Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

MINUTES

OF

THE DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES BOARD OF TRUSTEES MEETING

September 26, 1974

Lufkin, Texas

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. W. J. Gentry, Vice Chairman
Mr. R. B. Hille, Secretary
Mr. V. B. Woods, Treasurer
Mr. George Gee
Mr. Cleo Hines
Rev. Jerry Self

BOARD MEMBERS ABSENT:

Judge Emmett Lack
Judge Tom D. Mann

OTHERS PRESENT:

Dr. Wayne Lawrence, Executive Director, DETRMHMRS
Mr. Leonard Baxter "
Mrs. Betty L. Ecker "
Mrs. Linda Foley "
Mr. S. H. Morrison, Jr. "
Mrs. Lee Mayberry "
Mrs. Liz Nicholson "
Mrs. Linda Nowell "
Miss Judy Gibson "
Mrs. Linda Cobb "
Mrs. Lois Gee, Jasper, Texas
Mrs. Victoria Gentry, Crockett
Mr. L. H. Dunlap, LUFKIN NEWS Writer
Loretta Hatch, DETCOG, Jasper
Ann Auchinclos, DETCOG, Jasper
Mr. Autry Foley, Lufkin State School
Mr. Kenzy D. Hallmark, Lufkin
Mr. Wm. W. Duke, Lufkin
Blanche W. Peavy, Lufkin
Mrs. Ward R. Burke, Lufkin
Mrs. Patsy Lawrence, Lufkin
Mrs. Kenneth Runnels, Lufkin

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

OTHERS PRESENT:

Mr. Garland Picou, Lufkin, Texas
Mr. A. M. Hewitt, Lufkin, Texas
Mr. Doug Nicholson, Lufkin Workshop & Opportunity Center, Inc.
Mr. W. H. Shoop, " "
Mr. Andrew Roberts, Texas Rehabilitation Commission, Lufkin

The September meeting of the Board of Trustees was held on Thursday, September 26, 1974, at 7:00 p.m. in the Harvest Room of the Lufkin Federal Savings and Loan Association, Lufkin, Texas.

Rev. Self began with the Invocation, after which Chairman Burke called the meeting to order at 7:00 p.m. He expressed appreciation for the interest of the guests in attendance.

APPROVAL OF AUGUST MINUTES:

There being no additions or corrections, Mr. Woods moved that the minutes of the August meeting be approved as recorded. Mr. Gee seconded the motion, and the Board approved.

TREASURER'S REPORT:

Rev. Self moved that the Treasurer's Report to the Board be approved (copy attached to these minutes). Mr. Gentry seconded the motion, which the Board approved.

Dr. Lawrence commented that this report closes out the planning period with all funds expended.

CONTRACTURAL ARRANGEMENTS FOR MEDICAL SERVICES:

Chairman Burke stated that Dr. Lawrence and the Board's Subcommittee composed of Mr. Woods, Mr. Gentry, and Rev. Self, have been mainly engaged in negotiation discussions with the Angelina County Medical Foundation the past couple of months; and he asked for any comments from the Subcommittee before commenting further.

Mr. Woods reported that he, Mr. Gentry, and Dr. Lawrence had met with Dr. Brashear, Dr. Spivey (President of the Foundation), and Dr. Shelton in Dr. Brashear's office about two weeks ago.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Dr. Lawrence had prepared a "discussion" contract in an attempt to negotiate for the delivery of medical services by the Foundation. Dr. Brashear had written a similar document he felt would be more acceptable. Each item of the documents was discussed and there were two or three items upon which we disagreed. Mr. Woods stated that it was agreed that Dr. Lawrence and Dr. Brashear would meet and try to write an acceptable contract.

Dr. Lawrence stated that he and Dr. Brashear did meet at a later date to discuss the items in disagreement; however, an agreement was not reached.

Mr. Burke stated that he has been involved in the negotiations with the Angelina County Medical Foundation, and had met with Dr. Brashear and other doctors of the Foundation at various times. He then made the following statement.

> "After careful consideration and discussion, it is with considerable regret that I must recommend that the Board not contract with the Angelina County Medical Foundation for all of the medical services. The Foundation has informed us it is not interested in a contract unless it covers all medical services--inpatient, crisis care, and outpatient clinics.
>
> "The officers of the Foundation have informed us that if such a contract is made, Dr. Brashear would be mainly responsible for the three programs covered and most of the negotiations have been with him.
>
> "Dr. Lawrence, three members of the Board, and myself have earnestly attempted to negotiate a contract with Dr. Brashear and the Foundation over a period of about two months. We have had difficulty on many points under discussion; but, more importantly, there is a basic disagreement between us and Dr. Brashear on the philosophical and practical implementation of the delivery of mental health services through community-based programs. This is not intended to ascribe any bad faith to Dr. Brashear, but he has stated his views forcefully; and I believe to make this contract at present would cause severe problems and frictions in our operations.
>
> "Next, some of our supporters in the area object to us contracting for all medical services with one organization.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

"It is thought that this Board should accept the responsibility of more closely supervising the delivery of services.

