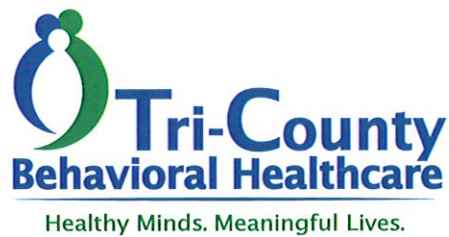


**Tri-County
Behavioral Healthcare
Board of Trustees
Meeting**

February 22, 2024



Notice is hereby given that a regular meeting of the Board of Trustees of Tri-County Behavioral Healthcare will be held on Thursday, February 22, 2024. The Business Committee will convene at 9:30 a.m., the Program Committee will convene at 9:30 a.m. and the Board meeting will convene at 10:00 a.m. at 233 Sgt. Ed Holcomb Blvd. S., Conroe, Texas. The public is invited to attend and offer comments to the Board of Trustees between 10:00 a.m. and 10:05 a.m. 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 31, 2024**

- III. **Program Presentation - 401(a) Retirement Plan Account Review-Mannix Smith ISC Group, Inc.**

- IV. **Program Presentation - Longevity Recognitions**

- V. **Executive Director’s Report - Evan Roberson**
 - A. New Texas Council Staff
 - B. SIM Updates

- VI. **Chief Financial Officer’s Report - Millie McDuffey**
 - A. CCBHC Cost Report
 - B. CFO Consortium Update
 - C. CAM Report
 - D. Texas Council Risk Management Fund - Insurance Renewal

- VII. **Program Committee**
Information Items
 - A. Community Resources Report..... 10-13
 - B. Consumer Services Report for January 2024..... 14-16
 - C. Program Updates..... 17-21

- VIII. **Executive Committee**
Information Items
 - A. Personnel Report for January 2024..... 22-24
 - B. Texas Council Risk Management Fund Claims Summary as of January 2024..... 25-26
 - C. Texas Council Quarterly Board Meeting Update..... 27

IX. Business Committee

Action Items

- A. Approve January 2024 Financial Statements.....28-42
- B. SAMHSA Grant Transitions.....43-44
- C. Cleveland Facility Update & Bond Financing for 402 Liberty Street, Cleveland, Texas.....45

Information Items

- D. 401(a) Retirement Plan Account Review.....46
- E. Board of Trustees Unit Financial Statement for January 2024.....47-48

X. Executive Session in compliance with Texas Government Code Section 551.071 - Consultation with Attorney; Section 551.072 - Real Property; 402 Liberty Street, Cleveland, Texas and Section 551.074 - Personnel.

Posted By:

Ava Green
Executive Assistant

BOARD OF TRUSTEES MEETING
January 31, 2024

Board Members Present:

Patti Atkins
Jacob Paschal
Sharon Walker
Carl Williamson
Richard Duren
Morris Johnson

Board Members Absent:

Gail Page
Tracy Sorensen
Tim Cannon

Tri-County Staff Present:

Evan Roberson, Executive Director
Kenneth Barfield, Director of Management Information Systems
Kathy Foster, Director of IDD Provider Services
Yolanda Gude, Director of IDD Authority Services
Sara Bradfield, Chief Operating Officer
Stephanie Ward, Director of Adult Behavioral Health
Andrea Scott, Chief Nursing Officer
Melissa Zemencsik, Director of Child & Youth Behavioral Health
Ashley Bare, HR Manager
Darius Tuminas, Controller
Tabatha Abbott, Manager of Accounting
Ava Green, Executive Assistant

Legal Counsel Present: Jennifer Bryant, Jackson Walker LLP

Sheriff Representatives Present: None present

Guests: None

Call to Order: Board Chair, Patti Atkins, called the meeting to order at 10:03 a.m.

Public Comment: There was no public comment.

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

Resolution #01-31-01

Motion Made By: Sharon Walker

Seconded By: Richard Duren, with affirmative votes by Morris Johnson and Carl Williamson that it be...

Resolved:

That the Board approve the absence of Gail Page, Tracy Sorensen and Tim Cannon.

Resolution #01-31-02

Motion Made By: Richard Duren

Seconded By: Morris Johnson, with affirmative votes by Carl Williamson and Sharon Walker that it be...

Resolved:

That the Board approve the minutes of the November 30, 2023 meeting of the Board of Trustees.

Jacob Paschal arrived at the meeting at 10:15 a.m.

Program Presentation: Patti Atkins, Board Chair, suspended the Agenda at 10:07 a.m. to move to Business Committee Action Item VII-C, Approve FY 2023 Independent Financial Audit. Melissa Lynch, with Scott Singleton Fincher and Co, PC presented the results from the audit.

Resolution #01-31-03

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by Carl Williamson, Jacob Paschal and Richard Duren that it be...

Resolved:

That the Board approve the FY 2023 Independent Financial Audit.

Executive Director's Report:

The Executive Director's report is on file.

- Medicaid Unwinding
- HHSC IDD and YES Audits
- IDD Awareness Day

Chief Financial Officer's Report:

The Chief Financial Officer's report is on file.

- FY 2024 1st Budget Revision
- Final Report from HHSC MH Fiscal Compliance Desk Review
- Cost Accounting Methodology (CAM)
- CCBHC Cost Report
- FY 2023 MEI Cost Reports
- CFO Consortium

PROGRAM COMMITTEE:

The Community Resources Report was reviewed for information purposes only.

The Consumer Services Reports for November and December 2023 were reviewed for information purposes only.

The Program Updates Report was reviewed for information purposes only.

The FY 2024 Goals and Objectives Progress Report was reviewed for information purposes only.

The 1st Quarter FY 2024 Corporate Compliance and Quality Management Report was reviewed for information purposes only.

The 2nd Quarter FY 2024 Corporate Compliance Training Newsletter was reviewed for information purposes only.

EXECUTIVE COMMITTEE:

Resolution #01-31-04

Motion Made By: Richard Duren

Seconded By: Jacob Paschal, with affirmative votes by Sharon Walker, Morris Johnson, and Carl Williamson that it be...

Resolved:

That the Board approve the revisions to Board Policy C.1, Board of Trustees By-Laws.

Resolution #01-31-05

Motion Made By: Morris Johnson

Seconded By: Jacob Paschal, with affirmative votes by Sharon Walker, Richard Duren, and Carl Williamson that it be...

Resolved:

That the Board rescind the approval to the revisions of Board Policy C.1, Board of Trustees By-Laws.

Resolution #01-31-06

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Sharon Walker, Jacob Paschal, and Carl Williamson that it be...

Resolved:

That the Board approve the revisions as amended to Board Policy C.1, Board of Trustees By-Laws.

Resolution #01-31-07

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by Richard Duren, Jacob Paschal and Carl Williamson that it be...

Resolved:

That the Board approve the revisions to Board Policy C.11, Establishment and Maintenance of the Manual of Board Policies.

Resolution #01-31-08

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Sharon Walker, Jacob Paschal and Carl Williamson that it be...

Resolved:

That the Board approve the revisions to Board Policy C.25, Contraband Items.

Resolution #01-31-09

Motion Made By: Morris Johnson

Seconded By: Jacob Paschal, with affirmative votes by Richard Duren, Sharon Walker and Carl Williamson that it be...

Resolved:

That the Board approve Board Policy C.36, Disaster Response.

Resolution #01-31-10

Motion Made By: Richard Duren

Seconded By: Jacob Paschal, with affirmative votes by Morris Johnson, Sharon Walker and Carl Williamson that it be...

Resolved:

That the Board approve the revisions to Board Policy E.28, Public Health Provider Charity Care Pool.

The Personnel Report for November through December 2023 was reviewed for information purposes only.

The Texas Council Risk Management Fund Claims Summary as of December 2023 was reviewed for information purposes only.

BUSINESS COMMITTEE:

Resolution #01-31-11

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Jacob Paschal, Sharon Walker and Carl Williamson that it be...

Resolved:

That the Board approve the November 2023 Financial Statements.

Resolution #01-31-12

Motion Made By: Morris Johnson

Seconded By: Richard Duren, with affirmative votes by Jacob Paschal, Sharon Walker and Carl Williamson that it be...

Resolved:

That the Board approve the December 2023 Financial Statements.

Resolution #01-31-13

Motion Made By: Morris Johnson

Seconded By: Jacob Paschal, with affirmative votes by Richard Duren, Sharon Walker and Carl Williamson that it be...

Resolved:

That the Board approve the FY 2024 Voyages Behavioral Health Hospital of Conroe Inpatient Psychiatric Hospital Contract.

Resolution #01-31-14

Motion Made By: Morris Johnson

Seconded By: Jacob Paschal, with affirmative votes by Richard Duren, Sharon Walker and Carl Williamson that it be...

Resolved:

That the Board ratify HHSC Contract No. HHS001333300037, Amendment No. 1, Intellectual and Developmental Disability Authority Services Contract.

Resolution #01-31-15

Motion Made By: Morris Johnson

Seconded By: Sharon Walker, with affirmative votes by Richard Duren, Jacob Paschal and Carl Williamson that it be...

Resolved:

That the Board ratify FY 2024-2025 Mental Health First Aid Grant Agreement, Contract No. HHS001335500037, Amendment No. 1.

The 1st Quarter FY 2024 Investment Report was reviewed for information purposes only.

The Board Unit Financial Statements for November and December 2023 were reviewed for information purposes only.

The HUD 811 Updates (Cleveland, Montgomery and Huntsville) were reviewed for information purposes only.

The Consumer Foundation Board Meeting Update and end of the year review was reviewed for information purposes only.

The regular meeting of the Board of Trustees adjourned at 11:38 a.m. to go into Executive Session in compliance with Texas Government Code Section 551.071, Consultation with Attorney; and Section 551.072, Real Property; 402 Liberty Street, Cleveland, Texas.

The meeting of the Board of Trustees reconvened at 11:44 a.m. to go into Executive Session.

No Action was taken.

The Executive Session of the Board of Trustees adjourned at 12:26 p.m. to go into the regular meeting.

The regular meeting of the Board of Trustees adjourned at 12:27 p.m.

