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MINUTES

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

March 6, 1976

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. R. B. Hille, Secretary
Mr. V. B. Woods, Treasurer
Rev. Jerry Self

BOARD MEMBERS ABSENT:

Mr. W. J. Gentry, Vice Chairman
Mr. George Gee
Mr. Cleo Hines
Judge Emmett Lack
Judge Tom D. Mann

OTHERS PRESENT:

Dr. Wayne Lawrence, Executive Director
Mr. Russ Burbank, Director, MR Programs
Mrs. Betty Ecker, Director, MH Programs
Mrs. Linda Foley, Business Manager
Mr. S. H. Morrison, Jr., Director, Program Support Services
Dr. Felix Peebles, Jr., Clinical Director

The Seminar for the Board of Trustees was held on Saturday, March 6, 1976, at the home of T. V. Martin, Farm Road 3185 (Sutton Hills Addition, Lake Rayburn), San Augustine County, Texas.

There being no quorum present, no official business was transacted. Rev. Jerry Self gave the Invocation, and the meeting began at 9:30 a.m.

The Board did discuss the items listed below and made the recommendations indicated.

1. Board Responsibilities: The Board discussed the overall responsibilities of the Board of Trustees indicating the responsibility of keeping fully abreast of all DETRMHMRS' programs, and especially those pertaining to fiscal and legal issues.

2. Public Education Responsibilities and Plans: Mr. Woods discussed further the meeting which was conducted in Austin for

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Boards of Trustees. He expressed particular interest in having an informal gathering in each of our three services areas within the next few months; and inviting the appropriate Commissioners Courts, State Senators and Representatives, and County Advisory Councils to these functions. Mr. Woods felt this would aid our public education efforts, and that any expense associated with these functions could possibly be raised through local individual contributions.

3. Board Committees and Responsibilities: The Board discussed the necessity of getting the Board Committees functional in order to adequately monitor DETRMHMRS' services. The following recommendations were made regarding Committees and members:

BUDGET AND FINANCE - Mr. Woods, Judge Mann, and Mr. Hines

PERSONNEL AND PUBLIC EDUCATION - Dr. Self, Mr. Gee, and Mr. Gentry

PROGRAM - Mr. Burke, Mr. Hille, and Judge Lack

It was felt that this breakdown would provide representation from each service area on each Board Committee. It was also felt that these Committees could meet from 30 minutes to one hour prior to each Board Meeting and review and discuss items on the agenda in order to make the appropriate recommendations.

4. External Standards: There was a brief discussion concerning the purpose and functions of the Joint Commission on Accreditation of Hospitals (JCAH), Title XX, Texas Health Facilities Commission, and Intermediate Care Facilities-Mentally Retarded (ICF-MR).

5. Budgetary and Fiscal Matters for FY 1976: Mrs. Foley and Dr. Lawrence informed the Board in detail concerning the financial status of DETRMHMRS for this fiscal year. There was a discussion concerning the source of cash page and specifically uncertain sources of income such as client fees, Title XX, Workshop production, TRC reimbursement, etc. The Board discussed the necessity of closely monitoring sources of income and reducing anticipated and budgeted expenditures to correspond with fluctuations and sources of income.

6. Sequence of Events in the Budgetary Process: The attached list was discussed.

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7. Budgetary Priorities for FY 1977: The Board discussed in detail the budget needs for FY 1977 and reviewed a prioritized list submitted by the staff. This list was reviewed item by item with several changes being made with the attached proposed priority list being devised to be submitted for the Board's consideration at the March 23 Board Meeting.

The meeting concluded at 4:30 p.m.

APPROVED:

Ward R Burke — R B Hille

Mr. Ward R. Burke, Chairman Mr. R. B. Hille, Secretary

WL:lm
Attachs.

