

# Tri-County Behavioral Healthcare Board of Trustees Meeting

February 27, 2020



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, February 27, 2020. The Business Committee will convene at 9:00 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:05 a.m. In compliance with the Americans with Disabilities Act, Tri-County Behavioral Healthcare will provide for reasonable accommodations for persons attending the Board Meeting. To better serve you, a request should be received with 48 hours prior to the meeting. Please contact Tri-County Behavioral Healthcare at 936-521-6119.

## **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 - January 30, 2020**
- III. Program Presentation - Longevity Recognition Presentations**
- IV. Program Presentation - Certified Community Behavioral Health Clinic - CCBHC**
- V. Executive Director's Report - Evan Roberson**
  - A. Walker County Hospital District Meeting
  - B. HHSC Leadership Turnover
  - C. Local Planning Update
  - D. Middle Management Academy
  - E. Child and Youth Improvement Target Update
- VI. Chief Financial Officer's Report - Millie McDuffey**
  - A. Budget Revision
  - B. CAM Cost Report
  - C. FY 2019 HCS and MEI Cost Reports
  - D. CFO Consortium Meeting
  - E. HHSC - IDD Fiscal Monitoring Review
- VII. Program Committee**
  - Information Items**
  - A. Community Resources Report ..... *Pages 10-13*
  - B. Consumer Services Report for January 2020 ..... *Pages 14-15*
  - C. Program Updates ..... *Pages 16-21*

**VIII. Executive Committee**

Information Items

- A. Board of Trustees Oath of Office..... *Pages 22-25*  
B. Personnel Report for January 2020..... *Pages 26-28*  
C. Texas Council Risk Management Fund Claims Summary as of January 2020..... *Pages 29-30*

**IX. Business Committee**

Action Items

- A. Approve January 2020 Financial Statements..... *Pages 31-44*  
B. Approve Allied Universal - Security Professional Service Agreement..... *Page 45*  
C. Approve HHSC LMHA Performance Agreement Contract No. HHS000576400001,  
Amendment No. 1..... *Page 46*  
D. Approve FY 2020 Contract for Dr. Roopa Challapali, MD..... *Page 47*  
E. Approve New Cleveland, Texas Service Facility Plans and Next Steps in Construction..... *Pages 48-62*

Information Items

- F. Board of Trustees Unit Financial Statement for January 2020..... *Pages 63-64*

**X. Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney and Section 551.072, Real Property.**

Posted By:

Ava Green  
Executive Assistant

# Tri-County Behavioral Healthcare

P.O. Box 3067  
Conroe, TX 77305

## BOARD OF TRUSTEES MEETING

January 30, 2020

### Board Members Present:

Patti Atkins  
Janet Qureshi  
Sharon Walker  
Gail Page  
Richard Duren  
Jacob Paschal

### Board Members Absent:

Morris Johnson  
Tracy Sorensen

### Tri-County Staff Present:

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

### Sheriff Representatives Present:

Chief Deputy Don Neyland, Liberty County Sheriff's Office  
Captain Tim Cannon, Montgomery County Sheriff's Office

**Call to Order:** Board Chair, Patti Atkins, called the meeting to order at 10:07 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, TX.

**Public Comment:** There was no public comment.

**Quorum:** There being six (6) Board Members present, a quorum was established.

### Resolution #01-20-01

**Motion Made By:** Sharon Walker

**Seconded By:** Janet Qureshi, with affirmative votes by Jacob Paschal, Gail Page, Richard Duren and Patti Atkins that it be...

### Resolved:

That the Board excuse the absence of Morris Johnson and Tracy Sorensen.



**Resolution #01-20-02**

**Motion Made By:** Sharon Walker

**Seconded By:** Janet Qureshi, with affirmative votes by Jacob Paschal, Patti Atkins, Gail Page and Richard Duren that it be...

**Resolved:**

That the Board approve the minutes of the October 24, 2019 meeting of the Board of Trustees.

**Program Presentations:**

Patti Atkins, Board Chair, suspended the Agenda at 10:07 a.m. to move to Business Committee Action Item VII-D, Approve FY 2019 Independent Financial Audit. Diane Terrell, with Eide Bailly LLP, presented the results from the audit.

**Resolution #01-20-03**

**Motion Made By:** Richard Duren

**Seconded By:** Jacob Paschal, with affirmative votes by Sharon Walker, Patti Atkins, Gail Page and Janet Qureshi that it be...

**Resolved:**

That the Board approve the FY 2019 Independent Financial Audit.

**Executive Director's Report:**

The Executive Director's report is on file.

- Local IDD Authority Audit
- Child and Youth Performance Measure
- All Texas Access Update
- Methodist Foundation Grant
- CCBHC
- Texas Mental Health Care Consortium

**Chief Financial Officer's Report:**

The Chief Financial Officer's report is on file.

- Budget Revision
- CCBHC – Alternative Payment Methodologies (APM) Cost Report
- Cost Account Methodology (CAM)
- FY 2019 HCS and MEI Cost Reports
- Update on Software Conversions
- CFO Consortium
- Workers Compensation Audit Update

**PROGRAM COMMITTEE:**

**Resolution #01-20-04**

**Motion Made By:** Jacob Paschal

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

**Resolved:**

That the Board approve the new Mental Health Planning Network Advisory Committee Member, William (Bill) Wilkins, with a term expiring August 31, 2021.

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Reports for October, November and December 2019 were reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The FY 2020 Goals and Objectives Year to Date Progress Report was reviewed for information purposes only.

The 1<sup>st</sup> Quarter FY 2020 Corporate Compliance and Quality Management report was reviewed for information purposes only.

The 2<sup>nd</sup> Quarter FY 2020 Corporate Compliance Training report was reviewed for information purposes only.

The Medicaid 1115 Transformation Waiver Project Status Report was reviewed for information purposes only.

**EXECUTIVE COMMITTEE:**

The Board of Trustees Reappointment and Oath of Office for Gail Page for an additional two-year term ending August 31, 2021 was completed for information purposes only. Gail Page recited the Oath of Office.

The Personnel Reports for October, November and December 2019 were reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summaries for October, November and December 2019 were reviewed for information purposes only.

The Texas Council Quarterly Board Meeting reports for November 2019 and January 2020 were presented by Sharon Walker for information purposes only.

**BUSINESS COMMITTEE:**

**Resolution #01-20-05**

**Motion Made By:** Richard Duren

**Seconded By:** Janet Qureshi, with affirmative votes by Sharon Walker, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the October 2019 Financial Statements.

**Resolution #01-20-06**

**Motion Made By:** Richard Duren

**Seconded By:** Janet Qureshi, with affirmative votes by Sharon Walker, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the November 2019 Financial Statements.

**Resolution #01-20-07**

**Motion Made By:** Richard Duren

**Seconded By:** Janet Qureshi, with affirmative votes by Sharon Walker, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the December 2019 Financial Statements.

**Resolution #01-20-08**

**Motion Made By:** Richard Duren

**Seconded By:** Janet Qureshi, with affirmative votes by Sharon Walker, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the purchase of two Ford Edge vehicles for Center staff with an extended warranty included on the 2018 Ford Edge.

**Resolution #01-20-09**

**Motion Made By:** Richard Duren

**Seconded By:** Janet Qureshi, with affirmative votes by Sharon Walker, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the Surplus Sale for Miscellaneous Furniture and Equipment to be held in the spring of 2020.

**Resolution #01-20-10**

**Motion Made By:** Richard Duren

**Seconded By:** Sharon Walker, with affirmative votes by Janet Qureshi, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the reappointment of Christine Shippey to the Cleveland Supported Housing, Inc. Board of Directors for an additional term to expire January 2022.

**Resolution #01-20-11**

**Motion Made By:** Richard Duren

**Seconded By:** Sharon Walker, with affirmative votes by Janet Qureshi, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the reappointment of Mr. Morris Johnson, Mr. Karl Davidson and Mr. Macka Lee to the Independence Communities, Inc. Board of Directors for an additional term to expire January 2022.

**Resolution #01-20-12**

**Motion Made By:** Richard Duren

**Seconded By:** Sharon Walker, with affirmative votes by Janet Qureshi, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the reappointment of Mr. Morris Johnson, Mr. Karl Davidson and Mr. Macka Lee to the Independence Communities, Inc. Board of Directors for an additional term to expire January 2022.

**Resolution #01-20-13**

**Motion Made By:** Richard Duren

**Seconded By:** Sharon Walker, with affirmative votes by Janet Qureshi, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the reappointment of Mr. Michael Cooley, Ms. Jane Fetterman and Mrs. Barbara Duren to the Montgomery Supported Housing, Inc. Board of Directors for an additional term to expire January 2022.

**Resolution #01-20-14**

**Motion Made By:** Richard Duren

**Seconded By:** Sharon Walker, with affirmative votes by Janet Qureshi, Patti Atkins, Jacob Paschal and Gail Page that it be...

**Resolved:**

That the Board approve the appointment of Mr. Raymond Sanders and Mr. Lynn Carr to the Tri-County Consumer Foundation Board of Directors for a term that will expire on August 31, 2021.

**Resolution #01-20-15**

**Motion Made By:** Richard Duren

**Seconded By:** Gail Page, with affirmative votes by Janet Qureshi, Patti Atkins, Jacob Paschal and Sharon Walker that it be...

**Resolved:**

That the Board approve the FY 2020 Family First Urgent Care contract in the amount of \$70,000.00.

The Board of Trustees received an update on Independence Oaks Apartments. No action taken.

The Board of Trustees Unit Financial Statements for October, November and December 2019 were reviewed for information purposes only.

The Foundation Board Update was reviewed for information purposes only.

The HUD 811 Updates were reviewed for information purposes only.

The Toys for the Holidays update was reviewed for information purposes only.

**The regular meeting of the Board of Trustees adjourned at 11:36 a.m.**

**Adjournment:**

**Attest:**

---

Patti Atkins  
Chair

Date

---

Jacob Paschal  
Secretary

Date



## Executive Director's Report

---

*February 27, 2020*

### **Announcements**

- The next regular Board meeting will be on March 26, 2020.

### **Walker County Hospital District Meeting**

Judge Sorensen and I had a meeting with the Chairman of the Walker County Hospital District (WCHD) Board, Ann Karr-Woodard, and the Administrator of the Walker County Hospital District, Mr. Ralph Beaty, at their request to discuss funding that Tri-County receives from WCHD.

Tri-County has been sending a de-identified report of services provided to indigent consumers in Walker County to WCHD each quarter for at least 10 years. WCHD issues Tri-County a check for \$10,000 per quarter as long as the report indicates that Tri-County spends at least that much on indigent care. The report typically has \$20,000-40,000 in expenses per quarter. This does not include all services provided to indigent consumers, but is based on a formula worked out between WCHD and our former Executive Director. Initially, WCHD could not find the reports and did not believe we were sending them; however, I was about to provide evidence that the reports were sent and I took the reports from the last year to the meeting.

At the meeting, Chairman Karr-Woodard shared that the Hospital District was negotiating a purchase of the remaining portions of the Huntsville Memorial Hospital and was negotiating with a new management company to manage the hospital. She further indicated that due to this expense, money would be tight and she could not guarantee continued funding for Tri-County.

Judge Sorensen and I took the opportunity to share what Tri-County was doing and why our services were valuable to the Hospital District. I will update you if there is a change in funding.

### **HHSC Leadership Turnover**

Attached to this update is a message about the departure of Dr. Courtney Phillips as the Executive Commissioner at the Health and Human Services Commission. I have also attached an article about potential lawsuits related to HHSC's award of managed care contracts in recent months. It is uncertain whether these events are related. Dr. Phillips will be returning to her home state of Louisiana to run the Louisiana Department of Health. The Health and Human Services Commission in Texas has over 40,000 employees since the merger of several agencies as a part of the sunset process in the 84<sup>th</sup> Legislative Session, and has now had three Executive

Commissioners involved in contracting issues, most recently related to inconsistent scoring of Requests for Proposals.

### **Local Planning Update**

There was a conflict between All Texas Access Local Planning and the Mental Health Local Planning which is required every two years, so the state has issued a delay of the deadline for the Consolidated Local Plan, the Local Provider Network Development Plan and our Mental Health Quality Management Plan. The new deadline is August 31, 2020 which gives us some time to initiate our planning meetings after the state is finished with theirs. We are hopeful that this change in timeframe for completion will allow these processes to be complementary rather than in competition with each other. Tanya runs the Local Planning meetings and will start those up again in early part of the summer.

### **Middle Management Academy**

We are very excited to be hosting the National Council next week for the Middle Management Academy. According to the National Council:

The Middle Management Academy (MMA) is the only program of its kind to develop future health care leaders into strong links in the management chain. They learn the skills to improve productivity by motivating staff and communicating effectively as they fulfill their role as influential front-line leaders.

MMA is an in-person, 3.5-day group training program that offers management training customized for health care safety-net staff. Participants address real-world questions relevant to behavioral health that inspires insight into their own management strengths and challenges through in-depth assessments, including the Myers-Briggs Type Indicator. The hands-on curriculum focuses on applying identified skills to key management tasks and responsibilities.

Tri-County was able to get 10 of the 45 available slots for our managers because we are hosting the training. We have had 4 managers go through this training in the past and three of them are still with the agency. So, in addition to being a great training, we also think of this as a great retention tool for our talented mid-managers.

### **Child and Youth Improvement Target Update**

As mentioned last month, we have been struggling to meet our Child and Youth Improvement 10% At Risk performance measure. The measure is:

Target: At least 25.0% of all children and youth authorized in a FLOC shall show improvement in at least one of the following CANS domains/modules: Child Risk Behaviors, Behavioral and Emotional Needs, Life Domain Functioning, Child Strengths, Adjustment to Trauma, Substance Use. This measure is calculated using the Reliable Change Index.



I am pleased to announce that we believe we will achieve this measure, which will be finalized around the middle of March, with a score of 25.9%.

## Evan Roberson

---

**From:** Texas Council of Community Centers <Communications@txcouncil.com>  
**Sent:** Wednesday, February 12, 2020 4:37 PM  
**To:** Evan Roberson  
**Subject:** UPDATE: HHSC Executive Commissioner Stepping Down

[View in browser](#)



## February 12, 2020

### UPDATE

Today, Dr. Courtney Phillips released the message below regarding her departure from HHSC.

---

Hello Team Texas HHS,

I want to share some important personal news directly with all of you.

Louisiana Governor John Bel Edwards has graciously asked me to join his team to lead the Louisiana Department of Health, and I have accepted his offer.

I make this decision as a mother and a public servant. Louisiana is my home, and this is an opportunity to raise my son surrounded by family and loved ones, and to build a foundation for his growth and success. My last day in the office will be March 13, 2020.

This was not an easy decision. Serving under the leadership of Governor Greg Abbott, and with all of you on Team Texas HHS has been one of the highest honors of my professional life, and I thank him for this incredible opportunity. Just as importantly, I thank all of you. Together, we have made health care more accessible to Texans by reducing barriers, and we are changing the culture of our agency.

We have set an aggressive and transformational course for HHS through our inaugural business plan. It is the result of your hard work. Consider the incredible progress we have made together:

- We have eliminated the waiting list for outpatient mental health treatment through local mental health authorities, increasing the number of adults served by 9 percent and children by 7 percent.
- We are improving access to women's health and family planning services in Texas, including a 30 percent increase in the number of women served in the Healthy Texas Women program. And, last month we were successful in securing a \$350 million federal grant to fund women's health services.
- We are administering an average of 117 opioid overdose reversals per month – well above our target of 92. We are saving lives.
- We've reduced the time it takes to fulfill online orders for birth records from an average of 31 days to 17 days, far faster than our goal of 21 days. We are making our processes easier for Texans.

This is just a snapshot of all we've done together. We have set and executed an agenda to restore faith, accountability, transparency and better outcomes for our agency. I want to thank each and every one of you for your tireless commitment, dedication and selflessness in serving Texas. It has been a privilege to lead this amazing team.

With appreciation,

**Dr. Courtney N. Phillips**

#TexasHHS Proud #TeamTexasHHS

---

## February 12, 2020

The Texas Tribune reports that Executive Commissioner of HHSC Dr. Courtney Phillips will be stepping down for a position as head of Louisiana's state agency for health and human services.