Adjournment:

Attest:

Patti Atkins
Chair

Date

Jacob Paschal
Secretary

Date

Agenda Item: Community Resources Report

Board Meeting Date:

February 22, 2024

Committee: Program

Background Information:

None

Supporting Documentation:

Community Resources Report

Recommended Action:

For Information Only

Community Resources Report

February 1, 2024 – February 22, 2024

Volunteer Hours:

Location	January
Conroe	107
Cleveland	5
Liberty	21.28
Huntsville	10
Total	143.28

COMMUNITY ACTIVITIES

2/1/24	MHFA Training for A&M AgriLife Extension	Conroe
2/1/24	New Waverly Student Health Advisory Committee	New Waverly
2/1/24	PATH Conroe Housing Meeting	Conroe
2/2/24	Walker County Juvenile Probation Staffing Meeting	Huntsville
2/2/24	Langetree Veterans Collaborative	Liberty
2/3/24	Santa Fe Middle School Resource Event	Cleveland
2/5/24	The Woodlands Township Mental Health for Seniors Meeting	The Woodlands
2/6/24	Camp Valor Veterans Collaboration	Conroe
2/6/24	Montgomery County Jail Veterans Pod	Conroe
2/7/24	HEARTS Veterans Museum Collaboration	Huntsville
2/7/24	Forward Operating Base (FOB) Razor Military Subgroup Meeting	Conroe
2/7/24	Autism Spectrum Disorder Students in College - SHSU Counseling Staff - Virtual	Huntsville
2/7/24	Conroe Noon Lions Luncheon	Conroe
2/7/24	Conroe Noon Lions Presidents & Secretaries Meeting	Houston
2/7/24	Child Crisis Collaborative of Montgomery County	Conroe
2/7/24	Sequential Intercept Model Lead Meeting - Virtual	Conroe
2/8/24	Youth Mental Health First Aid CISD	Conroe
2/8/24	Suchma Elementary School Resource Night	Conroe
2/9/24	Big as Texas Festival Collaboration Meeting	The Woodlands
2/9/24	Project Healing Water Collaborative Meeting	Conroe
2/12/24	Conroe Homeless Coalition Meeting	Conroe
2/12/24	Walker County Crisis Collaborative	Huntsville
2/12/24	Behavioral Health Suicide Prevention Task Force Meeting - Neurodiversity Special Needs Workgroup	Conroe
2/13/24	Veterans Taskforce Meeting	Conroe
2/13/24	Montgomery County Juvenile Probation Behavioral Health Presentation	Conroe
2/13/24	Liberty County Mental Health Collaborative Workgroup Meeting	Liberty
2/13/24	Magnolia Chamber of Commerce Networking Breakfast	Magnolia

2/14/24	Montgomery County Veterans Treatment Court	Conroe
2/14/24	Conroe Noon Lions Club Luncheon	Conroe
2/14/24	Conroe Noon Lions Board of Directors Meeting	Conroe
2/14/24	Texas MCOT Leadership Meeting - Virtual	Conroe
2/15/24	Behavioral Health Suicide Prevention Task Force Meeting	Conroe
2/15/24	San Jacinto Elementary Literacy Night	Conroe
2/15/24	AS+K Training - Ask About Suicide to Save a Life	Conroe
2/15/24	Suicide Prevention Training	Conroe
2/15/24	CIT Leadership Meeting – Conroe PD, MCSO & Pct. 1	Conroe
2/16/24	Magnolia ISD Youth Mental Health First Aid Training	Magnolia
2/16/24	Behavioral Health Suicide Prevention Task Force Meeting - Addictions Workgroup - Virtual	Conroe
2/19/24	Suicide Prevention Training Liberty Chamber of Commerce	Liberty
2/20/24	Montgomery County Community Resource Collaboration Group - Virtual	Conroe
2/21/24	Montgomery County Community Assistance Recovery Efforts & Services	The Woodlands
2/21/24	Conroe Noon Lions Luncheon	Conroe
2/22/24	Operation Brown Bag - Veterans	Conroe
2/22/24	Social Determinants of Health Collaborative - Virtual	Conroe

UPCOMING ACTIVITIES:

2/23/24	Walker County Juvenile Probation Staffing Meeting	Huntsville
2/23/24	Hope Rising Conference	The Woodlands
2/23/24	Ben Milam Elementary Rodeo Night	Conroe
2/26/24	Behavioral Health Suicide Prevention Task Force Meeting - Major Mental Health Group	Conroe
2/27/24	New Waverly Student Health Advisory Committee	New Waverly
2/27/24	Montgomery ISD Parent Night Resource Fair	Montgomery
2/27/24	Montgomery County Food Bank Meeting	Conroe
2/27/24	Walker County Community Resource Collaboration Group	Huntsville
2/28/24	Camp Valor Veterans Collaboration	Conroe
2/28/24	Montgomery County Community Crisis Collaborative	Conroe
2/28/24	Conroe Noon Lions Luncheon	Conroe
2/28/24	Montgomery County Veterans Treatment Court	Conroe
2/28/24	Motivating, Educating and Training (MET) Roundtable Event	Cleveland
3/2/24	Conroe ISD YOUiversity Resource Fair	Conroe
3/6/24	Willis ISD Transition & Resource Fair	Willis
3/6/24	Autism Training for SHSU for Student Counseling Interns	Conroe
3/6/24	Child Crisis Collaborative of Montgomery County	Conroe
3/7/24	Conroe ISD Transition & Resource Fair	Conroe
3/7/24	PATH Conroe Housing Meeting	Conroe
3/11/24	Behavioral Health Suicide Prevention Task Force Meeting - Neurodiversity Special Needs Workgroup	Conroe

3/11/24	Walker County Crisis Collaborative	Huntsville
3/19/24	Montgomery County Community Resource Collaboration Group - Virtual	Conroe
3/21/24	Behavioral Health Suicide Prevention Task Force Meeting	Conroe
3/23/24	IDD Awareness Day	Conroe
3/25/24	Behavioral Health Suicide Prevention Task Force Meeting - Major Mental Health Group	Conroe
3/26/24	Introduction to Human Services IDD Presentation - Lone Star College	Conroe
3/26/24	Walker County Community Resource Collaboration Group	Huntsville
3/27/24	Montgomery County Community Crisis Collaborative	Conroe

Agenda Item: Consumer Services Report for January 2024

Board Meeting Date:

February 22, 2024

Committee: Program

Background Information:

None

Supporting Documentation:

Consumer Services Report for January 2024

Recommended Action:

For Information Only

CONSUMER SERVICES REPORT

January 2024

	MONTGOMERY COUNTY	LIBERTY COUNTY	WALKER COUNTY	CONROE CLINICS	PORTER CLINIC	CLEVELAND CLINIC	LIBERTY CLINIC	COUNTY TOTAL
Crisis Services, MH Adults/Children Served								
Crisis Assessments and Interventions	384	27	25	384	0	16	11	436
Crisis Hotline Served	346	51	28	-	-	-	-	425
Crisis Stabilization Unit	23	1	1	23	-	0	1	25
Crisis Stabilization Unit Bed Days	128	7	1	128	-	0	7	136
Adult Contract Hospital Admissions	81	5	9	81	-	2	3	95
Child and Youth Contract Hospital Admissions	9	1	1	9	0	1	0	11
Total State Hospital Admissions (Civil only)	0	0	0	0	0	0	0	0
Routine Services, MH Adults/Children Served								
Adult Levels of Care (LOC 1-5, EO, TAY)	1064	212	71	1052	-	137	87	1347
Adult Medication	1032	189	150	1022	-	123	76	1371
Child Levels of Care (LOC 1-5, EO, YC, YES)	721	97	104	515	214	58	31	922
Child Medication	316	46	30	260	81	20	1	392
School Based Clinics	89	4	0	-	-	-	-	93
TCOOMMI (Adult Only)	93	36	9	93	-	15	21	138
Adult Jail Diversions	6	0	0	6	-	0	0	6
Expanded Therapy (SAMHSA, ARPA)	148	14	1	-	-	-	-	163
Veterans Served								
Veterans Served - Therapy	27	6	1	-	-	-	-	34
Veterans Served - Case Management	14	3	3	-	-	-	-	20
Persons Served by Program, IDD								
Number of New Enrollments for IDD	9	0	1	9	-	0	0	10
Service Coordination	699	64	71	699	-	30	34	834
Individualized Skills and Socialization (ISS)	9	17	19	-	-	5	12	45
Persons Enrolled in Programs, IDD								
Center Waiver Services (HCS, Supervised Living)	26	16	18	26	-	6	10	60
Substance Use Services, Adults and Youth Served								
Children and Youth Prevention - Groups	352	0	9	-	-	-	-	361
Children and Youth Prevention - Presentations	93	17	56	-	-	-	-	166
Youth Substance Use Disorder Treatment/COPSD	16	0	1	16	-	0	0	17
Adult Substance Use Disorder Treatment/COPSD	24	0	4	24	-	0	0	28

Waiting/Interest Lists as of Month End								
Home and Community Based Services Interest List	1858	310	214	-	-	-	-	2382
SAMHSA Grant Served								
SAMHSA CCBHC	105	33	8	88	17	29	4	146
SAMHSA CMHC	462	47	27	458	4	29	18	536
December Served								
Adult Mental Health	1560	275	206	1564	-	170	101	2041
Child Mental Health	917	105	102	774	158	71	19	1124
Intellectual and Developmental Disabilities	816	106	91	831	-	44	47	1013
Total Served	3293	486	399	3169	158	285	167	4178
January Served								
Adult Mental Health	1784	306	188	1784	-	194	112	2278
Child Mental Health	1013	105	116	683	330	76	29	1234
Intellectual and Developmental Disabilities	844	102	82	844	-	52	50	1028
Total Served	3641	513	386	3311	330	322	191	4540

Agenda Item: Program Updates

Board Meeting Date:

February 22, 2024

Committee: Program

Background Information:

None

Supporting Documentation:

Program Updates

Recommended Action:

For Information Only

Program Updates

February 1, 2024 – February 22, 2024

Crisis Services

1. In January, our staff provided 346 crisis assessments to 317 individuals, 77 of whom were youth. Of those receiving a crisis assessment, 31.8% (99 adults and 11 youth) were provided with in-patient behavioral health care funded by Tri-County at one of our six contracted private hospitals. Of those 110 admissions, six were residents of Liberty county, 11 from Walker county, 11 were residents outside of our area, and 82 were for residents of Montgomery county.
2. The Crisis Intervention Teams remain active in the City of Conroe and Montgomery county areas. The CIT staff are primarily responding to calls through emergency dispatch, including suicides in progress, welfare checks, or for concerns with an individual's immediate safety due to suspected mental health needs. They also provide numerous crisis relapse prevention services by continuing contacts with individuals in the community who have previously received an emergency crisis service. In January, all three teams combined completed 158 crisis services, of which 26 were provided to youth: 26% were provided by MCSO CIT; 36% by Precinct 1 Constables CIT; and 38% by Conroe PD CIT.
3. We have experienced some recent turnover with Mobile Crisis staff and are actively interviewing candidates for four positions, including one of the shift supervisors. In addition to these vacancies, we have two staff off on extended leave which means that coverage is lighter than it should be on some shifts.
4. The Crisis Stabilization Unit (CSU) has been working to build the census on the unit, with a goal of consistently maintaining a maximum of 16 clients. To achieve this goal, we have started accepting transfers from local emergency departments and medical hospitals. We are further working with Genoa to build a Cubex machine which will allow the CSU to keep controlled medications on the unit and available for use at all times, which will allow greater flexibility with admitting individuals who require a medical detox or emergency medication. The program is also in process of interviewing candidates for several vacant positions.

