LOUNGE
&
ENCORE CIELO SIDE TABLE - ROUND



SEATING –
Back Only: Fuse, Azurean
Seat & Arms: Dillon, Ocean (Vinyl)



TABLES –
Iconic Maple Laminate

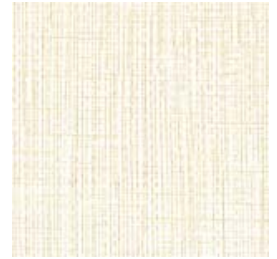
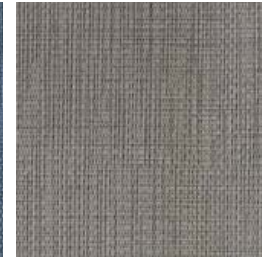
LEVEL 1 AND 3: LOUNGE AREAS & NURSING ROOM

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE



CAROLINA RULE OF THREE

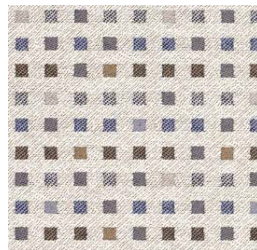
- ARM CAPS: BLACK RESIN
- UPHOLSTERED SEAT AND BACK
- CLEAN THRU DESIGN
- WALLSAVER DESIGN
- FIELD REPLACEABLE COMPONENTS



FIRST FLOOR – Mix of the Above Fabric & Vinyls (Amuse,Admiral/ Beeline,Tidal/ Beeline,Forge/ Beeline, Canvas)



SECOND FLOOR – Mix of the Above Fabric & Vinyls (Amuse,Alloy/ Beeline,Oriole/ Beeline,Forge/ Beeline, Canvas)



THIRD FLOOR – Back: Kinney,Glacier
Seat: Beeline,Eclipse

THIRD FLOOR – Back: Kinney,Steel
EXEC ONLY Seat: Solace,Mineral

LEVEL 1, 2 AND 3: WAITING AREAS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT



FIRST OFFICE APPLAUSE TABLES – TRAINING ROOMS

LEG STYLE – DEUCE CENTER LEG WITH CASTERS (SHOWN IN PHOTO ABOVE)

MIX OF STATIC TOPS AND FLIP-TOPS, AS NOTATED ON THE FLOOR PLANS
MIX OF POWERED & NON-POWERED, AS NOTATED ON THE FLOOR PLANS

3D LAMINATE EDGE



Square

- USED IN ALL TRAINING ROOMS

PVC EDGE



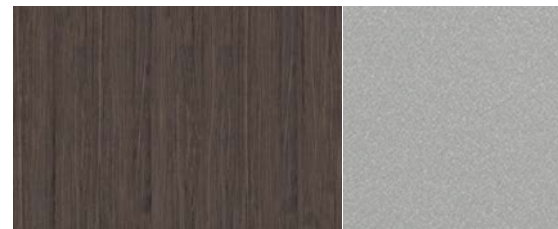
Square

- USED IN ALL OFFICES OR WORK AREAS
(2020, 2054, 2074, 3015)



SPECIAL-T - BAR HEIGHT TABLE BASES

- TO BE USED IN AREAS WITH STANDING HEIGHT TABLES
(2054, 3015)
- COLOR WILL MATCH OR COORDINATE WITH FIRST OFFICE
APPLAUSE TABLE BASES



TABLES –
Laminate Tops: Steel Grey Oak
Bases: Luster Grey

LEVEL 1, 2 AND 3: TRAINING & WORK ROOMS

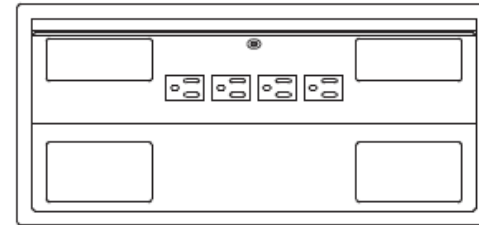
WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT



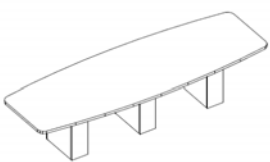
EACH POWERED TABLE TO INCLUDE 2 POWER UNITS, LIKE THE FOLLOWING:

4 TELECOM OPENINGS (Kit 1)



AIS COMPLETE TABLES – IN AREAS WHERE TABLES ARE TO BE STATIONARY, PER PLAN

- POWERED OR NON-POWERED PER NOTES ON FLOOR PLAN



- LAMINATE HOLLOW PANEL BASES USED FOR ALL TABLES THAT ARE POWERED (AS SEEN IN PHOTO ABOVE)



- METAL T-LEGS USED FOR ALL TABLES THAT ARE NON-POWERED



TABLES –
Laminate Tops: Absolute Acajou



FIRST OFFICE APPLAUSE TABLES
36x60
3D LAMINATE SQUARE EDGE
(4) ORB BASES – NO CASTERS

3D LAMINATE EDGE

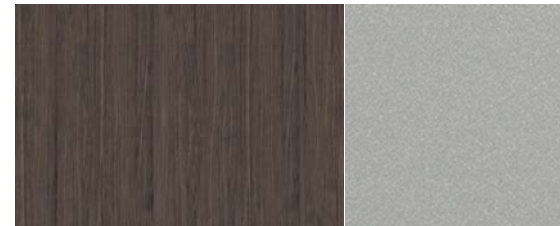


Square

BASE SHAPE



ORB



TABLES –
Laminate Tops: Steel Grey Oak
Bases: Luster Grey

LEVEL 1, 2 AND 3: TREATMENT ROOMS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT



CONFERENCE ROOMS

AIS NATICK

WILL BE ALL BLACK (FRAME AND SEAT) – LIKE PHOTO



TRAINING ROOMS

HIGHMARK TEN – UPH SEAT, POLY BACK,
4-LEG BASE W/CASTERS, ARMLESS



Poly Backs: Battleship Grey



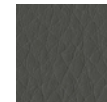
1st FL – Seats: Private Areas



2nd FL – Seats: Private Areas



3rd FL – Seats: Private Areas



ALL FLOORS – Seats: Public Areas

LEVEL 1, 2 AND 3: CONFERENCE ROOMS

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT

BOARDROOM TABLES - TBD



Our Showroom Model

HIGHMARK REVEL – HIGH BACK

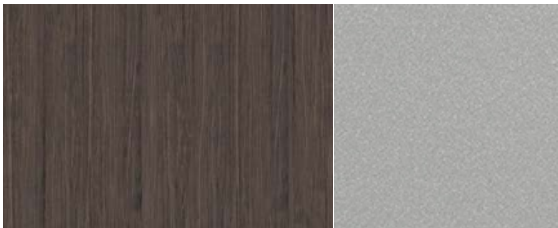
- AROUND BOARDROOM TABLES
- WITH SEAT SLIDER



SEATING: Aldan, Gravel
BASE: Black



FIRST OFFICE APPLAUSE TABLES



TABLES –
Laminate Tops: Steel Grey Oak
Bases: Luster Grey



ENCORE FLURRY
EIGHT (8) POLY COLORS
300LBS WEIGHT CAPACITY – CHAIR
350LBS WEIGHT CAPACITY - BARSTOOL
WALL SAVER LEG DESIGN



Mix of 3 Colors Shown

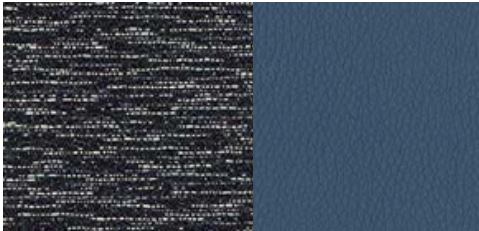
LEVEL 3: BREAKROOM

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

HANDOUT



ENCORE CLIPSE LOUNGE
&
ENCORE CIELO SIDE TABLE - ROUND



SEATING –
Back Only: Fuse, Azurean
Seat & Arms: Dillon, Ocean (Vinyl)



TABLES –
Iconic Maple Laminate



Laminate: Asian Night

GLOBAL PRINCETON PLANTERS
QTY 2 – TO SEPARATE SEATING GROUPS
IN BREAKROOM

LEVEL 1 AND 3: LOUNGE AREAS & NURSING ROOM

WORKSPACE RESOURCE
TRI-COUNTY BEHAVIORAL HEALTHCARE

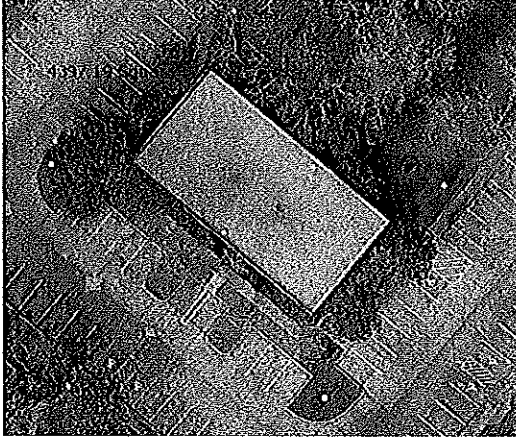
Agenda Item: Approve Replacement of Roof at Riverpointe Building #4 Committee: Business	Board Meeting Date September 22, 2016
Background Information: The roof at Riverpointe has been repaired a number of times but is to the point of needing a permanent replacement to prevent damage to the interior ceiling, walls and floors. The Management Team requests approval for the replacement of the roof at Riverpointe Building #4. Listed below are the bids received: <ul style="list-style-type: none"> • Will Cox Roofing – Cleveland, Texas – \$22,500.00 • 1st Choice Roofing – Tomball, Texas – \$28,600.00 • Swadley Roofing – Tomball, Texas – \$20,420.59 	
Supporting Documentation: Quotes and Warranty Information from Vendors will be Provided at the Board Meeting	
Recommended Action: Approve Replacement of Roof at Riverpointe Building #4	



Swadley Roof Systems LLC
17413 FM 2920 Suite O
Tomball, TX 77377
P: (832) 559-8463 F: (281) 201-4501

Roof Recover Proposal

9/1/2016



TriCounty MHMR

Att:

Kenny Anderson

Property Address:

1020 Riverwood Court Bldg

#4

Conroe, TX 77304

This proposal consists of installing a TPO Mechanically Attached Roofing System as outlined below up to 4,850SF (Including Walls):

Description of roof work

1. Remove and dispose of existing Ballast rock from roof
2. Remove and Dispose of Existing Coving Cap
3. Install 1 layer of ½" EPS Fanfold Insulation.
4. Apply the VersiWeld Mechanically Attached Roofing Membrane in strict Accordance with Manufacturer's specifications.
5. Adhere Membrane up wall and Cap with new Fabricated Coving
6. Install New Drain covers
7. Pipe flashings, and Drain flashings are included.
8. Install 1-way breather vent.
9. Disposal Fees and Delivery charges are included.