Full article available here: <https://www.texastribune.org/2020/02/12/texas-hhs-director-courtney-phillips-leaving-louisiana-job/>

---

*This message has been distributed to members of the Texas Council Board of Directors, Chief Executive Officers/Executive Directors and members of the following Consortium: BH, IDD, and MS.*

---



**From:** Texas Council of Community Centers <communications@txcouncil.com>  
**Sent:** Thursday, February 20, 2020 9:37 AM  
**To:** Evan Roberson  
**Subject:** STAR+PLUS Tentative Awards: Appeals, Lawsuits

[View in browser](#)



## February 20, 2020

On February 13, 2020, the Texas Tribune published an [article](#) summarizing issues surrounding the current STAR+PLUS procurement. At this time, six Managed Care Organizations (MCOs) are appealing HHSC's tentative STAR+PLUS awards. The MCOs allege applications were scored inconsistently, leading to unreliable and potentially unfair results.

Additionally, two nonprofit MCOs, Community Health Choice (Houston) and Community First Health (San Antonio), brought a lawsuit against HHSC, arguing that state law requires HHSC to enter into mandatory contracts with nonprofit health insurers that are owned and operated by local hospital districts. The court ruled in favor of the MCOs in early February 2020 and ordered HHSC to include Community Health Choice and Community First Health.

For reference, the table below highlights changes in STAR+PLUS contracts if tentative awards were implemented as originally announced.

If you have questions, contact Erin Lawler at [elawler@txcouncil.com](mailto:elawler@txcouncil.com).

Service Area	Before	After
Harris	Amerigroup, <b>Molina</b> , United	<b>Aetna</b> , Amerigroup, United

Hidalgo	<b>Cigna</b> , Molina, Superior	<b>Aetna</b> , Molina, Superior
Dallas	<b>Molina</b> , Superior	<b>Aetna, Amerigroup</b> , Superior
Bexar	Amerigroup, <b>Molina</b> , Superior	<b>Aetna</b> , Amerigroup, Superior
MRSA NE	<b>Cigna</b> , United	<b>Molina</b> , United
Tarrant	Amerigroup, <b>Cigna</b>	Amerigroup, <b>United</b>
MRSA West	<b>Amerigroup</b> , Superior	Superior, <b>United</b>
MRSA Central	Superior, United	Superior, United
Travis	<b>Amerigroup</b> , United	<b>Superior</b> , United
El Paso	<b>Amerigroup, Molina</b>	<b>El Paso, Superior</b>
Nueces	Superior, United	Superior, United
Jefferson	Amerigroup, <b>Molina</b> , United	Amerigroup, United
Lubbock	<b>Amerigroup</b> , Superior	Superior, <b>United</b>

---

*This message has been distributed to Texas Council Chief Executive Officers/Executive Directors; members of the following Consortia: BH, FM (CFO), IDD; and the Managed Care Workgroup and Steering Committee.*

---



Maria Rios  
 Director of Communication, Education and Training  
 Texas Council of Community Centers  
 512.794.9268  
[mrrios@txcouncil.com](mailto:mrrios@txcouncil.com)

Texas Council of Community Centers, 8140 N Mopac Expressway, Westpark Building 3, Suite 240, Austin, TX 78759, United States  
[Unsubscribe](#)

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

### **February 27, 2020**

**Budget Revision** – We have started the first mid-year budget revision process for FY 2020. We are currently reviewing our trending of both revenue and expenses. A big part of this is the number of vacant positions that we have had all year in revenue earning positions. We have some large variances in a couple of earned revenue lines, and adjusting these to be realistic numbers with the recruiting difficulties remains to be the big challenge. This revision will include the contract amendment that we received from HHSC for the MH contract; also, the FEMA Imelda ISP Grant which started after the beginning of the fiscal year as well as truing up other categories to be in line with current trends.

**Cost Accounting Methodology (CAM)** – We have put this cost report to the back burner since the due date was pushed back to April 30<sup>th</sup>. We plan on getting back on this project towards the end of March. We had already submitted the CCBHC cost report so this report should be relatively simple to get completed.

**FY 2019 HCS and MEI Cost Reports** – We have been working on the HCS and MEI cost reports which are due towards the end of April for FY 2019. These reports have been submitted for many years in the same format.

The state is currently conducting desk reviews on our FY 2018 cost reports. We have received many questions and responded back. We hope to be at the end of this process very soon.

#### **Update on Software Conversions**

- **HR/Payroll Software – DATIS:** We are continuing to set up areas in the Human Resource area that will help make our managers more efficient. We are having mandatory Supervisor training to be held on April 2, that will be for Performance Appraisals and also Corrective Action plans in the DATIS system. During the training we will be providing refresher training on the information given out during the startup process. We went over a lot of information very quickly so going over some of the workflows will be very helpful.
- **Financial Software – Blackbaud – Financial Edge:** We are getting more comfortable with the financial reporting capabilities in the new software. Over the next couple of months, we are going to start setting up some of the processes that will enable us to have electronic approvals and reduce the paper floating around the agency. We have some managers that are really looking forward to getting all of the functionalities going.
- **Advanced Budgeting:** We had a couple of calls with Questica to start the implementation of the Advanced Budgeting software. This is actually the perfect time, since the FY 2021 budget process starts in May. This will give us a couple of months to get the software implemented and be able to train the managers in the new process.

**CFO Consortium** – The CFO meeting was held in Austin on January 30<sup>th</sup> and 31<sup>st</sup>. The meeting was attended by Darius and Tabatha since we had the Audit presentation given at the board meeting which was held here on January 30<sup>th</sup>.

Darius brought back notes on the following topics:

- APM Cost Report
  - Aggregate blended rate provided from HHSC
- CCBHC Application Process
  - HHSC opening up CCBHC application to other entities besides community centers
  - CCBHC Policy & Procedures need to be reviewed annually
- Electronic Visit Verification
- Legislative Update
- Phishing Attacks
- Policy Stat Software
- Substance Use Disorder Panel Discussion
- Risk Pool – Discussion on Health Insurance self-funding
- River Software Training
- Other Items

**HHSC – IDD Fiscal Monitoring Review** - On February 19th we received an email notifying us that HHSC Intellectual and Developmental Disability Services and Behavioral Health (IDD-BH) Contract Operations staff will conduct an On-site Fiscal Monitoring Review on March 23. The review will be focusing on fiscal year 2019 and 2020 to determine financial and administrative compliance with federal and state regulations.

We have the following list of documents that are due to them no later than March 4<sup>th</sup> 2020:

- Internal control questionnaire;
- Chart of Accounts, with a legend included;
- List of reporting units for IDD and Administration;
- Organizational chart for IDD and Administration;
- List of names and offices for each member of the Board of Trustees;
- Board minutes for the previous 12 months and by-laws;
- Listing of IDD and administrative (excluding Behavioral Health only) contracts and leases utilized from the FY 2019 Single Audit;
- List of current employees identified by IDD and administrative programs employed in the month of December, 2019. Please include job title, salary, reporting units, and allocations if split between reporting units; and
- Current fixed asset list identified by IDD and administrative programs, reporting units, location, and asset tag number

An additional list of requested items are to be available when the review team arrives at our facility on March 23rd.

We last had an IDD Fiscal Monitoring Review August of 2017.



<b>Agenda Item:</b> Community Resources Report  <b>Committee:</b> Program	<b>Board Meeting Date:</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Community Resources Report	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Community Resources Report

## January 31, 2020 – February 27, 2020

---

### Volunteer Hours:

Location	January
Conroe	300.5
Cleveland	0
Liberty	24
Huntsville	6
<b>Total</b>	<b>330.5</b>

### COMMUNITY ACTIVITIES:

1/31/20	Veterans Support Group	Conroe
2/3/20	Montgomery County Homeless Coalition Board Meeting	Conroe
2/3/20	Lonestar College Veterans Student Center	The Woodlands
2/3/20	Huntsville HEARTS Museum – WWII Veterans Birthday Celebration	Huntsville
2/4/20	Trinity Episcopal Veterans Check Presentation and Luncheon	Conroe
2/4/20	Montgomery County Combined Arms Collaborative Meeting	The Woodlands
2/5/20	Lonestar College Veterans Student Center	The Woodlands
2/5/20	Conroe Noon Lions Club Luncheon	Conroe
2/6/20	Willis ISD Mentor Lunch	Willis
2/6/20	Cleveland Chamber of Commerce Luncheon	Cleveland
2/7/20	Open House for Veterans Land Board	Houston
2/10/20	Crisis Assistance Center Mental Health First Aid Training	Conroe
2/10/20	Lonestar College Veterans Student Center	The Woodlands
2/10/20	Huntsville ISD – Parent Training Workgroup	Huntsville
2/11/20	Network of Victims Assistance (NOVA) meeting	Conroe
2/11/20	Assisting Victims Escape & Resist Trafficking (AVERT)	Conroe
2/11/20	Pediatrics Suicide Prevention Workgroup Meeting	Conroe
2/11/20	Culvers Veterans Meeting	Conroe
2/12/20	Rotary Club Veterans Presentation	Conroe
2/12/20	Veterans Treatment Court	Conroe
2/12/20	Lonestar College Veterans Student Center	Conroe
2/12/20	Walker County Child Fatality Review Team	Huntsville
2/12/20	Conroe Noon Lions Club Luncheon	Conroe
2/12/20	Montgomery County Child Fatality Review Team	Conroe
2/12/20	Pediatric Suicide Prevention Workgroup Meeting – Suicide Prevention Task Force	Conroe
2/12/20	Family and Community Coalition of Montgomery County	Conroe
2/12/20	Cleveland ISD School Health Advisory Committee	Cleveland
2/12/20	Liberty County Community Resource Coordination Group	Liberty
2/13/20	Willis ISD Mentor Lunch	Willis

2/13/20	Conroe Lions Club Membership Meeting	Conroe
2/13/20	Special Threat Victim Coordination Meeting	Conroe
2/13/20	Huntsville ISD Workgroup	Huntsville
2/13/20	Huntsville Chamber of Commerce Breakfast	Huntsville
2/13/20	Family Promise Presentation	Conroe
2/13/20	Military Connected Wellness Seminar Planning Meeting	Conroe
2/13/20	Behavioral Health Suicide Prevention Community Task Force Meeting	Conroe
2/14/20	Montgomery County Dispute Resolution Center Board Meeting	Conroe
2/14/20	Veterans Support Peer Group Training	Conroe
2/15/20	Veterans Resource Fair	Humble
2/17/20	Lonestar College Veterans Student Center	The Woodlands
2/17/20	Huntsville ISD Reunification Planning Meeting	Huntsville
2/18/20	Montgomery County Community Resource Coordination Group	Conroe
2/18/20	Montgomery County Child Mental Health Coalition	Conroe
2/18/20	North Houston Networking Group	The Woodlands
2/18/20	Veterans Taskforce Meeting	Conroe
2/18/20	Veterans Network Meeting - Langtree Farm	Liberty
2/19/20	Conroe Noon Lions Club Luncheon	Conroe
2/19/20	Walker County Community Resource Coordination Group	Huntsville
2/19/20	Liberty/Dayton Chamber of Commerce Meeting	Liberty
2/19/20	Lonestar College Veterans Student Center	The Woodlands
2/19/20	Women Veterans Network Meeting	Conroe
2/20/20	Homeless Coalition Meeting	Conroe
2/20/20	Willis ISD Mentor Lunch	Willis
2/20/20	Montgomery County Homeless Coalition Meeting	Conroe
2/20/20	Huntsville ISD Parent Training Meeting	Huntsville
2/20/20	Harris County Veterans Treatment Court Liaison Meeting	Houston
2/20/20	Veterans Administration Meeting	Conroe
2/20/20	Veterans Gardening Class at A&M Extension Office	Conroe
2/20/20	Huntsville ISD Parent Meeting	Huntsville
2/21/20	Department of Family & Protective Services Presentation on Substance Use Awareness	Conroe
2/21/20	Lone Star Throwdown Car Show – Veterans Awareness	Conroe
2/22/20	United Way of Greater Houston Resource Fair	Houston
2/24/20	New Waverly ISD School Health Advisory Committee Meeting	New Waverly
2/24/20	Lonestar College Veterans Student Center	The Woodlands
2/25/20	Mental Health First Aid for Veterans	Conroe
2/26/20	Lonestar College Veterans Student Center	The Woodlands
2/26/20	Veterans Treatment Court	Conroe
2/26/20	Conroe Noon Lions Club Luncheon	Conroe
2/27/20	Willis ISD Mentor Lunch	Willis
2/27/20	Liberty County Health Awareness Coalition	Liberty

2/27/20	Wellness Seminar for Veterans	Conroe
2/27/20	Veterans Gardening Class at A&M Extension Office	Conroe

### **UPCOMING ACTIVITIES:**

2/28/20	Veterans Group Peer Support Training	Conroe
2/28/20	Walker County Juvenile Justice Meeting	Huntsville
2/28/20	Health & Wellness Fair – Family and Community Coalition of Montgomery County	Conroe
2/29/20	Health & Wellness Fair – Willis School Health Advisory Coalition	Willis
3/2/20	Montgomery County Homeless Coalition Board Meeting	Conroe
3/2/20	Lonestar College Veterans Student Center	The Woodlands
3/4/20	Youth Mental Health First Aid Magnolia ISD	Magnolia
3/4/20	Basic Certification Training for Veterans	Conroe
3/4/30	Lonestar College Veterans Student Center	The Woodlands
3/4/20	Conroe Noon Lions Club Luncheon	Conroe
3/5/20	Willis ISD Mentor Lunch	Willis
3/5/20	Veterans Gardening Class at A&M Extension Office	Conroe
3/5/20	Cleveland Chamber of Commerce Luncheon	Cleveland
3/12/20	Huntsville Chamber of Commerce Breakfast	Huntsville
3/17/20	Montgomery County Community Resource Coordination Group	Conroe
3/17/20	Montgomery County Child Mental Health Coalition	Conroe
3/19/20	Homeless Management Information Systems – Quarter 1 Forum	Houston
3/19/20	Homeless Coalition Meeting	Conroe

<b>Agenda Item:</b> Consumer Services Report for January 2020  <b>Committee:</b> Program	<b>Board Meeting Date:</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Consumer Services Report for January 2020	
<b>Recommended Action:</b>  <b>For Information Only</b>	

# Consumer Services Report

## January 2020

Consumer Services	Montgomery County	Cleveland	Liberty	Walker County	Total
<b>Crisis Services, MH Adults/Children</b>					
Persons Screened, Intakes, Other Crisis Services	623	49	38	70	<b>780</b>
Crisis and Transitional Services (LOC 0, LOC 5)	55	0	0	0	<b>55</b>
Psychiatric Emergency Treatment Center (PETC) Served	62	4	2	4	<b>72</b>
Psychiatric Emergency Treatment Center (PETC) Bed Days	255	8	10	7	<b>280</b>
East Montgomery County Crisis Service Admits	25	0	1	0	<b>26</b>
Contract Hospital Admissions	0	0	0	0	<b>0</b>
Diversion Admits	9	1	0	4	<b>14</b>
Total State Hospital Admissions	0	0	0	0	<b>0</b>
<b>Routine Services, MH Adults/Children</b>					
Adult Service Packages (LOC 1m,1s,2,3,4)	1408	162	122	113	<b>1805</b>
Adult Medication Services	1163	112	90	105	<b>1470</b>
Child Service Packages (LOC 1-4 and YC)	737	55	34	96	<b>922</b>
Child Medication Services	293	18	11	34	<b>356</b>
TCOOMMI (Adult Only)	126	10	16	9	<b>161</b>
Adult Jail Diversions	2	0	0	0	<b>2</b>
<b>Persons Served by Program, IDD</b>					
Number of New Enrollments for IDD Services	12	1	2	0	<b>15</b>
Service Coordination	700	36	44	68	<b>848</b>
<b>Persons Enrolled in Programs, IDD</b>					
Center Waiver Services (HCS, Supervised Living)	23	4	13	18	<b>58</b>
<b>Substance Abuse Services</b>					
Children and Youth Prevention Services	959	6	19	25	<b>1009</b>
Youth Substance Abuse Treatment Services/COPSD	14	0	0	0	<b>14</b>
Adult Substance Abuse Treatment Services/COPSD	52	0	0	3	<b>55</b>
<b>Waiting/Interest Lists as of Month End</b>					
Adult Mental Health Services	87	0	0	0	<b>87</b>
Home and Community Based Services Interest List	2902	238	213	243	<b>3596</b>
<b>January Served by County</b>					
Adult Mental Health Services	1817	173	139	210	<b>2339</b>
Child Mental Health Services	872	63	41	107	<b>1083</b>
Intellectual and Developmental Disabilities Services	760	42	68	79	<b>949</b>
<b>Total Served by County</b>	<b>3449</b>	<b>278</b>	<b>248</b>	<b>396</b>	<b>4371</b>
<b>December Served by County</b>					
Adult Mental Health Services	1521	137	112	173	<b>1943</b>
Child Mental Health Services	803	67	37	89	<b>996</b>
Intellectual and Developmental Disabilities Services	875	40	63	81	<b>1059</b>
<b>Total Served by County</b>	<b>3199</b>	<b>244</b>	<b>212</b>	<b>343</b>	<b>3998</b>
<b>November Served by County</b>					
Adult Mental Health Services	1554	145	120	189	<b>2008</b>
Child Mental Health Services	843	72	43	87	<b>1045</b>
Intellectual and Developmental Disabilities Services	731	42	63	79	<b>915</b>
<b>Total Served by County</b>	<b>3128</b>	<b>259</b>	<b>226</b>	<b>355</b>	<b>3968</b>

<b>Agenda Item:</b> Program Updates  <b>Committee:</b> Program	<b>Board Meeting Date:</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Program Updates	
<b>Recommended Action:</b>  <b>For Information Only</b>	



# **Program Updates**

## **January 31, 2020 – February 27, 2020**

---

### **Crisis Services**

1. We have been negotiating with a local psychiatrist regarding our vacancy at the Psychiatric Emergency Treatment Center (PETC) in Conroe. We are hopeful that we can reach acceptable terms with this psychiatrist and avoid using a recruitment service to fill this opening. Dr. Sneed has been covering psychiatry at the PETC with the help of an Advance Practice Registered Nurse (APRN) that works two days a week (M,F), but this arrangement is not sustainable.