MH Adult Services

1. Dr. Roberto Gonzalez will fill our last remaining outpatient psychiatry position at the Center effective Monday, February 26th. Dr. Gonzalez is bilingual (Spanish) and will be stepping into a position that has been managed by a locum tenens physician for several months.
2. The First Episode Psychosis program received additional funding to hire its own dedicated part-time Family Partner to help support families of individuals who are in the early stages of experiencing psychotic disorders.
3. One hundred fifty seven individuals gained access to outpatient services through Conroe walk-in in January. This number is lower than we have been, but is typical for this time of year.

4. Our supervisors and administrators participated in several leadership development trainings and are implementing new ideas and strategies into supporting the direct care staff.
5. The rural clinics are participating in Client Engagement training in February, focusing on increasing quality of services and clinical documentation.

MH Child and Youth Services

1. Thanks to improved staffing, almost all of the children and youth in services are able to receive regular skills training at this time. We have not been this well staffed in Conroe for some time.
2. We are in the beginning stages of program development for the Multisystemic Therapy grant. We are developing position descriptions and postings to recruit the supervisor and therapists. This program will provide intensive services and in-home therapy to youth and families involved with the juvenile justice system.
3. Our YES Program went through our annual HHSC review in February. We received compliments for the organized manner in which all of our information was submitted and scored 100% on almost all areas. There was only one area for improvement and it is easily fixable as it is related to how we enter services on our wraparound plans.

Criminal Justice Services

1. The Sequential Intercept Model Lead Team met to start up discussions and planning for the mapping event in June.
2. Criminal Justice Services Administrator has processed six medication reimbursements to the Montgomery county jail and requested authorization for one more individual returned restored to competency. Two individuals have been returned to Liberty county restored to competency.
3. Forty two 16.22 (Early Identification of Defendant Suspected of Having Mental Illness or Intellectual Disability) Jail assessments were ordered and completed in January; 38 for Montgomery county jail, three for Liberty County Jail and one for Walker County Jail.

Substance Use Disorder Services

1. The Substance Use team has just wrapped up two audits, one from Quality Management division, and one from Facility Licensing. The team is reviewing feedback and creating action plans to ensure programming is meeting expectations from both divisions. These audits involved members from multiple departments at Tri-County, and the staff worked very well together, collaboratively gathering requested documentation for the audit teams.
2. There is a current increase in cocaine and crack usage in our area, which is in line with the latest broadcast put out by the Houston High Intensity Drug Trafficking Threat Assessment. We continue to see mostly marijuana usage among the adolescents presenting for services.
3. The Prevention Team has been busy providing presentations in both English and Spanish on various topics to schools and disciplinary alternative education programs this

semester. The topics covered include Marijuana, Vaping, Addiction, Health Choices, and Prescription Drugs Misuse.

4. We have started providing Prevention Education Groups to Spanish speaking students at Pine Burr Elementary in Colony Ridge.
5. We are working with Liberty ISD to provide Fentanyl presentations for 6th through 12th graders in May after testing is complete.
6. The Prevention Specialists will attend New Waverly ISD's Health and Safety Summit at New Waverly High School and will provide a presentation on Vaping.
7. The Prevention Team's schedule is booked with many events this Spring, including the Conroe Kidzfest, Interfaith's Health Kids Fest, and Milam Elementary's Rodeo Night.

IDD Services

1. IDD Provider Services has a total of ten individuals that have lost their Medicaid. A number of the families are upset and contacting the Ombudsman's office and their local legislator's office.
2. IDD Provider Services is actively searching for a four bedroom home in Huntsville to rent.
3. We have a vacant weekend position in the group home and two full time and one part time vacant position in our Individualized Skills and Socialization setting.
4. IDD Provider Services would normally be preparing for auditors arrival as they arrived this time last year, but a change in policy from HHSC means that notice will be provided for audit schedules so we are trying to keep everything ready just in case they do arrive.
5. IDD Authority Services submitted the first round of documents due to Health and Human Services Commission (HHSC) Contract Accountability and Oversight (CAO), for our Fiscal Year 2024 Quality Assurance Authority Review on January 31, 2024. This preliminary submission included evidence of PNAC Functions, Local Planning, CRCG (Community Resource Coordination Groups) participation, evidence of our Provider Complaint Process, Quality Management Plan, Permanency Planning, Interest List Maintenance, IDD Authority Environmental & Emergency Response Plan, Priority Population (requirement to serve those who qualify for services who are most in need first; includes those with IDD as defined by TAC, those with pervasive developmental disorders, those with approved related conditions, nursing facility residents, and children eligible for ECI interventions), Human Resources, TLETS (Texas Law Enforcements Telecommunications System) reporting, Human Resources documentation, including proof of required trainings for new staff, LEIE/OIG checks (List of Excluded Individuals/Entities) compliance, and Diversion Coordinator job description and resume. The CAO team will be on site February 12th for a full book records review.

Support Services

1. **Quality Management (QM):**
 - a. The Quality Management Department in collaboration with Substance Use Treatment Program staff, participated in a surprise on site HHSC facility audit from January 30th – February 1st. We are currently pending the final report which will include corrective action items identified during the audit.

- b. The Quality Management Department in collaboration with the Child and Youth Department participated in the Youth Empowerment Services (YES) Waiver audit on January 29th with review dates from February 5th – February 8th. Preliminary findings were positive with only four findings out of 44 areas of measurement. The findings were related to additional documentation detail needed on the Wraparound Plans related to type, scope, amount, frequency, duration and location.
- c. The Quality Management Department in collaboration with IDD Authority staff, participated in the IDD Authority Audit from February 12th – February 15th.
- d. In addition to routine and ongoing quality assurance of documentation, staff reviewed 32 progress notes prior to billing to ensure compliance. Additional training and follow-up was provided with staff and supervisors when needed.

2. Utilization Management (UM):

- a. Staff reviewed 10% of all Center discharges for January to ensure appropriateness and that proper notification and appeal forms were provided. Follow-up with staff was provided as needed to ensure quality improvement.
- b. Staff reviewed all notes that utilized the COPSD Modifier in the month of January for quality assurance purposes.
- c. Staff reviewed 10% of notes that utilized the MCOT Modifier to ensure appropriate use.

Training:

- d. The Training Department in collaboration with the Human Resources Department have responded to several audit requests for training and HR documentation related to various audits taking place during the month of February (i.e. SUD Facility, YES Waiver, and IDD Authority).
- e. The Training Department has purchased a new software to create more interactive trainings and are currently in the process of recreating some trainings to improve the learning experience.

3. Veteran Services and Veterans Counseling/Crisis:

- a. We are losing our full-time caseworker due to a family issue.
- b. We are in the process of hiring the Regional Veteran’s Service Liaison.

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

The Mental Health Planning and Network Advisory Committee met on February 14, 2024 and continues to focus on expanding and growing the membership of our local PNAC Committee.

5. Community Activities

- a. We will be participating in the Big as Texas Festival being held at the Montgomery County Fairgrounds May 10th-12th. The purpose is to raise awareness of suicide, and a portion of the proceeds will benefit all of the non-profits who participate in the event.
- b. We have been asked by Precinct 3 to collaborate on community mental health events.

Agenda Item: Personnel Report for January 2024

Board Meeting Date:

February 22, 2024

Committee: Executive

Background Information:

None

Supporting Documentation:

Personnel Report for January 2024

Recommended Action:

For Information Only

Personnel Report

FY24 | January 2024



OVERVIEW

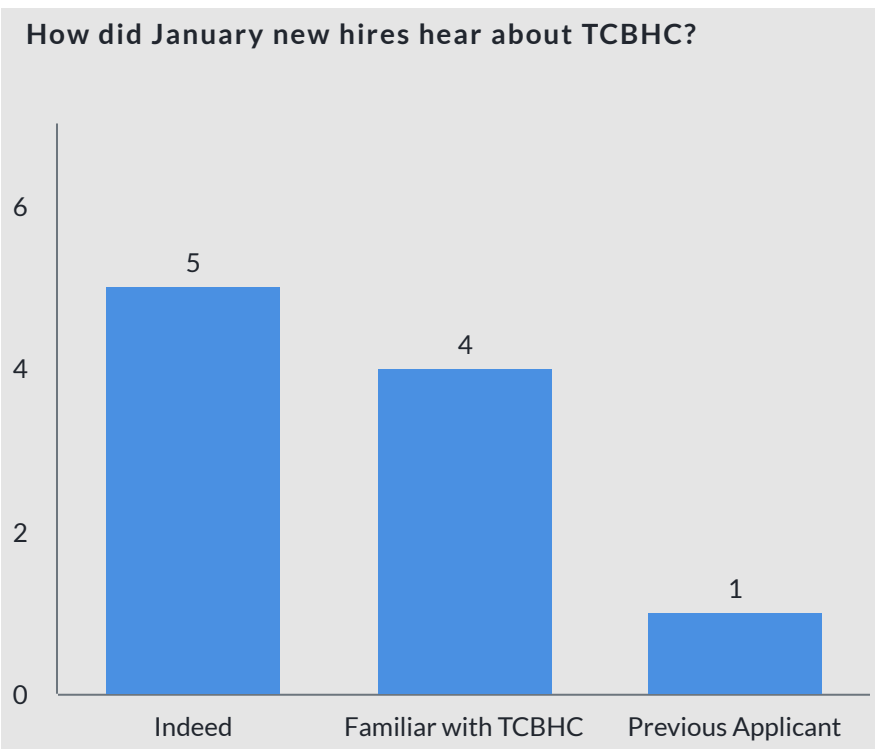
NEW HIRES
January
10 POSITIONS
YTD
63 POSITIONS