Membrane

Furnish VersiWeld .060" thick white reinforced TPO (Thermoplastic Polyolefin as needed to complete roofing system. Membrane Thickness over the reinforcing scrim (top-ply thickness) shall be nominal .024" thick.

Membrane Attachment

HPVX Plates 2- 3/8" diameter metal barbed fastening plates will be used in conjunction with HPVX (#15 Roof Screw)



Swadley Roof Systems LLC
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or HPVX-L (#21 Roof Screw) fasteners for membrane securement. Mechanically attach TPO in accordance with ASCE-7 into the substrate penetrating wood/metal substrate min 1".

HPVX fasteners: A heavy duty #15 threaded fastener with a Phillips-head used for membrane securement into steel, wood plank or minimum 15/32" thick plywood. Note: Pull test will be performed with a minimum of 425 psi to proceed with mechanically attached system.

Metal Edging and Membrane Terminations

Edges will be terminated using custom fabricated 24 ga Galvanized coping

Warranty

Provide manufacturer's 15 Year Material Warranty and a 10 year manufactures' no leak workmanship warranty.

STRUCTURAL MODIFICATIONS, PERMIT FEES OR DECK REPAIR ARE NOT INCLUDED IN THIS SCOPE AND MAY BE AN ADDITIONAL CHARGE.

WE PROPOSE TO FURNISH LABOR & MATERIAL TO ABOVE SPECIFICATIONS FOR THE SUM OF:
\$20,420.59 Plus state and local sales tax.

Daniel Swadley

DATE 9/1/2016

DATE _____

Customer Acceptance

DATE _____

Customer Acceptance

TERMS & CONDITIONS

THIS PROPOSAL MUST BE SIGNED AND SENT BACK IN ORDER FOR MATERIALS TO BE ORDERED AND FOR WORK TO BEGIN.

30% OF CONTRACT PRICE DUE UPON DELIVERY OF MATERIALS

35% OF CONTRACT PRICE DUE UPON 50% COMPLETION

REMAINING 35% OF CONTRACT PRICE IS DUE UPON SUBSTANTIAL COMPLETION

This proposal is valid for 30 days from contract date.

YOU MAY CANCEL THIS OFFER BEFORE ANY WORK IS STARTED, WITHOUT PENALTY OR OBLIGATION WITHIN THREE (3) BUSINESS DAYS FROM THE ABOVE ACCEPTANCE DATE.



Swadley Roof Systems LLC
17413 FM 2920 Suite O
Tomball, TX 77377
P: (832) 559-8463 F: (281) 201-4501

SWADLEY ROOF SYSTEMS LLC IS NOT RESPONSIBLE FOR DAMAGE CAUSED BY IMPROPER ORIGINAL CONSTRUCTION INCLUDING FRAMING, MASONRY, BRACING AND/OR ROOF DECKS. ANY ADDITIONAL WORK NOT LISTED ON THIS CONTRACT WILL BE AN ADDITIONAL CHARGE, AND WILL BE APPROVED BY CUSTOMER/HOMEOWNER BEFORE WORKS BEGINS. IT IS THE CUSTOMER'S RESPONSIBILITY TO COMPLY AND NOTIFY SWADLEY ROOF SYSTEMS LLC OF ANY DEED RESTRICTIONS/H.O.A. REQUIREMENTS.

CANCELLATION OF THIS AGREEMENT IS SUBJECT TO 15% FEE FOR SERVICES RENDERED BY SWADLEY ROOF SYSTEMS LLC, BEYOND THE SCOPE OF THE "FREE ROOF INSPECTION." THIS FEE IS CALCULATED AND BASED ON THE TOTAL SELLING PRICE DETERMINED AND APPROVED BY THE AGREEMENT OF THIS CONTRACT. THIS IS A LEGAL AND BINDING AGREEMENT GOVERNED BY THE LAWS OF THE STATE OF TEXAS.

***Swadley Roof Systems LLC warrants to the general contractor or homeowner their shingle/asphalt/cedar/TPO/tile roof will be free from defects in workmanship that may cause leakage or the loss of shingles. Swadley Roof Systems LLC will repair such problems, by supplying labor for a period specified on your contract. The warranty items are to be repaired only by Swadley Roof Systems LLC and the customer must notify Swadley Roof Systems LLC within seven days after the problem has been discovered. The warranty is nontransferable and Swadley Roof Systems LLC will not be liable for the roof or structural damage resulting from normal wear and tear, including but not limited to: ice damage, wind damage, acts of God, hailstorms or foreign objects. In addition, any fungus and/or mold, infestation, UV degradation, rust, or corrosion resulting in metal or wood decay will not be covered. This warranty is in lieu of all other expressed and implied warranties of merchantability and fitness for a particular purpose and is limited to the duration of the previously agreed time stated in the contract. Swadley Roof Systems LLC shall not be liable for any incidental, consequential, or special damages of any form. This includes damage to the interior or exterior of any building or replacement not authorized in writing or performed by Swadley Roof Systems LLC. To obtain services, the general contractor/homeowner must have their contract amount completely paid in full.*

TEXAS PROPERTY CODE, CHAPTER 27



Swadley Roof Systems LLC
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Tomball, TX 77377
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DISCLOSURE STATEMENT

(AS REQUIRED BY LAW)

THIS CONTRACT IS SUBJECT TO CHAPTER 27, PROPERTY CODE. THE PROVISIONS OF THAT CHAPTER MAY AFFECT YOUR RIGHT TO RECOVER DAMAGES ARISING FROM THE PERFORMANCE OF THIS CONTRACT AND THAT DEFECT HAS NOT BEEN CORRECTED THROUGH NORMAL WARRANTY SERVICE, YOU MUST PROVIDE NOTICE REGARDING THE DEFECT TO THE CONTRACTOR BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, NOT LATER THAN THE 60TH DAY BEFORE YOU FILE SUIT TO RECOVER DAMAGES IN A COURT OF LAW. THE NOTICE MUST REFER TO CHAPTER 27, PROPERTY CODE, AND MUST DESCRIBE THE CONSTRUCTION DEFECT. IF REQUESTED BY THE CONTRACT, YOU MUST PROVIDE THE CONTRACTOR AN OPPORTUNITY TO INSPECT AND CURE THE DEFECT PRIOR TO ANY CLAIM OR SUIT, AS PROVIDED BY SECTION 27.004, PROPERTY CODE.

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

Invitation to Bid

Location : 1020 Riverwood Ct. – Bldg #4
Conroe, TX 77304

August 24, 2016

Company Name : 1st Choice Roofing + Construction
Address: 9421 FM 2920 Tomball, Tx 77375
Telephone: 281-378-2431
Fax: 281-516-2277

Please provide a bid for the following scope of work: Roof Replacement - Remove Original Roofing Followed by Overlaying with TPO.

1. Note: Single story commercial building, flat gravel roof at 4400 sq ft.
2. Remove original roof and existing cap metal
3. Overlay one layer of 1/2" EPS fanfold recovery board to deck with screws and plates
4. Install a 60 mil TPO or comparable Energy Star PVC secured to deck with screws and plates
5. Discard existing cap metal and turn new roofing up the parapet walls and over the top
6. Install new metal cap – to be 24 gauge galvanized metal
7. Install drain inserts at existing drains
8. Install flashing over all roof penetrations
9. Clean up and remove all debris from site.

Interested Bidders to Provide:

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

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

Please submit all bids to the attention of Kenneth Anderson or Karen McCombs with the Tri-County MHMR Maintenance department by **5:00 September 2, 2016**. Bids should be faxed to (936) 756-8403. If you have any questions, contact Kenneth Anderson – Maintenance Manager

at (936) 521-6160 or mobile (936) 828-6575 – or Karen McCombs – MTS Support Services Assistant at (936) 521-6161. After selected bid has been awarded, contractor will immediately be notified for scheduling and details. **Tri-County Behavioral Healthcare reserves the right to refuse any and all bids, in full or in part.**

Bid Price: See attached

Signature: _____

A black rectangular box redacting the signature of the contractor.