### **MH Adult Services**

1. As we prepare for new Service Targets associated with Amendment Number One of the Health and Human Services Commission's Mental Health Performance Contract, we have hired two additional Advance Practice Registered Nurses (APRNs) for our outpatient clinics. One of these APRNs will provide additional capacity for Adult Mental Health services, and the other will provide capacity primarily for Child and Youth services. However, while hiring these two staff, we had an APRN that served Liberty County and a Doctor in Conroe resign. The APRN that served Liberty County has since reapplied and been rehired for her former role after deciding that she enjoyed working with our clients more than Private Practice.
2. We currently have an opening for a psychiatrist at the Conroe Service Location. While we are often contacted by psychiatrists looking to work in this area, we do not currently have a lead for this position.
3. We continue to struggle to recruit for Bachelors level staff in Adult Mental Health Services and have several openings. However, we have, for the first time in a while, been able to fully staff the Assertive Community Treatment (ACT) Team after raising the starting salary for these positions a few months ago.
4. The rural clinics are actively working to build relationships in the local communities, working to identify gaps, and collaborating with community partners to connect individuals to resources. Staff have been attending and participating in local multidisciplinary meetings, which has been invaluable to gather feedback and gain understanding of how services are benefitting the community, as well as where there are areas for improvement.
5. The walk-in clinic continues to remain steady with an average of 37 individuals presenting for adult treatment each week in January. Focusing on a model in which individuals are quickly connected to treatment, the majority of those who present for walk-in are provided with a same day evaluation for admission to services; however, those who are unable to stay are scheduled within one week of initial presentation, which is faster than many providers in the area.
6. The First Episode Psychosis Team participated in a site visit with HHSC in January, which went well. The purpose of the visit was to review progress since implementation and discuss concerns or barriers. This was also an opportunity to communicate about the success the program has had over the last several months, including the impact on those

served. The program continues to grow, with two additional clients joining in January and three others pending admission. The program also continues to report positive outcomes as a result of the interventions, including three clients who are now employed, and four who have returned to school to complete their education. Additionally, one client who is now working full time, has obtained her own apartment and started living independently for the first time. With support from the program, she is learning valuable skills for maintaining housing, employment, and is actively working toward achieving her recovery goals.

7. Adult Outpatient Services staff will participate in Person-Centered Recovery Planning, which focuses on methods and strategies for engaging individuals in the formation of their treatment goals and steps that will be taken to achieve those goals, in the next month. Additionally, several staff will participate in Critical Incident Stress Management (CISM) training allowing them to provide brief intervention and processing to persons impacted by difficult events in the community.
8. The Project for Assistance in Transition from Homelessness (PATH) program staff participated in Montgomery County's annual Point in Time Homeless Count. This collaborative community effort serves as an important mechanism for understanding trends related to homelessness, as well as provides data and information that may be used to secure funding for housing initiatives in the future.

## **MH Child and Youth Services**

1. Using funding recently awarded to us from the Methodist Foundation, we are expanding our school-based mental health clinic services to include San Jacinto Elementary in Conroe ISD (located on FM 1314). We are currently recruiting for an additional counselor and a skills trainer for that location.
2. All of our Child and Youth LPHAs are now trained to use Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), which is an evidence-based treatment model for children and youth impacted by trauma.
3. We are in the process of implementing additional evidence-based practices in preparation for becoming a CCBHC, including routine use of specific trauma screenings, suicide screenings, and substance use screenings.
4. We continue to struggle to recruit for Bachelors level staff in Child and Youth Mental Health Services and have several openings. The Management Team has made several tweaks to salaries for these positions and are still hopeful that this will generate additional applicants. We currently have children and youth who are in services that are not receiving the amount or frequency of certain services that are authorized in their level of care. We will have to consider additional steps to recruit staff if we are not successful with our efforts in the near future.
5. In addition to vacancies impacting Child and Youth services revenue, we have also seen a trend of less children and youth with Medicaid who receive our services. From 2017 to 2020, we have moved from 92% to 77% of our children and youth with Medicaid. Without a steady funding source, it is difficult to finance Child and Youth services, which historically has not received much state General Revenue funding. The drop in Medicaid percentage is due to overall growth of our caseload, a 60% increase in private insurance and more children and youth who are not eligible for Medicaid.

## **Criminal Justice Services**

1. The TCOOMMI program is fully staffed for the first time in several months, allowing the program to admit additional clients who are in need of additional support to address their behavioral health needs and maintain community tenure.
2. The Jail Services Liaison continues to provide an important service, coordinating care for 101 individuals in the Montgomery County Jail and providing screening for 29 others in January. As a result of this program, individuals in need of mental health treatment were able to access that needed care.

## **Substance Use Disorder Services**

1. Substance Use Disorder staff are actively working to complete the Year-End Report for United Way. In 2019, the programs met 13 out of 17 of the performance measures, with most of these measures only narrowly missed. Changes have been made to the program to ensure that all measures are met in this calendar year.
2. Our Substance Use Prevention team is very busy in the schools this time of year. They are providing prevention skills groups in schools across all three counties.
3. We now have two Certified Prevention Specialists (CPSs) on our team. A CPS requires significant training and experience in the field of prevention, as well as passing a very difficult exam. Our program manager is required to have a CPS, but one of our prevention specialists recently earned his certification as well.
4. Our Youth Prevention Universal program is going strong, providing services to 823 sixth graders in East Montgomery County prevention education this semester alone.

## **IDD Services**

1. Huntsville clients were invited by the Ark Church of Huntsville to participate in a prom, "Night to Shine", for individuals with special needs. Formal event with males in suits and women dressed in gowns. This event included walking the red carpet, limo ride, dinner, DJ for dancing, and all were crowned kings and queens of the prom. Several of our consumers had the opportunity to attend and appeared to have a great time. There is a video on <https://www.facebook.com/arkhuntsville/videos/482242649389617/>.
2. The IDD Provider staff are beginning preparations for the upcoming annual audit.
3. Sam Houston State University students are providing another semester of music therapy free for our consumers. The Cleveland group is going on campus. A Professor and two students are coming to the TCBHC building in Huntsville to provide a larger group music therapy.
4. The HCS Provider program had a Medicaid Desk Audit for a three month period in 2019. Staff submitted 1,867 pages of documentation for this audit. We were notified that payback for this audit would be \$7,004.29. One provider of Host Home Services' documentation was responsible for \$6,776.46 of this payback. The notes completed by this service provider were not adequately individualized and included 'copy and pasted' information. This billing problem had been identified in April of 2019 and this provider was trained May 8, 2019. We are doing a refresher training for all providers to remind them of the importance of accurate documentation.
5. One of the larger providers in our area, Mosaic, was purchased by Caregiver, Inc. The contract termination was February 10, 2020 and affected 19 of our TxHmL individuals

and 14 HCS individuals. With much effort from staff, all transfers were completed prior to the contract termination.

## **Support Services**

### **1. Quality Management (QM):**

- a. One chart was reviewed and submitted to Molina Healthcare for services dating back to January 1, 2019.
- b. QM Staff continue to receive monthly chart audits from the Program Supervisors over clinical services at the Center. A random sample of these charts is then reviewed by the QM Department to ensure interrater reliability and provide feedback for training purposes.
- c. Rights Protection Officer forms have been updated to reflect the new Administrator of Quality Management.
- d. The Superior Quarterly Site Audit occurred on February 12, 2020. Superior reviewed four client charts within the time frames of November 4, 2019 and January 29, 2020. The auditor cited concern related to the time between initial intake and beginning of routine treatment, including the development of the Master Treatment Plan. The cause of both problems is a shortage of Bachelor's level staff.

### **2. Utilization Management (UM):**

- a. UM Staff reviewed 10% of the agency's client discharges that occurred in the month of January to ensure that they are in compliance with regulations and procedures and continues to work with staff to ensure proper paperwork is sent out with each appeal.

### **3. Training:**

- a. The new Training Coordinator attended SAMA training in San Antonio in January and is now instructing all SAMA classes.
- b. The new Clinical Trainer is scheduled for a variety of trainings necessary for the position.

### **4. Veteran Services and Veterans Counseling/Crisis:**

- a. The Veterans Counselor has been providing crisis services and counseling in all three of our service areas since September 2019, and has served over 50 veterans and their families.
- b. The Military Veterans Peer Network (MVPN) has begun working with Lone Star Community College and Sam Houston to recruit younger veterans to the program.
- c. The MVPN is offering monthly Veterans Suicide Awareness trainings (ASK+), and to date they have trained 37 veterans and family members.
- d. The MVPN is focusing on Mental Health support for all military and their families, and is hosting the inaugural Montgomery County Military Connected Mental Health Seminar on February 27, 2020.

**5. Planning and Network Advisory Committee(s) (MH and IDD PNACs):**

- a. The MH PNAC met on February 19<sup>th</sup> where they received updates on the Consolidated Local Service Plan (CLSP) and Local Planning Network Development (LPND) Plan process for FY 2020-2021. The PNAC provided feedback that will be used to update the plan. Following this meeting, we received word that the State would be extending the deadline for both the CLSP and the LPND plan to August 31, 2020 due to the ongoing planning efforts related to Senate Bill 633, otherwise known as All Texas Access.
- b. The IDD Authority Audit was held at the beginning of February and included a review of the IDD PNAC. The majority of feedback was positive but there was one finding related to not having 9 members. The auditors recommended that this be a standing item on each agenda if the membership is under 9 and that the committee actively work on plans to achieve full membership.

**Community Activities**

1. Tropical Storm Imelda staff have served over 2300 individuals since starting the program on December 27, 2019. They continue to work in identifying and assisting individuals and families who were impacted by the storm.
2. The Mental Health First Aid staff have been busy with trainings. Five trainings were facilitated in January and an additional six trainings are scheduled for the month of February.

<b>Agenda Item:</b> Board of Trustees Reappointment and Oath of Office  <b>Committee:</b> Executive	<b>Board Meeting Date</b>  February 27, 2020
<b>Background Information:</b>  Listed below is the Board member who was reappointed by the Commissioner's Court of their respective county for an additional two-year term expiring August 31, 2021.  Reappointment: <ul style="list-style-type: none"> <li>• Tracy Sorensen, Walker County</li> </ul> Oaths of Office will be recited at the Board meeting.	
<b>Supporting Documentation:</b>  Oath of Office Recitation  Walker County Trustee – Copy of Minutes from Walker County Commissioner's Court Meeting dated July 15, 2019.	
<b>Recommended Action:</b>  <b>Recite Oaths of Office</b>	



MINUTES for Walker County Commissioners Court  
SPECIAL SESSION  
Monday, July 15, 2019, 1:30 p.m.



CALL TO ORDER

Be it remembered, Commissioners Court of Walker County was called to order by County Judge, Danny Pierce at 1:38 p.m., in Commissioners Courtroom, 1<sup>st</sup> Floor, 1100 University Avenue, Huntsville Texas.

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

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

GENERAL ITEMS

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

CONSENT AGENDA

1. Receive financial information posted as of June 24, 2019, for the fiscal year ended September 30, 2019.
2. Receive financial information as of the Month Ended May 31, 2019, for the fiscal year ending September 30, 2019.

**ACTION:** Report received by Court.

DEPARTMENT REPORTS

3. Receive District Clerk Monthly Report for June 2019.
4. Receive County Clerk Monthly Report for June 2019.
5. Receive Walker County Appraisal District monthly tax collection report for June 2019.
6. Receive Planning and Development Department report for June 2019.

**ACTION:** Report received by Court.

STATUTORY AGENDA

EMS

7. Discuss and take action on Siddons-Martin Emergency Group proposal letter.  
*John Nabors presented information. They would like to get this signed so this year's chassis can be held until we are able to purchase the ambulance.*

**MOTION:** Made by Commissioner Daugeffe to APPROVE the Siddons-Martin Emergency Group proposal letter and when purchased to be funded from the projects contingency.

**SECOND:** Made by Commissioner Henry.

**VOTE:** Motion carried unanimously.

Purchasing

8. Discuss and take action Approval of Cooperative Purchasing Agreement for Debris Monitoring.

**ACTION:** PASS at this time.

9. Discuss and take action on water seepage study for District Attorney's Office.  
*Larry Whitner with Maintenance presented information.*

**MOTION:** Made by Commissioner White to APPROVE the water seepage study for District Attorney's Office in an amount not to exceed \$1,000.00.

**SECOND:** Made by Commissioner Kuykendall.

**VOTE:** Motion carried unanimously.



**Auditor**

10. Discuss and take action on approving claims and invoices for payment.  
*Kim Rerich presented information. Two reports \$ 148,188.43 and \$ 28,025.61.*

**MOTION:** Made by Commissioner White to APPROVE claims and invoices.  
**SECOND:** Made by Commissioner Daugette.  
**VOTE:** Motion carried unanimously.

**Planning and Development**

11. Discuss and take action on county road maintenance list.  
*Andy Isbell presented information.*

**MOTION:** Made by Commissioner Daugette to APPROVE county road maintenance list with Precinct 1 having 116.17 miles, Precinct 2 with 142.79 miles, Precinct 3 with 143.77 and Precinct 4 with 146.77 miles as presented.  
**SECOND:** Made by Commissioner White.  
**VOTE:** Motion carried unanimously.

**County Clerk**

12. Discuss and take action on Records Management Plan, Records Archival Fee (\$10.00), Vital Records Fee (\$1.00) and Records Management and Preservation Fee (\$10.00).  
*Kari French presented information.*

**MOTION:** Made by Commissioner Daugette to APPROVE the Records Management Plan, Records Archival Fee (\$10.00), Vital Records Fee (\$1.00) and Records Management and Preservation Fee (\$10.00).  
**SECOND:** Made by Commissioner White.  
**VOTE:** Motion carried unanimously.

**Commissioners Court**

13. Discuss and take action on trustee appointments to the Tri-County Behavioral Healthcare Board of Trustees.  
*Judge Pierce presented appointments list.*

**MOTION:** Made by Commissioner Kuykendall to APPROVE the trustee appointments to the Tri-County Behavioral Healthcare Board of Trustees as presented.  
**SECOND:** Made by Commissioner White.  
**VOTE:** Motion carried unanimously.