"I find strong sentiment, with which I agree, for this Board to contract with different hospitals and individual doctors for the medical services. If this is done, patients will have some choice as to the doctor and hospital rendering the services.

"I sincerely hope that the officers and members of the Foundation will know that I appreciate their offer; that this decision is not critical; that we want and need their assistance; and that we want to contract with individual doctors and hospitals, here and throughout our area, for medical and hospital services.

"I suggest that we authorize Dr. Lawrence to proceed to negotiate for contracts with various doctors, hospitals and, if it so desires, with the Foundation for participation in the delivery of the inpatient, crisis care, and outpatient medical services."

Mr. Woods made a motion to respectfully decline to enter into a contractural arrangement with the Angelina County Medical Foundation for all the medical services of the Mental Health program, and that the Executive Director be authorized to begin negotiations with individual doctors and hospitals in the region as well as the Foundation for part of the medical services. Mr. Hille seconded the motion, which the Board passed.

GROUP LIFE AND HEALTH INSURANCE PLAN:

Chairman Burke asked Dr. Lawrence to report on this item. Dr. Lawrence stated that several insurance agencies have been contacted to develop an acceptable group life and health insurance plan, and that specific recommendations will be made to the Board at the October meeting along with percentage of employee participation. He recommended that as much coverage be provided as funds will allow and also have some kind of retirement plan.

AFFIRMATIVE ACTION PLAN:

Rev. Self moved that the Affirmative Action Plan as presented to the Board be approved (copy attached to these minutes).

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Mr. Hines seconded the motion, and the Board approved.

OPEN HOUSE PLANS:

Chairman Burke commented that the staff is presently working on plans for an Open House, and that Dr. Lawrence has suggested that the date be set for next spring so that tours of the different programs in operation can be included. Mr. Burke also asked the Board to convey any suggestions to Dr. Lawrence.

LEASE PURCHASE AGREEMENT:

Dr. Lawrence reported that the Nacogdoches Workshop is already in operation at this property under discussion; that a plot plan will be drawn up to present at the next meeting, at which time hopefully a decision can be made. He commented that this is a long-term investment obligating future Boards.

REGIONAL ADVISORY COMMITTEES:

Mr. Gee said that the nominees approved at the August 29 Board Meeting were inadvertently submitted as representing Jasper County, but in fact the nominee for the Chemical Dependency Committee (Mr. Gerald Pace) resides in Newton. He asked that the Jasper County list be revised as follows with Mr. Pace placed on the Newton County list.

Jasper County:

MH Committee	- Mrs. J. W. (Helen) Bertrand 914 College Jasper, Texas 75951
MR Committee	- Mr. Landon Bradshaw Rotunda Inn Jasper, Texas 75951
CD Committee	- Mr. Doyle Hawkins P. O. Box 190 Buna, Texas 77612
Medical Advisory (Representing both Jasper and Newton Counties)	- Dr. J. B. Spencer 1276 South Peachtree Jasper, Texas 75951

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Newton County:

MH Committee	- Mrs. Bill Martin P. O. Box 496 Newton, Texas 75966
MR Committee	- Mr. James Duncan P. O. Box 444 Newton, Texas 75966
CD Committee	- Mr. Gerald Pace P. O. Box 7 Newton, Texas 75966

Houston County:

MH Committee	- Mrs. Ellen Parker Route 1, Box 162A Crockett, Texas 75835
CD Committee	- Mr. M. G. Roberts 708 San Jacinto Crockett, Texas 75835

Trinity County:

MR Committee	- Mrs. Paul (Mary) Stringer P. O. Box 308 Groveton, Texas 75845

Nacogdoches County:

Medical Advisory	- Dr. Arthur Speck 710 Northwood Circle Nacogdoches, Texas 75961

Mr. Woods moved that the nominees submitted be approved for the Regional Advisory Committees. Rev. Self seconded the motion, and the Board approved.

ADVISORY COUNCILS:

The following nominees were submitted to the Board for approval:

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Angelina County: (Additional Nominees)

Fr. John Caskey
Angelina Ministerial Alliance
P. O. Box 937
Lufkin, Texas 75901
PH: 634-5098

Mr. William Drew Perkins, Attorney
116 South Raguet
Lufkin, Texas 75901
PH: 632-3323

Mr. Robert S. Taylor, Pharmacist
1400 Esther
Lufkin, Texas 75901
PH: 632-7037

Mrs. Bernice Harris, Teacher
Hackney Elementary School
Lufkin, Texas 75901
PH: 634-6514

Nacogdoches County:

Mrs. John (Florence) Anderson
522 Virginia
Nacogdoches, Texas 75961
PH: 569-8855

Mr. Percell Warren
2613 Woden Road
Nacogdoches, Texas 75961
PH: 564-1528 (Office)
569-9272 (Home)

Mrs. Gladys Hampton
State Dept. of Public Welfare
P. O. Box 767
Nacogdoches, Texas 75961
PH: 569-7931

