

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

August 14, 1975

Woodville, 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:

Dr. Wayne Lawrence -	DETRMHMRS
Russ Burbank	"
Betty Ecker	"
Linda Foley	"
S. H. Morrison, Jr.	"
Lee Mayberry	"
Dr. Felix Peebles, Jr.	"
Jolyon Bowman	"
JoAnn Fries	"
Allen Micheletti	"
Judy Westbrook	"
Wanda J. Hadnot, Woodville	
Lounell Hays,	"
Beth Moses,	"
Mr. & Mrs. Bob Boykin, Tyler Co. Advisory Council	
Mrs. Marge Esler,	"
Mr. Brad Smith,	"
Don A. Fries, Woodville	
Rev. Jesse A. Adams, Woodville	
Lois Gee, Jasper	
Betty Sue Mann, Colmesneil	
Nancy Burbank, Lufkin	
Lynn Dunlap, LUFKIN NEWS	
Thelma Lea Woods, Woodlake	
John David Woods, Woodlake	

OTHERS PRESENT - Continued

Dr. Bruce E. Bailey, SFASU, Nacogdoches
Larry W. Kelley, "
Ron Lepard, "
Jean Tucker, "

The 23rd meeting of the Board of Trustees was held on Thursday, August 14, 1975, at 7:00 p.m. at the Woodville Inn, Woodville, Texas.

Judge Mann welcomed the Board to Tyler County, and introduced guests present.

INVOCATION: Rev. Jesse A. Adams of Woodville and pastor of the Cade Memorial Methodist Church in Chester gave the Invocation.

CALL TO ORDER: There being a quorum present, Chairman Burke called the meeting to order at 7:05 p.m.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no corrections or additions to the Minutes of the July 24, 1975, Board Meeting,

Mr. Hille moved that the Minutes of the July 24 Board Meeting be approved. Judge Mann seconded the motion, which the Board approved.

TREASURER'S REPORT: Mr. Woods commented that the Accountant prepares a statement for the Board's review each month showing a breakdown of income and expenses, and asked that copies of the Operating Statement for the month of July be distributed. He assured guests that the Board is very careful of how the public's money is spent. Also, that a CPA firm has been employed to do the audit which will begin after September 1, 1975. There being no questions or other comments,

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

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

1. DETRMHMS' Administrative Offices moved to 303 Angelina Building in downtown Lufkin.

2. Ten counties pledged \$84,481 in local match for FY 1975, and \$80,908.09 has been received to date.

Page 3
Minutes
8/14/75

3. Mr. Gentry's condition is improving, and he will be dismissed from the hospital tomorrow afternoon.

4. We have started approaching the counties for local match funds for FY 1976. We have met with five Commissioners Courts and have received pledges totaling \$42,252 so far.

5. While Dr. Dolby and Mr. King (Community Services, TDMHMR) were here last month, they visited the Angelina County Outpatient Clinic, Nacogdoches County Community Counseling Center, Lufkin Workshop and Opportunity Center, and the Houston County Developmental Center.

6. Judy Osborne, editor of TDMHMR's bi-monthly publication, visited with us a couple of days the first of the month. DETRMHMRS and the Lufkin State School will be featured in the October issue of IMPACT.

7. All service agency contracts for FY 1976 have been signed and mailed to TDMHMR for approval.

8. At the last Board Meeting, the Juvenile Delinquency Prevention System grant proposal was discussed. The Criminal Justice Division of the Governor's Office is interested in funding such a program. We are now in the process of rewriting the preliminary grant in more final form. This area was one of three chosen across the State by the Criminal Justice Division for a program aimed to work with juvenile offenders. Dr. Lawrence said this program will be a step toward the prevention of mental illness.

9. Mrs. Ecker and I have been asked to attend a site visit at the Texoma Regional MHMR Center on August 25, 26, and 27. This will be beneficial in planning for our site visit.

10. We were recently notified by the Jasper and Woodville ISD's that the Texas Education Agency informed them that they were not included in the contract with ISD's under S.B. 230. These two programs were written into our budget, and that decision will be appealed. We are in communication with the Texas Education Agency and will try and get this resolved.

11. A memo was received from Dr. Gaver, Commissioner of the TDMHMR, recently nominating several to serve on a Work Group to study Outreach Programs. I have been asked to serve on that Committee.