**Customer:**

Tri County Services
1020 Riverwood Ct.
Conroe, TX 77305

Property:

Tri County Services
1020 Riverwood Ct.
Conroe, TX 77305

INTRODUCTION

Thank you for giving 1st Choice Roofing & Construction the opportunity to submit the following roof installation proposal at the above referenced site. The attached proposal includes the necessary labor and material for the outlined scope of work and exclusions described below. At 1st Choice Roofing & Construction we take great pride in our customer service, superior workmanship and quality assurance. Our reputation in the industry has been developed by providing our customers with the highest quality roof systems and workmanship available through our experienced roof technicians and supervisors. We sincerely appreciate this opportunity to work with you.

SCOPE OF WORK:**Job Specifics:**

- Workers shall be on the job site 8-10 hours per day and work hours will be from 7:00 am till dusk.
- We request that a pre-job meeting be held between 1st Choice Roofing & Construction Quality Control Administrators and designated contact person(s) to review and coordinate issues related to the commencement of work, staging areas for equipment and materials, daily parking, etc.

Safety & Work Ethic:

- All workers shall wear labeled shirts while on premises for fast identification and professional appearance.
- OSHA fall protection guidelines will be followed throughout the course of the project including a perimeter warning lines safety systems and any personnel anchorage necessary to complete the project.
- OSHA approved personal protective equipment will be worn at all times while working.
- All workers shall be respectful in every way of customer and property while working on the premises.
- A supervisor will be at the job site at all times to direct work and maintain quality control.
- A phone will be kept on site at all times to contact project manager of job related issues.
- Safety tape and rope barriers shall be used to surround dumpsters and other staging areas to protect the safety of all residents and/or customers.
- Prior to leaving the job site at the end of the day, the work area will be left in a presentable fashion including clearing trash and debris from area and staging materials and equipment in appropriate places.

ROOFING

Versico Full System, 60 MIL White TPO Reinforced Membrane, Mechanically Attach, Full Tear Off, Modified Membrane, 1/2" FF

1020 RiverWood Court Building #4

- 1.) Remove existing loose gravel from roof
- 2.) Remove existing metal coping from parapet walls
- 3.) Remove/ tear off existing gravel built up roof taking it down to the decking
- 4.) Mechanically attach 1/2" EPS Fanfold as recovery board per manufactures specifications
- 5.) Mechanically attach Versico 60 Mil TPO membrane to field and fully adhere membrane to walls in strict accordance of manufactures specifications
- 6.) Versico 60 Mil TPO membrane and Versico pre-fabricated accessories will be utilized
- 7.) Flash all curbs, penetrations, and walls in strict accordance of manufactures specifications
- 8.) Provide and install two Versico retro fit drain assemblies
- 9.) Terminate at edge detail per manufactures specifications
- 10.) Provide and install new 24 Ga. Galvalum coping on parapet walls
- 11.) Provide 20 Yr. Manufacturer Material Warranty
- 12.) Provide 5 Yr., No Leak, Workmanship Warranty
13. Roofing system meets Energy Star rating and is in accordance with building code
- 14.) All construction debris will be removed from the job site and properly disposed of
- 15.) All work performed will be in strict accordance with manufacture's specifications
- 16.) Structural modifications are not included in this scope of work and may be additional cost if necessary

PRICING

Date: 9/1/16

We hereby propose to furnish all supervision, labor and materials complete in accordance with the above specifications for the amounts listed below:

Base Bid:

Acceptance Signature: _____ **Total Proposed Base Cost \$28,600.00**

Option1.) Upgrade to Versico white 80 Mil puncture resistant membrane (30 Yr. Material Warranty)

Acceptance Signature: _____ **Total Option Cost \$ 3,300.00**

Option 2.) Provide 20 Yr. (NDL) Full System Manufacturers Warranty.

Acceptance Signature: _____ **Total Option Cost \$ 1,250.00**

In consideration of the faithful performance of the covenants and agreements herein to the full satisfaction and acceptance of the owner, owner agrees to pay the contractor the sum of:

Total \$ _____

8.25% Tax \$ _____

Total Contract Amount \$ _____

Acceptance Signature _____ Date _____

EXCLUSIONS

Asbestos Exclusion:

- Unless noted otherwise, the scope of work shall not include identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances.

Mechanical Exclusion

- Any mechanical work required to meet local building code requirements or to allow accessibility for the installation of the new roof system is not included in the proposal and will be the responsibility of the building owner. Such work may include the installation of HVAC hurricane stands, new unit curbs, roof top unit disconnection and reconnection, plumbing, electrical and etc.

Electrical Exclusion

- Any existing electrical lines or electrical connections which may need to be moved or disconnected at the time of roof installation will be the responsibility of the building owner.

Gas Lines Exclusions

- Any existing gas lines which may need to be raised, replaced, disconnected and reconnected at time of the roof installation will be the responsibility of the building owner.

Misc. Exclusions

- No interior protection or clean up included. Company shall not be responsible for any damage incurred (a) due to nail or screws penetrating the roof deck, (b) anything secured or attached to the roof deck, joists or (c) any other roofing structure member, which becomes loose, unsecured or falls as a result of the roofing operations of the company.
- The following items are not included in this proposal unless otherwise specifically stated in writing: repairs to the roof deck, installation of wood or cant strips, roof drains, repairs or alteration to the building other than the roof, identification, abatement and/or removal of asbestos containing or toxic material, or work preparatory or incidental to these items.
- This proposal does not include identification, abatement and/or removal of asbestos containing or toxic material, or work preparatory or incidental to these items.

Customer's Responsibilities

Owner warrants that all the buildings are suitable to receive the improvements disclaimer- contractor is a roofing, water proofing and sheet metal contractor.

However, contractor is not an engineer, architect or other design professional and make no representation with regard to the condition of the deck system or any other portion of the project not within the contractor's scope of work. Accordingly, contractor disclaims any warranties, both express and implied, as to any portion of the project not within the contractor's scope of work.

The owner shall reserve the right to request alternation or deviations in the scope of work in this agreement. The contractor shall submit an itemized estimate within 10 days of any cost changes that may occur due to the alteration or deviation. All changes requested must be code approved.

Each of the parties hereto agrees and represents that this agreement comprises the full and entire agreement of understanding of any nature concerning the same has entered into or will be recognized and that all negotiations, acts, work performed, or payments made prior to the execution hereof shall be deemed superseded by the agreement. The owner(s) shall not make any alteration, additions to or deletions from the content of this agreement, before signing and returning it, but if her takes exception to any of the contents of the agreement, he shall promptly notify contractor in writing so that differences can be resolved in legal form by contractor.

Should the owner/contractor elect not to secure the services of 1st Choice Roofing & Construction to perform all of the required maintenance items, at or above the roof level, as outlined in 1st Choice Roofing & Construction specifications, or as recommended in future correspondence, the expressed warranties regarding said maintenance items should be considered void. If maintenance or other work on the roof is completed by other not authorized by 1st Choice Roofing & Construction, the contract documents and any expressed warranties shall be considered null and void.

Prior to the owner(s) or owner's representative issuing any back charges to 1st Choice Roofing & Construction, the owner must first deliver three (3) competitive bids to 1st Choice Roofing & Construction, before any monies are rendered.

Additional expenditures (if any) arising due to building inspectors inspections that are not part of contractor's scope of work (wood trim painting, gutter replacements, additional drainage provisions, elimination of ponding water, additional wood blocking, additional fastening) shall be paid by owner.

Standard Conditions

- Insurance Coverage: We include the following coverage amount in our proposal :

> A. General Liability	Each Occurrence	\$2,000,000
Damage to rented	\$50,000	
Personal & Adv Injury	\$1,000,000	
General Aggregate	\$2,000,000	
Products-Comp/OP/AGG	\$1,000,000	
• B. Automobile Liability	Each Accident	\$1,000,000
• C. Workmen's Compensation	Each Accident	\$1,000,000

- Asbestos Disclaimer: Unless noted otherwise, the scope of work shall not include identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances. If encountered, this contractor shall have the right to discontinue work and remove employees from the jobsite until such products or materials and any hazards connected therewith, are located and abated, encapsulated or removed, or it is determined that no hazards exist. 1st Choice Roofing & Construction will cooperated with all parties to mitigate the effects of asbestos discovery on the cost of the project, however 1st Choice Roofing & Construction shall receive an extension of time to complete the work hereunder and reserve the right for compensation resulting from delays as a result of such situation and correction.
- Payment Terms: Contractor shall be paid the contract price upon the following schedule:
 - > 10% due upon signing
 - > 40% due upon commencement
 - > 30% due upon 50% completion
 - > 15% due upon substantial completion
 - > 5% due upon final inspection and warranty issue
 - > Proposal Guarantee: This quotation shall remain valid for a period of thirty (30) calendar days from the date indicated, beyond which all prices may be subject to change.

An annual interest charge of 18% will be applied to any unpaid principle amount 30-days past due unless otherwise specified. The owner is responsible for collection fees.

Contractors shall comply with fire, safety and security regulations.

The contractor will be careful not to clog gutter, headers and down spouts. 1st Choice Roofing & Construction shall not be responsible for these items if they are clogged, since the buildup of debris in these areas over the years could be substantial. All drains shall be checked prior to commencement of project.

All debris shall be removed from the premises at periodic intervals during the progress of work and immediately following completion.

If any buildings or units have been leaking and visible water damage is present then the owner or owner's insurance shall be responsible for damages caused by water intrusion caused by the existing condition of the roof.