SEPARATIONS
January
9 POSITIONS
YTD
52 POSITIONS

Vacant Positions
77
Frozen Positions
1

Newly Created Positions
1
Total Budgeted Positions
487

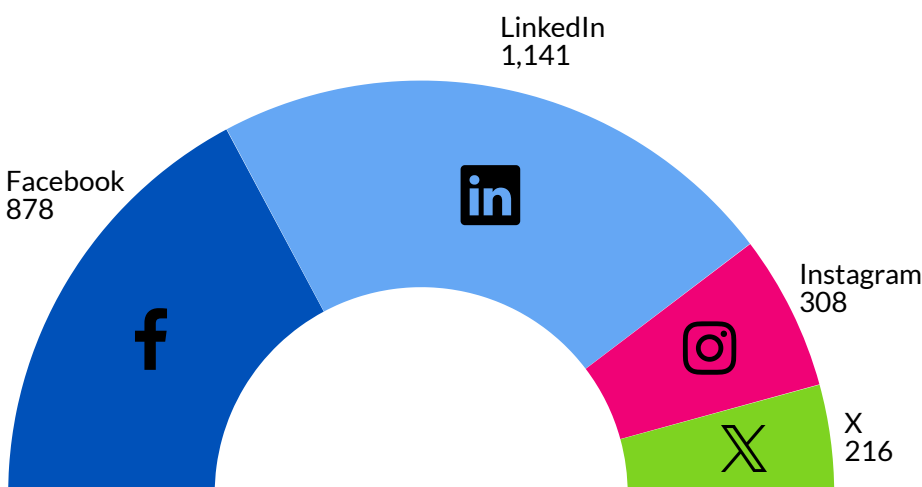
RECRUITING



RECRUITING EVENTS

N/A

SOCIAL MEDIA FOLLOWERS



APPLICANTS

January Total Applicants	597
YTD Applicants	1669

CURRENT OPENINGS

VACANCIES BY LOCATION

CONROE	47
PETC	12
HUNTSVILLE	9
CLEVELAND	5
LIBERTY	3
PORTER	1

TOP 5 VACANCIES

Mental Health Specialist/Case Manager (Adult, IDD, Crisis and C&Y)	34
Direct Care Provider	11
Program Support Services Asst	5
Licensed Clinician	3
Psychiatric Nursing Asst	3

Exit Data

FY24 | January 2024

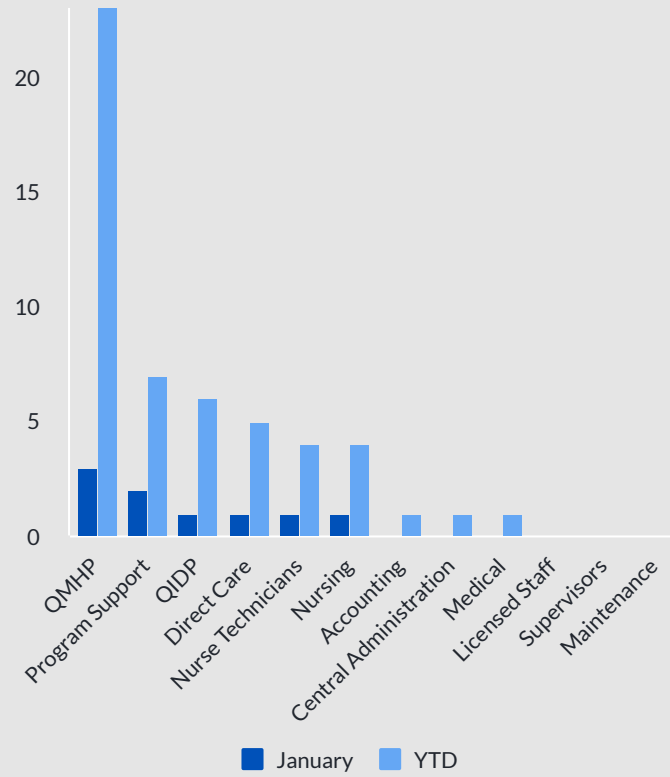
Exit Stats at a Glance



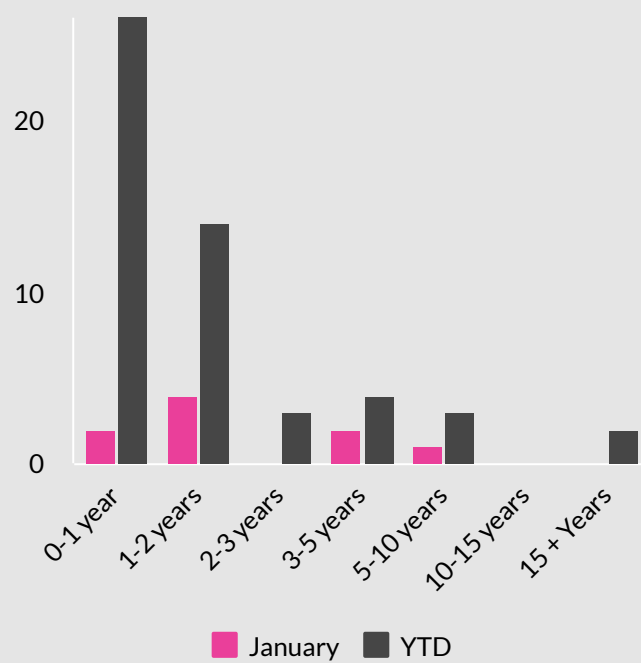
YTD Top Reasons for Separations

- 1 Another Job
- 2 Involuntarily Terminated
- 3 Personal/Family, includes Relocating
- 4 Returning to School
- 5 Better Pay

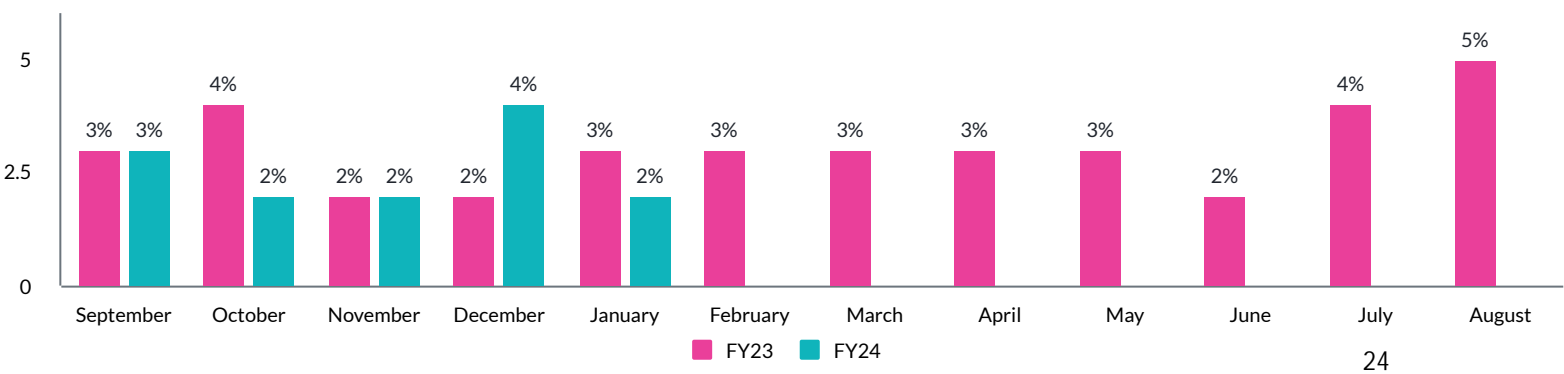
Separations by Category



Separations by Tenure



Turnover Rate by Month



Agenda Item: Texas Council Risk Management Fund Claims Summary as of January 2024

Board Meeting Date:

February 22, 2024

Committee: Executive

Background Information:

None

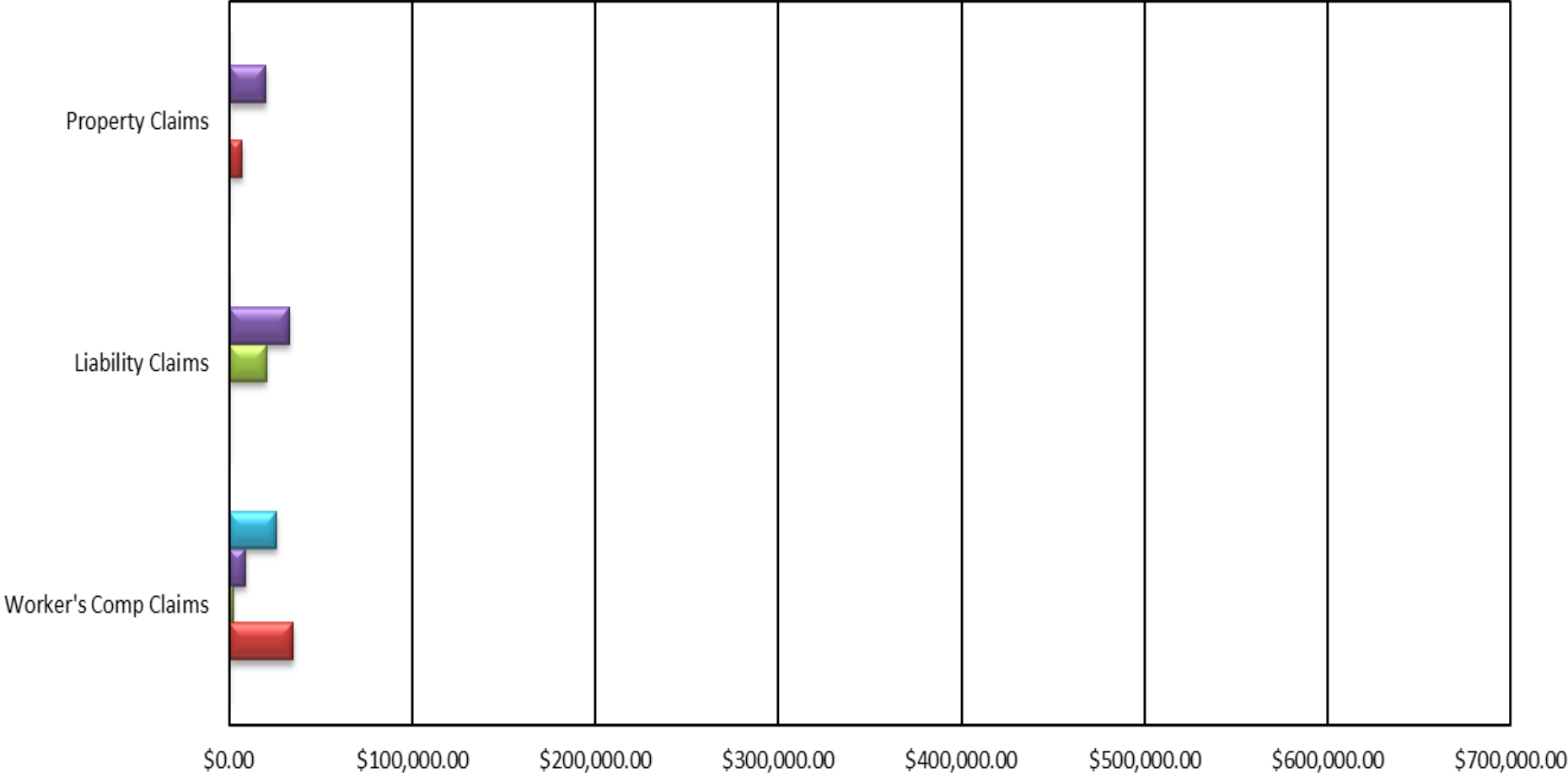
Supporting Documentation:

Texas Council Risk Management Fund Claims Summary as of January 2024

Recommended Action:

For Information Only

TCRMF Claims Summary January 2024



	Worker's Comp Claims	Liability Claims	Property Claims
2020	\$26,111.00	\$0.00	\$0.00
2021	\$9,040.00	\$33,042.00	\$20,074.00
2022	\$2,215.00	\$20,538.00	\$0.00
2023	\$34,953.00	\$351.00	\$7,243.00
2024	\$0.00	\$0.00	\$0.00

Agenda Item: Texas Council Quarterly Board Meeting Update

Board Meeting Date

February 22, 2024

Committee: Executive

Background Information:

The Texas Council has requested that Center representatives give updates to Trustees regarding their quarterly Board meeting. A verbal update will be given by Sharon Walker.