12. We are in the process of meeting with DPW people regarding their license requirements for such programs as Developmental Centers.

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

Mr. Morrison, Director of Program Support Services:

1. The Angelina, Houston, Nacogdoches, and Newton counties Advisory Councils met recently; and the Polk County Advisory Council will meet tomorrow. These Councils are all interested in what is being done and are willing to assist in any way.

2. Introduced the new Director of the Tyler County Outpatient Clinic, Mrs. JoAnn Fries.

3. Read a letter from Mrs. Pauline Whited, Purchasing Agent, Lancaster Office of Mental Retardation of Lincoln, Nebraska, in which she stated she had seen an ALTERNATIVES ad in the KOUNTZE NEWS and was interested in the series.

4. Status of closing for holidays:

LBJ's Birthday Holiday, August 27: All programs will be closed except for the following which will be open that day:

Administrative Offices
Jasper County Developmental Center
Tyler County Developmental Center
Nacogdoches County Community Counseling Center
All Outpatient Clinics

Labor Day Holiday, September 1: All programs and the Administrative Offices will be closed.

Mrs. Ecker, Director of Mental Health Programs:

1. The MH staff traveled 6,558 miles last month.

2. Clients served in MH programs since beginning:

OPC's	495	(334 current)	42 new clients
A/DA	168	(62 current)	
IP	<u>77</u>		
	740	Total	

3. Mrs. Ecker commented that DETRMHMRS had set a goal to serve 1,000 clients during its first year of operation, and that to date 1,032 clients have been served.

4. The Jasper Co. Community Counseling Center moved last week to 160 N. Austin Street in Jasper.

5. Mr. Bowman and Mr. West filled in at the Tyler County Outpatient Clinic until the new Director began work. Mrs. Fries was very busy during her first week of employment.

6. Mr. Chester Orem has been employed as houseparent at the Shelby Co. Halfway House, and Mr. Robert Hershel Baker as a relief houseparent.

7. Mr. Robert McCombs has offered to build a house for us to use for the Tyler County Outpatient Clinic on a one year lease. It would be located on Bluff Street and ready in 60 days. It would be a three-bedroom house with ample room for two offices, group therapy room, waiting room, and large den near the kitchen which could be used for a day care program.

Dr. Lawrence commented that the present location has been very satisfactory, but the space has become inadequate with the increased caseload.

Mr. Burbank, Director of Mental Retardation Programs:

1. Introduced the staff at the Tyler County Developmental Center. Also, Mr. Allen Micheletti, Director of the Nacogdoches County Sheltered Workshop.

2. Mrs. Alta Patrick has resigned from her position as Director of the San Jacinto County Developmental Center effective this month.

3. We employed a Master's level Teacher, Mrs. Evelyn Lacey, to help us with the contract programs.

4. The Title I grant was submitted, and is planned to start September 1. The Texas Education Agency also is moving into a new building and are a little behind, but hopefully we will receive the funds soon and can start hiring staff.

5. The Polk County Sheltered Workshop began making cedar planter boxes this week, and it appears this will be a success.

6. Thirteen new clients were added to the MR programs making a total of 292 clients served.

7. The MR staff traveled 8,556 miles during the past month. Some of this travel included ARC Committee meetings. Meetings have been held in Woodville, Center, and Livingston; and ARD Committee meetings will be held in Nacogdoches on August 21, and in Crockett on August 26. The attendance of parents at these meetings has been very good.

8. The Nacogdoches United Way has pledged \$2,000 in support of the Nacogdoches County Workshop.

Dr. Peebles, Director of Psychiatric Services: As a matter of general interest, commented on a case referred to him recently. The patient was unconscious and investigation revealed acute toxic poisoning from inhalation of chlordane (the patient has sprayed his yard heavily with insecticide). He was referred to John Sealy, and it is doubtful he will recover.

APPROVAL OF VOUCHER FOR SEPTEMBER, 1975, GRANT-IN-AID:

Judge Mann moved that the Board Chairman be authorized to sign the Voucher to cover operating expenses for the month of September, 1975, and it be forwarded to TDMHMR. Mr. Woods gave the second, and the Board approved the motion.