Mrs. Walter Loflin
4123 Forest Lane
Nacogdoches, Texas 75961
PH: 569-8379

Mrs. Russell Brasher
223 East Austin
Nacogdoches, Texas 75961
PH: 564-1593

Mrs. Phil (Marian) Goodrum
President, Pineywoods ARC
814 Sarah Ann
Nacogdoches, Texas
PH: 564-3889 (Home)
564-4870 (Office)

Mr. Mike Perry
509 Meadowbrook
Nacogdoches, Texas 75961
PH: 564-4823 (Home)
564-8323 (Office)

Newton County:

Mr. James D. Duncan
Box 444
Newton, Texas 75966

Mrs. Helen English
Route 3, Box 50
Kirbyville, Texas 75956

Mr. Devere Sanson
P. O. Box 155
Newton, Texas 75966

Mrs. Hager Davis
Deweyville, Texas 77614

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

San Jacinto County:

Charlotte O'Quinn, R.N., Chairman
Route 1, Box 156
Coldspring, Texas 77331

Elizabeth Fraley
Route 1, Box 156
Coldspring, Texas 77331

Bessie Sanders, R.N.
Box 154
Shepherd, Texas 77371
PH: 628-6906

Betsy Jackson
Box 236
Coldspring, Texas 77331
PH: 653-4349

Marcelene Williams
Box 236
Shepherd, Texas 77371
PH: 628-6955

Tyler County:

Judge Tom D. Mann, Chairman
100 Courthouse
Woodville, Texas 75979
PH: 283-2141

Mrs. Janis Grillot
Chester Highway
Woodville, Texas 75979
PH: 283-2977

Mr. Brad Smith
613 W. Bluff
Woodville, Texas
PH: 283-2778

Rev. Roger Shumate
101 N. Pecan
Woodville, Texas 75979
PH: 283-2471

Mr. B. M. Minter
Spurger, Texas 77660
PH: 429-3534

Mr. Sam Sullivan
211 W. Bluff
Woodville, Texas 75979
PH:

Mr. Bob Boykin, Treasurer
1010 West Bluff
Woodville, Texas 75979
PH: 283-3073

Mrs. Janice Boykin
1010 West Bluff
Woodville, Texas 75979
PH: 283-3073

Mrs. Betty Bateman
Route 1, Box 133A22
Woodville, Texas 75979
PH: 283-3916

Mrs. Jack Esler
Livingston Hwy.
Woodville, Texas 75979
PH: 283-2957

Dr. Raymond Parker
305 W. Wheat
Woodville, Texas 75979
PH: 283-2795

Mrs. Bennie Stanford
Chester Hwy.
Woodville, Texas 75979
PH: 283-5308

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Mr. Burke moved that the nominees for the Advisory Councils be approved. Rev. Self gave the second, and the Board approved the motion.

AUTHORIZED DESIGNEE FOR BOARD CHAIRMAN:

Rev. Self moved that Mr. W. J. Gentry, as Vice Chairman, be appointed the "Authorized Designee" to sign documents, etc. in the absence of the Board Chairman. Mr. Gee seconded the motion, and the Board approved.

DESIGNATE ADMINISTRATIVE SECRETARY AS ASSISTANT BOARD SECRETARY:

Mr. Burke made the motion, seconded by Mr. Hille, that the Administrative Secretary be designated as Assistant Board Secretary with authorization to sign for the Board Secretary on legal documents as "Attester." The Board approved the motion.

Dr. Lawrence commented that this action would alleviate the problem of delay due to distance of the Board Secretary from the Administrative Offices.

PURCHASING POLICIES:

The following general purchasing policies were recommended for adoption by the Board:

1. Items costing in excess of $500 require Board approval prior to purchase.

2. Items costing between $100 and $500 require approval of the Executive Director prior to purchase.

3. Items costing up to $100 require approval of the Accountant prior to purchase.

4. Requests for quotations will be required on all purchases of items costing in excess of $250. This bid request can be either written or telephone bids (i.e., in case of emergency). Awarding of bids will primarily be based on the lowest bid price. However, factors such as anticipated date of delivery, availability of maintenance service, etc., may be used as justifiable reasons for accepting other than the lowest bid (copy of Purchase Requisition Form attached to these minutes).

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Mr. Woods moved that the recommended purchasing policies be approved. Mr. Gentry seconded the motion, which carried.

BOARD COMMITTEES:

A discussion ensued regarding the formation of Board Committees to discuss Agenda items and make recommendations to the Board.

Chairman Burke asked that the Board members give this suggestion some thought as to forming Committees, Committee Chairmen, etc. and discuss this matter further at the next meeting.

CONSTITUTION AND BY-LAWS:

Chairman Burke stated that the Consititution and By-Laws (copy attached to these minutes) were needed to send along with other documents to the Internal Revenue Service in order to receive income tax exemption certification. Also, these documents are often required for federal grant applications.

Mr. Gee moved that the proposed Constitution and By-Laws of the DETRMHMRS be approved, and that the Executive Director be authorized to sign the Application for Exemption from Federal Income Tax. Mr. Hines seconded the motion and the Board approved.