1st Choice Roofing & Construction is not responsible for building movement, natural disasters, or ponding water damages. Contractor shall not be responsible for damage cause either during or after the scope of work is completed, by unforeseen violent weather, including but not limited to hurricanes, tornadoes, flood, hail or sleet. 1st Choice Roofing & Construction shall be responsible for securing materials and equipment in the event of a storm. Contractor shall perform all roofing work in such a manner as to protect the building against leakage

1st Choice Roofing & Construction - 9421 FM 2920 Bldg 17A , Tomball , TX 77375
1stchoiceroofs.com
p: 281.378.2431 f: 281.516.2277

HANDOUT

during the completion of the roofing project.

1st Choice Roofing & Construction shall not be responsible for unforeseen damage to the deck or any items unseen or unsecured by unit owners before tearing off roofing system.

Terms & Conditions: This proposal agreement is subject to the terms, conditions and instructions appearing on the face hereof and the attached page. Note: This proposal may be withdrawn by 1st Choice Roofing & Construction if not accepted within 10 days.

Authorized Representative

Signature _____ Date _____

<p>Agenda Item: Repair Water Damage Throughout 7045 Highway 75 South, Huntsville, Texas</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>										
<p>Background Information:</p> <p>The Huntsville location has sustained water damage over the years. We recently had the building and roof inspected to ensure that all leaks in the roof have been repaired adequately before we do the actual clean-up work on the inside.</p> <p>We will do the clean-up in two different phases to ensure that the location is still able to operate all of the programs without being displaced entirely from the building.</p> <p>Preliminary estimates are as follows:</p> <table data-bbox="207 779 906 940"> <tr> <td>• Building Cleanup</td><td>\$48,286</td></tr> <tr> <td>• Clearance Testing</td><td>\$ 7,500</td></tr> <tr> <td>• Carpet Estimate</td><td>\$15,000</td></tr> <tr> <td>• Sheetrock Cleanup</td><td>\$ 5,000</td></tr> <tr> <td>Total Estimate</td><td>\$75,786</td></tr> </table> <p>The nature of this project leaves many unknown variables so we are asking for a not to exceed price of \$100,000.</p>		• Building Cleanup	\$48,286	• Clearance Testing	\$ 7,500	• Carpet Estimate	\$15,000	• Sheetrock Cleanup	\$ 5,000	Total Estimate	\$75,786
• Building Cleanup	\$48,286										
• Clearance Testing	\$ 7,500										
• Carpet Estimate	\$15,000										
• Sheetrock Cleanup	\$ 5,000										
Total Estimate	\$75,786										
<p>Supporting Documentation:</p> <p>Project Scope will be Provided at the Board Meeting</p>											
<p>Recommended Action:</p> <p>Repair Water Damage Throughout 7045 Highway 75 South, Huntsville, Texas at a Price Not to Exceed \$100,000</p>											

<p>Agenda Item: Approve DSHS Co-Occurring Mental Health and Substance Abuse Services Contract #2016-048317-003</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>Tri-County contracts with the Department of State Health Services (DSHS) 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.</p> <p>There were a series of small changes to contract language around referral priority for injecting users or pregnant women and other administrative processes, but none of the changes are deemed to be significant for program operations.</p> <p>There continues to be a need for these services in the community and staff recommends approval of this contract.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve DSHS Co-Occurring Mental Health and Substance Abuse Services Contract #2016-048317-003</p>	

<p>Agenda Item: Approve DSHS Youth Treatment Services Contract #2016-048317-004</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>Tri-County contracts with the Health and Human Services Commission to provide Youth Outpatient Substance Abuse Services at our Riverpoint facility.</p> <p>The rate for Group Counseling went from \$18 per unit to \$28, but the contract only increased by \$317. Most of the services provided to youth are covered by the youth's Medicaid, so we don't often bill the contract for the services we provide and, as a result, the total value of the contract is not a factor. We are hopeful that the new Group Counseling rate will allow for additional billing for the kids who do not have insurance.</p> <p>There continues to be a need for these services in the community and staff recommends approval of this contract.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve DSHS Youth Treatment Services Contract #2016-048317-004</p>	

<p>Agenda Item: Approve FY 2017 ICF/IID Services Contract with Educare Community Living Corporation</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>Tri-County Behavioral Healthcare (Tri-County) is in the process of working with a consultant to sell the Intermediate Care Facility (ICF/IID) Licenses. Tri-County owns the eight homes associated with these licenses: three homes in Montgomery County, four in Liberty County and one in Walker County. Until the sale is finalized, Educare Community Living Corporation (Educare) has agreed to continue as the provider of these services under contract with Tri-County. We are unsure of the details regarding the purchase or timeline but will keep the Board up to date as more information is available.</p> <p>Tri-County and Educare staff have agreed upon language for the FY 2017 contract period with minor adjustments. This contract was developed by Jackson Walker and the changes have been reviewed by Educare.</p>	
<p>Supporting Documentation:</p> <p>Contract Available for Review at the Board Meeting</p>	
<p>Recommended Action:</p> <p>Approve the FY 2017 ICF/IID Services Contract with Educare Community Living Corporation</p>	

<p>Agenda Item: Reappoint Tri-County's Consumer Foundation Board of Directors</p> <p>Committee: Business</p>	<p>Board Meeting Date</p> <p>September 22, 2016</p>
<p>Background Information:</p> <p>Tri-County's Consumer Foundation Board of Directors will set the Foundation's policies, communicate with donors and potential donors, manage donations, and attend quarterly Board meetings. The Board of Directors will give a verbal update to the Tri-County Board of Trustees at their annual Board meetings.</p> <p>Ms. Patti Atkins and Ms. Madeline Brogan have both agreed to serve an additional two-year term which will expire on August 31, 2018.</p>	
<p>Supporting Documentation:</p> <p>None</p>	
<p>Recommended Action:</p> <p>Reappoint Patti Atkins and Madeline Brogan to Tri-County's Consumer Foundation Board of Directors for an Additional Two-Year Term Expiring on August 31, 2018</p>	

Agenda Item: Review August 2016 Preliminary Financial Statements Committee: Business	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: August 2016 Preliminary Financial Statements	
Recommended Action: Review of August 2016 Preliminary Financial Statements – For Information Only	

Preliminary August 2016 Financial Summary

Revenues for August 2016 were \$2,631,881 and operating expenses were \$2,615,899 resulting in a gain in operations of \$15,982. Capital Expenditures and Extraordinary Expenses for August were \$133,697 resulting in a loss of \$117,715. Total revenues were 110.14% of the monthly budgeted revenues and total expenses were 127.46% of the monthly budgeted expenses.

Year to date revenues are \$32,480,897 and operating expenses are \$29,173,597 leaving excess operating revenues of \$3,307,300. YTD Capital Expenditures and Extraordinary Expenses are \$2,959,555 resulting in a gain YTD of \$347,745. Total revenues are 100.36% of the YTD budgeted revenues and total expenses are 100.81% of the YTD budgeted expenses

REVENUES

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
Medicare Regular – Title XVII	73,166	98,268	74.45%	25,102
Medicaid – Regular – Title XIX	570,325	581,045	98.15%	10,720

Medicare and Medicaid Regular – Both of these line items are under budget due to credentialing that was not approved on one prescriber within the allotted time frame which resulted in a large amount being written off.

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
Building Repairs & Maint	284,834	265,966	107.09%	18,868
Contract EduCare	2,057,220	2,018,444	101.92%	38,776
Contract Hospital - Adult	1,448,223	1,262,256	114.73%	185,967
Contract Hospital - Child	164,900	150,450	109.60%	14,450
Contract Clinical	861,916	799,166	107.85%	62,750
Contract Services-Foster Care	764,921	753,619	101.49%	11,302
Supplies - Program	70,333	49,782	141.28%	20,551
Training	69,695	47,070	148.06%	22,625

Building Repairs & Maintenance – This line item reflects numerous air conditioning units that needed to be replaced at year end causing this line item to be over budget.

Contract EduCare – This is a cost reimbursement program. Over the past year we have had a large amount of Medicaid back billing pending. In August, we received the back billing revenue which is offset by the expense side being paid to EduCare.

Contract Hospital – Adult – This line item has continued to sky rocket over the summer months. The estimated expense amount did not cover the actual hospital expenditures. This is a line item that we will have to monitor very closely throughout FY 2017.

Contract Hospital – Child – This line item shows the actual expenditures for the Contract Hospital – Children’s side. This has been a trend over the past couple of fiscal years. We will continue to monitor this line item closely throughout FY 2017.

Contract Clinical – This line item reflects the use of contract doctors seeing clients in the hospital. We have a decrease in the payroll salary and fringe expense lines that offset this part of the increased expense.

Contract – Foster Care – This line item shows additional expense for the HCS Foster Care program. This expense is offset by an increase in HCS revenue.

Supplies – Program – This expense is coming in higher than budgeted due to Substance Abuse and Veterans contracts using remaining budgeted allowances for supplies.

Training – Tri-County invested in an employee training program with Strategic Solutions Leadership Development that begun just as the fiscal year was coming to a close. There was a miscommunication regarding the start-up date being in FY 2016.

TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended August 31, 2016
Preliminary

	TOTALS COMBINED FUNDS August 2016	TOTALS COMBINED FUNDS July 2016	Increase (Decrease)
ASSETS			
CURRENT ASSETS			
Imprest Cash Funds	2,985	2,985	-
Cash on Deposit-General Fund	4,491,197	6,028,361	(1,537,164)
Cash on Deposit-Debt Fund			-
Accounts Receivable	1,699,370	1,688,945	10,426
Inventory	6,455	6,825	(370)
TOTAL CURRENT ASSETS	6,200,008	7,727,116	(1,527,108)
FIXED ASSETS	8,577,947	8,577,947	-
OTHER ASSETS	60,525	24,137	36,389
TOTAL ASSETS	\$ 14,838,479	\$ 16,329,199	\$ (1,490,719)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	815,510	918,529	(103,019)
NOTES PAYABLE	549,129	549,129	-
DEFERRED REVENUE	(178,858)	1,060,046	(1,238,904)
LONG-TERM LIABILITIES FOR			
Line of Credit - Tradition Bank	429,919	450,168	(20,249)
Note Payable Prosperity Bank	606,132	618,926	(12,794)
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	347,745	465,460	(117,715)
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service	(1,036,051)	(1,069,094)	33,043
Reserved for Debt Retirement	963,631	963,631	-
COMMITTED			
Net Assets-Property and Equipment	8,577,947	8,577,947	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	(0)	(0)	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	516,833	516,833	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	74,000	67,833	6,167
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(549,129)	(549,129)	-
UNASSIGNED			
Unrestricted and Undesignated	1,169,150	1,206,400	(37,250)
TOTAL LIABILITIES/FUND BALANCE	\$ 14,838,479	\$ 16,329,199	\$ (1,490,721)

TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended August 31, 2016
Preliminary

	General Operating Funds	Memorandum Only Final August 2015
ASSETS		
CURRENT ASSETS		
Imprest Cash Funds	2,985	3,165
Cash on Deposit-General Fund	4,491,197	5,928,627
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	1,699,370	1,657,209
Inventory	6,455	9,877
TOTAL CURRENT ASSETS	6,200,008	7,598,878
FIXED ASSETS	8,577,947	7,091,888
OTHER ASSETS	60,525	49,749
	\$ 14,838,479	\$ 14,740,515
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	815,510	1,103,286
NOTES PAYABLE	549,129	549,129
DEFERRED REVENUE	(178,858)	(889,779)
LONG-TERM LIABILITIES FOR		
Line of Credit - Tradition Bank	429,919	670,521
Note Payable Prosperity Bank	606,132	757,743
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	347,745	(1,065,136)
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt service-Restricted	(1,036,051)	(1,428,264)
Reserved for Debt Retirement	963,631	963,631
COMMITTED		
Net Assets-Property and Equipment-Committed	8,577,947	7,091,887
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	(0)	2,136,013
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	516,833	516,833
ASSIGNED		
Reserved for Workers' Compensation-Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	74,000	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(549,129)	(549,129)
UNASSIGNED		
Unrestricted and Undesignated	1,169,150	2,331,257
TOTAL LIABILITIES/FUND BALANCE	\$ 14,838,479	\$ 14,740,515

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended August 2016
and Year To Date as of August 2016
Preliminary

INCOME:	MONTH OF August 2016	YTD August 2016
Local Revenue Sources	165,163	3,532,876
Earned Income	1,297,130	14,113,594
General Revenue-Contract	1,169,588	14,834,426
TOTAL INCOME	\$ 2,631,881	\$ 32,480,897
EXPENSES:		
Salaries	1,309,040	16,008,766
Employee Benefits	214,656	3,082,663
Medication Expense	58,197	702,989
Travel-Board/Staff	45,377	476,733
Building Rent/Maintenance	39,136	307,501
Consultants/Contracts	661,888	5,986,902
Other Operating Expenses	287,603	2,608,042
TOTAL EXPENSES	\$ 2,615,899	\$ 29,173,597
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 15,982	\$ 3,307,300
CAPITAL EXPENDITURES		
Capital Outlay-FF&E, Automobiles, Building	88,143	2,509,984
Capital Outlay-Debt Service	45,554	449,572
TOTAL CAPITAL EXPENDITURES	\$ 133,697	\$ 2,959,555
GRAND TOTAL EXPENDITURES	\$ 2,749,596	\$ 32,133,152
Excess (Deficiency) of Revenues and Expenses	\$ (117,715)	\$ 347,745

Debt Service and Fixed Asset Fund:		
Debt Service	45,554	449,572
Excess(Deficiency) of revenues over Expenses	45,554	449,572

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of August 2016
Preliminary

	YTD August 2016	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	3,532,876	3,469,755	63,121
Earned Income	14,113,594	13,994,571	119,023
General Revenue-Contract	14,834,426	14,898,963	(64,537)
TOTAL INCOME	\$ 32,480,897	\$ 32,363,289	\$ 117,608
EXPENSES:			
Salaries	16,008,766	16,049,781	(41,015)
Employee Benefits	3,082,663	3,072,839	9,824
Medication Expense	702,989	702,000	989
Travel-Board/Staff	476,733	469,752	6,981
Building Rent/Maintenance	307,501	287,485	20,016
Consultants/Contracts	5,986,902	5,727,733	259,169
Other Operating Expenses	2,608,042	2,535,441	72,601
TOTAL EXPENSES	\$ 29,173,597	\$ 28,845,031	\$ 328,566
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 3,307,300	\$ 3,518,258	\$ (210,958)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	2,509,984	2,594,610	(84,626)
Capital Outlay-Debt Service	449,572	436,215	13,357
TOTAL CAPITAL EXPENDITURES	\$ 2,959,555	\$ 3,030,825	\$ (71,270)
GRAND TOTAL EXPENDITURES	\$ 32,133,152	\$ 31,875,856	\$ 257,296
Excess (Deficiency) of Revenues and Expenses	\$ 347,745	\$ 487,433	\$ (139,688)

Debt Service and Fixed Asset Fund:

Debt Service	449,572	436,215	13,357
Excess(Deficiency) of revenues over Expenses	449,572	436,215	13,357

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended August 2016
Preliminary

INCOME:	MONTH OF August 2016	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	165,163	140,038	25,125
Earned Income	1,297,130	1,007,774	289,356
General Revenue-Contract	1,169,588	1,241,776	(72,188)
TOTAL INCOME	\$ 2,631,881	\$ 2,389,588	\$ 242,293
EXPENSES:			
Salaries	1,309,040	1,167,075	141,965
Employee Benefits	214,656	211,703	2,953
Medication Expense	58,197	59,212	(1,015)
Travel-Board/Staff	45,377	59,110	(13,733)
Building Rent/Maintenance	39,136	25,944	13,192
Consultants/Contracts	661,888	425,754	236,134
Other Operating Expenses	287,603	150,368	137,235
TOTAL EXPENSES	\$ 2,615,899	\$ 2,099,166	\$ 516,733
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 15,982	\$ 290,422	\$ (274,440)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	88,143	7,557	80,586
Capital Outlay-Debt Service	45,554	50,560	(5,006)
TOTAL CAPITAL EXPENDITURES	\$ 133,697	\$ 58,117	\$ 75,580
GRAND TOTAL EXPENDITURES	\$ 2,749,596	\$ 2,157,283	\$ 592,313
Excess (Deficiency) of Revenues and Expenses	\$ (117,715)	\$ 232,305	\$ (350,020)

Debt Service and Fixed Asset Fund:

Debt Service	45,554	50,560	(5,006)
Excess(Deficiency) of revenues over Expenses	45,554	50,560	(5,006)

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With August 2015 Comparative Data
Year to Date as of August 2016
Preliminary

INCOME:	YTD August 2016	YTD August 2015	Increase (Decrease)
Local Revenue Sources	3,532,876	2,127,120	1,405,756
Earned Income	14,113,594	12,609,573	1,504,021
General Revenue-Contract	14,834,426	14,291,798	542,628
TOTAL INCOME	\$ 32,480,897	\$ 29,028,491	\$ 3,452,406
EXPENSES:			
Salaries	16,008,766	14,862,848	1,145,918
Employee Benefits	3,082,663	2,905,937	176,726
Medication Expense	702,989	578,189	124,800
Travel-Board/Staff	476,733	442,904	33,829
Building Rent/Maintenance	307,501	359,545	(52,044)
Consultants/Contracts	5,986,902	5,490,280	496,622
Other Operating Expenses	2,608,042	2,430,150	177,892
TOTAL EXPENSES	\$ 29,173,597	\$ 27,069,853	\$ 2,103,744
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 3,307,300	\$ 1,958,638	\$ 1,348,662
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	2,509,984	1,152,316	1,357,668
Capital Outlay-Debt Service	449,572	295,602	153,970
TOTAL CAPITAL EXPENDITURES	\$ 2,959,555	\$ 1,447,918	\$ 1,511,637
GRAND TOTAL EXPENDITURES	\$ 32,133,152	\$ 28,517,771	\$ 3,615,381
Excess (Deficiency) of Revenues and Expenses	\$ 347,745	\$ 510,720	\$ (162,975)

Debt Service and Fixed Asset Fund:

Debt Service	449,572	295,602	153,970
Excess(Deficiency) of revenues over Expenses	449,572	295,602	153,970

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With August 2015 Comparative Data
For the Month Ended August 2016
Preliminary

INCOME:	MONTH OF August 2016	MONTH OF August 2015	Increase (Decrease)
Local Revenue Sources	165,163	462,390	(297,227)
Earned Income	1,297,130	1,184,323	112,807
General Revenue-Contract	1,169,588	1,178,313	(8,725)
TOTAL INCOME	\$ 2,631,881	\$ 2,825,026	\$ (193,145)
Salaries	1,309,040	1,288,685	20,355
Employee Benefits	214,656	155,993	58,663
Medication Expense	58,197	54,622	3,575
Travel-Board/Staff	45,377	37,949	7,428
Building Rent/Maintenance	39,136	38,844	292
Consultants/Contracts	661,888	537,331	124,557
Other Operating Expenses	287,603	235,182	52,421
TOTAL EXPENSES	\$ 2,615,899	\$ 2,348,606	\$ 267,293
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 15,982	\$ 476,420	\$ (460,438)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	88,143	439,369	(351,226)
Capital Outlay-Debt Service	45,554	35,322	10,232
TOTAL CAPITAL EXPENDITURES	\$ 133,697	\$ 474,691	\$ (340,994)
GRAND TOTAL EXPENDITURES	\$ 2,749,596	\$ 2,823,297	\$ (73,701)
Excess (Deficiency) of Revenues and Expenses	\$ (117,715)	\$ 1,729	\$ (119,444)