CONSIDERATION OF CONTRACT FOR MEDICAL SERVICES FOR FY 1976:

Dr. Lawrence commented that the proposed contracts for outpatient care and inpatient and emergency care for FY 1976 follow the same format as the FY 1975 contracts. He said the FY 1976 budget provides for a half-time Psychiatrist in addition to Dr. Peebles; and that attempts were being made to contact a Psychiatrist to come to the area and be employed part-time, and be allowed to establish a private practice.

Dr. Lawrence said that Section II of the outpatient care contract pertaining to financial provisions (rate per hour and travel allowance) might be negotiable as the Psychiatrist may desire a flat per hour rate. and

Rev. Self moved that the proposed FY 1976 contracts for outpatient care and inpatient and emergency care be approved, and that the Section II of the outpatient care contract be left to the Executive Director's negotiations with the Psychiatrist (within the budget). Judge Mann seconded the motion, and the Board approved.

CONSIDERATION OF JOINING DEEP EAST TEXAS COUNCIL OF GOVERNMENTS:

Mr. Woods moved, seconded by Rev. Self, that DETRMHMRs be authorized to join the Deep East Texas Council of Governments, and pay the dues of \$100 per year. The Board approved the motion.

STATUS REPORT ON PURCHASE OF THREE MINI-BUS VANS: Dr. Lawrence said that during the July Board Meeting, the Board selected the bid from the Polk County Motor Company to purchase three 1975 model vans to be used for client transportation using approved DDA funds. After selecting this bid, we followed the procedure of requesting the authorization of the Commissioner to purchase the said vehicles, which was received. However, since this time, the Polk County Motor Company notified us that they cannot obtain the 1975 vehicles, and submitted a bid on 1976 models. The other dealers were contacted and submitted bids on 1976 models. Dr. Lawrence requested the Board's consideration to purchase three 1976 model vans. He said that he communicated this information to Mr. Sappington, and he informed us that it will not be necessary to obtain a new approval from the Commissioner to purchase the 1976 models, but that it will be necessary to send a letter of explanation to the Commissioner.

After reviewing the bids and due deliberation,

Judge Mann moved that the Board accept the bid of Ogden Chevrolet in Colmesneil in the amount of \$17,228.54 for three 1976 model Chevrolet vans. Mr. Woods seconded the motion, which the Board approved.

CONSIDERATION OF CERTIFICATES OF APPRECIATION: It was recommended by the staff that the following be presented Certificates of Appreciation by the Board:

Angelina College
Dr. Bruce E. Bailey
Deep East Texas Council of Governments
TYLER COUNTY BOOSTER
Nacogdoches County United Way
Radio Station KVLL, Woodville

Judge Mann moved, seconded by Mr. Gee, that the above-named be presented Certificates of Appreciation. The Board approved the motion.

CONSIDERATION OF PROPOSED REVISIONS IN PERSONNEL POLICIES AND PROCEDURES MANUAL: Dr. Lawrence said that the Grievance Committee reviewed the Employee Grievances Section of the Personnel Policies and Procedures Manual (Part IV) and recommended that Section C, 6 (g) be revised as follows:

Two tape recordings will be made of the grievance hearing. One copy will be maintained in the personnel office, and one in the files of the Chairman of the Grievance Committee. A written summary of the proceedings will be made and copies will be forwarded to the individual filing the grievance, members of the Committee, and the Executive Director.

After some discussion, it was suggested that the following be added to the revision: "Also, the person against whom the grievance was filed shall have access to records of the hearing."

Judge Mann moved that the revisions to the Personnel Policies and Procedures Manual, Employee Grievances Section C, 6 (g) be approved. Mr. Gee seconded the motion, which the Board approved.

OTHER BUSINESS:

Acceptance of Donation:

Rev. Self moved that the Board accept the Nacogdoches County United Way's donation of a \$2,000 grant to the Nacogdoches County Sheltered Workshop (contingent upon meeting the over-all goal). Mr. Hille seconded the motion, and the Board approved.

Nomination for Angelina County Advisory Council:

Mr. Burke moved that Mrs. Pat Cook Baldwin, 1428 Sleepy Hollow, Lufkin, be approved. Mr. Woods seconded the motion, and the Board approved.