SUPPLEMENTAL GRANT APPLICATIONS:

Dr. Lawrence stated that he had received a letter from Dr. Dolby advising that the deadline for supplemental grant applications is October 31. The priorities for supplemental grants are: (1) Funding to secure accreditation; and (2) Development of alternate living facilities. Dr. Lawrence recommended to the Board that high priority be placed on additional inpatient beds for alcoholics and drug abusers, and alternate living facilities for these individuals.

Mr. Burke moved that the Executive Director submit supplemental grant applications using priorities he finds to be the most urgent. Mr. Woods seconded the motion, and the Board approved.

SOCIAL SECURITY COVERAGE FOR EMPLOYEES:

Dr. Lawrence reported that on September 3, 1974, a majority of the DETRMHMRS employees voted in favor of Social Security participation, and that this vote is binding on future employees as was discussed

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

at the last Board meeting. The Resolution and Order (DPW Form 307) was read.

Mr. Hines moved that the Resolution and Order be adopted and participation begin October 1, 1974. The motion was seconded by Mr. Woods, which carried.

INVOLVEMENT OF MINISTERIAL ALLIANCES AND OTHER RELIGIOUS GROUPS:

It was recommended to the Board that the following statement be adopted as policy:

"While it is not the intention of this Board to sponsor or advocate a specific religious position, it is the desire of the Board to recognize the community contributions made by individuals motivated by their religious persuasion. It is also the intention of this Board to make suitable use of the opportunity to cooperate with those who because of their religiously based humanitarian principles will provide community service."

Rev. Self moved that the above statement be adopted as Board policy. Mr. Woods seconded the motion, and the Board approved.

The following recommendations were made:

1. DETRMHMRS to provide a workshop for developing counseling skills in the clergy. This could be a "traveling" seminar conducted in the various clinics.

2. Establish some guidelines for referrals both from the clergy to the DETRMHMRS and from the DETRMHMRS to the clergy.

3. Acknowledge and encourage the involvement and activity of religiously oriented personnel in the promotion and delivery of humanitarian services.

Mr. Woods stated that he felt the Board should consider each point. Chairman Burke commented that the Board and the DETRMHMRS cannot and do not want to dictate to anyone regarding their religious beliefs; on the other hand, this is an essential element in the field of mental health. He stated that the Volunteer Committees should include the clergy in their programs.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Dr. Lawrence commented that subsequent issues of the newsletter will convey these Board actions to the public.

GRIEVANCE PROCEDURES:

Mr. Gentry moved that the Grievance Procedures as submitted to the Board (copy attached to these minutes) be approved and incorporated in the Personnel Policies and Procedures Manual. Mr. Hille seconded the motion, which carried.

DDA GRANT APPLICATIONS:

Dr. Lawrence stated the DETRMHMRS would like to submit two DDA grant applications for $24,000 each through the Texas Department of Mental Health and Mental Retardation on a 80 - 20% match. These applications would be for:

1. Four vehicles to transport clients, staff, and supplies to programs.

2. Funding of salaries of aids for Developmental Centers to assist trainers in program implementation and evaluation.

Mr. Gee moved, seconded by Mr. Gentry, that the Executive Director apply for these two DDA grants. The Board approved the motion.

OTHER BUSINESS:

Chairman Burke stated that the Angelina County Commissioners Court has placed in the budget the entire amount requested for local funds. He said that all County Judges and Commissioners Courts and others have expressed interest and concern in our programs, and expressed his appreciation.

EXECUTIVE DIRECTOR'S REPORT:

Dr. Lawrence gave a report on the following items:

1. The first Grant-in-Aid quarterly check in the amount of $114,913 was received from TDMHMR.

2. Results of Commissioners Courts presentations:
   a. Shelby County - the County School Superintendent will provide $7,179.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

b. Reappeared before the Sabine County Commissioners Court which committeed $3,539.

c. A check in the amount of $5,510 was received from Houston County.

d. Total amount committed is $83,268.

e. Considering: Hardin County $9,657; Newton County $4,752; and San Augustine County $3,438. If these counties provide their share of local funds, we will have over $100,000 in local money.

3. Dr. Lawrence asked each Program Director to give a brief report on activity during September.

Director of MH Programs, Mrs. Ecker: Interviewing for staff for the two Outpatient Clinics at Groveton and Lufkin. Miss Judy Gibson has been employed as MH Caseworker, and Mrs. Linda Cobb as Director of the Trinity County Outpatient Clinic which will open on October 2. The news media has been very cooperative. KTRE-TV will cover the opening of the Trinity County Outpatient Clinic on October 2. Met with the Outreach Coordinator at Rusk State Hospital to work out a program of services and procedure of obtaining patient information data. The Alcohol and Drug Abuse Coordinator has made several talks and will meet with personnel officers of several local industries regarding occupational alcoholics on September 17.

