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MINUTES

OF

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

July 24, 1975

Coldspring, Texas

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. R. B. Hille, Secretary
Mr. V. B. Woods, Treasurer
Mr. George Gee
Judge Tom D. Mann
Rev. Jerry Self

BOARD MEMBERS ABSENT:

Mr. W. J. Gentry
Mr. Cleo Hines
Judge Emmett Lack

OTHERS PRESENT:

J. R. Dolby, Ph.D., Deputy Commissioner, Community Services, TDMHMR
James A. King, Assistant Deputy Commissioner "
Dr. Wayne Lawrence - DETRMHMRS
Mr. Russ Burbank "
Betty Ecker "
Linda Foley "
S. H. Morrison, Jr. "
Lee Mayberry "
Alta Patrick "
Juanita Hoot "
G. R. McKellar, Jr., San Jacinto Co. Commissioner, Pct. 1
Judge K. P. Bryant, San Jacinto Co. Judge (late)
Larry Browder, Mayor of Coldspring (late)
Betsy Jackson, San Jacinto Co. Advisory Council
Bessie Sanders, "
Minnie Thomas, "
Marcelene Williams, "
Dr. George Atkinson, Methodist Church, Coldspring
Martha Charrey, SAN JACINTO CO. NEWS-TIMES
Bertha Lack, Coldspring
Betty Sue Mann, Colmesneil

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OTHERS PRESENT - Continued

Lois Gee, Jasper
Lynn Dunlap, LUFKIN NEWS
Dr. Bruce E. Bailey, SFASU, Nacogdoches
Larry W. Kelley, "
Ron Lepard, "
Andy Roberts, "
Jean Tucker, "
Robert Vance, Commerce

The 22nd meeting of the Board of Trustees was held on Thursday, July 24, 1975, at 6:00 p.m. in the San Jacinto County Courthouse in Coldspring, Texas.

Mr. G. R. McKellar, Jr., County Commissioner, Pct. 1, welcomed members of the Board and guests to Coldspring stating that Judge Bryant and Mayor Browder were in a meeting in Nacogdoches and hoped to return to attend part of the Board Meeting.

Chairman Burke introduced visitors from Austin: Dr. J. R. Dolby, Deputy Commissioner, and Mr. Jim King, Assistant Deputy Commissioner, both of the Community Services Division of the Texas Department of Mental Health and Mental Retardation.

Dr. Dolby commented that this Board serves the largest geographical area with 13 counties, and that TDMHMR is aware of the remarkable progress that has been made in the last year and some months. Dr. Dolby said that he would like to officially thank the DETRMHMRS' Board of Trustees on behalf of the TDMHMR Board and the Commissioner, Dr. Kenneth Gaver, for the tremendous job being done; and that he looked forward to visiting with the staff and programs around the region.

Mr. R. B. Hille, Board member representing Polk and San Jacinto counties, recognized guests in attendance and expressed appreciation for the cooperation received from the Advisory Council and the support of the Commissioners Court.

INVOCATION: Dr. George Atkinson, minister of the Methodist Church in Coldspring, gave the Invocation.

CALL TO ORDER: There being a quorum present, Chairman Burke called the meeting to order at 6:15 p.m.

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APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS: There being no corrections or additions to the minutes of the June 26 and June 28, 1975 meetings,

> Judge Mann moved that the minutes of the June regular and special Board Meetings be approved as mailed. Mr. Gee seconded the motion which the Board approved.

TREASURER'S REPORT: Mr. Woods commented that a very thorough accounting is reported to the Board each month, and that all funds on deposit are fully insured by FDIC or U. S. Treasury securities. Copies of the operating statement for the month of June were distributed among the guests, and Mr. Woods invited any questions or comments.

> Judge Mann moved, seconded by Mr. Gee, that the Treasurer's Report be approved. The Board approved the motion.

Mr. Woods reported that the Board's Vice Chairman, Mr. W. J. Gentry of Crockett, is recovering from a recent illness and that this is the first meeting that he has missed. He said that Mr. Gentry had asked him to thank everyone for the flowers.