14. Discuss and take action on commissioner appointments to the Board of Commissioners of the Walker County Housing Authority.  
*Judge Pierce presented appointments.*

**MOTION:** Made by Commissioner White to APPROVE the appointments to the Board of Commissioners of the Walker County Housing Authority as presented.  
**SECOND:** Made by Commissioner Kuykendall.  
**VOTE:** Motion carried unanimously.

15. Discuss and take action on revision to the Rita B. Huff agreement.  
*Jane Ellisor presented information on the changes needed on the contract with the spay and neutering services they provide.*

**MOTION:** Made by Commissioner Daugette to APPROVE the revision to the Rita B. Huff agreement to delete in line 4 in the last sentence, strike out (but outside the city limits of Huntsville).  
**SECOND:** Made by Commissioner White.  
**VOTE:** Motion carried unanimously.

16. Receive Walker County Employee Injury Report.  
*Judge Pierce presented report.*

**ACTION:** Report received by Court.

# ADMINISTERING THE 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.

<b>Agenda Item:</b> Personnel Report for January 2020  <b>Committee:</b> Executive	<b>Board Meeting Date:</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Personnel Report for January 2020	
<b>Recommended Action:</b>  <b>For Information Only</b>	

## Personnel Report January 2020

Total Applications received in January = 236

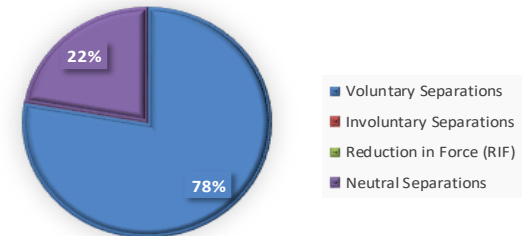
Total New Hires for the month of January = 11

Total New Hires Year to Date = 64

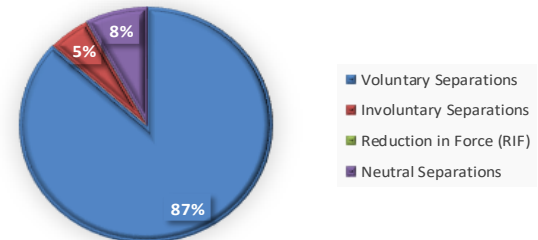
January Turnover - FY20 compared to FY19	FY20	FY19
Number of Active Employees	379	359
Number of Monthly Separations	9	8
Number of Separations YTD	38	40
Year to Date Turnover Rate	10%	11%
January Turnover Rate	2%	2%

Separations by Reason	January Separations	FY20 YTD
Better Pay	2	6
Commute	0	2
Death	0	0
Dissatisfaction with Supervisor/Job	0	3
Family	1	4
Another job	0	5
Lack of Opportunity for Advancement	0	0
Relocating	0	1
Retirement	1	2
Return to School	0	2
Schedule	1	1
Uncomfortable with Job Duties	1	3
Health	1	2
Neutral Termination	2	5
Involuntarily Terminated	0	2
<b>Total Separations</b>	<b>9</b>	<b>38</b>

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



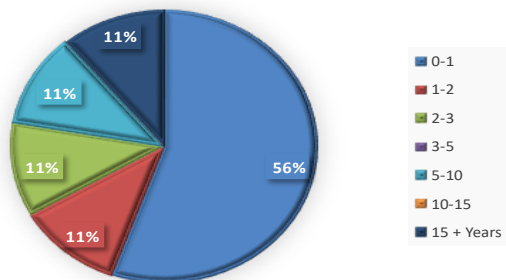
**Year to Date Voluntary, Involuntary, RIF and Neutral Separations**



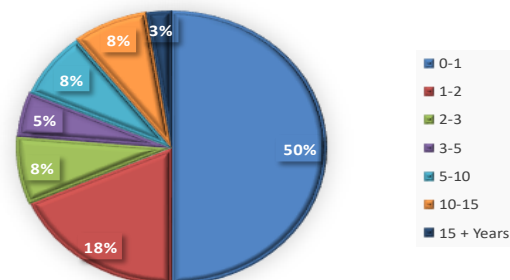
Management Team	# of Employees	Monthly Separations	Year to Date Separations	% January	% Year to Date
Evan Roberson	22	0	0	0%	0%
Millie McDuffey	35	1	6	3%	17%
Amy Foerster	5	0	1	0%	20%
Tanya Bryant	10	0	2	0%	20%
MH Adult	89	3	9	3%	10%
MH Child & Youth	75	1	8	1%	11%
Catherine Prestigiovanni	8	3	4	38%	50%
PETC	59	0	2	0%	3%
Kelly Shropshire	38	0	0	0%	0%
Kathy Foster	30	0	5	0%	17%
Kenneth Barfield	8	1	1	13%	13%
<b>Total</b>	<b>379</b>	<b>9</b>	<b>38</b>		

Separation by EEO Category	# of Employees	Monthly Separations	Year to Date Separations	% January	% Year to Date
Supervisors & Managers	28	0	1	0%	4%
Medical (MD,DO, LVN, RN, APN, PA, Psychologist)	49	1	2	2%	4%
Professionals (QMHP)	112	4	15	4%	13%
Professionals (QIDP)	31	0	0	0%	0%
Licensed Staff (LCDC, LPC...)	22	0	1	0%	5%
Business Services (Accounting)	13	0	1	0%	8%
Central Administration (HR, IT, Executive Director)	18	1	5	6%	28%
Program Support(Financial Counselors, QA, Training, Med. Records)	56	3	7	5%	13%
Nurse Technicians/Aides	18	0	1	0%	6%
Service/Maintenance	8	0	0	0%	0%
Direct Care (HCS, Respite, Life Skills)	24	0	5	0%	21%
<b>Total</b>	<b>379</b>	<b>9</b>	<b>38</b>		

January Separations by Tenure

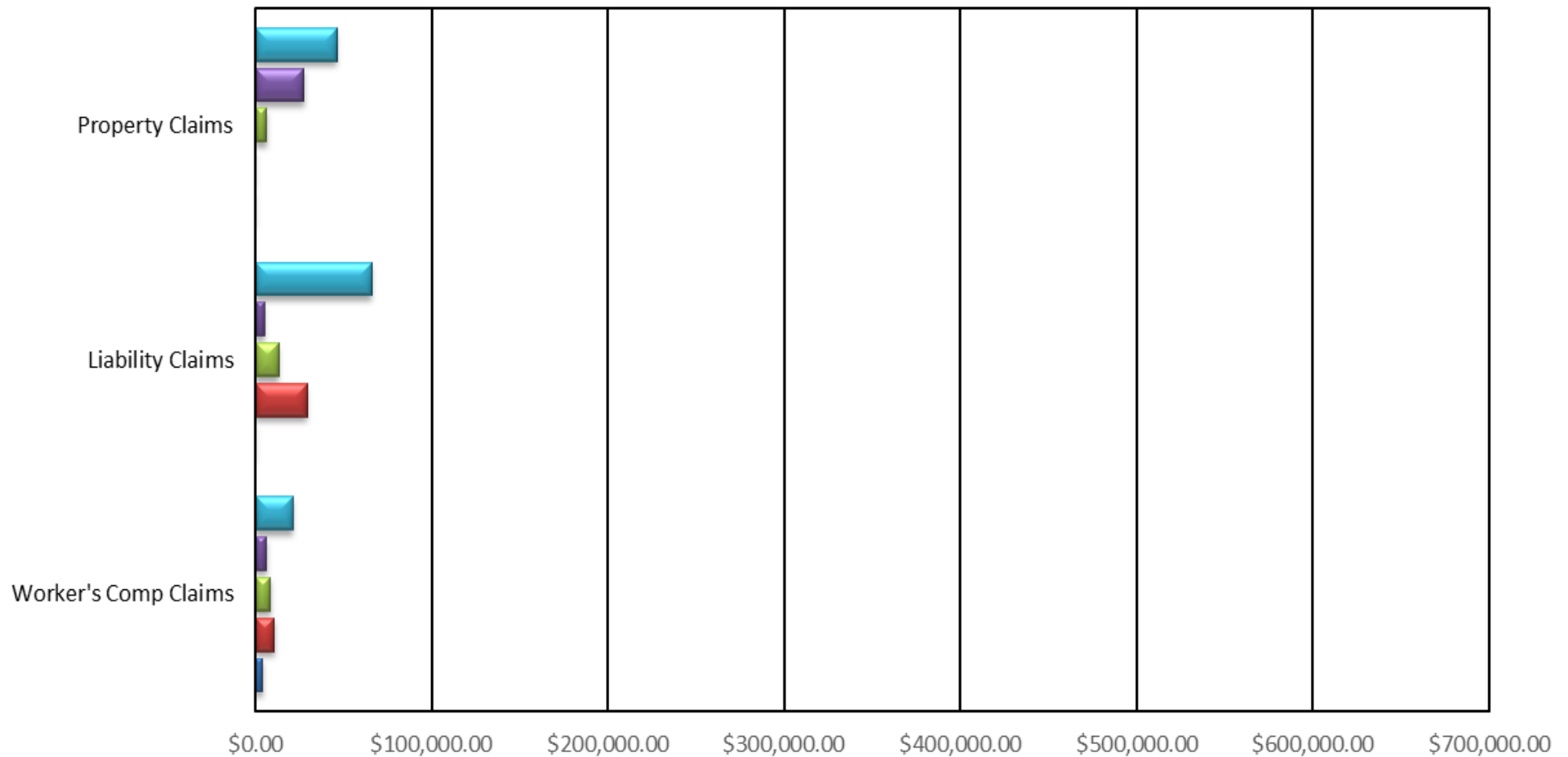


Year to Date Separations by Tenure



<b>Agenda Item:</b> Texas Council Risk Management Fund Claims Summary as of January 2020  <b>Committee:</b> Executive	<b>Board Meeting Date:</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  Texas Council Risk Management Fund Claims Summary as of January 2020	
<b>Recommended Action:</b>  <b>For Information Only</b>	

## TCRMF Claims Summary January 2020



	Worker's Comp Claims	Liability Claims	Property Claims
2016	\$21,176.00	\$65,795.00	\$46,114.00
2017	\$6,011.00	\$4,893.00	\$27,455.00
2018	\$8,191.00	\$13,108.00	\$6,126.00
2019	\$10,626.00	\$29,330.00	\$0.00
2020	\$3,876.00	\$0.00	\$0.00

<b>Agenda Item:</b> Approve January 2020 Financial Statements  <b>Committee:</b> Business	<b>Board Meeting Date</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  January 2020 Financial Statements	
<b>Recommended Action:</b>  <b>Approve January 2020 Financial Statements</b>	



## January 2020 Financial Summary

Revenues for January 2020 were \$2,935,674 and operating expenses were \$2,797,360 resulting in a gain in operation of 138,314. Capital Expenditures and Extraordinary Expenses for January were \$180,150 resulting in a loss of \$41,837. Total revenues were 101.60% of the monthly budgeted revenues and total expenses were 103.15% of the monthly budgeted expenses (difference of -1.55%).

Year to date revenues are \$13,667,276 and operating expenses are \$12,874,201 leaving excess operating revenues of \$793,075. YTD Capital Expenditures and Extraordinary Expenses are \$695,335 resulting in a gain YTD of \$97,740. Total revenues are 98.27% of the YTD budgeted revenues and total expenses are 98.04% of the YTD budgeted expenses (difference of .22%).

### **REVENUES**

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
Client Fees	73,026	134,935	54.12%	61,909
Case Management MH	241,311	275,640	87.55%	34,329
HCS – Title XIX	755,948	778,768	97.07%	22,820
Rehab – Title XIX	755,353	964,806	78.29%	209,453

**Client Fees** – We are continuing to review our outstanding client accounts. Based on a Criteria that we have established such as client discharged from services for 90 days, or no payments received for a year, we do periodic client write offs. We have also started to review clients who have high deductible insurance plans and we are adjusting off amounts that are not realistically collectible based on our Clients ability to pay.

**Case Management MH** – This line item is under budget due to vacant positions in both MH child and adult programs. We hope to get these positions filled in the near future.

**HCS** – This line item is under budget based on several situations happening in the HCS program. We have one individual that we are holding billing until the client is transferred into the State CARE system. We currently have one empty bed at one of the supervised living homes. And we have three host home clients that have been hospitalized which means we are unable to bill for the time that they are in the hospital. Expect these situations to be rectified soon.

**Rehab – Title XIX** – This line item continues to be affected by the number of vacant positions that are currently open in both the adult and children's programs.

**EXPENSES**

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

<b>Expense Source</b>	<b>YTD Expenses</b>	<b>YTD Budget</b>	<b>% of Budget</b>	<b>\$ Variance</b>
Building Repair & Maintenance	107,985	82,794	130.43%	25,191
Contract - Clinical	378,356	276,823	136.68%	101,533
Fixed Assets - Vehicles	64,400	0	0	64,400
Medication Expense	313,343	296,257	105.77%	17,085

**Building Repair & Maintenance** – This line item went over budget in October with the completion of the tree removal and replanting of trees at the Conroe location. This will get adjusted in the first budget revision.

**Contract – Clinical** – This line item is over budget due to the use of contract doctors for coverage in our clinical programs. This overage is offset by a lapse in the salary line for these programs.

**Fixed Assets – Vehicles** – This line item is showing the purchase of the Board approved vehicles. This line item will be adjusted during the budget revision.

**Medication Expense** – This line item is our medication expense and showed up as a variance on the December financials. The variance is in part due to the increasing number of individuals that we are serving and also the cost of medication is increasing. January's monthly expense was just slightly over budget so the annual variance increased by approximately \$500. We are continuing to monitor this line and will adjust during the revision.

**TRI-COUNTY BEHAVIORAL HEALTHCARE  
CONSOLIDATED BALANCE SHEET  
For the Month Ended January 31, 2020**

	<b>TOTALS COMBINED FUNDS January 2020</b>	<b>TOTALS COMBINED FUNDS December 2019</b>	<b>Increase (Decrease)</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Imprest Cash Funds	3,250	3,250	-
Cash on Deposit-General Fund	9,005,739	10,927,332	(1,921,593)
Cash on Deposit-Debt Fund			-
Accounts Receivable	2,885,501	2,617,063	268,438
Inventory	4,530	4,640	(110)
<b>TOTAL CURRENT ASSETS</b>	<b>11,899,019</b>	<b>13,552,284</b>	<b>(1,653,265)</b>
<b>FIXED ASSETS</b>	19,435,971	19,435,971	-
<b>OTHER ASSETS</b>	133,132	114,463	18,669
<b>TOTAL ASSETS</b>	<b>\$ 31,468,122</b>	<b>\$ 33,102,718</b>	<b>\$ (1,634,596)</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>	1,091,102	1,249,590	(158,488)
<b>NOTES PAYABLE</b>	630,692	630,692	-
<b>DEFERRED REVENUE</b>	1,738,910	3,112,153	(1,373,242)
<b>LONG-TERM LIABILITIES FOR</b>			
Line of Credit - Tradition Bank	-	-	-
Note Payable Prosperity Bank	-	-	-
First Financial loan tied to CD	320,833	343,750	(22,917)
First Financial Construction Loan	11,479,538	11,518,467	(38,929)
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>			
General Fund	97,740	139,577	(41,837)
<b>FUND EQUITY</b>			
<b>RESTRICTED</b>			
Net Assets Reserved for Debt Service	(11,800,371)	(11,862,217)	61,846
Reserved for Debt Retirement			-
<b>COMMITTED</b>			
Net Assets-Property and Equipment	19,435,971	19,435,971	-
Reserved for Vehicles & Equipment Replacement	678,112	678,112	-
Reserved for Facility Improvement & Acquisitions	2,500,000	2,500,000	-
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	502,677	502,677	-
<b>ASSIGNED</b>			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	(33,569)	24,664	(58,233)
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(630,692)	(630,692)	-
<b>UNASSIGNED</b>			
Unrestricted and Undesignated	3,582,770	3,585,566	(2,797)
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 31,468,122</b>	<b>\$ 33,102,718</b>	<b>\$ (1,634,597)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE  
CONSOLIDATED BALANCE SHEET  
For the Month Ended January 31, 2020**