Supporting Documentation:

Texas Council Staff Report

Recommended Action:

For Information Only

Agenda Item: Approve January 2024 Financial Statements

Board Meeting Date

February 22, 2024

Committee: Business

Background Information:

None

Supporting Documentation:

January 2024 Financial Statements

Recommended Action:

Approve January 2024 Financial Statements

January 2024 Financial Summary

Revenues for January 2024 were \$3,926,568 and operating expenses were \$3,730,232 resulting in a gain in operations of \$196,336. Capital Expenditures and Extraordinary Expenses for January were \$212,293 resulting in a loss of \$15,957. Total revenues were 96.32% of the monthly budgeted revenues and total expenses were 98.72% of the monthly budgeted expenses (difference of -2.40%).

Year to date revenues are \$20,708,358 and operating expenses are \$19,759,164 leaving excess operating revenues of \$949,194. YTD Capital Expenditures and Extraordinary Expenses are \$1,084,318 resulting in a loss YTD of \$135,123. Total revenues are 98.45% of the YTD budgeted revenues and total expenses are 99.47% of the YTD budgeted expenses (difference of -1.02%)

REVENUES

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

Revenue Source	YTD Revenue	YTD Budget	% of Budget	\$ Variance
Title XIX Case Management - MH	216,738	311,889	69.49%	95,151
Title XIX Case Management - IDD	482,558	642,199	75.14%	159,641
Title XIX HCS/IDD Program	778,997	799,333	97.45%	20,336
Medicaid-Regular-Title XIX	215,350	237,727	90.59%	22,376
Title XIX Rehab	634,176	853,041	74.34%	218,865
HHSC – MH First Aid	46,119	62,333	73.99%	16,214

XIX Case Management MH, Title XIX Case Management IDD, Title XIX HCS/IDD Program, Medicaid – Regular – Title XIX and Title XIX Rehab –

These line items are our earned revenue categories that continue to trend well below our Pre-COVID historical service levels. For HCS/IDD program, they are having issues with clients getting their Medicaid coverage renewed. The process is very complicated to complete and therefore numerous clients have had their Medicaid coverage lost. It will take a few months to get this resolved and coverage reinstated.

HHSC – MH First Aid – This line item is for one staff to be the Mental Health First Aid Outreach Coordinator and also provides funds for Tri-County to train First Responders and School Teachers on Mental Health First Aid. So far this year there hasn't been as many trainings provided as we have had in the past. We hope to see that change soon.

EXPENSES

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

Expense Source	YTD Expenses	YTD Budget	% of Budget	\$ Variance
Building Repairs & Maintenance	214,319	55,906	383.35%	158,413
Fixed Assets – Building Improvements	108,059	1,042	103.70%	107,017
Fixed Assets – Construction in Progress	453,355	200,000	226.68%	253,355
Fixed Assets – Furn & Equip	52,311	0	0%	52,311
Legal Fees	32,930	8,750	376.34%	24,180
Travel - Local	161,079	131,994	122.03%	29,084

Building Repairs & Maintenance – This line item is for the repair and maintenance of items at the existing buildings. The bulk of this overage is for the repair of the two elevators at the Sgt Ed Holcomb building in Conroe. We have a third elevator that is still waiting to be put back in service, but that repair is covered under the original warranty. This line also has some recent charges for repairs and maintenance for the A/C units at the Sgt Ed Holcomb building. We have met with the A/C contractor that we use for repairs and have asked for cost comparisons for replacement of existing units and also for any future needs for A/C units.

Fixed Assets – Building Improvements – This line item is for the costs to finish up the refreshing of the Sgt. Ed Holcomb building that we started in last fiscal year. In particular this is for the completion of the calm room on the 2nd floor and also the final cost of the painting and flooring for the last portion of the building that was not completed last fiscal year.

Fixed Assets – Construction in Progress – This line item is for the purchase of the generator for the Cleveland facility. Also included in this line is architecture fees, City of Cleveland permit costs, and the first payment to JLA Construction for Phase I contract activity.

Fixed Assets – Furn & Equip – This line item is for the Conroe building refresh. The largest portion of this amount is for the replacement of the 2nd floor lobby seat, pan and back of the chairs. We also purchased furniture for the new calm room located on the 2nd floor.

Legal Fees – This line item is the cost of our attorney’s reviewing and bringing up to date the bond documents that have been under review for the past 2 to 3 months by Jackson Walker and a team of other lawyers from Municipal Capital. This has been very labor intensive since these documents haven’t been updated in well over 30 years. We would not sign them in their original condition, so corrections had to be made.

Travel -Local – This line item is for the reimbursement of miles driven by staff in their own personal vehicles. Our reimbursement rate has increased to match the current State of Texas approved rate of .625 cents per mile. We have more staff driving so hopefully this will all translate into more services being provided very soon.

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended January 2024**

ASSETS	TOTALS COMBINED FUNDS January 2024	TOTALS COMBINED FUNDS December 2023	Increase (Decrease)
CURRENT ASSETS			
Imprest Cash Funds	2,600	2,500	100
Cash on Deposit - General Fund	8,166,400	10,067,197	(1,900,797)
Cash on Deposit - Debt Fund			-
Accounts Receivable	6,433,933	6,919,434	(485,501)
Inventory	(155)	307	(462)
TOTAL CURRENT ASSETS	14,602,778	16,989,438	(2,386,660)
FIXED ASSETS	24,400,583	24,400,583	-
OTHER ASSETS	183,959	235,317	(51,358)
TOTAL ASSETS	\$ 39,187,320	\$ 41,625,338	\$ (2,438,018)
LIABILITIES, DEFERRED REVENUE, FUND BALANCES			
CURRENT LIABILITIES	2,094,019	1,887,029	206,990
NOTES PAYABLE	802,466	802,466	-
DEFERRED REVENUE	3,224,024	5,744,297	(2,520,273)
LONG-TERM LIABILITIES FOR			
First Financial Conroe Building Loan	9,457,354	9,501,661	(44,307)
Guaranty Bank & Trust Loan	1,703,601	1,709,351	(5,750)
First Financial Huntsville Land Loan	816,522	818,640	(2,118)
Lease Liability	352,281	352,281	-
SBITA Liability	1,308,818	1,308,818	-
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR			
General Fund	(135,123)	(119,166)	(15,957)
FUND EQUITY			
RESTRICTED			
Net Assets Reserved for Debt Service Reserved for Debt Retirement	(12,329,759)	(12,381,933)	52,174
COMMITTED			
Net Assets - Property and Equipment	23,091,764	23,091,764	-
Reserved for Vehicles & Equipment Replacement	613,712	613,712	-
Reserved for Facility Improvement & Acquisitions	2,046,645	2,161,591	(114,946)
Reserved for Board Initiatives	1,500,000	1,500,000	-
Reserved for 1115 Waiver Programs	502,677	502,677	-
ASSIGNED			
Reserved for Workers' Compensation	274,409	274,409	-
Reserved for Current Year Budgeted Reserve	30,833	24,667	6,166
Reserved for Insurance Deductibles	100,000	100,000	-
Reserved for Accrued Paid Time Off	(802,466)	(802,466)	-
UNASSIGNED			
Unrestricted and Undesignated	4,535,540	4,535,540	-
TOTAL LIABILITIES/FUND BALANCE	\$ 39,187,320	\$ 41,625,338	\$ (2,438,021)

**TRI-COUNTY BEHAVIORAL HEALTHCARE
CONSOLIDATED BALANCE SHEET
For the Month Ended January 2024**

ASSETS	General Operating Funds	Memorandum Only Final August 2023
CURRENT ASSETS		
Imprest Cash Funds	2,600	2,100
Cash on Deposit - General Fund	8,166,400	7,455,394
Cash on Deposit - Debt Fund	-	-
Accounts Receivable	6,433,933	4,917,356
Inventory	(155)	1,205
TOTAL CURRENT ASSETS	14,602,778	12,376,055
FIXED ASSETS	24,400,583	24,400,583
OTHER ASSETS	183,959	223,016
Total Assets	\$ 39,187,320	\$ 36,999,654
LIABILITIES, DEFERRED REVENUE, FUND BALANCES		
CURRENT LIABILITIES	2,094,019	2,165,154
NOTES PAYABLE	802,466	802,466
DEFERRED REVENUE	3,224,024	407,578
LONG-TERM LIABILITIES FOR		
First Financial Conroe Building Loan	9,457,354	9,679,420
Guaranty Bank & Trust Loan	1,703,601	1,732,496
First Financial Huntsville Land Loan	816,522	828,926
Lease Liability	352,281	352,281
SBITA Liability	1,308,818	1,308,818
EXCESS(DEFICIENCY) OF REVENUES OVER EXPENSES FOR		
General Fund	(135,123)	354,155
FUND EQUITY		
RESTRICTED		
Net Assets Reserved for Debt Service - Restricted	(12,329,759)	(12,593,123)
Reserved for Debt Retirement	-	-
COMMITTED		
Net Assets - Property and Equipment - Committed	23,091,764	23,091,764
Reserved for Vehicles & Equipment Replacement	613,712	613,712
Reserved for Facility Improvement & Acquisitions	2,046,645	2,500,000
Reserved for Board Initiatives	1,500,000	1,500,000
Reserved for 1115 Waiver Programs	502,677	502,677
ASSIGNED		
Reserved for Workers' Compensation - Assigned	274,409	274,409
Reserved for Current Year Budgeted Reserve - Assigned	30,833	-
Reserved for Insurance Deductibles - Assigned	100,000	100,000
Reserved for Accrued Paid Time Off	(802,466)	(802,466)
UNASSIGNED		
Unrestricted and Undesignated	4,535,540	4,181,387
TOTAL LIABILITIES/FUND BALANCE	\$ 39,187,320	\$ 36,999,654

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
For the Month Ended January 2024
and Year To Date as of January 2024