Director of MR Programs, Mr. Baxter: Introduced Mr. George Cox, new Director of the Livingston Workshop which will begin operation on October 1. Mr. Baxter asked Mr. Nicholson to report on the Lufkin Workshop. Mr. Nicholson reported 45 clients, some being trained in industrial skills, with six staff members (two teachers from the LISD). Mr. Baxter reported the Jasper Developmental Center has 18 clients of pre-school age (3 - 6 years) with two teachers and one volunteer as a teacher aide. The Coldspring Developmental Center will begin operation on October 1, with four clients (14 - 40) and one teacher with two practicum students from Sam Houston State University as aides. The Nacogdoches Workshop was assumed by the DETRMHMRS on September 1 with 10 clients. Will have 20 clients this week with three full-time employees and a half-time Secretary. The Livingston Workshop will begin operation October 1 with 17 clients.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Director of Program Support Services, Mr. Morrison: Beginning cooperative program with SFAU to help provide students with practicum experience. Glenda Born (legally blind) now participating in this program learning Caseworker skills.

4. Dr. Lawrence continued his report. The budget hearing was in Houston on September 5, with Mr. Burke, Executive Director, and Accountant attending. Received a good reception.

5. The Lufkin Workshop and drug contracts were signed and sent to TDMHMR. They were approved and returned. The Lufkin Workshop has received a check for the first quarter allotment. Mr. Davis of the Texas Pharmaceutical Education and Research Foundation met with local pharmacists, and about 24 desire to participate in the program. He felt more participation might be obtained by contacting the pharmacists not attending the meeting.

6. Public Education: KTRE has been generous in providing TV coverage--appearances on September 20 and 25, and Groveton coverage planned for opening of the Trinity County Outpatient Clinic. Made talks to the Ministerial Alliance, Rotary Club, and Piney Woods ARC.

7. There is a conflict with the date set for the planning Workshop for County Judges on October 9, so attendance will probably be poor. TDMHMR has indicated they would like to send a representative of their Legal Division to meet with the County Judges at a later date.

8. The Workmen's Compensation Insurance coverage was effective on September 1.

9. Mr. Turner of SAFECO is working on the details of the liability insurance; but needs the locations of all the various programs before a premium can be established. The Board is not bound to accept this insurance if the premium should be in excess of expectations.

10. The first edition of the newsletter, DIRECTIONS, has been completed and will be mailed out next week. This newsletter is expected to be published around the 25th of each month. New employee, Mrs. Linda Nowell, Secretary I, who assisted in the preparation of the newsletter, was introduced.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

11. Copies of the general information brochure are now available, and the Board members will receive a supply in the mail.

OCTOBER BOARD MEETING:

The next Board meeting was set for Thursday, October 24, at 7:00 p.m. in the Harvest Room of the Lufkin Federal Savings and Loan Association at Lufkin, Texas.

ADJOURN:

There being no further business,

Mr. Gee moved, seconded by Mr. Gentry, that the meeting be adjourned, which motion carried.

APPROVED:

Ward R. Burke
Ward R. Burke, Chairman

R B Hille
R. B. Hille, Secretary

lm

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

OPERATING STATEMENT

SECOND PLANNING GRANT

JULY-AUGUST, 1974

EXPENDITURES	JULY	AUGUST	TOTAL
Salaries & Wages	2,234.00	5,174.74	7,408.74
Travel	316.74	551.76	868.50
Consumable Items - Other	396.95	1,200.04	1,596.99
Equipment & Furniture	-0-	778.50	778.50
Equipment & Furniture--Rental	-0-	247.00	247.00
Remodeling & Renovation--Bldg.	158.31	-0-	158.31
Utilities, Postage, Telephone	199.07	742.89	941.96
TOTAL	3,463.38	8,536.62	12,000.00
INCOME			
Grant-In-Aid/TDMHMR	6,000.00	6,000.00	12,000.00

BREAKDOWN OF MAJOR EXPENDITURES:

Consumable Items - Other

$ 85.00 - Lettering on Front Door at 125 N. First Street
146.10 - Denum Moving & Storage - Storing & Delivering Office Furniture
131.00 - Janitorial Service
37.50 - DETCOG - Printing 1975 Budget
206.55 - Drug & Alcoholism Literature for Program
219.00 - Plake Communications - Printing Brochures
64.12 - Lufkin Printing Company - Envelopes & Prescription Blanks

Equipment - Purchase

$495.00 - IBM Typewriter
283.50 - Adler Calculator

Utilities, Postage, Telephone

$388.84 - Telephone
553.12 - Postage for Meter

Item IV

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

affirmative action plan

POLICY

It shall be the policy of the Deep East Texas Regional Mental Health Mental Retardation Services to comply fully with nondiscrimination provisions of all State and Federal rules and regulations including the Civil Rights Act of 1964, as amended, and Executive Order 11246, as amended. This will assure that no person shall be excluded from consideration for recruitment, examination, appointment, training, promotion, retention, or any other personnel action; or be denied any benefits on the grounds of political or religious opinions or affiliation or because of race, national origin, sex, physical disability, or age. Exceptions will be made when age, sex or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration. "Bona fide occupational qualification" is defined in the Civil Rights Act of 1964, as amended, and Executive Order 11246, as amended.

All personnel actions such as transfer, education, social and recreational programs will be administered without regard to race, color, religion, sex, or national origin.

All administrative employees, including supervisors, shall insure that areas of discretionary judgement provided under the Rules and/or Regulation of the Services will not be used to circumvent this policy of equal employment opportunity.