	<b>General Operating Funds</b>	<b>Memorandum Only Final August 2019</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Imprest Cash Funds	3,250	3,500
Cash on Deposit-General Fund	9,005,739	8,204,549
Cash on Deposit-Debt Fund	-	-
Accounts Receivable	2,885,501	2,127,671
Inventory	4,530	4,695
<b>TOTAL CURRENT ASSETS</b>	<b>11,899,019</b>	<b>10,340,415</b>
<b>FIXED ASSETS</b>	<b>19,435,971</b>	<b>19,435,971</b>
<b>OTHER ASSETS</b>	<b>133,132</b>	<b>136,153</b>
	<b>\$ 31,468,122</b>	<b>\$ 29,912,539</b>
<b>LIABILITIES, DEFERRED REVENUE, FUND BALANCES</b>		
<b>CURRENT LIABILITIES</b>	<b>1,091,102</b>	<b>1,152,521</b>
<b>NOTES PAYABLE</b>	<b>630,692</b>	<b>630,692</b>
<b>DEFERRED REVENUE</b>	<b>1,738,910</b>	<b>183,283</b>
<b>LONG-TERM LIABILITIES FOR</b>		
Line of Credit - Tradition Bank	-	-
Note Payable Prosperity Bank	-	-
First Financial loan tied to CD	320,833	435,417
First Financial Construction Loan	11,479,538	11,675,110
<b>EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR</b>		
General Fund	97,740	633,843
<b>FUND EQUITY</b>		
<b>RESTRICTED</b>		
Net Assets Reserved for Debt service-Restricted	(11,800,371)	(12,110,527)
Reserved for Debt Retirement	-	-
<b>COMMITTED</b>		
Net Assets-Property and Equipment-Committed	19,435,971	19,435,971
Reserved for Vehicles & Equipment Replacement	678,112	678,112
Reserved for Facility Improvement & Acquisitions	2,500,000	2,500,000
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	502,677	502,677
<b>ASSIGNED</b>		
Reserved for Workers' Compensation-Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve -Assigned	(33,569)	-
Reserved for Insurance Deductibles-Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(630,692)	(630,692)
<b>UNASSIGNED</b>		
Unrestricted and Undesignated	3,582,770	2,951,724
<b>TOTAL LIABILITIES/FUND BALANCE</b>	<b>\$ 31,468,122</b>	<b>\$ 29,912,539</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**For the Month Ended January 2020**  
**and Year To Date as of January 2020**

<b>INCOME:</b>	<b>MONTH OF January 2020</b>	<b>YTD January 2020</b>
Local Revenue Sources	194,072	728,811
Earned Income	1,186,210	5,556,050
General Revenue-Contract	1,555,392	7,382,415
<b>TOTAL INCOME</b>	<b>\$ 2,935,674</b>	<b>\$ 13,667,276</b>
<b>EXPENSES:</b>		
Salaries	1,793,825	7,807,661
Employee Benefits	336,276	1,555,507
Medication Expense	56,837	313,343
Travel-Board/Staff	37,729	174,881
Building Rent/Maintenance	20,449	141,066
Consultants/Contracts	345,215	1,842,212
Other Operating Expenses	207,028	1,039,533
<b>TOTAL EXPENSES</b>	<b>\$ 2,797,360</b>	<b>\$ 12,874,201</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 138,314</b>	<b>\$ 793,075</b>
<b>CAPITAL EXPENDITURES</b>		
Capital Outlay-FF&E, Automobiles, Building	86,901	228,682
Capital Outlay-Debt Service	93,250	466,653
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 180,150</b>	<b>\$ 695,335</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,977,511</b>	<b>\$ 13,569,536</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ (41,837)</b>	<b>\$ 97,740</b>

<b>Debt Service and Fixed Asset Fund:</b>		
Debt Service	93,250	466,653
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>93,250</b>	<b>466,653</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**Year to Date as of January 2020**

	YTD January 2020	APPROVED BUDGET	Increase (Decrease)
<b>INCOME:</b>			
Local Revenue Sources	728,811	751,917	(23,106)
Earned Income	5,556,050	5,824,792	(268,742)
General Revenue-Contract	7,382,415	7,331,695	50,720
<b>TOTAL INCOME</b>	<b>\$ 13,667,276</b>	<b>\$ 13,908,404</b>	<b>\$ (241,128)</b>
<b>EXPENSES:</b>			
Salaries	7,807,661	8,067,796	(260,135)
Employee Benefits	1,555,507	1,639,335	(83,828)
Medication Expense	313,343	296,257	17,086
Travel-Board/Staff	174,881	203,007	(28,126)
Building Rent/Maintenance	141,066	114,193	26,873
Consultants/Contracts	1,842,212	1,808,482	33,730
Other Operating Expenses	1,039,533	1,071,939	(32,406)
<b>TOTAL EXPENSES</b>	<b>\$ 12,874,201</b>	<b>\$ 13,201,009</b>	<b>\$ (326,808)</b>
 <b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	 <b>\$ 793,075</b>	 <b>\$ 707,395</b>	 <b>\$ 85,680</b>
 <b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	228,682	171,549	57,133
Capital Outlay-Debt Service	466,653	467,860	(1,207)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 695,335</b>	<b>\$ 639,409</b>	<b>\$ 55,926</b>
 <b>GRAND TOTAL EXPENDITURES</b>	 <b>\$ 13,569,536</b>	 <b>\$ 13,840,418</b>	 <b>\$ (270,882)</b>
  <b>Excess (Deficiency) of Revenues and Expenses</b>	  <b>\$ 97,740</b>	  <b>\$ 67,986</b>	  <b>\$ 29,754</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Debt Service	466,653	467,860	(1,207)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>466,653</b>	<b>467,860</b>	<b>(1,207)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**Compared to Budget**  
**For the Month Ended January 2020**

<b>INCOME:</b>	<b>MONTH OF January 2020</b>	<b>APPROVED BUDGET</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	194,072	157,304	36,768
Earned Income	1,186,210	1,202,671	(16,461)
General Revenue-Contract	1,555,392	1,529,450	25,942
<b>TOTAL INCOME</b>	<b>\$ 2,935,674</b>	<b>\$ 2,889,425</b>	<b>\$ 46,249</b>
<b>EXPENSES:</b>			
Salaries	1,793,825	1,771,674	22,151
Employee Benefits	336,276	328,147	8,129
Medication Expense	56,837	56,249	588
Travel-Board/Staff	37,729	40,738	(3,009)
Building Rent/Maintenance	20,449	19,237	1,212
Consultants/Contracts	345,215	368,956	(23,741)
Other Operating Expenses	207,028	204,019	3,009
<b>TOTAL EXPENSES</b>	<b>\$ 2,797,360</b>	<b>\$ 2,789,020</b>	<b>\$ 8,340</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 138,314</b>	<b>\$ 100,405</b>	<b>\$ 37,909</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	86,901	4,087	82,814
Capital Outlay-Debt Service	93,250	93,572	(322)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 180,150</b>	<b>\$ 97,659</b>	<b>\$ 82,491</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,977,511</b>	<b>\$ 2,886,679</b>	<b>\$ 90,832</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ (41,837)</b>	<b>\$ 2,746</b>	<b>\$ (44,583)</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	93,250	93,572	(322)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>93,250</b>	<b>93,572</b>	<b>(322)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With YTD January 2019 Comparative Data**  
**Year to Date as of January 2019**

<b>INCOME:</b>	<b>YTD January 2020</b>	<b>YTD January 2019</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	728,811	585,281	143,530
Earned Income	5,556,050	5,299,514	256,536
General Revenue-Contract	7,382,415	7,019,652	362,763
<b>TOTAL INCOME</b>	<b>\$ 13,667,276</b>	<b>\$ 12,904,447</b>	<b>\$ 762,829</b>
<b>EXPENSES:</b>			
Salaries	7,807,661	7,303,287	504,374
Employee Benefits	1,555,507	1,421,091	134,416
Medication Expense	313,343	262,589	50,754
Travel-Board/Staff	174,881	179,110	(4,229)
Building Rent/Maintenance	141,066	126,117	14,949
Consultants/Contracts	1,842,212	1,847,498	(5,286)
Other Operating Expenses	1,039,533	1,044,910	(5,377)
<b>TOTAL EXPENSES</b>	<b>\$ 12,874,201</b>	<b>\$ 12,184,600</b>	<b>\$ 689,599</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 793,075</b>	<b>\$ 719,847</b>	<b>\$ 73,230</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	228,682	92,186	136,496
Capital Outlay-Debt Service	466,653	469,275	(2,622)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 695,335</b>	<b>\$ 561,461</b>	<b>\$ 133,874</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 13,569,536</b>	<b>\$ 12,746,061</b>	<b>\$ 823,475</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 97,740</b>	<b>\$ 158,386</b>	<b>\$ (60,644)</b>

<b>Debt Service and Fixed Asset Fund:</b>			
Debt Service	466,653	469,275	(2,622)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>466,653</b>	<b>469,275</b>	<b>(2,622)</b>



**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With January 2019 Comparative Data**  
**For the Month Ended January 2020**

<b>INCOME:</b>	<b>MONTH OF January 2020</b>	<b>MONTH OF January 2019</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	194,072	110,388	83,684
Earned Income	1,186,210	1,118,839	67,371
General Revenue-Contract	1,555,392	1,364,594	190,798
<b>TOTAL INCOME</b>	<b>\$ 2,935,674</b>	<b>\$ 2,593,820</b>	<b>\$ 341,853</b>
Salaries	1,793,825	1,493,423	300,402
Employee Benefits	336,276	308,608	27,668
Medication Expense	56,837	62,396	(5,559)
Travel-Board/Staff	37,729	34,778	2,951
Building Rent/Maintenance	20,449	38,064	(17,615)
Consultants/Contracts	345,215	348,576	(3,361)
Other Operating Expenses	207,028	180,078	26,950
<b>TOTAL EXPENSES</b>	<b>\$ 2,797,360</b>	<b>\$ 2,465,923</b>	<b>\$ 331,437</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 138,314</b>	<b>\$ 127,897</b>	<b>\$ 10,415</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	86,901	-	86,901
Capital Outlay-Debt Service	93,250	93,784	(534)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 180,150</b>	<b>\$ 93,784</b>	<b>\$ 86,366</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,977,511</b>	<b>\$ 2,559,707</b>	<b>\$ 417,804</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ (41,837)</b>	<b>\$ 34,113</b>	<b>\$ (75,951)</b>

**Debt Service and Fixed Asset Fund:**

Debt Service	93,250	93,784	(534)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>93,250</b>	<b>93,784</b>	<b>(534)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary**  
**With December 2019 Comparative Data**  
**For the Month Ended January 2020**

<b>INCOME:</b>	<b>MONTH OF January 2020</b>	<b>MONTH OF December 2019</b>	<b>Increase (Decrease)</b>
Local Revenue Sources	194,072	82,712	111,360
Earned Income	1,186,210	991,983	194,227
General Revenue-Contract	1,555,392	1,307,020	248,372
<b>TOTAL INCOME</b>	<b>\$ 2,935,674</b>	<b>\$ 2,381,715</b>	<b>\$ 553,959</b>
<b>EXPENSES:</b>			
Salaries	1,793,825	1,433,784	360,041
Employee Benefits	336,276	209,490	126,787
Medication Expense	56,837	69,421	(12,583)
Travel-Board/Staff	37,729	26,857	10,872
Building Rent/Maintenance	20,449	12,920	7,529
Consultants/Contracts	345,215	399,593	(54,378)
Other Operating Expenses	207,028	179,685	27,343
<b>TOTAL EXPENSES</b>	<b>\$ 2,797,360</b>	<b>\$ 2,331,750</b>	<b>\$ 465,610</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 138,314</b>	<b>\$ 49,964</b>	<b>\$ 88,349</b>
<b>CAPITAL EXPENDITURES</b>			
Capital Outlay-FF&E, Automobiles	86,901	1,217	85,683
Capital Outlay-Debt Service	93,250	93,274	(24)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 180,150</b>	<b>\$ 94,492</b>	<b>\$ 85,659</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 2,977,511</b>	<b>\$ 2,426,242</b>	<b>\$ 551,269</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ (41,837)</b>	<b>\$ (44,527)</b>	<b>\$ 2,690</b>

**Debt Service and Fixed Asset Fund:**

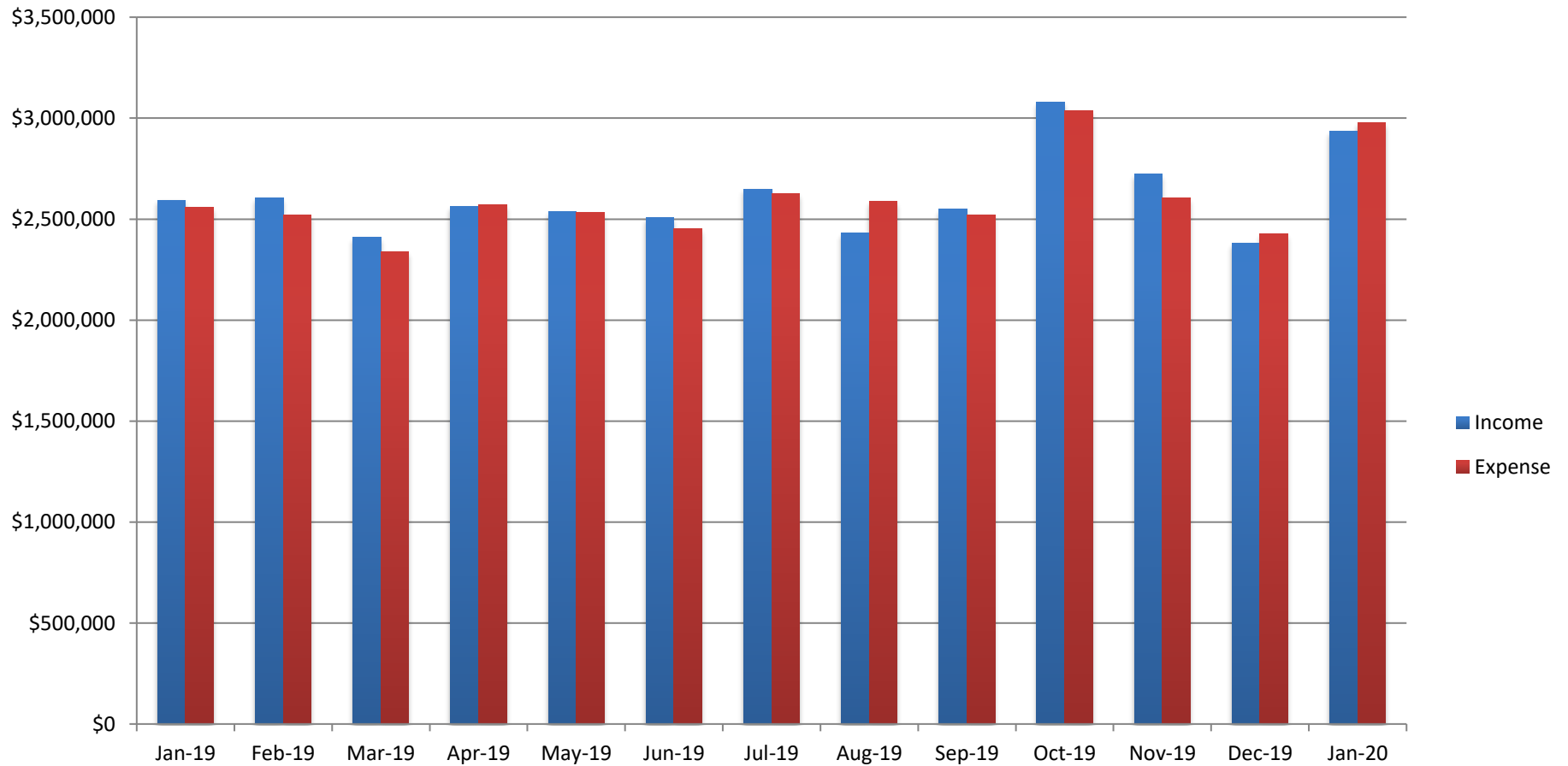
Debt Service	93,250	93,274	(24)
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>93,250</b>	<b>93,274</b>	<b>(24)</b>