EXECUTIVE DIRECTOR'S REPORT: Dr. Lawrence reported that:

1. Since the last Board Meeting, Hardin County Commissioners Court decided not to participate in our programs this fiscal year, but their participation looks favorable for FY 1976. Ten counties have pledged a total of $84,481 and DETRMHMRS has received $75,570.22 to date.

2. As approved at the last Board Meeting, the Administrative Offices will move to the Angelina Building in Lufkin on about August 1, 1975.

3. Attended the budget hearing in Austin on July 22--this will be discussed later on the Agenda.

4. Also attended a meeting of the Criminal Justice Division of the Governor's Office in Austin this morning in connection with the LEAA preliminary grant application for a Juvenile Delinquency Prevention Program. Of the 27 pre-applications submitted only one was invited to make a full application. However, the Office of the Governor is interested in providing some funds for such a program, and we can submit an application to them.

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6. I met with the Pilot Club in Crockett, and they are interested in sponsoring two one-day seminars on MH and MR this fall. Mr. Morrison will discuss this later.

7. Met with the Trinity and Tyler counties Commissioners Courts on July 14. Trinity County pledged $4,953 and Tyler County pledged $7,067 as their share of the regional local match.

8. Mr. Jack Leath, Director of the DDA Programs, TDMHMR, visited with us on July 8 and 9.

9. Will meet with Houston and Polk counties Commissioners Courts on July 28 to request local funds for FY 1976.

10. Mr. Sappington has invited Mrs. Ecker and myself for a site visit at the Texoma Regional MHMR Center in Denison on August 25, 26, and 27, and give a report to their Board of Trustees.

11. Judy Osborne, editor of TDMHMR's "IMPACT," will visit DETRMHMRS on August 4 and 5 for a feature story in the October issue of that publication.

12. The Texas Education Agency's accreditation team will visit our programs some time this next school year to make sure we are complying with regulations.

13. We have received notification of approval from the Commissioner of TDMHMR to purchase the three mini-bus vans and the Polk County Motor Co. has been notified.

14. Dr. Peebles took a few days off this week for his annual physical.

15. Dr. Lawrence asked the Program Directors to report on activities since the last regular Board Meeting.

<u>Mrs. Ecker, Director of Mental Health Programs</u>:

1. The MH programs have added 51 new clients, making a total of 663 clients served since beginning.

2. The Alcoholism Counselors will each be assigned to an Outpatient Clinic beginning in September and will do MH counseling also. Mr. Larry Davis will be reassigned as a Psychologist headquartered at the Lufkin Clinic.

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3. Mrs. Barbara Arnold is resigning her position as Director of the Tyler County Outpatient Clinic to move to Pasadena.

4. Mrs. JoAnn Fries has been employed as Mrs. Arnold's replacement and will begin work on August 7.

5. Mrs. Pat Wolters will begin work on August 18 as the Psychiatric Nurse. She is presently the head nurse at the Psychiatric Unit at Memorial Hospital in Lufkin.

6. The TCA continuation grant for the Community Counseling Centers has been approved for the final six months. DETRMHMRS will assume these programs on January 1, 1976.

7. We implemented the inpatient contract with the EAST program in Hardin County on July 1, 1975. Five persons were admitted to this program within a two-week period. Due to the fact that Hardin County subsequently chose to not provide our matching funds for this program, it has been necessary for us to cancel this contract. Mr. Bowman is doing follow-up care on those five clients. We hope this program can be reinstated in the future.

Mr. Burbank, Director of Mental Retardation Programs:

1. The MR programs added 12 clients during the month of July. This makes a total of 279 served in all MR programs around the region.

2. Mr. Randy Godsey, Psychological Assistant, received his M.S. degree in Psychology on July 2, and was moved into the Psychologist position as authorized by the Board at the January meeting.

3. Mr. Jack Leath, TDMHMR Developmental Disabilities Section, visited our office and toured the Nacogdoches Workshop on July 8. Mr. Leath made some valuable recommendations in obtaining TRC accreditation and we are in the process of implementing some of these.