Debt Service and Fixed Asset Fund:

Debt Service	45,554	35,322	10,232
Excess(Deficiency) of revenues over Expenses	45,554	35,322	10,232

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With July 2016 Comparative Data
For the Month Ended August 2016
Preliminary

INCOME:	MONTH OF August 2016	MONTH OF July 2016	Increase (Decrease)
Local Revenue Sources	165,163	165,222	(60)
Earned Income	1,297,130	1,161,620	135,511
General Revenue-Contract	1,169,588	1,155,498	14,089
TOTAL INCOME	\$ 2,631,881	\$ 2,482,340	\$ 149,540
EXPENSES:			
Salaries	1,309,040	1,335,947	(26,907)
Employee Benefits	214,656	261,613	(46,957)
Medication Expense	58,197	55,965	2,232
Travel-Board/Staff	45,377	38,364	7,013
Building Rent/Maintenance	39,136	19,423	19,714
Consultants/Contracts	661,888	520,473	141,415
Other Operating Expenses	287,603	200,437	87,166
TOTAL EXPENSES	\$ 2,615,899	\$ 2,432,222	\$ 183,676
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 15,982	\$ 50,118	\$ (34,136)
CAPITAL EXPENDITURES			
Capital Outlay-FF&E, Automobiles	88,143	59,235	28,909
Capital Outlay-Debt Service	45,554	40,999	4,555
TOTAL CAPITAL EXPENDITURES	\$ 133,697	\$ 100,233	\$ 33,464
GRAND TOTAL EXPENDITURES	\$ 2,749,596	\$ 2,532,456	\$ 217,140
Excess (Deficiency) of Revenues and Expenses	\$ (117,715)	\$ (50,115)	\$ (67,600)

Debt Service and Fixed Asset Fund:

Debt Service	45,554	40,999	4,555
Excess(Deficiency) of revenues over Expenses	45,554	40,999	4,555

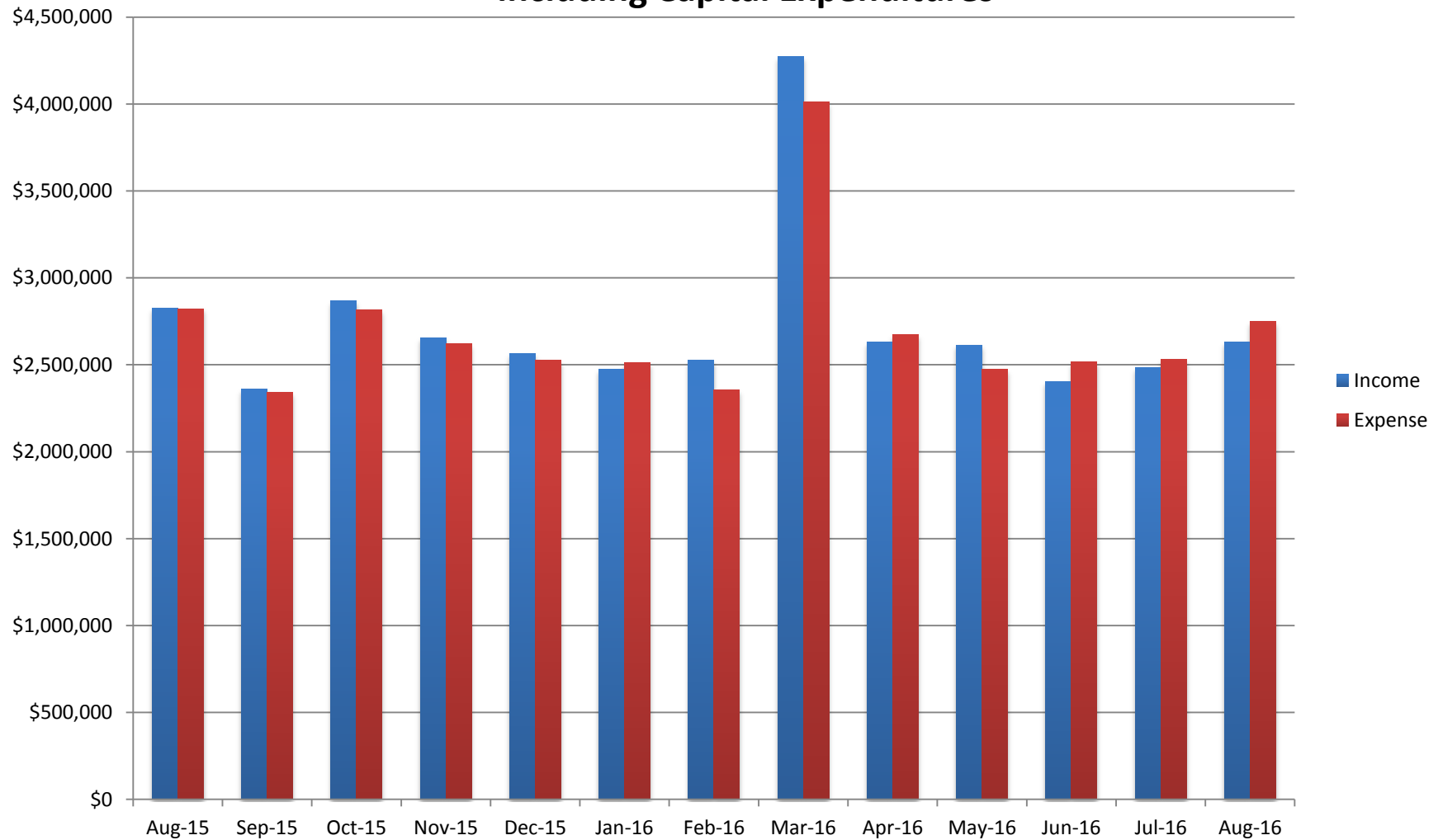
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of August 2016

	Preliminary					
	YTD Mental Health August 2016	YTD IDD August 2016	YTD Other Services August 2016	YTD Agency Total August 2016	YTD Approved Budget August 2016	Increase (Decrease)
INCOME:						
Local Revenue Sources	2,739,939	862,809	(69,872)	3,532,876	3,469,755	63,121
Earned Income	3,574,727	6,152,922	4,385,946	14,113,594	13,994,571	119,023
General Revenue-Contract	13,068,881	1,765,545		14,834,426	14,898,963	(64,537)
TOTAL INCOME	\$ 19,383,547	\$ 8,781,276	\$ 4,316,074	\$ 32,480,896	\$ 32,363,289	\$ 117,607
EXPENSES:						
Salaries	10,062,700	3,194,378	2,751,692	16,008,766	16,049,781	(41,015)
Employee Benefits	1,929,943	670,665	482,055	3,082,663	3,072,839	9,824
Medication Expense	504,146		198,844	702,989	702,000	989
Travel-Board/Staff	274,049	143,620	59,064	476,733	469,752	6,981
Building Rent/Maintenance	179,346	84,231	43,924	307,501	287,485	20,016
Consultants/Contracts	2,572,672	3,250,392	163,839	5,986,902	5,727,733	259,169
Other Operating Expenses	1,494,086	642,318	471,638	2,608,042	2,535,441	72,601
TOTAL EXPENSES	\$ 17,016,942	\$ 7,985,604	\$ 4,171,056	\$ 29,173,596	\$ 28,845,031	\$ 328,565
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 2,366,605	\$ 795,672	\$ 145,018	\$ 3,307,300	\$ 3,518,258	\$ (210,958)
CAPITAL EXPENDITURES						
Capital Outlay-FF&E, Automobiles	1,356,596	613,641	539,746	2,509,984	2,594,610	(84,626)
Capital Outlay-Debt Service	352,236	46,048	51,288	449,572	436,215	13,357
TOTAL CAPITAL EXPENDITURES	\$ 1,708,832	\$ 659,689	\$ 591,034	\$ 2,959,556	\$ 3,030,825	\$ (71,269)
GRAND TOTAL EXPENDITURES	\$ 18,725,774	\$ 8,645,293	\$ 4,762,090	\$ 32,133,152	\$ 31,875,856	\$ 257,296
Excess (Deficiency) of Revenues and Expenses	\$ 657,773	\$ 135,983	\$ (446,016)	\$ 347,745	\$ 487,433	\$ (139,689)
Debt Service and Fixed Asset Fund:						
Debt Service	352,236	46,048	51,288	449,572	436,215	(83,979)
		-	-	-	-	-
Excess(Deficiency) of revenues over Expenses	352,236	46,048	51,288	449,572	436,215	(83,979)