**TRI-COUNTY BEHAVIORAL HEALTHCARE**  
**Revenue and Expense Summary by Service Type**  
**Compared to Budget**  
**Year To Date as of January 2020**

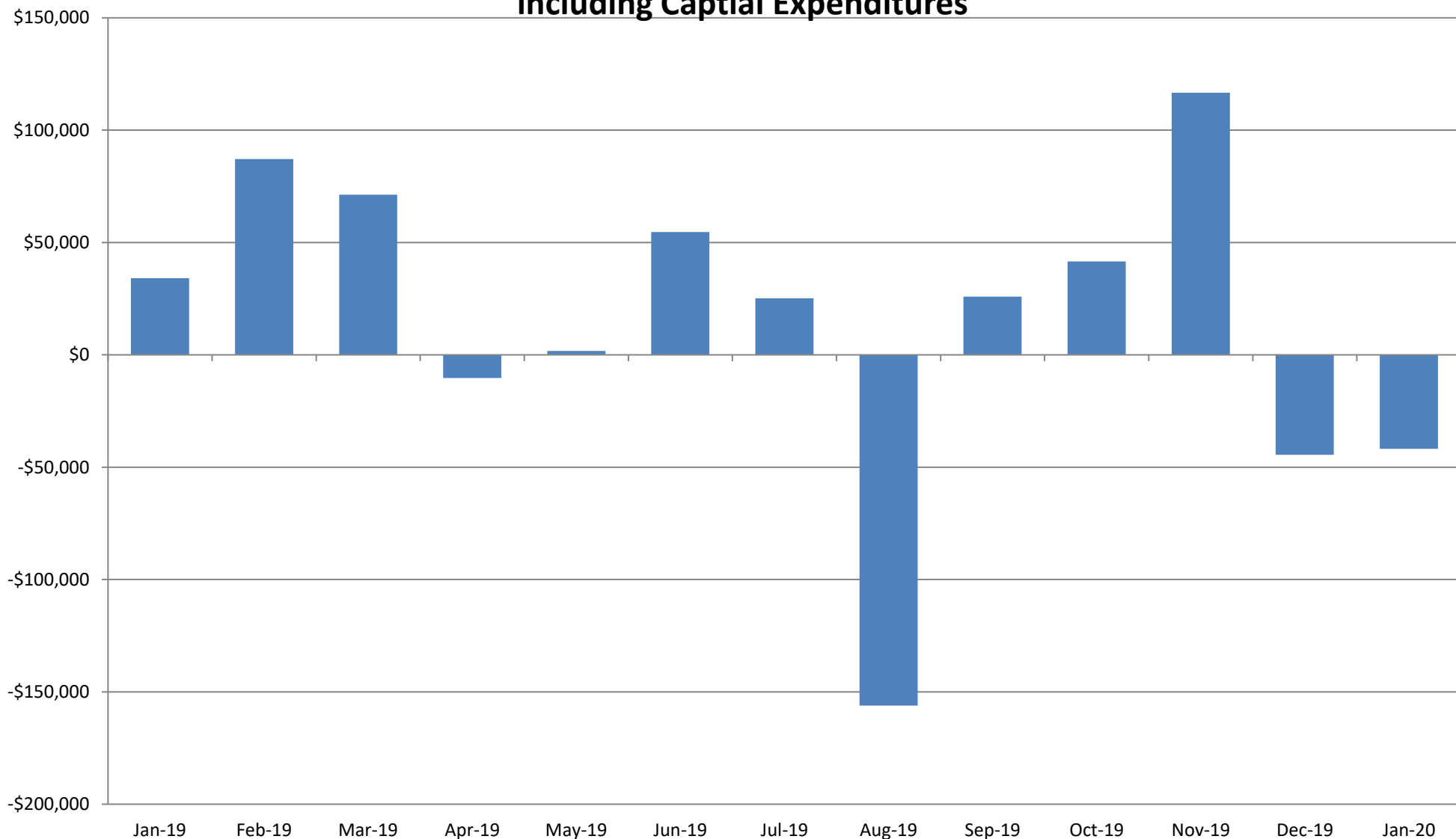
	YTD Mental Health January 2020	YTD IDD January 2020	YTD Other Services January 2020	YTD Agency Total January 2020	YTD Approved Budget January 2020	Increase (Decrease)
<b>INCOME:</b>						
Local Revenue Sources	451,799	126,238	150,773	728,811	751,917	(23,106)
Earned Income	3,778,114	1,055,650	722,287	5,556,050	5,824,792	(268,742)
General Revenue-Contract	5,020,042	1,402,659	959,714	7,382,415	7,331,695	50,720
<b>TOTAL INCOME</b>	<b>\$ 9,249,955</b>	<b>\$ 2,584,547</b>	<b>\$ 1,832,774</b>	<b>\$ 13,667,276</b>	<b>\$ 13,908,404</b>	<b>\$ (241,128)</b>
<b>EXPENSES:</b>						
Salaries	5,309,209	1,483,456	1,014,996	7,807,661	8,067,796	(260,135)
Employee Benefits	1,057,745	295,546	202,216	1,555,507	1,639,335	(83,828)
Medication Expense	213,073	59,535	40,735	313,343	296,257	17,086
Travel-Board/Staff	118,919	33,227	22,735	174,881	203,007	(28,126)
Building Rent/Maintenance	95,925	26,803	18,339	141,066	114,193	26,873
Consultants/Contracts	1,252,704	350,020	239,488	1,842,212	1,808,482	33,730
Other Operating Expenses	706,882	197,511	135,139	1,039,533	1,071,939	(32,406)
<b>TOTAL EXPENSES</b>	<b>\$ 8,754,457</b>	<b>\$ 2,446,098</b>	<b>\$ 1,673,648</b>	<b>\$ 12,874,204</b>	<b>\$ 13,201,009</b>	<b>\$ (326,806)</b>
<b>Excess(Deficiency) of Revenues over Expenses before Capital Expenditures</b>	<b>\$ 495,498</b>	<b>\$ 138,449</b>	<b>\$ 159,126</b>	<b>\$ 793,072</b>	<b>\$ 707,395</b>	<b>\$ 85,678</b>
<b>CAPITAL EXPENDITURES</b>						
Capital Outlay-FF&E, Automobiles	155,504	43,450	29,729	228,682	171,549	57,133
Capital Outlay-Debt Service	317,324	88,664	60,665	466,653	467,860	(1,207)
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 472,828</b>	<b>\$ 132,114</b>	<b>\$ 90,394</b>	<b>\$ 695,335</b>	<b>\$ 639,409</b>	<b>\$ 55,926</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>\$ 9,227,285</b>	<b>\$ 2,578,212</b>	<b>\$ 1,764,042</b>	<b>\$ 13,569,539</b>	<b>\$ 13,840,418</b>	<b>\$ (270,880)</b>
<b>Excess (Deficiency) of Revenues and Expenses</b>	<b>\$ 22,670</b>	<b>\$ 6,335</b>	<b>\$ 68,732</b>	<b>\$ 97,740</b>	<b>\$ 67,986</b>	<b>\$ 29,752</b>
<b>Debt Service and Fixed Asset Fund:</b>						
Debt Service	317,324	88,664	60,665	466,653	467,860	(150,536)
		-	-	-	-	-
<b>Excess(Deficiency) of revenues over Expenses</b>	<b>317,324</b>	<b>88,664</b>	<b>60,665</b>	<b>466,653</b>	<b>467,860</b>	<b>(150,536)</b>

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## Preliminary Income and Expense including Capital Expenditures



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



<p><b>Agenda Item:</b> Approve Allied Universal - Security Professional Service Agreement</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>February 27, 2020</p>
<p><b>Background Information:</b></p> <p>We have had an agreement with Champion Security to provide security services at our Conroe Service Facility since the building opened in March of 2017. We have had a great deal of turnover in the security officers and very inconsistent management support from Champion over these last three years and decided to terminate the contract.</p> <p>We have requested proposals from other security companies and recommend Allied Universal as the next provider of security services for our facility. They will provide two full-time unarmed security officers who will provide coverage at the facility from 7:00 am to 8:30 pm on Monday, Wednesday and Thursday and from 7:00 am to 7:00 pm Tuesday and Friday. The estimated annual cost for the service is \$72,800. Cost may increase if we request additional days or hours of service.</p> <p>The contract is for one year and either party may terminate the agreement for any reason with thirty days written notice.</p>	
<p><b>Supporting Documentation:</b></p> <p>Allied Universal - Security Professional Service Agreement (Available for review at the Board meeting)</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve Allied Universal - Security Professional Service Agreement</b></p>	

**Agenda Item:** Approve Health and Human Services Commission Local Mental Health Authority Performance Agreement, Contract No. HHS000576400001, Amendment No. 1

**Board Meeting Date**

February 27, 2020

**Committee:** Business

**Background Information:**

The Health and Human Services Local Mental Health Authority Performance Agreement is the contract for all mental health outpatient services and also includes the following programs:

- Outpatient Competency Restoration;
- Psychiatric Emergency Service Centers (CSU);
- Private Psychiatric Bed Day funding;
- Mental Health Supported Housing; and,
- Veterans Services.

In this contract, we have had two additional programs added:

- Education Service Center (ESC) Based Non-Physician Mental Health Professional; and
- Post Discharge Medications for Civil Commitments.

Overall the contract has the following annual funding increases:

- MHPCN (MH Adult and Child/Youth Outpatient Funding) \$1,085,692
- MHPPB (Inpatient Private Psychiatric Bed Day Purchase) \$304,526
- MHESC (Funding for a new Licensed Staff in the ESC required by HB 19) \$115,000
- MH/PDMCC (Post Discharge Medications for Civil Commitments) \$15,253

The total annual contract increase is \$1,520,471.

There are several new requirements associated with this new funding including the following:

- Movement of the Adult MH Outpatient Service Target from 2974 to 3315;
- Movement of the Child and Youth Service Target from 574 to 1064;
- Requirement for our Veterans program to provide MHFA-Veterans Module, addition of Platform for Peers and Providers requirements, and additional requirements for the staff funded by this program.
- Additional PASRR Requirements;
- Hiring and oversight of an ESC 6 Non-Physician Mental Health Professional;
- Requirements for providing medication for individuals court-ordered for mental health treatment and discharging from private psychiatric beds; and,
- Several other additional reporting and contract compliance items.

New Mental Health Outpatient funding will be utilized to provide the needed staff capacity to serve the additional targets. Our focus will be on expanding capacity in the rural clinics and other necessary system changes.

**Supporting Documentation:**

Contract will be available for review at the Board meeting.

**Recommended Action:**

**Approve Health and Human Services Commission Local Mental Health Authority Performance Agreement, Contract No. HHS000576400001, Amendment No. 1**

<p><b>Agenda Item:</b> Approve FY 2020 Contract for Dr. Roopa Challapalli, MD</p> <p><b>Committee:</b> Business</p>	<p><b>Board Meeting Date</b></p> <p>February 27, 2020</p>
<p><b>Background Information:</b></p> <p>The Center has contracts with five (5) area psychiatric hospitals to provide inpatient psychiatric treatment. This is the first year Tri-County is utilizing Woodland Springs Hospital on FM 1488 in Conroe for inpatient care.</p> <p>Dr. Roopa Challapalli provides inpatient psychiatric care to youth and adult populations admitted to Woodland Springs and Cypress Creek Hospitals.</p> <p>Dr. Challapalli's contract maximum allowance for FY 2020 is \$80,000.</p> <p>This contract does not represent additional budget expenditure.</p>	
<p><b>Supporting Documentation:</b></p> <p>Contract Available for Review at the Board Meeting</p>	
<p><b>Recommended Action:</b></p> <p><b>Approve FY 2020 Contract for Dr. Roopa Challapalli, MD in the amount of \$80,000.</b></p>	



**Agenda Item:** Discuss Plans and Authorize Next Steps in the Construction of a New Cleveland, Texas Service Facility

**Board Meeting Date:**

February 27, 2020

**Committee:** Business

**Background Information:**

As part of the FY 2020 Board Goals and Objectives, staff have been working on a plan for a new service facility in Cleveland, Texas. Staff have determined that our current facility at 2004 Truman in Cleveland is too small to meet our needs and have further determined that the current site cannot easily be used to build a new facility.

Staff have worked with ARCHTEX architects to design an approximately 28,000 square foot facility for Cleveland and have enough information to estimate costs to build the new facility. Evan Roberson and Mike Duncum will provide more detailed information about the project plan at the meeting.

Next steps in the process would include:

1. Environmental studies, geotechnical studies and a survey of the proposed building site;
2. Finalizing purchase agreements with the property owners;
3. Visiting with the County Judges of Liberty, Montgomery and Walker Counties about the construction plan;
4. Submitting required approval paperwork to the Health and Human Services Commission;
5. Negotiating and signing a contract for architectural services;
6. Negotiating and signing the consultant agreement;
7. Finalizing facility design; and;
8. Obtaining financing for the facility.

The Executive Director would request that, in addition to the items above, any other items needed to prepare for the process of solicitation of bids from General Contractors be included as part of this agenda item. The construction bidding process and selection of a General Contractor would require separate Board action.

All contract negotiations and legal agreements will be reviewed and approved by our Board attorneys, Jackson Walker.

**Supporting Documentation:**

Architect Presentation  
Site Information  
Cost Projections

**Recommended Action:**

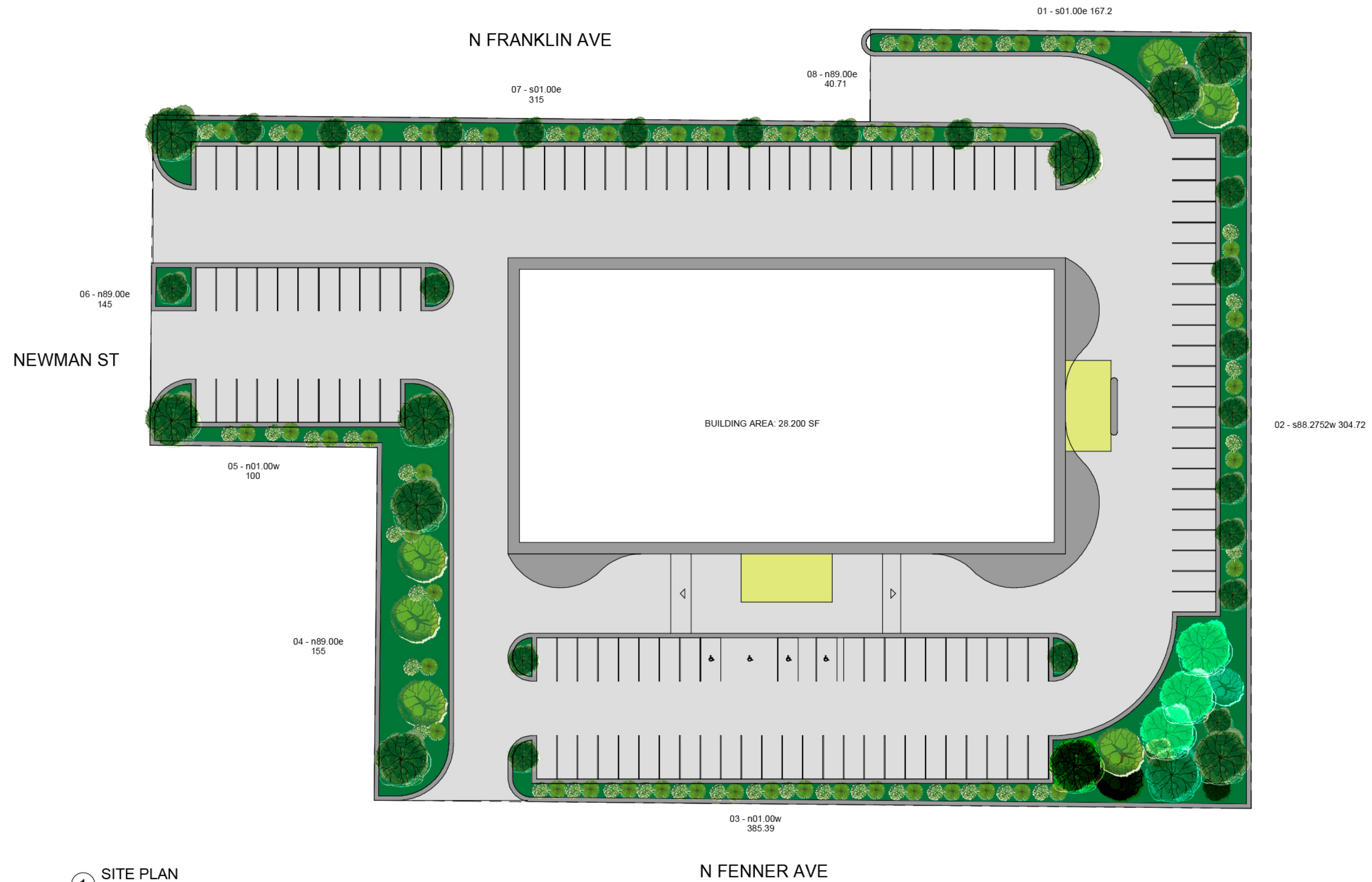
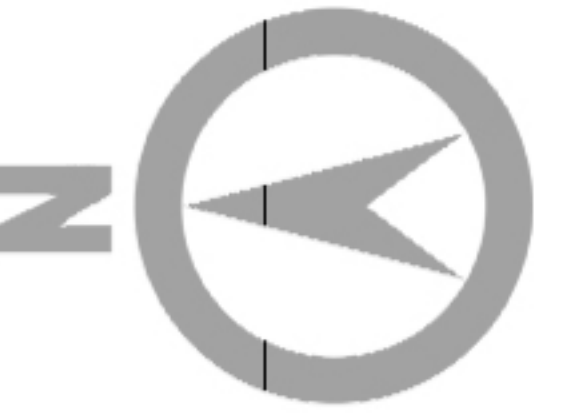
**Authorize Next Steps in the Construction of a New Cleveland Service Facility and authorize the Executive Director to Execute All Necessary Documents for this project with Consultation from Jackson Walker**