4. Mr. Allen Micheletti has been employed as Director of the Nacogdoches Workshop. He begins work on Monday, July 28.

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5. Admission, Review and Dismissal Committees have been scheduled in all programs. So far, two have been held in Coldspring and Jasper. The parent response has been overwhelming. Every parent has attended when scheduled, and they are participating in the decision making process. The next meetings are as follows: Tyler Co. Developmental Center - July 30, Shelby Co. Sheltered Workshop - August 6, and Polk Co. Sheltered Workshop - July 12.

6. The MR staff traveled about 6,000 miles during the month.

7. We were notified by the Texas Rehabilitation Commission that the two grants (Jasper and Crockett) were approved, but because of lack of funds, they were not funded. They can be resubmitted next year.

8. Many MR staff members attended the dedication ceremonies at the Lufkin Workshop & Opportunity Center. We are please with the contractural arrangements for clients in Angelina County.

Mr. Morrison, Director of Program Support Services:

1. The Pilot Club in Crockett is interested in sponsoring seminars on mental health and mental retardation. We hope to have two seminars--one for the general public and one for professionals in September or October.

2. The local Advisory Councils are meeting on a regular basis.

3. We will have orientation for the last five new employees on Monday. Staff Development will be at the Angelina College on July 31 (Mr. Morrison gave a sample agenda).

Mr. Burke asked about the progress of the Lufkin Halfway House plans. Dr. Lawrence said that several offers have been made for the location, and we anticipate no difficulty when the time comes.

REVIEW OF PROPOSED POSITION DESCRIPTIONS FOR FY 1976: Dr. Lawrence said that the following position descriptions were prepared in compliance with the State Classification Plan in specifications, and provide descriptions on positions to be added during FY 1976.

Clinical Director
Psychiatrist II
Teacher

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Business Manager
Clinical Psychologist
Caseworker II
Caseworker I
Accounting Clerk II
Accounting Clerk I
Patient Data Coordinator
Personnel Clerk
Aide, Developmental Center
Psychologist (Updated)

Judge Mann moved that the above-listed position descriptions be approved. Mr. Hille seconded the motion, and the Board approved.

CONSIDERATION OF PROPOSED REVISIONS IN PERSONNEL POLICIES AND PROCEDURES MANUAL: Mr. Morrison reviewed the recommended revisions included in sections pertaining to sick leave, emergency leave, vacation, and employee evaluation. After some discussion,

Judge Mann moved that the revisions/additions to the Personnel Policies and Procedures Manual be approved. Mr. Hille seconded the motion which the Board approved.

At this point, Chairman Burke recognized Judge K. P. Bryant and Mayor Larry Browder who just entered the meeting. They both made welcoming remarks to the Board, and Mayor Browder commented that he was present at the first Board of Trustees meeting and he felt that DETRMHMRS is a great asset to the region.

CONSIDERATION OF PROPOSED POLICIES AND PROCEDURES FOR BOARD OF TRUSTEES: Dr. Lawrence said that the last sentence of Section B, page III-1 of the Manual pertaining to terms of members currently reads as follows: "Members may succeed themselves except in positions of the Executive Committee." Dr. Lawrence recommended that this sentence be reworded as follows:

"Members may succeed themselves on the Board of Trustees when reappointed by the appropriate County Judge(s). Members of the Executive Committee may succeed themselves by being re-elected to their position by a two-thirds vote of the Board members present at the meeting."

Dr. Lawrence commented that this will allow more flexibility in the election of Board officers, and will also allow the Board to utilize the experience and expertise of existing officers.

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Rev. Self moved that the revision of the Policies and Procedures for Board of Trustees Manual, Section B, page III-1 be approved as stated. Mr. Gee seconded the motion, which the Board approved.