INCOME:	MONTH OF January 2024	YTD January 2024
	<u> </u>	<u> </u>
Local Revenue Sources	213,688	1,039,760
Earned Income	1,879,589	10,453,087
General Revenue - Contract	1,833,291	9,215,511
TOTAL INCOME	<u>\$ 3,926,568</u>	<u>\$ 20,708,358</u>
EXPENSES:		
Salaries	2,039,654	11,346,118
Employee Benefits	385,740	2,029,462
Medication Expense	58,330	243,133
Travel - Board/Staff	29,245	174,327
Building Rent/Maintenance	35,023	240,359
Consultants/Contracts	906,851	4,301,172
Other Operating Expenses	275,389	1,424,593
TOTAL EXPENSES	<u>\$ 3,730,232</u>	<u>\$ 19,759,164</u>
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	<u>\$ 196,336</u>	<u>\$ 949,194</u>
CAPITAL EXPENDITURES		
Capital Outlay - FF&E, Automobiles, Building	125,262	649,160
Capital Outlay - Debt Service	87,031	435,158
TOTAL CAPITAL EXPENDITURES	<u>\$ 212,293</u>	<u>\$ 1,084,318</u>
GRAND TOTAL EXPENDITURES	<u>\$ 3,942,525</u>	<u>\$ 20,843,482</u>
Excess (Deficiency) of Revenues and Expenses	<u>\$ (15,957)</u>	<u>\$ (135,123)</u>

Debt Service and Fixed Asset Fund:		
Debt Service	87,031	435,158
Excess (Deficiency) of Revenues over Expenses	<u>87,031</u>	<u>435,158</u>

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
Year to Date as of January 2024

	YTD January 2024	APPROVED BUDGET	Increase (Decrease)
INCOME:			
Local Revenue Sources	1,039,760	712,574	327,186
Earned Income	10,453,087	11,075,283	(622,196)
General Revenue	9,215,511	9,247,477	(31,966)
TOTAL INCOME	\$ 20,708,358	\$ 21,035,334	\$ (326,975)
EXPENSES:			
Salaries	11,346,118	12,032,255	(686,137)
Employee Benefits	2,029,462	2,090,780	(61,318)
Medication Expense	243,133	243,106	27
Travel - Board/Staff	174,327	148,920	25,407
Building Rent/Maintenance	240,359	81,754	158,605
Consultants/Contracts	4,301,172	4,304,446	(3,274)
Other Operating Expenses	1,424,593	1,376,296	48,297
TOTAL EXPENSES	\$ 19,759,164	\$ 20,277,557	\$ (518,393)
 Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	 \$ 949,194	 \$ 757,777	 \$ 191,418
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	649,160	241,708	407,451
Capital Outlay - Debt Service	435,158	435,158	-
TOTAL CAPITAL EXPENDITURES	\$ 1,084,318	\$ 676,866	\$ 407,451
 GRAND TOTAL EXPENDITURES	 \$ 20,843,482	 \$ 20,954,423	 \$ (110,942)
 Excess (Deficiency) of Revenues and Expenses	 \$ (135,123)	 \$ 80,911	 \$ (216,034)

Debt Service and Fixed Asset Fund:			
Debt Service	435,158	435,158	-
Excess(Deficiency) of Revenues over Expenses	435,158	435,158	-

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
Compared to Budget
For the Month Ended January 2024

INCOME:	MONTH OF January 2024	APPROVED BUDGET	Increase (Decrease)
Local Revenue Sources	213,688	119,503	94,185
Earned Income	1,879,589	2,118,956	(239,367)
General Revenue-Contract	1,833,291	1,837,955	(4,664)
TOTAL INCOME	\$ 3,926,568	\$ 4,076,414	\$ (149,847)
EXPENSES:			
Salaries	2,039,654	2,149,643	(109,989)
Employee Benefits	385,740	406,710	(20,970)
Medication Expense	58,330	49,421	8,909
Travel - Board/Staff	29,245	29,784	(539)
Building Rent/Maintenance	35,023	14,851	20,172
Consultants/Contracts	906,851	975,501	(68,650)
Other Operating Expenses	275,389	263,818	11,571
TOTAL EXPENSES	\$ 3,730,232	\$ 3,889,728	\$ (159,496)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 196,336	\$ 186,686	\$ 9,649
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	125,262	16,875	108,386
Capital Outlay - Debt Service	87,031	87,031	-
TOTAL CAPITAL EXPENDITURES	\$ 212,293	\$ 103,906	\$ 108,386
GRAND TOTAL EXPENDITURES	\$ 3,942,525	\$ 3,993,634	\$ (51,109)
Excess (Deficiency) of Revenues and Expenses	\$ (15,957)	\$ 82,780	\$ (98,737)

Debt Service and Fixed Asset Fund:			
Debt Service	87,031	87,031	-
Excess (Deficiency) of Revenues over Expenses	87,031	87,031	-

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With YTD January 2023 Comparative Data
Year to Date as of January 2024

INCOME:	<u>YTD January 2024</u>	<u>YTD January 2023</u>	<u>Increase (Decrease)</u>
Local Revenue Sources	1,039,760	2,429,858	(1,390,098)
Earned Income	10,453,087	8,112,597	2,340,490
General Revenue-Contract	9,215,511	6,996,137	2,219,374
TOTAL INCOME	\$ 20,708,358	\$ 17,538,592	\$ 3,169,766
EXPENSES:			
Salaries	11,346,118	9,195,121	2,150,997
Employee Benefits	2,029,462	1,707,970	321,492
Medication Expense	243,133	204,102	39,031
Travel - Board/Staff	174,327	144,037	30,290
Building Rent/Maintenance	240,359	128,356	112,003
Consultants/Contracts	4,301,172	3,552,091	749,081
Other Operating Expenses	1,424,593	1,454,536	(29,943)
TOTAL EXPENSES	\$ 19,759,164	\$ 16,386,213	\$ 3,372,951
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	\$ 949,194	\$ 1,152,379	\$ (203,185)
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	649,160	445,784	203,376
Capital Outlay - Debt Service	435,158	407,242	27,916
TOTAL CAPITAL EXPENDITURES	\$ 1,084,318	\$ 853,026	\$ 231,292
GRAND TOTAL EXPENDITURES	\$ 20,843,482	\$ 17,239,239	\$ 3,604,243
Excess (Deficiency) of Revenues and Expenses	\$ (135,123)	\$ 299,352	\$ (434,477)

Debt Service and Fixed Asset Fund:			
Debt Service	435,158	407,242	27,916
Excess (Deficiency) of Revenues over Expenses	435,158	407,242	27,916

TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With January 2023 Comparative Data
For the Month ending January 2024

INCOME:	<u>MONTH OF January 2024</u>	<u>MONTH OF January 2023</u>	<u>Increase (Decrease)</u>
Local Revenue Sources	213,688	424,732	(211,044)
Earned Income	1,879,589	1,792,025	87,564
General Revenue-Contract	1,833,291	1,222,866	610,425
TOTAL INCOME	<u>\$ 3,926,568</u>	<u>\$ 3,439,623</u>	<u>\$ 486,945</u>
Salaries	2,039,654	1,666,625	373,029
Employee Benefits	385,740	329,462	56,278
Medication Expense	58,330	43,307	15,023
Travel - Board/Staff	29,245	24,575	4,670
Building Rent/Maintenance	35,023	26,569	8,454
Consultants/Contracts	906,851	796,003	110,848
Other Operating Expenses	275,389	329,912	(54,523)
TOTAL EXPENSES	<u>\$ 3,730,232</u>	<u>\$ 3,216,453</u>	<u>\$ 513,779</u>
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	<u>\$ 196,336</u>	<u>\$ 223,170</u>	<u>\$ (26,834)</u>
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	125,262	60,514	64,748
Capital Outlay - Debt Service	87,031	87,031	-
TOTAL CAPITAL EXPENDITURES	<u>\$ 212,293</u>	<u>\$ 147,545</u>	<u>\$ 64,748</u>
GRAND TOTAL EXPENDITURES	<u>\$ 3,942,525</u>	<u>\$ 3,363,998</u>	<u>\$ 578,527</u>
Excess (Deficiency) of Revenues and Expenses	<u>\$ (15,957)</u>	<u>\$ 75,625</u>	<u>\$ (91,582)</u>

Debt Service and Fixed Asset Fund:			
Debt Service	87,031	87,031	-
			-
Excess (Deficiency) of Revenues over Expenses	<u>87,031</u>	<u>87,031</u>	<u>-</u>

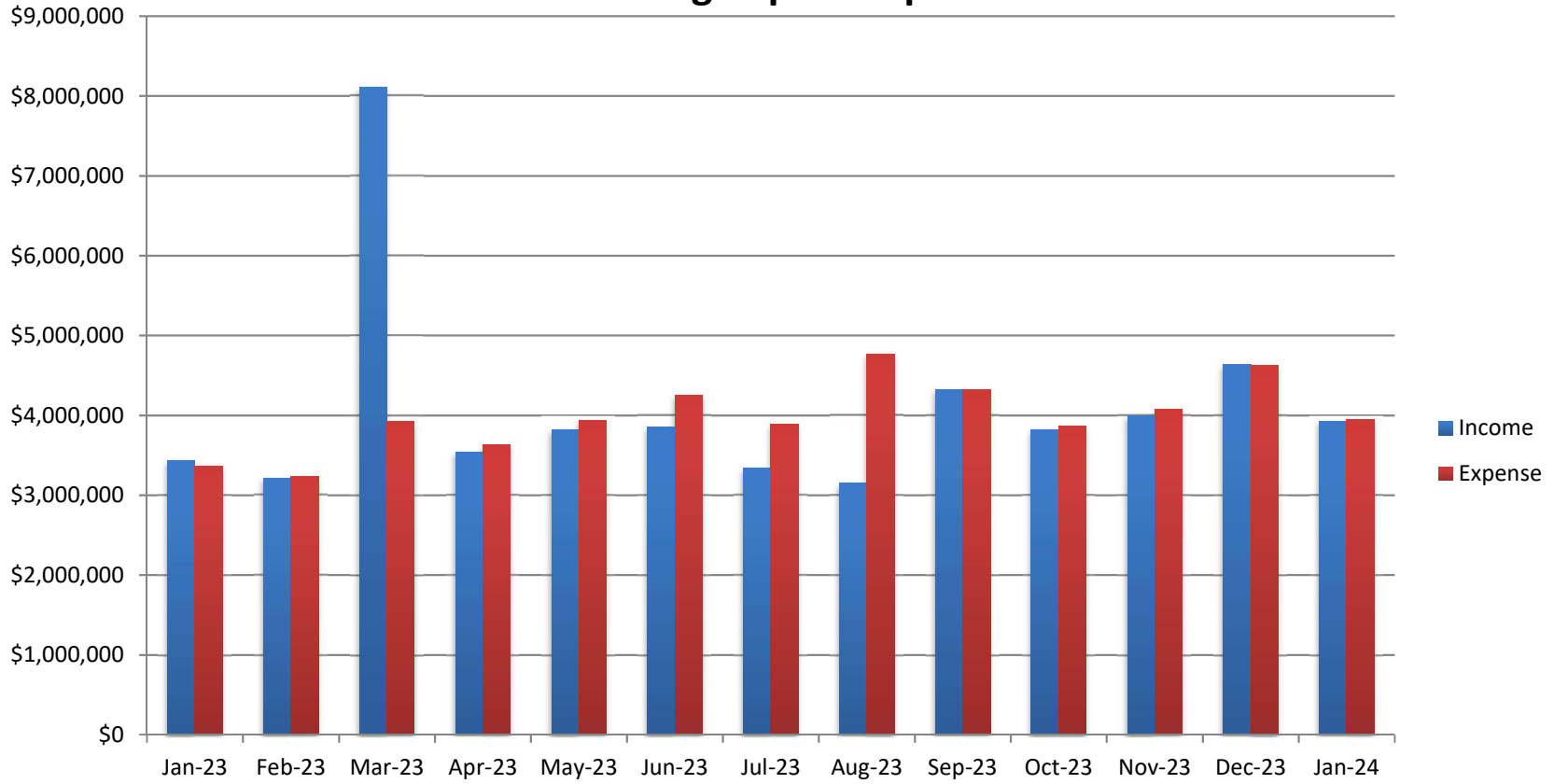
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary
With December 2023 Comparative Data
For the Month Ended January 2024