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EXAMPLE BIENNIEUM BUGETARY PROCESS

	Usual Sequence	Approximate Date
1)	Legislative Budget Board & Governor's Budget Office prescribe budget format	April - May
2)	TDMHMR publishes departmental guidelines based on published format	May - June
3)	First budget submissions to TDMHMR	June - July
4)	Budget hearing involving MHMR Center staff, TDMHMR, LBB, & Governor's Budget Staff	July - August
5)	Submit revised budget based on recommendations of budget hearing	September
6)	TDMHMR compiles all MHMR Center, State School's, State Hospital, TRIMS, etc. budgets into one departmental budget (e.g. 76-77 biennieum $609,646,487 budget)	October
7)	LBB reviews & makes recommendations to the Appropriations Committees	Nov. - Dec.
8)	Governor's budget office issues recommendations	January
9)	Legislature convenes & issues instructions to appropriations committees	January
10)	House Appropriations Committee & Senate Finance Committee decide on recommendations	?
11)	Appropriations & Finance Committee recommendations come to floor & Representatives & Senators not on Committees provide their input	May
12)	Conference Committee appointed to reconcile differences between House & Senate versions	May
13)	Compromise Bill goes back to House & Senate for vote	May - June

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DETRMHMRS

ROUGH DRAFT—For Discussion Only

Suggested Priorities for FY 1977

This list is prepared on the premise that all existing programs have top priority funding, and that these programs should be continued and expanded prior to adding additional services.

	Suggested Priority	Approximate Cost
1.	Two step raise for all classified employees	$40,000
2.	Corresponding fringe benefit increase for item 1	6,000
3.	Increase salary level for all non-classified employees	11,000
4.	Corresponding fringe benefit increase for item 3	1,650
5.	Increase overall operating funds by 35% over FY 76	210,000
6.	Increase MH and MR Program Directors to Step 3	3,284
7.	Upgrade Clinical Psychologist position to Adm. Tech. Programs II (Group 19)	3,422
8.	Increase Lufkin Workshop contract to $90,500	25,000
9.	Create category for longevity/merit increase	8,500
10.	Lease computer time	7,500
11.	Add three additional certified teachers to meet TEA standards	24,000
12.	Add one Trainer to each of two Workshops	16,284
13.	Add Accounting Clerk III (Sept. 1976)	10,598
14.	Add Accounting Clerk II (Jan. 1977)	6,190
15.	Add Accounting Clerk I (Jan. 1977)	5,428
16.	Add half-time Attorney II	4,000
17.	Add Administrative Technician IV	16,822
18.	Add Secretary I for lawyer and Adm. Assistant	8,142
19.	Add full-time Secretaries in all four OPC's (one in Sept., two in Jan., and one in March)	23,069
	Page 1 Sub Total	$430,889

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ROUGH DRAFT—For Discussion Only

	Suggested Priority	Approximate Cost
20.	Assume Nacogdoches Outreach Clinic	42,570*
21.	Assume four Lufkin State School Outreach Programs	5,000*
22.	Add Administrative Technician IV as MH Coordinator	16,822
23.	Add Administrative Technician IV as Contract Procurement Officer	16,822
24.	Add Clinical Psychologist (Ph.D.) (MH)	19,195
25.	Add Caseworker II (MH) (Jan. 1977)	9,200
26.	Add M.A. Psychologist (MH)	17,967
27.	Add M.A. Psychologist (MR)	17,967
28.	Add Caseworker I (MR) (Jan. 1977)	7,544
29.	Assume Alabama-Coushatta Indian Reservation DC	15,000
30.	Add Administrative Technician IV as Alternate Living Coordinator (MH & MR)	16,822
31.	Add Volunteer Coordinator	16,822
32.	Add Personnel Assistant I	12,916
33.	Seek JCAH Accreditation and Implement Peer Review	20,000
34.	Add Regional Crisis Line (Jan. 1977)	7,200
35.	Implement Sheltered Workshop in Jasper (Sept. 1976)	40,000
36.	Implement Sheltered Workshop in Crockett (Jan. 1977)	27,000
37.	Implement Infant Stimulation Program with SFASU	15,000
38.	Assume Shelby County Outreach Clinic (Jan. 1977)	16,000
	Page 2 Sub Total	$339,847
	Page 1 Sub Total	430,889
	GRAND TOTAL	$770,736

* - These programs should be conducted under a contractural arrangement with the Rusk State Hospital and ISD's respectively. If contracts to provide these funds are not obtained, then it is recommended that they be dropped to priorities 33 and 34 respectively.

3/6/76