CONSIDERATION OF REVISED APPLICATION FOR TITLE I FUNDS: Mr. Burbank said that we were originally told by TDMHMR that we should apply for $21,000 of Title I money for FY 1976. However, we were recently notified we are eligible for $43,569 in Title I money, and a new application has been prepared and you have received a copy of the budget page. The new application is in the amount of $43,435

Judge Mann moved that the application for $43,435 in Title I funds be approved, and that the Executive Director be authorized to sign the application and submit to the funding agency. Mr. Woods seconded the motion, and the Board approved.

CONSIDERATION OF PROPOSED AMENDMENT FOR SERVICE AGENCY CONTRACT FOR FY 1975: Dr. Lawrence said that as was discussed at the last Board Meeting, the income from the Lufkin Workshop & Opportunity Center has been greater than was originally anticipated. In order for the expenditures to equal the increased income, we would have to exceed the amount of our existing contract. Therefore, it is recommended that the present contract be amended as per the proposed Contract Amendment which has been reviewed by Mr. John Stover, Attorney, in the absence of Mr. Borgfeld.

Rev. Self moved, seconded by Judge Mann, that the proposed Contract Amendment to the FY 1975 Contract with the Lufkin Workshop & Opportunity Center be approved. The Board approved the motion.

CONSIDERATION OF BUDGETARY EXPENDITURES FOR FY 1975: Mrs. Foley presented a summary of expenditures and balances for all organizational units as of June 30, 1975, stating that we have attempted to be frugal in our expenditures in our first fiscal year because of the fact that we had no experience base from which to operate. Due to some lapsed positions and the delay in implementing the Halfway House programs, we have an excess of funds in categories such as salaries and wages, direct patient services, rent, and contracts with service agencies. The Board was requested to consider moving funds from the above-mentioned categories and place into categories such as travel, equipment, remodeling and renovation, repair and maintenance, and contract materials.

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Mrs. Foley presented a list of program needs for the Board's review.

> Judge Mann moved that the Executive Director and the Board Chairman review the requested move of funds in budgeted categories, and that the Board approve their recommendations. Rev. Self seconded the motion, and the Board approved.

REPORT ON BUDGET HEARING FOR FY 1976 BUDGET: Dr. Lawrence said that he, Mrs. Foley, and Mr. Burbank attended the budget hearing in Austin on July 22. He said that there were some suggested technical changes such as moving liability insurance from the fringe benefit category, etc., but no changes in the total dollar amounts were recommended. The final budget request is to be in Austin by August 1.

> Mr. Hille moved that the Board approve the suggested technical changes to the FY 1976 budget, and that the budget be submitted to TDMHMR by August 1. Judge Mann seconded the motion, which the Board approved.

CONSIDERATION OF ESTABLISHING CONTRACT FOR PRINTING SERVICES FOR FY 1976: Mr. Morrison said that in view of the fact that it is most efficient to deal with one printing company for the printing of our stationery, DIRECTIONS, annual report, etc., and in order to be fair and open in selecting a firm, it is recommended that the Board authorize the Executive Director to send out requests for quotations to area printers. This would allow us to use competitive bidding and receive the most service for our money. Also, the contract or agreement could be reviewed on an annual basis. These requests for quotations could be similar to the ones used for our office supplies (list less, or cost plus basis).

> Judge Mann moved that the Executive Director be authorized to send out requests for quotations to area printers for printing services for FY 1976. Rev. Self seconded the motion, and the Board approved.

CONSIDERATION OF ESTABLISHING CONTRACT FOR PURCHASE OF OFFICE EQUIPMENT FOR FY 1976: Mrs. Foley said that under our present system, we send requests for quotations for office equipment (i.e., desks, chairs, filing cabinets, etc.) to numerous companies not only in our region but also in cities such as Austin, Dallas, Houston, etc. If an "out of region" company gets the

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bid, then the equipment is normally shipped to us by freight lines. It is then necessary to arrange for delivery to the desired location (upstairs) and also assemble the items when required. It is our feeling that by having an agreement with a local or regional firm, we can more easily arrange for delivery as well as assembly of the furniture, etc.

> Judge Mann moved that the Executive Director be authorized to send our requests for quotation to area dealers to bid on office furniture and equipment and award on an annual basis. Mr. Hille seconded the motion which the Board approved.