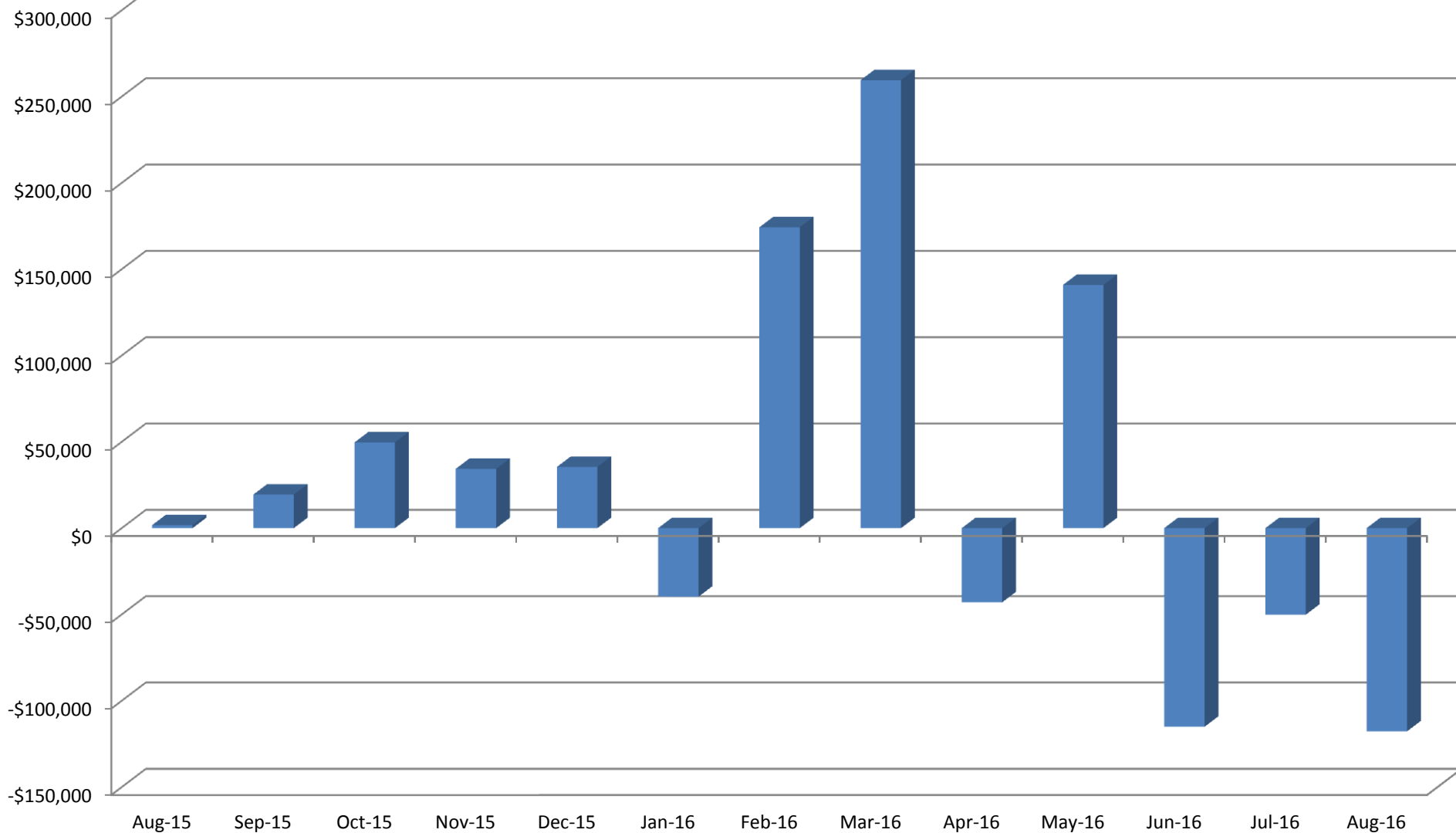
TRI-COUNTY BEHAVIORAL HEALTHCARE

Income and Expense

including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Capital Expenditures



Agenda Item: 4 th Quarter FY 2016 Quarterly Investment Report Committee: Business	Board Meeting Date September 22, 2016
Background Information: This report is provided to the Board of Trustees of Tri-County Behavioral Healthcare 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, 2016

GENERAL INFORMATION

This report is provided to the Board of Trustees of Tri-County Behavioral Healthcare 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	47,679.80	(166.99)	551,448.82
Accrual of Interest Income	16,834,712.43	22,663,250.58	9,038,831.62
Interest and Management Fees Payable	(4,433,755.77)	(4,556,045.82)	(4,344,220.18)
Payable for Investments Purchased	(149,846,666.64)	(200,000,000.00)	0.00
Accrued Expense & Taxes	(17,650.27)	(51,686.61)	(568,645.42)
Repurchase Agreements	1,487,900,000.00	1,141,795,000.00	2,690,625,000.00
Mutual Fund Investments	670,022,103.88	670,022,103.88	770,022,103.88
Government Securities	7,213,300,946.63	6,754,491,359.88	5,101,041,502.34
U.S. Treasury Bills	0.00	0.00	0.00
U.S. Treasury Notes	5,417,756,659.50	5,943,187,310.68	4,765,910,723.79
TOTAL	\$14,651,564,029.56	\$14,327,551,125.60	\$13,332,276,744.85

Book Value for the Period

Type of Asset	Beginning Balance	Ending Balance
Uninvested Balance	(\$2644.50)	\$551,448.82
Accrual of Interest Income	5,638,192.47	9,038,831.62
Interest and Management Fees Payable	(4,517,376.99)	(4,344,220.18)
Payable for Investments Purchased	(449,469,924.92)	0.00
Accrued Expenses & Taxes	(18,186.84)	(568,645.42)
Repurchase Agreements	2,763,245,000.00	2,690,625,000.00
Mutual Fund Investments	670,022,103.88	770,022,103.88
Government Securities	9,619,384,836.02	5,098,862,422.92
U.S. Treasury Bills	0.00	0.00
U.S. Treasury Notes	2,448,347,358.12	4,765,268,362.41
TOTAL	\$15,052,629,357.24	\$13,329,455,304.05

Portfolio by Maturity as of August 31, 2016

1 to 7 days	8 to 90 day	91 to 180 days	181 + days
32.3%	50.4%	15.9%	1.4%

Portfolio by Type of Investments as of August 31, 2016

Agencies	Repurchase Agreements	Treasuries	Money Market Funds
61.7%	20.2%	12.3%	5.8%

SUMMARY INFORMATION

On a simple daily basis, the monthly average yield was 0.36% for June, 0.37% for July and 0.37% 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, 2016 was 44 days.

The net asset value as of August 31, 2016 was 1.00021.

The total amount of interest distributed to participants during the period was \$13,314,782.73.

This quarter TexPool rates did not exceeded 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 2,368.

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 Behavioral Healthcare's Investment Policy and with the Public Funds Investment Act.

Submitted by:

Millie McDuffey
Chief Financial Officer / Investment Officer

Date

Evan Roberson
Executive Director / Investment Officer

Date

**TRI-COUNTY BEHAVIORAL HEALTHCARE
QUARTERLY INTEREST EARNED REPORT
FISCAL YEAR 2016
As Of August 31, 2016**

BANK NAME	INTEREST EARNED				
	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	YTD TOTAL
Alliance Bank - Central Texas CD	\$ 605.53	\$ 605.53	\$ 612.18	\$ 627.05	\$ 2,450.30
Citizens 1st Bank CD	\$ 234.57	\$ 234.57	\$ 237.15	\$ -	\$ 706.29
First Financial Bank CD	\$ -	\$ -	\$ 2,373.29	\$ 3,465.75	\$ 5,839.04
First Liberty National Bank	\$ 0.21	\$ 0.24	\$ 0.31	\$ 0.36	\$ 1.12
First Liberty National Bank CD	\$ 498.62	\$ 339.72	\$ 504.10	\$ -	\$ 1,342.44
JP Morgan Chase (HBS)	\$ 237.97	\$ 594.75	\$ 835.56	\$ 573.22	\$ 2,241.50
Prosperity Bank	\$ 43.23	\$ 40.98	\$ 38.27	\$ 38.41	\$ 160.89
TexPool Participants	\$ 160.37	\$ 94.51	\$ 51.40	\$ 56.47	\$ 362.75
Tradition Bank (now Prosperity)	\$ 3,693.16	\$ 3,683.31	\$ 3,752.37	\$ 3,759.08	\$ 14,887.91
Total Earned	\$ 5,473.66	\$ 5,593.61	\$ 8,404.63	\$ 8,520.35	\$ 27,992.25

Agenda Item: Board of Trustees Unit Financial Statement for August 2016 Committee: Business	Board Meeting Date September 22, 2016
Background Information: None	
Supporting Documentation: August 2016 Board of Trustees Unit Financial Statement	
Recommended Action: For Information Only	

Unit Financial Statement

FY 2016

	August 2016 Actuals	August 2016 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,596.00	\$ 2,596.00	\$ -	\$ 31,150.00	\$ 31,150.00	\$ -	100.00%	\$ 31,150.00
Total Revenue	\$ 2,596.00	\$ 2,596.00	\$ -	\$ 31,150.00	\$ 31,150.00	\$ -	100.00%	\$ 31,150.00
Expenses								
Food Items	\$ 384.55	\$ 208.00	\$ 176.55	\$ 2,428.95	\$ 2,500.00	\$ (71.05)	97.16%	\$ 2,500.00
Insurance-Worker Compensation	\$ 10.44	\$ 17.00	\$ (6.56)	\$ 100.05	\$ 200.00	\$ (99.95)	50.03%	\$ 200.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 18,000.00	\$ 18,000.00	\$ -	100.00%	\$ 18,000.00
Postage-Express Mail	\$ -	\$ 4.00	\$ (4.00)	\$ -	\$ 50.00	\$ (50.00)	0.00%	\$ 50.00
Supplies-Office	\$ 16.98	\$ 8.00	\$ 8.98	\$ 294.15	\$ 245.00	\$ 49.15	0.00%	\$ 245.00
Training	\$ -	\$ 300.00	\$ (300.00)	\$ 3,080.00	\$ 3,600.00	\$ (520.00)	85.56%	\$ 3,600.00
Travel - Local	\$ 75.50	\$ 75.00	\$ 0.50	\$ 317.86	\$ 900.00	\$ (582.14)	35.32%	\$ 900.00
Travel - Non-local Mileage/Air	\$ 164.75	\$ 150.00	\$ 14.75	\$ 2,395.51	\$ 1,800.00	\$ 595.51	133.08%	\$ 1,800.00
Travel - Non-local Hotel	\$ 194.35	\$ 250.00	\$ (55.65)	\$ 2,426.78	\$ 3,000.00	\$ (573.22)	80.89%	\$ 3,000.00
Travel - Meals	\$ -	\$ 83.00	\$ (83.00)	\$ 617.30	\$ 1,000.00	\$ (382.70)	61.73%	\$ 1,000.00
Total Expenses	\$ 2,346.57	\$ 2,595.00	\$ (248.43)	\$ 29,660.60	\$ 31,295.00	\$ (1,634.40)	94.78%	\$ 31,295.00
Total Revenue minus Expenses	\$ 249.43	\$ 1.00	\$ 248.43	\$ 1,489.40	\$ (145.00)	\$ 1,634.40	5.22%	\$ (145.00)