This policy extends to all activities in programs which are conducted by other agencies, institutions, organizations, vendors or political subdivisions where financial assistance is made

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

available by the Services through subgrants, contracts, formula funds, or other arrangements using State of Federal funds.

_____

By: Wayne Lawrence, Ph.D.
Executive Director

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

AFFIRMATIVE ACTION PROGRAM

To insure that the Services policy of equal employment opportunity is practiced, an Affirmative Action Program has been written. The Affirmative Action Program is a written detailed plan of action whereby the Services policy is used to set standards to reach an ultimate goal of equal opportunity for members of the minority races and women. The program will identify and analyze problems inherent in minority and female employment, and offer solutions to these problems with goals and timetables to implement these solutions. The designed result is to increase utilization of minorities and women at all levels and in all segments of the work force through orderly progression. This plan is more than just a written document, it is a plan that is to be used for every employee of the Services through appropriate management techniques.

PERSONNEL POLICIES:

Maternity Status

Women shall not be penalized in their conditions of employment because they require time away from work on account of child-bearing. Maternity leave will be treated as any temporary disability with regard to sick leave, leave without pay and leave of absence without pay.

Recruitment

In the area of recruitment our equal employment opportunity policy will include the recruiter's efforts in its recruiting by:

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

1. Contacting certain organizations such as:
   a. Secondary schools
   b. Colleges and universities with highly minority enrollment
   c. Texas Employment Commission
   d. Specialized employment agencies
   e. Women's organizations such as National Organization for Women, YWCA, etc.
2. Community leaders shall be added to recruiting sources.
3. Formal arrangements will be made for referral of applicants and for feedback on disposition of applicants.
4. Minority and female employees will be actively encouraged to refer applicants.
5. Recruiting efforts at all facilities will incorporate special efforts to reach minorities and women.
6. Minority and female employees will be made available for participation in Career Days, Youth Motivation Programs, Job Fairs, and related activities in their communities.
7. Help wanted advertising will include the minority news media and women's interest media on a regular basis.
8. Include "Equal Opportunity Employer" slogan on all recruitment advertising.

Selection

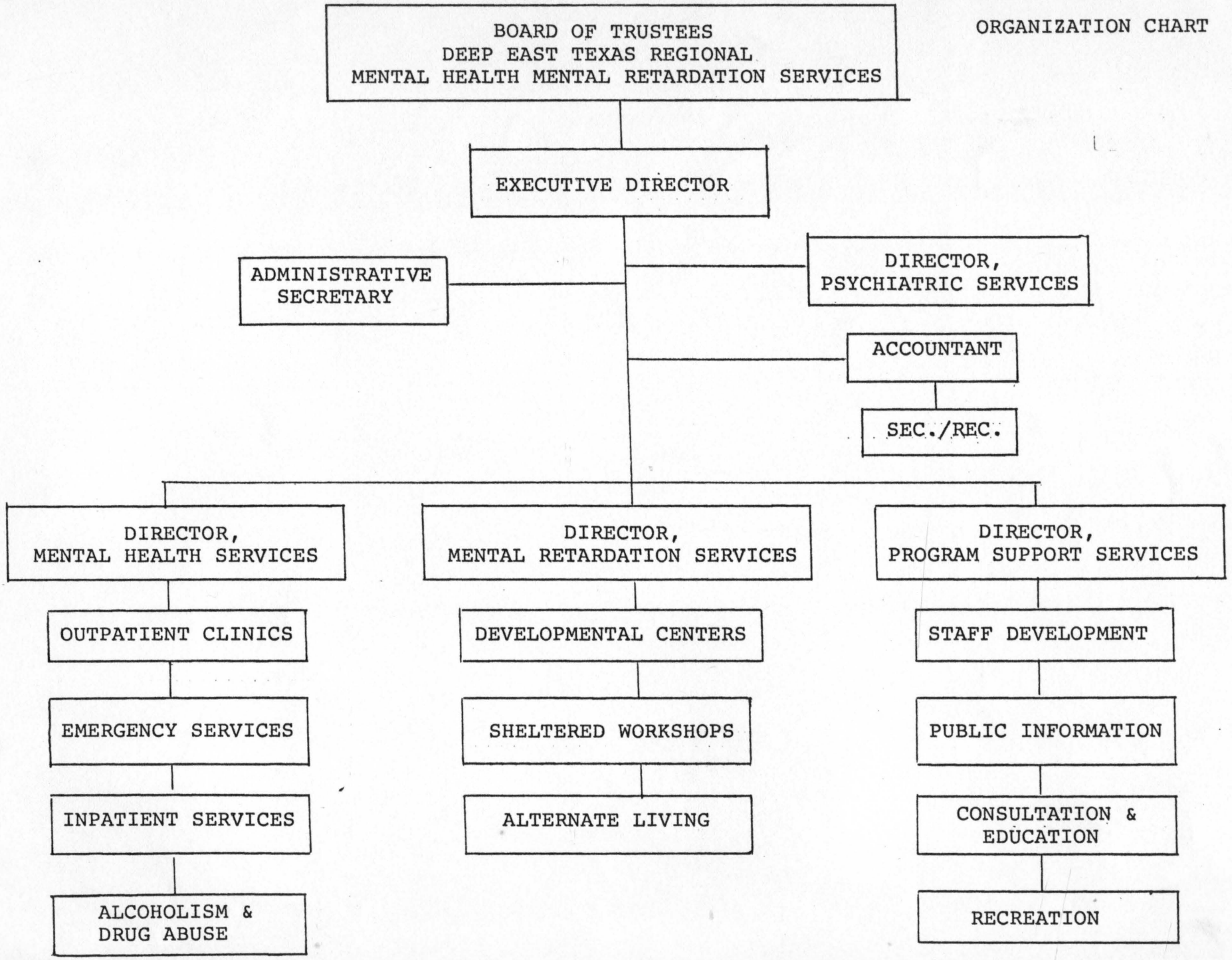
The Services will work to determine that selection devices used are pertinent to, and tailored for, job duties and that they are objective.