CONSIDERATION OF SERVICE AGENCY CONTRACTS FOR FY 1976: Dr. Lawrence said that proposed contracts (listed below) are very similar to those we have used this fiscal year in both content and dollar amounts. If the Board will authorize the Chairman to sign these contracts, we can proceed with obtaining approval from TDMHMR and have the contracts ready by September 1, 1975.

> Lufkin Workshop & Opportunity Center, Inc.
> Woodland Heights General Hospital
> Lufkin Memorial Hospital
> Nacogdoches Memorial Hospital
> Hardin County Hospital
> Texas Pharmaceutical Education and Research Foundation, Inc.

Mr. Burke commented that all of these are now in effect except the contract with the Hardin County Hospital, and it is hoped that the Hardin County Commissioners Court will provide its local match for FY 1976 so that this contract can be negotiated.

> Rev. Self moved that the Board authorize the Chairman to sign the above-listed contracts for FY 1976. Judge Mann seconded the motion, which the Board approved.

REVIEW OF PROPOSED BUDGET REVISION FOR SUPPLEMENTAL GRANT-IN-AID APPLICATION: Dr. Lawrence said that the funds to finance the Shelby County Halfway House are provided this fiscal year through a supplemental Grant-In-Aid from TDMHMR. Since this program was initiated on July 1, 1975, it is obvious that we need less money than originally anticipated in the salary category, and that more is needed in the equipment and renovation categories. If the Board will authorize the reallocation of funds, they can be expended or encumbered by August 31.

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Judge Mann moved that the Board authorize the reallocation of funds in the budget for the Shelby County Halfway House. Mr. Woods seconded the motion and the Board approved.

CONSIDERATION OF PROPOSED CERTIFICATES OF APPRECIATION: Dr. Lawrence said that as proposed at the last Board Meeting, a Certificate of Appreciation has been prepared for the Board's consideration. He said that this is the only way we can show our appreciation on behalf of the mentally ill and mentally retarded in the region who have benefitted from services and contributions to DETRMHMRS.

It was suggested that the following be presented Certificates of Appreciation:

Mr. W. W. Beaver, Superintendent, Lufkin State School
KTRE-TV, Lufkin
THE LUFKIN NEWS
THE GROVETON NEWS
Mr. C. V. Wynn, Wynn Chevrolet, Coldspring
San Jacinto County Judge, K. P. Bryant
City of Lufkin
Youth Center, Inc., Livingston

Judge Mann moved that the Certificate of Appreciation be accepted. Also, that the Board Chairman and Executive Director be authorized to sign the Certificates and that they be presented to those listed above. Rev. Self seconded the motion, which the Board approved.

DISCUSSION OF EMPLOYEES PENSION TRUST PLAN: Dr. Lawrence said that since the June Board Meeting when the employees retirement plan was approved, we have spent some time negotiating with Equitable to arrange for some of the logistical aspects of this program. The following items were recommended as policies governing this program:

1. Enrollment for new employees will be semi-annual, June 30 and November 30.

2. Effective date will be June 30, 1975, rather than June 28, 1975.

3. Forfeitures accumulated because of employee terminations should be disbursed on a pro rata basis to all employees currently employed.

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4. When employee ceases contribution, he/she may not re-enroll until the next semi-annual enrollment date.

Judge Mann moved, seconded by Rev. Self, that the Board adopt the above-listed items as policies governing the Employees Pension Trust Plan. The Board approved the motion.

OTHER BUSINESS:

Authorization Letter for Tape-to-Tape Match: Dr. Lawrence requested Board approval to send a letter to TDMHMR authorizing the Department to use DETRMHMRS' client data for a tape-to-tape match between TDMHMR and the Welfare Department for Title XX program, following the format in the sample letter provided.

Judge Mann moved that the Executive Director be authorized to sign a letter and submit to TDMHMR authorizing a tape-to-tape match between TDMHMR and the Welfare Department for Title XX program. Mr. Hille seconded the motion, and the Board approved.