# TRI-COUNTY BEHAVIORAL HEALTHCARE

## CLEVELAND, TEXAS



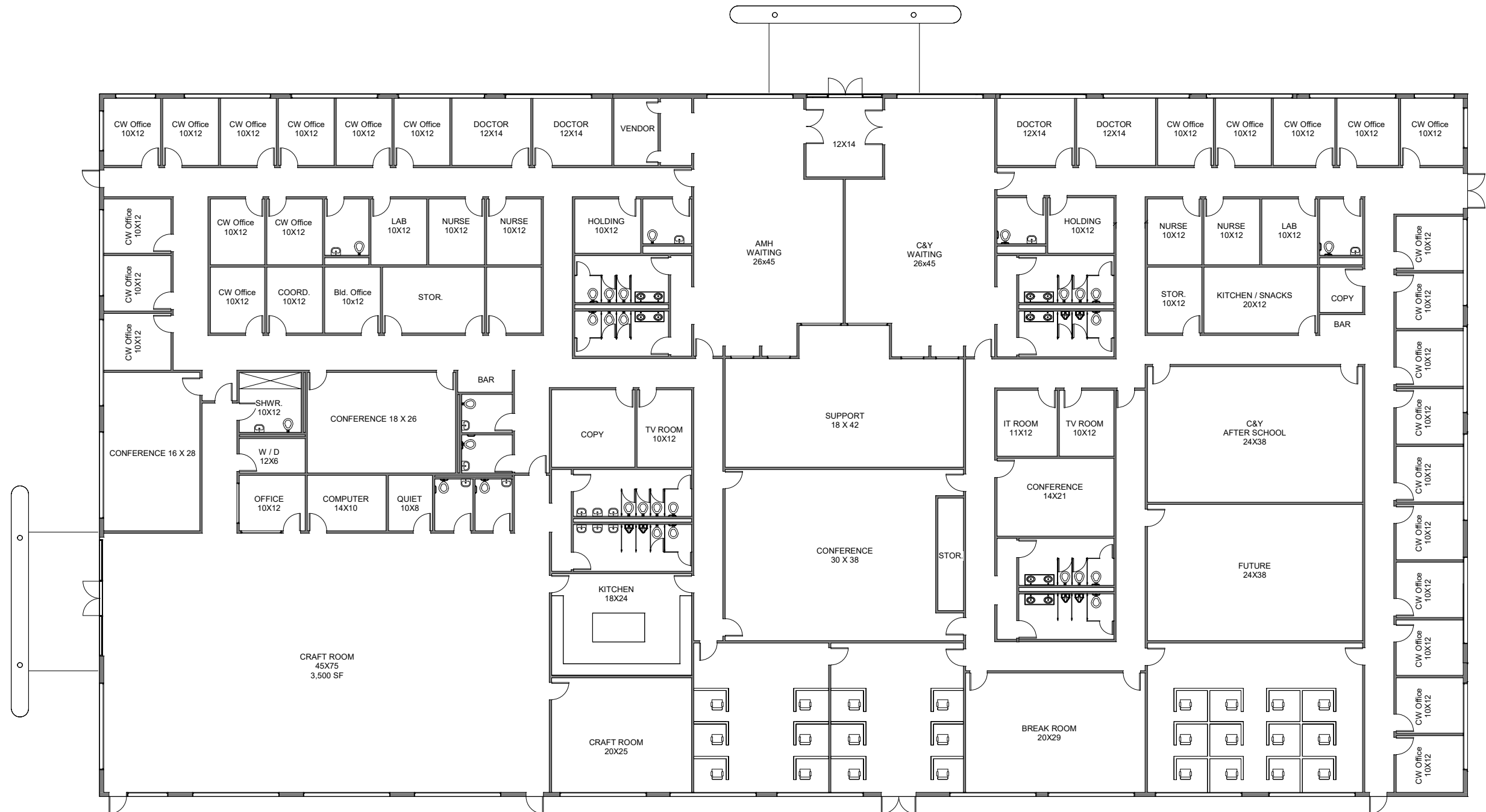






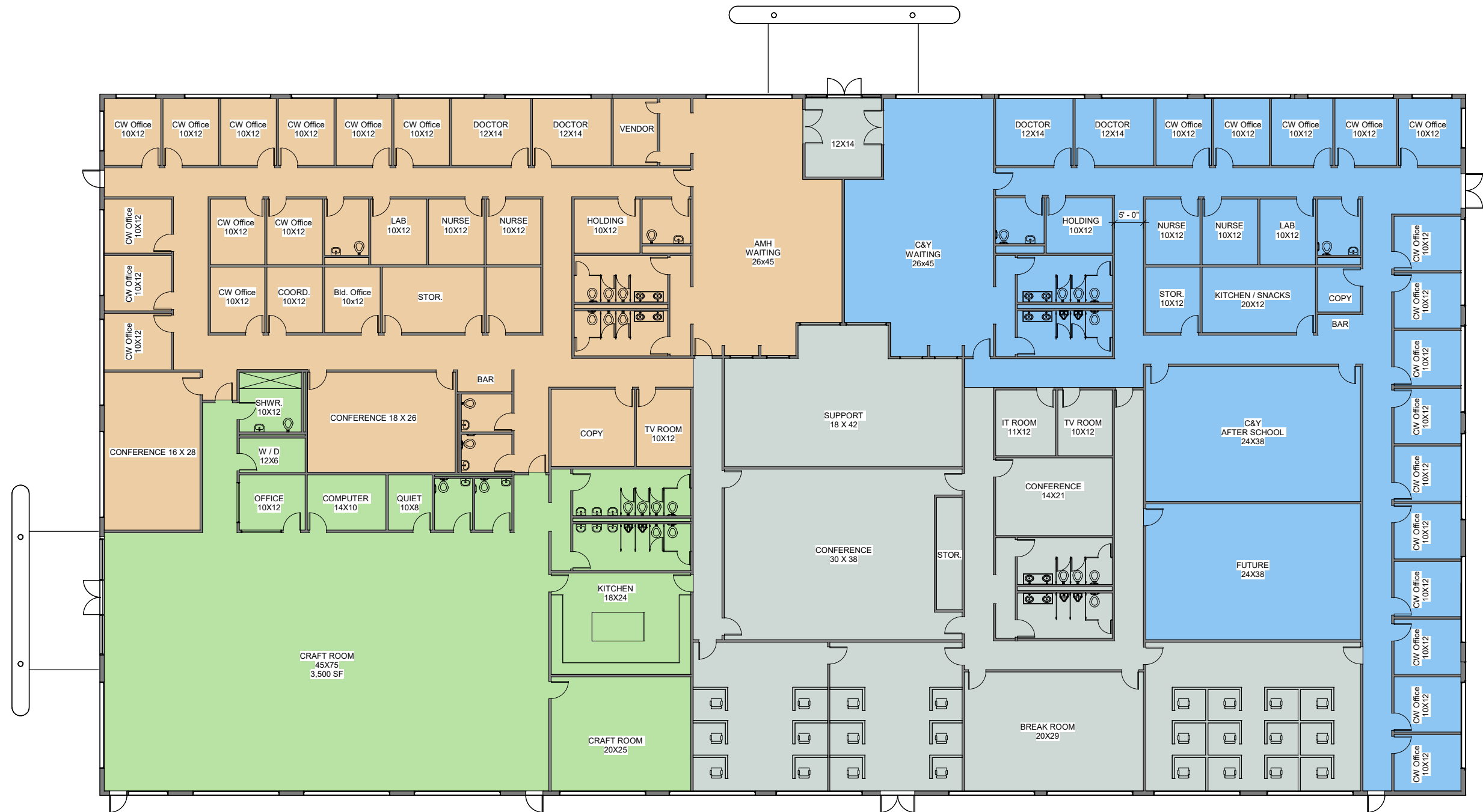
IDD  
ENTRY

MAIN ENTRY



PROPOSED NEW CLEVELAND CLINIC

FLOOR PLAN



GROSS BUILDING AREA: 28,760 SF

	ADULT MENTAL HEALTH: 7,700 SF
	CHILDREN & YOUTH: 8,160 SF
	INTELLECTUAL AND DEVELOPMENTAL DISABILITIES: 5,900 SF
	SUPPORT AREA: 7,000 SF



**ADULT MENTAL HEALTH:  
7,700 SF**

**AMH Waiting  
AMH Holding Room  
2 doctor's offices  
2 nurse office  
12 caseworker offices  
2 staff offices  
Laboratory  
Storage  
AMH Copy  
TV/Video Room  
2 medium conference rooms**

**ADULT MENTAL HEALTH: 7,700 SF**

FLOOR PLAN

**8,160 SF**

## AMH Waiting

## C&Y Waiting

## C&Y Holding Room

## 2 doctor's offices

## 2 nurse office

## 15 caseworker offices

## Laboratory

## Kitchen/Snacks

## Large after school activities room

## Storage

**C&Y Copy**

## TV/Video Room

## Future expansion area



**CHILDREN & YOUTH: 8,160 SF**

## FLOOR PLAN

**INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES:  
5,900 SF**

- Large Day Skills Area**
- Double Teaching Kitchen**
- Dedicated Restrooms**
- Dedicated Shower**
- Supervisor Office**
- Computer Room**
- Quiet Room**
- Washer and Dryer Room**



**INTELLECTUAL AND DEVELOPMENTAL DISABILITIES: 5,900 SF**

FLOOR PLAN



**SUPPORT AREA:  
7,000 SF**

## Large Conference Room

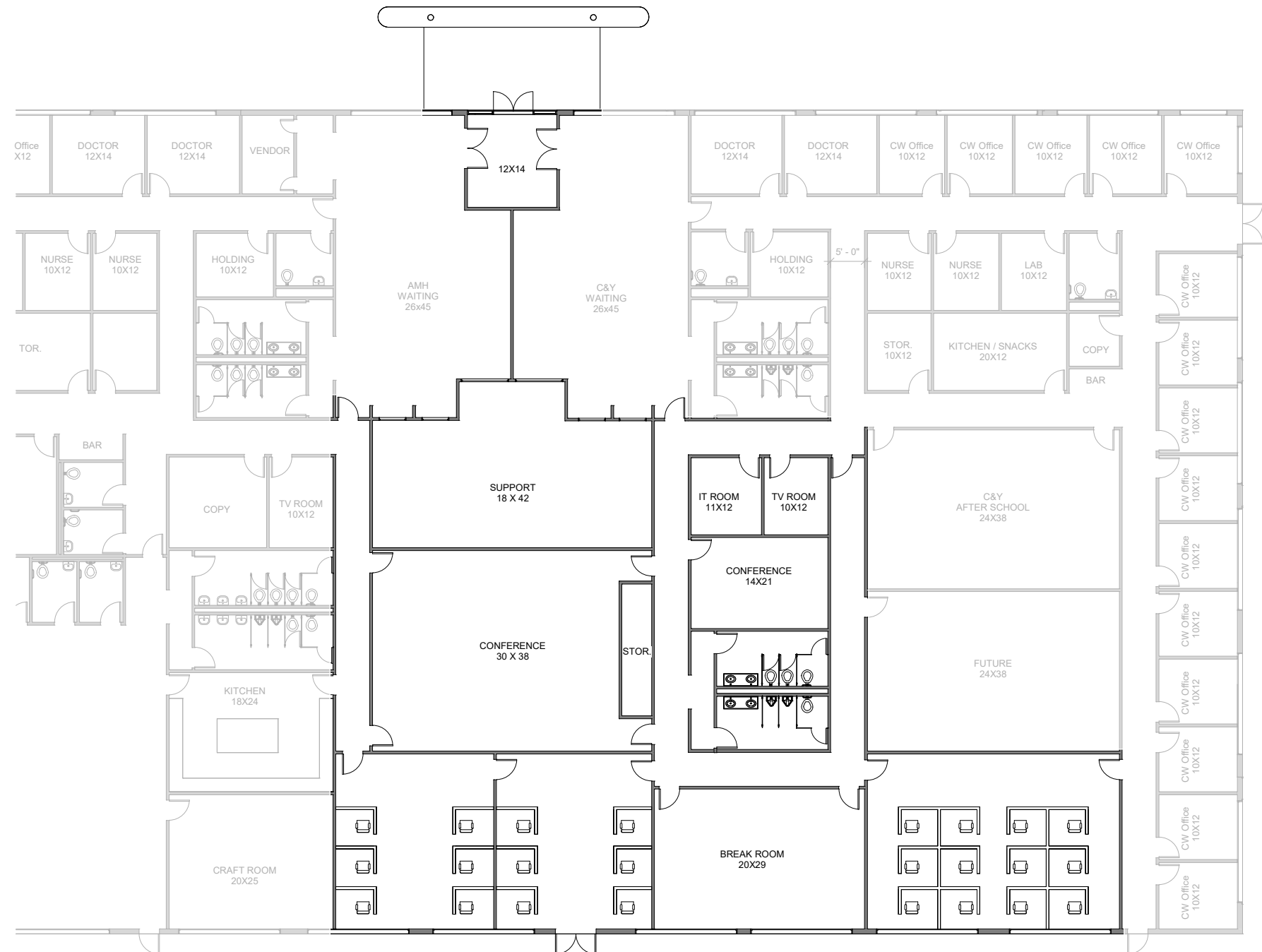
## Large Break Room

## Dedicated Employee Restrooms

### 3 separate cubicle areas

**24 cubicles total**

## IT/IS Room



**SUPPORT AREA: 7,000 SF**

## FLOOR PLAN













# SUMMARY OF ESTIMATES

## Tri-County Behavioral Healthcare Cleveland Facility

SCHEDULE IN MTH: 8  
DATE: February 20, 2020  
SQ. FT. BASIS: 28,760

CATEGORY	DESCRIPTION	ADJ.	COST PER SF	TOTAL COST
1	SUPERVISION	1.5	1.56	45,007
2	GENERAL CONDITIONS	1.5	1.61	46,309
3	DEMOLITION	1	0.05	1,519
4	EARTHWORK	1	4.61	132,700
5	LANDSCAPE/IRRIGATION	1	1.31	37,699
6	FENCING/GATE	1	1.50	43,140
7	PARKING ACCESSORIES	1	0.21	5,961
8	SITE CONCRETE & FORM WORK	1	5.29	152,232
9	BUILDING CONCRETE	1	11.67	335,533
10	SWPP	1	0.14	3,958
11	SITE UTILITIES	1	4.53	130,261
12	TILT-UP AND PRECAST	2	1.37	39,496
13	STRUCTURAL STEEL	1	7.05	202,758
14	MISC. IRON & CANOPY	1	4.66	134,022
15	STEEL ERECTION	1	4.00	115,040
16	MASONRY	1	1.09	31,298
17	EIFS	1	0.06	1,600
18	ROOFING & SHEETMETAL	1.5	2.91	83,548
19	CAULKING & WATERPROOFING	1	0.65	18,822
20	CARPENTRY	1	0.42	12,031
21	MILLWORK	1	5.76	165,628
22	WOOD DOORS	1	-	-
23	RACO	1	-	-
24	HOLLOW METAL DOORS	1	3.19	91,601
25	OVERHEAD DOORS & JAMBS	1	-	-
26	FINISH HARDWARE	1	-	-
27	DECORATIVE PANELS	1	1.41	40,600
28	ALUMINUM / GLASS / MIRROR	1	9.32	268,054
29	DRYWALL AND METAL STUDS	1	11.50	330,738
30	ACOUSTICAL CEILING & INSULATION	1	3.38	97,150
31	OTHER INSULATION	1	-	-
32	QUARTZ FLOORING	1	1.84	53,013
33	CERAMIC TILE, TERRAZO, MARBLE	1	-	-
34	RES.FLOORING (CARPET/BASE/VCT)	1	4.08	117,233
35	PAINT AND WALLCOVERING	1	3.55	101,970
36	TOILET PARTITIONS & ACCESSORIES	1	0.70	20,236