Agenda Item: Building Consolidation Update Committee: Business	Board Meeting Date September 22, 2016
Background Information: As a standing information item on the agenda, Tri-County staff, Mike Duncum and/or contractors will continue to provide updates to the Board regarding progress made throughout the construction phase until we have officially moved into the new consolidated facility in Montgomery County.	
Supporting Documentation: Project Pictures	
Recommended Action: For Information Only	



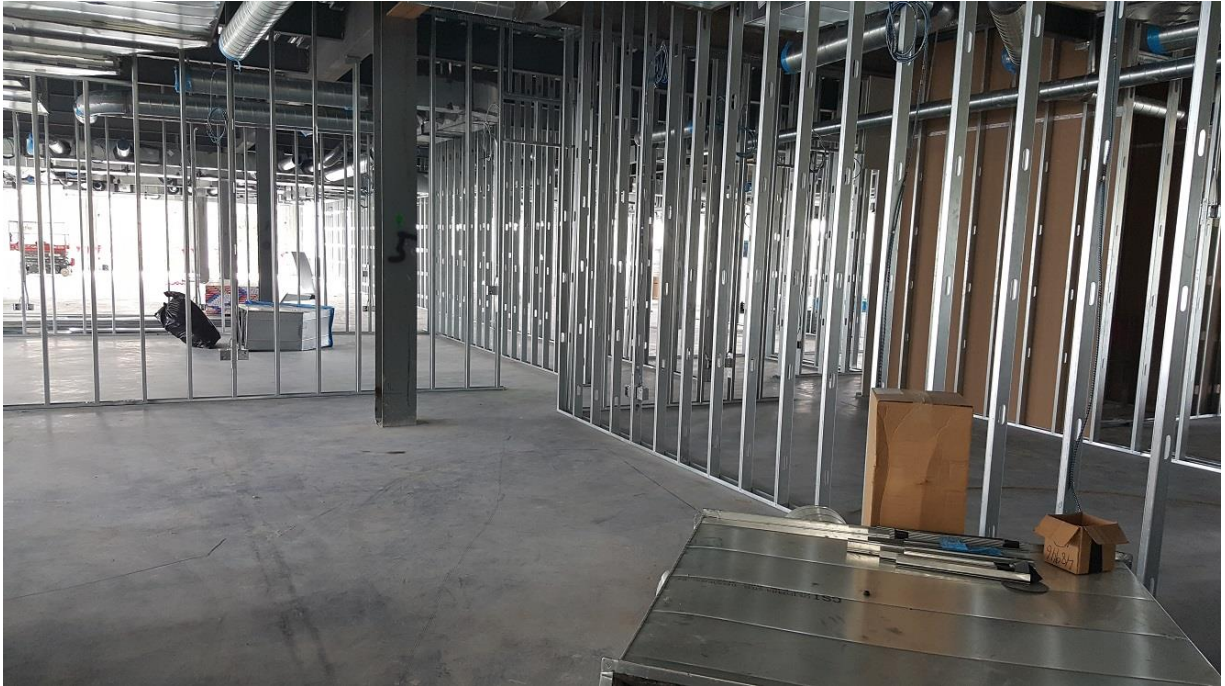
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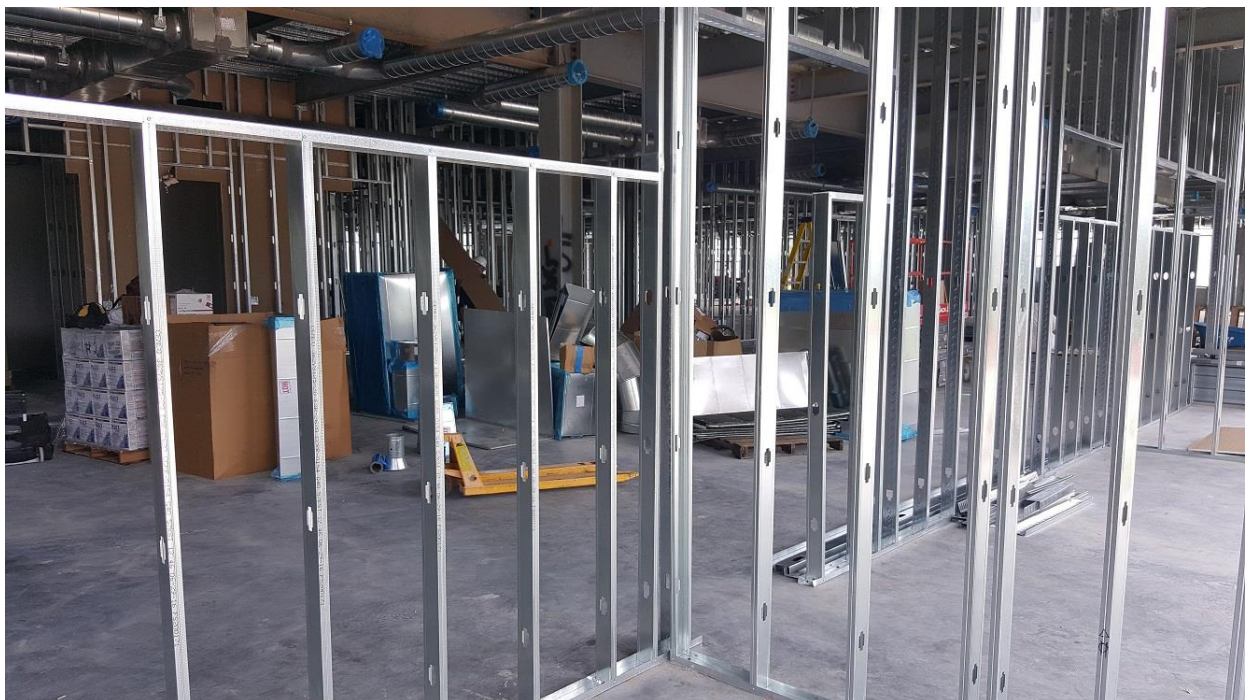


1ST FLOOR





2ND FLOOR





3RD FLOOR





Agenda Item: Cleveland Supported Housing Inc. Update Committee: Business	Board Meeting Date September 22, 2016
Background Information: <p>The Cleveland Supported Housing, Inc. Board (CSHI) held a face-to-face meeting at the property on September 9, 2016 where the committee reviewed project status updates, discussed upcoming items, and reviewed the list of outstanding warranty items needing repairs.</p> <p>The CSHI Board along with Tri-County staff have been working diligently with Grant Cook, Construction Manager to correct the remainder of the warranty items needing repairs. Outstanding warranty items needing correction include bathroom drains that are not draining properly and adhesive issues with some areas of flooring. Staff are also working with the project team to problem solve concerns related to drainage on the property following heavy rains.</p> <p>The property has reached full capacity and continues to process incoming applications that are received. There are currently six (6) approved applications on the waiting list. The Board is now on a regular quarterly meeting schedule. The next Board meeting is scheduled to take place on December 2, 2016.</p>	
Supporting Documentation: None	
Recommended Action: For Information Only	

UPCOMING MEETINGS

October 27th, 2016 – Board Meeting

- Longevity Recognition Presentations
- Approve Minutes from September 22, 2016 Board Meeting
- Community Resources Report
- Consumer Services Report for September 2016
- Program Updates
- Regional Planning Network Advisory Committee's FY 2017 Budget Review
- Medicaid 1115 Transformation Waiver Update
- Personnel Report for September 2016
- Texas Council Risk Management Fund Claims Summary for September 2016
- Approve September 2016 Financial Statements
- Cast Election Ballot for the Texas Council Risk Management Fund Board of Trustees
- 401(a) Account Review
- Board of Trustees Unit Financial Statement for September 2016
- Building Consolidation Update
- Other Business Committee Issues

November – No Board Meeting

December 8th, 2016 – Board Meeting

- Life Skills Christmas Carolers
- Consumer Christmas Card Contest Awards
- Approve Minutes from October 27, 2016 Board Meeting
- Community Resources Report
- Consumer Services Report for October 2016
- Program Updates
- Personnel Report for October 2016
- Texas Council Risk Management Fund Claims Summary for October 2016
- Texas Council Quarterly Board Meeting Verbal Update
- Approve October 2016 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 2016
- Building Consolidation Update
- Cleveland Supported Housing, Inc. Update
- Other Business Committee Issues