Promotion

To insure that minority and female employees are given an equal opportunity for promotion, the DETRMHMRS will:

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

ORGANIZATION CHART



Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

1. Develop and implement formal Employee Evaluation Programs for immediate implementation.
2. When apparently qualified employees are passed over for upgrading, require supervisory personnel to submit written justification (performance evaluations).
3. Make certain facilities and Services-sponsored social and recreational activities are desegregated. Actively encourage all employees to participate.

Training

In order to assure that supervisors are adequately prepared to carry out their responsibilities in connection with the EEO program, the Services will provide for coverage of this area of responsibility in formal supervision and management training courses.

The Services will provide opportunities for employees to enhance their skills, to perform at their highest potential, and to advance in accordance with their abilities by on-the-job training where feasible. The basis of selection for training and/or educational leave will be a matter of written policy in order to assure that it is objective and nondiscriminatory. Training opportunities will be brought to the attention of all employees by posting notices on bulletin boards, publication in the Services Newsletter, in conferences, or through supervisory personnel.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

The Director of Program Support Services has been delegated the over-all responsibility for developing, coordinating, and implementing an Affirmative Action Program for the Services to assure minority and female employment in keeping with requirements. The Director of Program Support Services fulfills all the duties and responsibilities of Equal Employment Opportunity Officer for this organization. The Director of Program Support Services will have the following responsibilities:

1. Develop an Affirmative Action Program, with internal and external communication techniques.
2. Assist in identification of possible problem areas and assist supervisors in arriving at solutions to the problem areas.
3. Assist in designing and implementing audit procedures that measure the effectiveness of the Affirmative Action Program, indicate remedial action, and determine the degree that goals have been attained.
4. Serve as a liason between the Services and enforcement agencies, minority organizations, and community action groups.
5. Keep management informed of the latest developments in the equal opportunity field.

Supervisor responsibilities will include but not necessarily be limited to the following:

1. Assistance in the identification of problem areas in the establishment of goals and objectives.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

2. Active involvement in local minority and community action groups.
3. Auditing of hiring and promotion patterns to remove any obstacles to attainment of the goals and objectives.
4. Discussion of the Services' policy and Affirmative Action at regular meetings to ascertain that our policy is being followed.
5. Review of qualifications of all employees to ensure full opportunity in transfer and promotions.
6. Periodic audits to ensure that Equal Employment Opportunity posters are displayed and that minority employees are afforded full opportunity and encouraged to participate in all training, recreational, and social activities sponsored by the Services.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

DISSMENIATION OF POLICY

The Director of Program Support Services will ensure that the policy of equal employment opportunity is known internally and externally. The following reaffirms what has been done and will continue to be done to carry out dissemination of the Services' policy:

1. Internal
   a. Include the equal employment opportunity policy in the Personnel Policies and Procedures Manual of the Services.
   b. The Policy and Affirmative Action Program will be discussed at scheduled meetings with management and supervisory personnel.
   c. The policy of the Services will be discussed and emphasized at all employee orientation sessions, seminars, and in the training programs.
   d. Services personnel policies will be made accessible to all personnel.
2. External
   a. All available recruiting sources such as (but not limited to) colleges and universities, Texas Employment Commission, minority organizations, Job Corps Centers, newspapers and employment agencies will be advised in writing of the policy of the Services.
   b. The equal opportunity clause will be incorporated in all purchase orders, in contracts, etc., covered by Executive Order 11246, and its implementing regulations.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Written notification of the policy will be sent to all subcontractors, vendors and suppliers requesting appropriate action on their part.

c. Minority organizations, community agencies, community leaders and secondary school systems will be notified of the Services' policy of equal employment opportunity.

d. All recruiting brochures will be printed with the words "An Equal Employment Opportunity Employer."

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

DEEP EAST TEXAS REGIONAL MHMR SERVICES
125 N. First P.O. Box 592
Lufkin, Texas 75901

PURCHASE REQUISITION FORM

_____
Date

ORGANIZATIONAL UNIT NO. _____ ORGANIZATIONAL UNIT NAME _____

ITEMS	DESCRIPTION	MODEL #	LOCATION	PRICE
1.				
2.				
3.				