Consideration of Authorizing Gideons to Place Bibles in the Outpatient Clinics: Mr. Burke said he believed he could speak for the Board that religion is an important part in the work being done in the Outpatient Clinics, and that clients need to be encouraged to seek spiritual help. After some discussion,

Mr. Woods moved that the Board accept the offer of the Gideons to place Bibles in the Outpatient Clinics. Judge Mann seconded the motion, which the Board approved.

DISCUSSION OF PERSONNEL MATTERS: Chairman Burke stated that the Board was authorized to declare an Executive Session to discuss personnel matters under Art. 6252-17, Sec. 2 (g) of the Open Meetings Law. Visitors were excused from the meeting room.

(Executive Session)

The meeting was reopened by Chairman Burke who made the following announcement:

The Board has reviewed the application of, and has interviewed, Mr. Robert Eugene Vance for the position of Clinical Psychologist; and the Board has approved the employment of Mr. Vance to be

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effective September 2, 1975. Mr. Vance was introduced and congratulated.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING: Judge Mann invited the Board to have its August meeting in Woodville. The Board accepted the invitation, and the meeting was set for Thursday, August 14, 1975, at 7:00 p.m. at the Woodville Inn, Woodville, Tyler County, Texas.

ADJOURN: There being no further items of business, the meeting adjourned at 7:55 p.m.

APPROVED:

Ward R. Burke, Chairman

R. B. Hille, Secretary

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OPERATING STATEMENT

June, 1975

INCOME	
Angelina County	$ 2,843.87
Jasper County	729.00
Workshop Production	988.99
Donations	5.00
Concessions	146.63
Miscellaneous Income (Sale of Scrap Metal-94¢; Refund on Zone Change Fee-$25.00; Refund on equipment from TSPA-$18.90)	44.84
Patient Fees	514.69
CETA-OJT	867.98
DDA-Vehicles	24,000.00
TOTAL	$30,141.00

EXPENSES	
Salaries	29,175.70
FICA	1,647.21
Insurance/Hospitalization	994.24
Retirement (September, 1974-June, 1975)	3,841.24
Consultation/Professional (Dr. Grubb)	2,443.74
Travel	3,175.73
Drugs	3,510.51
Supplies	953.40
Concession Expense	34.50
Equipment/Purchase	1,622.67
Equipment/Rent (Xerox-$248.88; Table-$5.50; Chair-$7.00)	261.38
Equipment/Repairs	16.50
Rent/Building	1,205.00
Bldg./Repair & Renovation	77.41
Contracts (Hospitals)	4,162.50
Utilities/Postage/Telephone	1,861.33
Insurance (Workmen's Compensation)	705.50
Client Wages	2,346.85
Contract Materials	187.78
Miscellaneous	592.59
Housing (Dr. Peebles)	400.00
Total	$59,215.78
NET INCOME OR LOSS	($29,074.78)

EQUIPMENT/PURCHASE: Scroller, Shelby Co. SWS-$123.78; Fans, Polk Co. SWS-$74.64; IBM Typewriter, Central Administration-$549.00; Lanier Dictating & Transcribing Machine, Angelina Co. OPC-$390.00 1 Desk and Chair, Central Administration-$337.08 & $66.50; 3 Chairs, Nacogdoches Co. CCC-$111.45.
BUILDING/RENT: Houston Co. Dev. Center-$200.00; Trinity Co. OPC-$100.00; Angelina Co. OPC-$275.0 Nacogdoches Co. SWS-$140.00; Tyler Co. OPC-$240.00; Nacogdoches Co. CCC-$250.00.
MISCELLANEOUS: Lufkin Workshop & Opportunity Center for collating and mailing DIRECTIONS-$40.98; Janitorial Service-Angelina Co. OPC-$10.00; Maintenance Agreement on Pitney Bowes Scales-$16.00; Field Survey, Lufkin Halfway House-$75.00; Legal Fees-$240.00; Ads-$94.70; Janitorial Service for Trinity Co. OPC-$6.00; Registration Fee, Betty Ecker, Mental Health Seminar-$25.50.