INCOME:	<u>MONTH OF January 2024</u>	<u>MONTH OF December 2023</u>	<u>Increase (Decrease)</u>
Local Revenue Sources	213,688	176,382	37,306
Earned Income	1,879,589	2,290,214	(410,625)
General Revenue-Contract	1,833,291	2,173,411	(340,120)
TOTAL INCOME	<u>\$ 3,926,568</u>	<u>\$ 4,640,007</u>	<u>\$ (713,439)</u>
EXPENSES:			
Salaries	2,039,654	2,708,954	(669,300)
Employee Benefits	385,740	462,225	(76,485)
Medication Expense	58,330	42,072	16,258
Travel - Board/Staff	29,245	33,676	(4,431)
Building Rent/Maintenance	35,023	38,063	(3,040)
Consultants/Contracts	906,851	808,779	98,072
Other Operating Expenses	275,389	313,090	(37,701)
TOTAL EXPENSES	<u>\$ 3,730,232</u>	<u>\$ 4,406,860</u>	<u>\$ (676,627)</u>
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	<u>\$ 196,336</u>	<u>\$ 233,147</u>	<u>\$ (36,812)</u>
CAPITAL EXPENDITURES			
Capital Outlay - FF&E, Automobiles, Building	125,262	136,513	(11,251)
Capital Outlay - Debt Service	87,031	87,031	-
TOTAL CAPITAL EXPENDITURES	<u>\$ 212,293</u>	<u>\$ 223,544</u>	<u>\$ (11,251)</u>
GRAND TOTAL EXPENDITURES	<u>\$ 3,942,525</u>	<u>\$ 4,630,404</u>	<u>\$ (687,879)</u>
Excess (Deficiency) of Revenues and Expenses	<u>\$ (15,957)</u>	<u>\$ 9,602</u>	<u>\$ (25,561)</u>
Debt Service and Fixed Asset Fund:			
Debt Service	87,031	87,031	-
Excess (Deficiency) of Revenues over Expenses	<u>87,031</u>	<u>87,031</u>	<u>-</u>

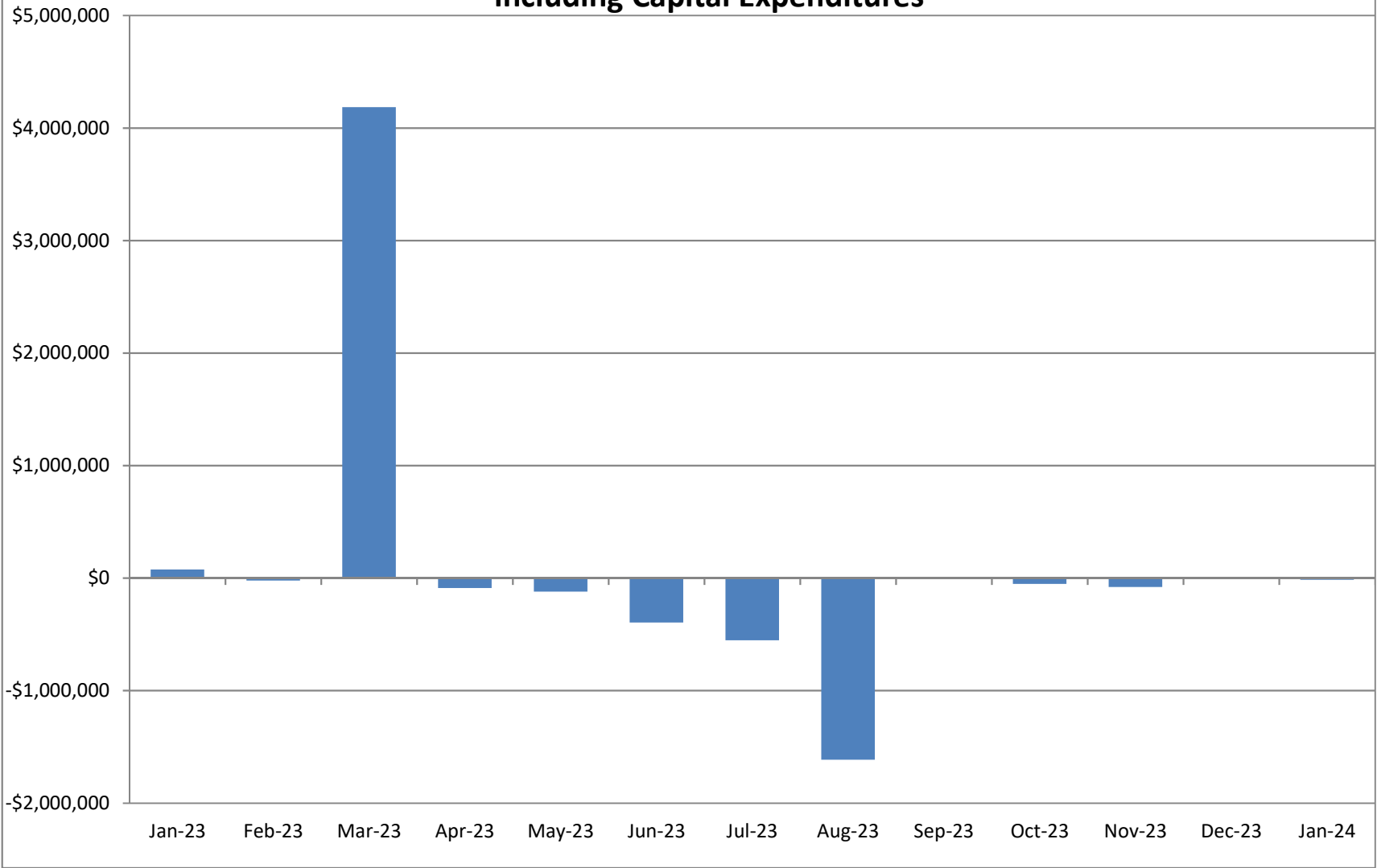
TRI-COUNTY BEHAVIORAL HEALTHCARE
Revenue and Expense Summary by Service Type
Compared to Budget
Year To Date as of January 2024

	YTD Mental Health January 2024	YTD IDD January 2024	YTD Other Services January 2024	YTD Agency Total January 2024	YTD Approved Budget January 2024	Increase (Decrease)
INCOME:						
Local Revenue Sources	1,141,718	22,618	(124,575)	1,039,761	712,574	327,186
Earned Income	4,322,833	1,809,169	4,321,085	10,453,087	11,075,283	(622,194)
General Revenue-Contract	8,129,831	809,717	275,962	9,215,510	9,247,477	(31,966)
TOTAL INCOME	13,594,382	2,641,504	4,472,473	\$ 20,708,358	\$ 21,035,334	\$ (326,975)
EXPENSES:						
Salaries	7,116,052	1,522,569	2,707,498	11,346,119	12,032,255	(686,136)
Employee Benefits	1,302,372	285,803	441,286	2,029,461	2,090,780	(61,319)
Medication Expense	211,631		31,502	243,133	243,106	27
Travel - Board/Staff	93,080	54,928	26,319	174,328	148,920	25,408
Building Rent/Maintenance	224,064	7,051	9,244	240,359	81,754	158,605
Consultants/Contracts	2,897,435	502,115	901,622	4,301,172	4,304,446	(3,274)
Other Operating Expenses	906,614	284,761	233,216	1,424,591	1,376,296	48,295
TOTAL EXPENSES	12,751,248	2,657,227	4,350,686	\$ 19,759,164	\$ 20,277,557	\$ (518,393)
Excess(Deficiency) of Revenues over Expenses before Capital Expenditures	843,134	(15,723)	121,787	\$ 949,194	\$ 757,777	\$ 191,418
CAPITAL EXPENDITURES						
Capital Outlay - FF&E, Automobiles, Building	475,003	64,734	109,424	649,161	241,708	407,452
Capital Outlay - Debt Service	282,853	56,571	95,735	435,159	435,158	-
TOTAL CAPITAL EXPENDITURES	757,856	121,305	205,159	\$ 1,084,320	\$ 676,866	\$ 407,452
GRAND TOTAL EXPENDITURES	13,509,104 ##	2,778,532 ##	4,555,845	\$ 20,843,484	\$ 20,954,423	\$ (110,941)
Excess (Deficiency) of Revenues and Expenses	85,278	(137,028)	(83,372)	\$ (135,125) #	\$ 80,911	\$ (216,034)
Debt Service and Fixed Asset Fund:						
Debt Service	757,856	121,305	205,159	1,084,320	676,866	407,454
Excess (Deficiency) of Revenues over Expenses	757,856	121,305	205,159	1,084,320	676,866	407,454

TRI-COUNTY BEHAVIORAL HEALTHCARE Income and Expense Including Capital Expenditures



TRI-COUNTY BEHAVIORAL HEALTHCARE
Income after Expense
including Capital Expenditures



Agenda Item: SAMHSA Grant Transitions

Board Meeting Date

February 22, 2024

Committee: Business

Background Information:

Tri-County was fortunate to receive two Substance Abuse Mental Health Services Administration (SAMHSA) grants in the Fall of 2021. The first of these grants was the Certified Community Behavioral Health Clinic Expansion grant (CCBHC-E) and the second was the Community Mental Health Centers grant (CMHC). These grants provided funding for about three million dollars a year in services in FYs 2022 and 2023 and remaining funds from the grant (funding associated with lapsed positions) were used to request and receive a No Cost Extension (NCE) through May of 2024.