37	FOLDING PARTITIONS	0	-	-
38	ELEVATORS	1	-	-
39	MISCELLANEOUS SPECIALTIES	1	0.77	22,040
40	KITCHEN EQUIPMENT	2	1.06	30,534
41	MINI-BLINDS	2	0.89	25,525
42	PLUMBING	1	7.44	213,903
43	FIRE SPRINKLER SYSTEM	1.25	2.94	84,632
44	H.V.A.C.	1	13.35	383,947
45	ELECTRICAL	1	18.12	521,193
46	FIRE ALARM SYSTEM	1	0.55	15,795
47			-	-
48	PERFORMANCE & PAYMENT BOND		0.75	21,570
49	FINAL CLEAN		0.21	6,076
50	PERMIT & TAP ALLOWANCE		0.53	15,099
51	TESTING ALLOWANCE		0.47	13,421
52	INSURANCE		0.66	19,104
		\$	147.15	\$ 4,231,994
	FEE:		4.00%	\$ 169,280
	SUB TOTAL:			\$ 4,401,273
	SALES TAX:			\$ -
	<b>TOTAL BASE ESTIMATE</b>	\$	153.03	<b>\$ 4,401,273</b>

## CONSTRUCTION COST AND DEBT SERVICE

Size	Building 28,760	Stories 1	Floor Plate 28,760		
Parking 1/400 sf	spaces 115.04	sf/space 350	sf needed 69,024	acres 1.58	
Detention	Covered Area 2.245	Min. Ratio 0	Required Acre Feet 0.000	Potential Depth 5	Area Required 0.000
Buffer Areas (Factor)	25%	Area =	0.561	acre	
Excess Land	Area 0.3	acre			

Land	min land:bldg	3.1	acres	\$/sf \$3.04	Land \$415,000
Tilt wall/Precast or Poured	\$/sf \$153.03	sf 28,760	Total \$ 4,401,273		
Architectural	@	5.0%	\$ 220,064		
General Oversight	@	4.0%	\$ 192,649		
IT			\$ 194,884		
Land	@	\$3.04	\$ 415,000		
Total			\$ 5,423,870		
Contingency	@	10%	\$ 542,387		
Total			\$ 5,966,257		
Equity	@	20%	\$ 1,193,251		
Financed Balance			\$ 4,773,006		
Say:			\$ 4,800,000		

**Loan Terms:** 20 years  
3.30% rate

**\$164,877** semi-annual d/s  
**\$329,754** annual d/s  
**\$27,480** monthly d/s

<b>Agenda Item:</b> Board of Trustees Unit Financial Statement as of January 2020  <b>Committee:</b> Business	<b>Board Meeting Date</b>  February 27, 2020
<b>Background Information:</b>  None	
<b>Supporting Documentation:</b>  January 2020 Board of Trustees Unit Financial Statement	
<b>Recommended Action:</b>  <b>For Information Only</b>	



# Unit Financial Statement

FY 2020

	January 2020 Actuals	January 2020 Budgeted	Variance	YTD Actual	YTD Budget	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,161.00	\$ 2,161.00	\$ -	\$ 10,805.00	\$ 10,805.00	\$ -	100.00%	\$ 25,925.00
Total Revenue	\$ 2,161.00	\$ 2,161.00	\$ -	\$ 10,805.00	\$ 10,805.00	\$ -	100.00%	\$ 25,925.00
Expenses								
Insurance-Worker Compensation	\$ 16.79	\$ 12.00	\$ 4.79	\$ 52.77	\$ 60.00	\$ (7.23)	87.95%	\$ 150.00
Legal Fees	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -	100.00%	\$ 18,000.00
Supplies-Office	\$ -	\$ 14.00	\$ (14.00)	\$ -	\$ 70.00	\$ (70.00)	0.00%	\$ 175.00
Training	\$ -	\$ 300.00	\$ (300.00)	\$ 2,375.00	\$ 1,500.00	\$ 875.00	158.33%	\$ 3,600.00
Travel - Local	\$ -	\$ 21.00	\$ (21.00)	\$ -	\$ 102.53	\$ (102.53)	0.00%	\$ 250.00
Travel - Non-local Mileage/Air	\$ 187.92	\$ 125.00	\$ 62.92	\$ 536.76	\$ 625.00	\$ (88.24)	85.88%	\$ 1,500.00
Travel - Non-local Hotel	\$ 228.58	\$ 125.00	\$ 103.58	\$ 228.58	\$ 625.00	\$ (396.42)	36.57%	\$ 1,500.00
Travel - Meals	\$ -	\$ 62.00	\$ (62.00)	\$ -	\$ 310.00	\$ (310.00)	0.00%	\$ 750.00
Total Expenses	\$ 1,933.29	\$ 2,159.00	\$ (225.71)	\$ 10,693.11	\$ 10,792.53	\$ (99.42)	99.08%	\$ 25,925.00
Total Revenue minus Expenses	\$ 227.71	\$ 2.00	\$ 225.71	\$ 111.89	\$ 12.47	\$ 99.42	0.92%	\$ -

# UPCOMING MEETINGS

---

## **March 26, 2020 – Board Meeting**

- Approve Minutes from February 27, 2020 Board Meeting
- Community Resources Report
- Consumer Services Report for February 2020
- Program Updates
- Program Presentation - CCBHC
- FY 2020 Goals and Objectives Progress Report
- Approve FY 2020 Budget Revision
- 2<sup>nd</sup> Quarter FY 2020 Investment Report
- 2<sup>nd</sup> Quarter FY 2020 Corporate Compliance and Quality Management Report
- 3<sup>rd</sup> Quarter FY 2020 Corporate Compliance Training
- Personnel Report for February 2020
- Texas Council Risk Management Fund Claims Summary as of February 2020
- Approve Financial Statements for February 2020
- Board of Trustees Unit Financial Statement as of February 2020
- HUD 811 Updates (Cleveland, Montgomery and Huntsville)
- Foundation Board Update
- Resolve Building Issues at 233 Sgt Ed Holcomb Blvd S, Conroe, TX
- Independence Oaks Apartments Update

## **April 23, 2020– Board Meeting**

- Approve Minutes from March 26, 2020 Board Meeting
- Community Resources Report
- Consumer Services Report for March 2020
- Program Updates
- Program Presentation – Annual Board and Management Team Training & CCBHC
- Medicaid 1115 Transformation Waiver Project Status Report
- Personnel Report for March 2020
- Texas Council Risk Management Fund Claims Summary as of March 2020
- Approve Financial Statements for March 2020
- Board of Trustees Unit Financial Statement as of March 2020
- Resolve Building Issues at 233 Sgt Ed Holcomb Blvd S, Conroe, TX
- Independence Oaks Apartments Update

### Tri-County Behavioral Healthcare Acronyms

Acronym	Name
1115	Medicaid 1115 Transformation Waiver
AAIDD	American Association on Intellectual and Developmental Disabilities
AAS	American Association of Suicidology
ABA	Applied Behavioral Analysis
ACT	Assertive Community Treatment
ADA	Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ADL	Activities of Daily Living
ADRC	Aging and Disability Resource Center
AMH	Adult Mental Health
ANSA	Adult Needs and Strengths Assessment
AOP	Adult Outpatient
APM	Alternative Payment Model
APRN	Advanced Practice Registered Nurse
APS	Adult Protective Services
ARDS	Assignment Registration and Dismissal Services
ASH	Austin State Hospital
BAD	Bipolar Affective Disorder
BCBA	Board Certified Behavior Analyst
BJA	Bureau of Justice Administration
BMI	Body Mass Index
BPD	Borderline Personality Disorder
C&Y	Child & Youth Services
CAM	Cost Accounting Methodology
CANS	Child and Adolescent Needs and Strengths Assessment
CARE	Client Assignment Registration & Enrollment
CBT	Computer Based Training & Cognitive Based Therapy
CC	Corporate Compliance
CCBHC	Certified Community Behavioral Health Clinic
CCP	Crisis Counseling Program
CDBG	Community Development Block Grant
CFC	Community First Choice
CFRT	Child Fidelity Review Team
CHIP	Children's Health Insurance Program
CIRT	Crisis Intervention Response Team
CISM	Critical Incident Stress Management
CMH	Child Mental Health
COC	Continuity of Care
COPSD	Co-Occurring Psychiatric and Substance Abuse Disorders
CPS	Child Protective Services
CPT	Cognitive Processing Therapy
CRCG	Community Resource Coordination Group
CSHI	Cleveland Supported Housing, Inc.
DADS	Department of Aging and Disability Services
DARS	Department of Assistive & Rehabilitation Services
DEA	Drug Enforcement Agency
DFPS	Department of Family and Protective Services
DO	Doctor of Osteopathic Medicine
DOB	Date of Birth
DRC	Disaster Recovery Center
DRPS	Department of Protective and Regulatory Services
DSHS	Department of State Health Services
DSM	Diagnostic and Statistical Manual of Mental Disorders
DSRIP	Delivery System Reform Incentive Payments

DUA	Data Use Agreement
Dx	Diagnosis
EBP	Evidence Based Practice
ECI	Early Childhood Intervention
EHR	Electronic Health Record
EOU	Extended Observation Unit
ETBHN	East Texas Behavioral Healthcare Network
EVV	Electronic Visit Verification
FDA	Federal Drug Enforcement Agency
FEMA	Federal Emergency Management Assistance
FEP	First Episode Psychosis
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FTH	From the Heart
FY	Fiscal Year
HCBS-AMH	Home and Community Based Services - Adult Mental Health
HCS	Home and Community-based Services
HHSC	Health & Human Services Commission
HIPAA	Health Insurance Portability & Accountability Act
HR	Human Resources
HUD	Housing and Urban Development
ICAP	Inventory for Client and Agency Planning
ICF-IID	Intermediate Care Facility - for Individuals w/Intellectual Disabilities
ICI	Independence Communities, Inc.
ICM	Intensive Case Management
IDD	Intellectual and Developmental Disabilities
IDD PNAC	Intellectual and Developmental Disabilities Planning Network Advisory Committee
IHP	Individual Habilitation Plan
IMR	Illness Management and Recovery
IPE	Initial Psychiatric Evaluation
IPP	Individual Program Plan
ITP	Individual Transition Planning (schools)
JDC	Juvenile Detention Center
JUM	Junior Utilization Management Committee
LAR	Legally Authorized Representative
LBHA	Local Behavioral Health Authority
LCDC	Licensed Chemical Dependency Counselor
LCSW	Licensed Clinical Social Worker
LIDDA	Local Intellectual & Developmental Disabilities Authority
LMC	Leadership Montgomery County
LMHA	Local Mental Health Authority
LMSW	Licensed Master Social Worker
LMFT	Licensed Marriage and Family Therapist
LOC	Level of Care (MH)
LOC-TAY	Level of Care - Transition Age Youth
LON	Level Of Need (IDD)
LOSS	Local Outreach for Suicide Survivors
LPHA	Licensed Practitioner of the Healing Arts
LPC	Licensed Professional Counselor
LPC-S	Licensed Professional Counselor-Supervisor
LPND	Local Planning and Network Development
LSFHC	Lone Star Family Health Center
LTD	Long Term Disability
LVN	Licensed Vocational Nurse
MAC	Medicaid Administrative Claiming
MCHC	Montgomery County Homeless Coalition
MCHD	Montgomery County Hospital District
MCO	Managed Care Organizations

MCOT	Mobile Crisis Outreach Team
MD	Medical Director/Doctor
MDCD	Medicaid
MDD	Major Depressive Disorder
MHFA	Mental Health First Aid
MIS	Management Information Services
MOU	Memorandum of Understanding
MSHI	Montgomery Supported Housing, Inc.
MTP	Master Treatment Plan
MVPN	Military Veteran Peer Network
NAMI	National Alliance for the Mentally Ill
NASW	National Association of Social Workers
NEO	New Employee Orientation
NGM	New Generation Medication
NGRI	Not Guilty by Reason of Insanity
NP	Nurse Practitioner
OCR	Outpatient Competency Restoration
OIG	Office of the Inspector General
OSAR	Outreach, Screening, Assessment and Referral (Substance Use Disorders)
PA	Physician's Assistant
PAP	Patient Assistance Program
PASRR	Pre-Admission Screening and Resident Review
PATH	Projects for Assistance in Transition from Homelessness (PATH)
PCIT	Parent Child Interaction Therapy
PCP	Primary Care Physician
PCRP	Person Centered Recovery Plan
PDP	Person Directed Plan
PETC	Psychiatric Emergency Treatment Center
PFA	Psychological First Aid
PHI	Protected Health Information
PNAC	Planning Network Advisory Committee
PRS	Psychosocial Rehab Specialist
QIDP	Qualified Intellectual Disabilities Professional
QM	Quality Management
QMHP	Qualified Mental Health Professional
RAC	Routine Assessment and Counseling
RCF	Residential Care Facility
RCM	Routine Case Management
RFP	Request for Proposal
RN	Registered Nurse
ROC	Regional Oversight Committee - ETBHN Board
RPNAC	Regional Planning & Network Advisory Committee
RSH	Rusk State Hospital
RTC	Residential Treatment Center
SAMA	Satori Alternatives to Managing Aggression
SAMHSA	Substance Abuse and Mental Health Services Administration
SASH	San Antonio State Hospital
SCZ	Schizophrenia
SH	Supported Housing
SHAC	School Health Advisory Committee
SOAR	SSI Outreach, Access and Recovery
SSA	Social Security Administration
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
SSLC	State Supported Living Center
STAR	Services to At Risk Youth
SUD	Substance Use Disorder
SUMP	Substance Use and Misuse Prevention

SZA	Schizoaffective Disorder
TAC	Texas Administrative Code
TANF	Temporary Assistance for Needy Families
TAY	Transition Aged Youth
TCBHC	Tri-County Behavioral Healthcare
TF-CBT	Trauma Focused CBT - Cognitive Behavioral Therapy
TCCF	Tri-County Consumer Foundation
TCO	Treatment Co-Occurring Mental Health and Substance Abuse Services
TCOOMMI	Texas Correction Office on Offenders with Medical & Mental Impairments
TCRMF	Texas Council Risk Management Fund
TDCJ	Texas Department of Criminal Justice
TEA	Texas Education Agency
TIC/TOC	Trauma Informed Care-Time for Organizational Change
TP	Treatment Plan
TRA	Treatment Adult Services (Substance Abuse)
TRR	Texas Resilience and Recovery
TxHmL	Texas Home Living
TRY	Treatment Youth Services (Substance Abuse)
TVC	Texas Veterans Commission
TWC	Texas Workforce Commission
UM	Utilization Management
UW	United Way of Greater Houston
WCHD	Walker County Hospital District
YES	Youth Empowerment Services
YMHFA	Youth Mental Health First Aid
YPS	Youth Prevention Services
YPU	Youth Prevention Universal

Updated 10/18/19