Discussion of FY 1975 Expenditures: Mr. Burke stated that at the last Board Meeting, the Board authorized the Executive Director and the Board Chairman to review the proposed list of program needs, which has been done and approved.

Dr. Lawrence said that a list of needed renovations is being prepared for the Chairman's review in the next few days.

DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING:

The next Board Meeting was set for Tuesday, September 23, in Lufkin.

It was suggested by Mr. Woods that the Board, staff, and guests meet for dinner at 6:00 p.m. and open the Board Meeting at 7:00 p.m.

Dr. Lawrence said that these arrangements will be made, and the Board will be notified of the location of the meeting at a later date.

CONSIDERATION 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 at 8:30 p.m.

Dr. Lawrence recommended that the Community Service Aide II positions in the FY 1976 budget be reclassified as Therapist Technician I's, and the Therapist Technician Assistants be reclassified as Community Service Aide I's for those individuals in the contractual programs under S.B. 230. He said that this is to bring these positions more in line with salaries of the local Independent School Districts.

Rev. Self moved, seconded by Mr. Woods, that the above reclassifications in the FY 1976 budget be approved.

The Board approved the motion.

ADJOURN: There being no further items of business, the meeting adjourned at 8:35 p.m.

APPROVED:


Ward R. Burke, Chairman


R. B. Hille, Secretary

OPERATING STATEMENT

July, 1975

COME

Angelina County	\$ 2,843.87
Jasper County	729.00
Nacogdoches County	6,901.00
Polk County	5,494.00
Workshop Production	572.56
Concessions	134.58
Patient Fees	650.56
State Grant-in-Aid	76,610.00
Electric Deposit Refund (Shelby Co. SWS)	19.50
CETA-OJT	<u>2,843.74</u>
 TOTAL	 <u>\$96,798.81</u>

EXPENSES

Salaries	31,100.38
FICA	1,660.02
Insurance	1,054.47
Retirement	559.68
Travel	3,282.66
Drugs	1,872.05
Supplies	1,021.46
Concessions	292.55
Equipment/Purchase	2,207.93
Equipment/Rental (Xerox Copier)	307.97
Equipment/Repair & Maintenance	44.43
Rent/Building	1,430.00
Building/Remodeling & Renovation	72.40
Building/Repair & Maintenance	35.45
Vehicle/Operating & Maintenance (Gasoline-San Jacinto Co. Dev. Cen.)	31.01
Contracts (Woodland Heights General Hospital)	833.70
Utilities/Postage/Telephone	1,382.12
Client Wages	2,508.63
Contract Materials	597.82
Miscellaneous	684.03
Housing (Dr. Peebles)	<u>400.00</u>
 TOTAL	 <u>\$51,378.76</u>

EQ/PURCHASE: Bulletin Board-\$14.52; Sec. Desk-\$197.50; Recorder-\$150.00--Angelina Co. OPC; Sander-\$175.00; Drill Press & Saw-\$310.00; Radio-\$29.97; Skill Saw-\$31.60--Shelby Co. SWS; Pocket Calculator-1 ea. @ \$29.95--Jasper, Polk & Nacogdoches Co. CCC; 4 Calculators--CA-\$1,010.00; Chalkboard-\$14.52--Jasper Co. Dev. Cen.; Table-\$20--Tyler Co. OPC; Lawn Mower-\$91.70--Houston Co. Dev. Cen.; Shop Vacuum-\$73.27--Polk Co. SWS. EQ/REPAIR & MAINT.: Dryer Repair-Polk Co. SWS; RENT/BLDG.: \$200-Houston Co. Dev. Cen.; \$125-Tyler Co. Dev. Cen.; Nacogdoches Co. SWS-\$140; \$100-Trinity Co. OPC; \$275-Angelina Co. OPC; \$240-Tyler Co. OPC; \$250-Nacogdoches Co. CCC; \$100-Shelby Co. Halfway House. BLDG./REM. & REN.: Deadbolt Locks-Shelby and Nacogdoches Co. SWS. BLDG./REP. & MAINT.: Plumbing Repairs-Polk Co. SWS; MISC.: Janitorial Service (June & July) \$147; Ads-\$207.25; Newsletter-\$61.20; Subscriptions--American Psychiatric Asso.--\$12; Natl. Asso. for MR Programs-\$15; Printing-\$64.90; Legal Fees-\$140.