We had hoped to find additional grant funding to keep some, if not all, of these programs going after the SAMHSA grants expired, but have not been successful in doing so. Most of these services are supplementing unfunded or poorly funded service offerings that do not have the ability to earn revenue to keep them going. Many of these programs have resulted in successful clinical outcomes and we would love to be able to continue them.

We will be able to continue some of the SAMHSA positions with Montgomery County and Liberty County American Rescue Plan Act funds, at least through the end of calendar 2024, and intend to do so while we seek alternate funding streams for those services. However, additional positions may be impacted by the end of Calendar 24 if alternate funding is not secured for ARPA Funded positions.

Current Staff Impacted	Vacant Positions Reduced
15 Current Employees	8 Vacant Positions

Many of these employees will be eligible for other roles at the Center and all will be encouraged to apply for vacant positions. Vacant positions that the existing employee is eligible for will be frozen for seven (7) days while they have the opportunity to apply and interview. If impacted staff do not apply for or are not chosen for a position, they will be employed until May 31, 2024.

Current Board Policy gives the Executive Director authority to make decisions about Reductions-In-Force. This agenda item is provided for awareness and discussion by the Board only. Executive Session is reserved for this item as needed.

Supporting Documentation:

Board Policy F.17, Reduction-In-Force or Reconfiguration

Recommended Action:

Review and Take Action as Necessary

TRI-COUNTY BEHAVIORAL HEALTHCARE

STATEMENT OF POLICY



Brad Browder, Chairman

5-28-15

Date

ORIGINAL EFFECTIVE DATE: November 5, 1992

REVISION DATE(S): May 26, 2011; May 28, 2015

SUBJECT: Reduction-in-Force or Reconfiguration

It is the policy of the Board of Trustees of Tri-County Behavioral Healthcare (“Tri-County” or “Center”) to establish and maintain a consistent, equitable, and non-discriminatory policy to address Reduction-in-Force and/or Reconfiguration of the Workforce. The Executive Director is authorized to respond to substantial changes in levels of job responsibility, budget cutbacks and/or changes in pay of Center staff while maintaining maximum flexibility in the provision of quality services.

- I. The following considerations will underlie the decision-making process in implementing a necessary reduction-in-force or reconfiguration of the workforce:
 - A. Positions may be changed and/or eliminated when the function(s) has been deleted or absorbed elsewhere in Tri-County or by other agencies in the community.
 - B. Positions may be changed and/or eliminated when the qualifications and credentials required for that position are no longer appropriate for changing program needs (or funding source requirements).
 - C. Reduction-in-force may occur Center-wide or in specific program area(s) when required as a result of budget cutbacks, reallocation or loss of supporting funds.
 - D. Reduction-in-force may occur when identified needs and/or service demands are reduced or reprioritized to a lower level.
 - E. Staff terminated due to reduction-in-force shall receive a termination notice that contains the date of termination; effective date of termination; and, reason for termination.

Agenda Item: Cleveland Facility Update & Bond Financing for 402 Liberty Street, Cleveland, Texas

Board Meeting Date

February 22, 2024

Committee: Business

Background Information:

The Board of Trustees approved a staff recommendation to shift the financing of the Cleveland Service Facility, to be located at 402 Liberty Street in Cleveland, Texas, from conventional financing to tax-exempt bond financing at the September 28, 2023 Board meeting.

Staff will provide an update to the Board at the February 22, 2024 Board meeting.

Executive Session is reserved for this item if action is needed.

Supporting Documentation:

None

Recommended Action:

Take Action as Necessary

Agenda Item: 401(a) Retirement Plan Account Review

Board Meeting Date:

February 22, 2024

Committee: Business

Background Information:

A representative from ISC Group will present an update of the 401(a) Retirement Plan account activity and will provide a forecast for the future.

Supporting Documentation:

Information to be Distributed for Review at the Board Meeting

Recommended Action:

For Information Only

Agenda Item: Board of Trustees Unit Financial Statements as of January 2024

Board Meeting Date

February 22, 2024

Committee: Business

Background Information:

None

Supporting Documentation:

January 2024 Board of Trustees Unit Financial Statement

Recommended Action:

For Information Only

Unit Financial Statement

FY 2024

January 31, 2024

	January 2024 Budget	January 2024 Actual	Variance	YTD Budget	YTD Actual	Variance	Percent	Budget
Revenues								
Allocated Revenue	\$ 2,005	\$ 2,005	\$ -	\$ 10,027	\$ 10,027	\$ -	100%	\$ 24,065
Total Revenue	\$ 2,005	\$ 2,005	\$ -	\$ 10,027	\$ 10,027	\$ -	100%	\$ 24,065
Expenses								
Advertising-Public Awareness	\$ -	\$ -	\$ -	\$ -	\$ 12	\$ (12)	0%	\$ -
Insurance-Worker Compensation	\$ 5	\$ 2	\$ 3	\$ 27	\$ 12	\$ 15	44%	\$ 65
Legal Fees	\$ 1,500	\$ 1,500	\$ -	\$ 7,500	\$ 7,500	\$ -	100%	\$ 18,000
Training	\$ 167	\$ -	\$ 167	\$ 833	\$ -	\$ 833	0%	\$ 2,000
Travel - Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Travel - Non-local mileage	\$ 37	\$ 240	\$ (203)	\$ 187	\$ 240	\$ (52)	128%	\$ 450
Travel - Non-local Hotel	\$ 250	\$ 455	\$ (205)	\$ 1,250	\$ 762	\$ 488	61%	\$ 3,000
Travel - Meals	\$ 46	\$ 83	\$ (37)	\$ 229	\$ 83	\$ 146	36%	\$ 550
Total Expenses	\$ 2,005	\$ 2,280	\$ (275)	\$ 10,026	\$ 8,609	\$ 1,418	86%	\$ 24,065
Total Revenue minus Expenses	\$ 0	\$ (275)	\$ 275	\$ -	\$ 1,418	\$ (1,418)	14%	\$ -

UPCOMING MEETINGS

March 28, 2024 – Board Meeting

- Approve Minutes from February 22, 2024 Board Meeting
- Community Resources Report
- Consumer Services Report for February 2024
- Program Updates
- FY 2024 Goals and Objectives Progress Report
- 2nd Quarter FY 2024 Investment Report
- 2nd Quarter FY 2024 Corporate Compliance and Quality Management Report
- 3rd Quarter FY 2024 Corporate Compliance Training
- Personnel Report for February 2024
- Texas Council Risk Management Fund Claims Summary as of February 2024
- Approve Financial Statements for February 2024
- Board of Trustees Unit Financial Statement as of February 2024

April 25, 2024 – Board Meeting

- Approve Minutes from March 28, 2024 Board Meeting
- Community Resources Report
- Consumer Services Report for March 2024
- Program Updates
- Program Presentation – Annual Board and Management Team Training
- Personnel Report for March 2024
- Texas Council Risk Management Fund Claims Summary as of March 2024
- Approve Financial Statements for March 2024
- Board of Trustees Unit Financial Statement as of March 2024
- Consider Selection of FY 2024 Auditor
- HUD 811 Updates (Cleveland, Montgomery and Huntsville)
- Consumer Foundation Board Meeting 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
BCBA	Board Certified Behavior Analyst
BJA	Bureau of Justice Administration
BMI	Body Mass Index
C&Y	Child & Youth Services
CAM	Cost Accounting Methodology
CANS	Child and Adolescent Needs and Strengths Assessment
CARE	Client Assignment Registration & Enrollment
CAS	Crisis Access Services
CBT	Computer Based Training & Cognitive Based Therapy
CC	Corporate Compliance
CCBHC	Certified Community Behavioral Health Clinic
CCP	Charity Care Pool
CDBG	Community Development Block Grant
CFC	Community First Choice
CFRT	Child Fatality Review Team
CHIP	Children's Health Insurance Program
CIRT	Crisis Intervention Response Team
CISM	Critical Incident Stress Management
CIT	Crisis Intervention Team
CMH	Child Mental Health
CNA	Comprehensive Nursing Assessment
COC	Continuity of Care
COPSD	Co-Occurring Psychiatric and Substance Use Disorders
COVID-19	Novel Corona Virus Disease - 2019
CPS	Child Protective Services
CPT	Cognitive Processing Therapy
CRCG	Community Resource Coordination Group
CSC	Coordinated Specialty Care
CSHI	Cleveland Supported Housing, Inc.
CSU	Crisis Stabilization Unit
DADS	Department of Aging and Disability Services
DAHS	Day Activity and Health Services Requirements
DARS	Department of Assistive & Rehabilitation Services
DCP	Direct Care Provider
DEA	Drug Enforcement Agency
DFPS	Department of Family and Protective Services
DID	Determination of Intellectual Disability

DO	Doctor of Osteopathic Medicine
DOB	Date of Birth
DPP-BHS	Directed Payment Program - Behavioral Health Services
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
DUNN	Dunn Behavioral Health Science Center at UT Houston
Dx	Diagnosis
EBP	Evidence Based Practice
ECI	Early Childhood Intervention
EDO	Emergency Detention Order
EDW	Emergency Detention Warrant (Judge or Magistrate Issued)
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
IP	Implementation Plan
IPC	Individual Plan of Care
IPE	Initial Psychiatric Evaluation
IPP	Individual Program Plan
ISS	Individualized Skills and Socialization
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
MAT	Medication Assisted Treatment
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 on Mental Illness
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
OPC	Order for Protective Custody
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)
PCB	Private Contract Bed
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
PHP-CCP	Public Health Providers - Charity Care Pool
PNAC	Planning Network Advisory Committee
PPB	Private Psychiatric Bed
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
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 Kids	State of Texas Reform-Kids (Managed Medicaid)
SUD	Substance Use Disorder
SUMP	Substance Use and Misuse Prevention
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
TCOOMMI	Texas Correctional 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
TMHP	Texas Medicaid & Healthcare Partnership
TP	Treatment Plan
TRA	Treatment Adult Services (Substance Use Disorder)
TRR	Texas Resilience and Recovery
TxHmL	Texas Home Living
TRY	Treatment Youth Services (Substance Use Disorder)
TVC	Texas Veterans Commission
TWC	Texas Workforce Commission
UM	Utilization Management
UW	United Way of Greater Houston
WCHD	Walker County Hospital District
WSC	Waiver Survey & Certification
YES	Youth Empowerment Services
YMHFA	Youth Mental Health First Aid
YPS	Youth Prevention Services
YPU	Youth Prevention Selective

Updated September 2023