PURPOSE OR NEED

1.

3.

DATE NEEDED _____ _____
Signature and Title

APPROVED _____ Accountant. _____ in budget.
is/is not

OVER $100.00 approved _____, Executive Director.

OVER $500.00 approved _____, Chairman of Board.

DISAPPROVAL REASON:

_____
Signed

Item XIV

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

CONSTITUTION AND BY-LAWS OF

DEEP EAST TEXAS REGIONAL
MENTAL HEALTH MENTAL RETARDATION SERVICES

ARTICLE I

ORGANIZATION

SECTION 1

The name of this Community Mental Health and Mental Retardation Center organization, established in accordance with the objectives of the Mental Health and Mental Retardation Act, (House Bill 3, 1965, as amended) shall be Deep East Texas Regional Mental Health Mental Retardation Services, and hereafter referred to as DETRMHMRS.

SECTION 2

The DETRMHMRS is established by the Board of Trustees of the DETRMHMRS to provide community based mental health and mental retardation programming to the 13-county Deep East Texas Region.

ARTICLE II

SERVICE AREA

SECTION 1

The DETRMHMRS has the following counties in its service region:

Angelina
Hardin
Houston
Jasper
Nacogdoches
Newton
Polk
Sabine
San Augustine
San Jacinto
Shelby
Trinity
Tyler

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

SECTION 2

Commissioners Courts in all 13 counties have authorized the County Judges to sign a contract of participation.

ARTICLE III

PURPOSE

The purpose of the DETRMHMRS shall be to foster the development of a comprehensive and coordinated service system which makes available a full range of mental health and mental retardation services to citizens living within the service region. These services will include assisting individuals to secure and maintain maximum independence and dignity while remaining in their home environments. Efforts will be made to provide training, treatment, therapy, and counseling to needy individuals in order to help them achieve their maximum potential. Special emphasis will be placed on public education and consultation concerning mental health and mental retardation with the long-range goal of prevention being paramount.

ARTICLE IV

PLAN AND ORGANIZATION

SECTION 1

THE RULES, REGULATIONS AND STANDARDS GOVERNING THE PROVISION OF MENTAL HEALTH AND MENTAL RETARDATION SERVICES BY BOARDS OF TRUSTEES FOR OPERATING A COMMUNITY CENTER OR CENTERS shall be used as the basic policy and procedure manual by the Board of Trustees and staff of the DETRMHMRS.

SECTION 2

A comprehensive plan for mental health and mental retardation services will be written and/or revised at least annually and submitted to the Board for approval.

ARTICLE V

BY-LAWS

The undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Association under the Non-Profit Corporation Law of Texas, do hereby certify:

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

SECTION 1

The name of the Association shall be the Deep East Texas Regional Mental Health Mental Retardation Services.

SECTION 2

The place in this State where the principal office of the Association is to be located is the City of Lufkin, Angelina County.

SECTION 3

Said Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

SECTION 4

The names and addresses of the persons who are the initial Trustees of the Association are as follows:

Mr. Ward R. Burke, Chairman
P. O. Box 777
Diboll, Texas 75941
Phone: 634-4105 (home) 829-5545 (office)

Mr. W. J. Gentry, Vice Chairman
212 Cordell
Crockett, Texas 75835
Phone: 544-2984

Mr. R. B. Hille, Secretary
208 West Church, Room 6
Livingston, Texas 77351
Phone: 327-5697

Mr. V. B. Woods, Treasurer
P. O. Box 34
Woodlake, Texas 75865
Phone: 642-1874

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

Mr. George Gee
440 Third Street
Jasper, Texas 75951
Phone: 384-8218 (home) 384-4646 (office)

Mr. Cleo Hines
204 West Main
San Augustine, Texas 75972
Phone: 275-5639

Judge Emmett Lack
P. O. Box 38
Kountze, Texas 77625
Phone: 246-3412

Judge Tom D. Mann
Tyler County Courthouse
Woodville, Texas 75979
Phone: 283-2141

Reverand Jerry Self
4114 Royal Lane
Nacogdoches, Texas
Phone: 564-2543 (home) 564-0818 (office)

SECTION 5

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in SECTION 3 hereof. No substantial part of the activities of the Association shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

SECTION 6

Upon the dissolution of the Association, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

In witness whereof, we have hereunto subscribed our names this 26 day of September, 1974.

Ward R. Burke

Ward R. Burke, Chairman

Copied from an original at The History Center, Diboll, TX www.TheHistoryCenterOnline.com 2017:005

DEEP EAST TEXAS REGIONAL MENTAL HEALTH MENTAL RETARDATION SERVICES

TEL. (713) 634-3353, EXT. 346

P.O. BOX 592 - LUFKIN, TEXAS 75901

Be it known that Wayne Lawrence, Ph. D., Executive Director, has approval of the Board of Directors of Deep East Texas Regional Mental Health Mental Retardation Services to sign the Application for Recognition of Exemption to the Internal Revenue Service.

Signed this 26 day of September, 1974.

Ward R. Burke

Ward R. Burke, Chairman