

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

April 20, 1976

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
Judge Tom D. Mann
Rev. Jerry Self

BOARD MEMBERS ABSENT:

Mr. Cleo Hines
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence -	DETRMHMRS
Russ Burbank	"
Betty Ecker	"
Linda Foley	"
S. H. Morrison, Jr.	"
Phil Hester	"
Tommy Jones	"
Lee Mayberry	"
Weldon Sanders	"
Alline Thompson	"
Carl Thompson	"
Bob West	"
Rev. Curtis Keith, First Christian Church, Lufkin	
Patsy Lawrence, Lufkin	
Lois Gee, Jasper	
Victoria Gentry, Crockett	
Paul Stringer, Groveton	
Mrs. Paul Stringer, Groveton	
Mr. Raymond Rush	
Mr. Danny Newsom, Jasper	

The 31st meeting of the Board of Trustees was held on Tuesday, April 20, 1976, at 5:00 p.m. in the Harvest Room at Lufkin Federal Savings and Loan Association, Lufkin, Texas.

INVOCATION: Rev. Curtis Keith, Pastor of the First Christian Church in Lufkin, gave the Invocation.

CALL TO ORDER: There being a quorum present, Chairman Burke called the meeting to order at 5:05 p.m.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: On a motion by Judge Mann, seconded by Mr. Hille, the Board approved the Minutes of the March 23, 1976 Board meeting.

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

1. The amount of local match received from participating counties totals \$57,775.11.

2. Status of THFC requests:

"Wheels to Opportunity" vehicles - we understand that the Commission has acted on this on April 8, but we have not received written notification.

Texas Highway Department vehicles - we received verbal approval on the 29th of last month, but no written notice has been received.

Day Treatment Program-Administration Construction - we posted the required public notice in the LUFKIN NEWS and the BEAUMONT ENTERPRISE (ran April 19) and the hearing before the THFC is on June 7.

MH Operations Grant - A Certificate of Need was submitted to THFC on April 15.

Relocation of the Nacogdoches CCC and Angelina County OPC - Received notice of favorable recommendation by the Hearings Officer to the Commission.

Mobile Evaluation Unit - Received verbal approval, but written notice has not been received.

3. Met with Dr. Sheldon at Rusk State Hospital--they are interested in our agency assuming the Nacogdoches Outreach Center and contracting with them for a 12-month period beginning September 1, 1976.

4. I plan to attend the meeting of the Texas State Advisory Council for Construction of Community Mental Health Centers in Austin on May 4.

5. One or two staff members plan to attend the meeting of the Developmental Disabilities Council in Austin on May 21 and 22.

6. All programs will be closed on May 31 to observe the Memorial Day holiday.

7. The TDMHMR State Board meets on April 23.

8. We received a phone call last week from TDMHMR that we will receive the \$16,000 in supplemental Grant-in-Aid for travel and drug costs as originally requested instead of \$10,000. We do not have to resubmit the application.

9. Because of the delay in implementing the Angelina Day Treatment Program, we asked Community Services, TDMHMR, if we might reallocate some of the funds to other programs. Mr. Sappington replied that this would be satisfactory, and Board approval will be requested at the next Board Meeting.

10. We were notified that DETRMHMRS' Grant-in-Aid for FY 1977 is \$959,490 which is a 42% increase over this year's Grant-in-Aid.

11. We were notified by phone yesterday that there will be a meeting in Austin on Monday, April 26, at which time we will receive instructions for preparing the FY 1977 and 1978 - 1979 biennium budget. Mrs. Foley and I will attend this meeting. Our budget hearing before TDMHMR has been set for May 14.

12. Congressman Charles Wilson's office confirmed today that he will be at the dedication of Sunrise Manor on the 22nd.

13. Called on the Program Directors for reports.

Mrs. Ecker, Director of Mental Health Programs:

1. Presently interviewing applicants for several vacant positions.

2. Introduced new House Manager, Mr. Tommy Jones, and Relief House Manager, Welson Sanders, for the Shelby County Half-way House.

3. Two part-time secretaries (one day a week) have been employed for the Tyler County and Trinity County Outpatient Clinics.

4. A total of 1,347 clients have been served in the MH programs to date, with 108 new clients added since the last report.

5. A retreat for the MH staff has been planned for May 6 to discuss long-range goals, priorities, meeting client needs, etc.

6. We now have pharmacies in each of our 13 counties participating in the TPERF program.

7. Introduced Mr. Bob West, MH Psychologist, who gave a report to the Board on his activities as a member of the MH professional traveling team.

Mr. E. Burbank, Director, Mental Retardation Programs:

1. The team from the Texas Rehabilitation Commission visited our workshops on April 6 and 7. Polk County and Nacogdoches County Sheltered Workshops were given permanent certificates as Level II facilities, and Shelby County Sheltered Workshop was certified for Level II Work Adjustment Training.

2. The Jasper-Newton ARC has received approval on their preliminary grant application for a sheltered workshop and invited to make a full application. If they receive funding for the workshop, the Council is interested in contracting with our Board to operate the workshop.

3. Introduced Mr. and Mrs. Carl Thompson, new houseparents for Sunrise Manor, and expressed appreciation for their wholehearted cooperation in preparing for the opening of the halfway house.

4. Introduced Mr. Phil Hester, MR Caseworker for the Mobile Evaluation Unit. He commented that Mr. Hester has been extremely helpful in aiding in preparations for the opening of the Sunrise Manor, as all the staff has been.

5. The MR programs have served 635 clients. The two workshops that the DD vans serve have almost doubled the number of clients they serve because of the assistance in transportation of clients.

6. We were well represented at the Special Olympics by Jasper, Newton, Kirbyville, Nacogdoches, and Crockett. Some ribbons were won, and some qualified to participate at State in Austin next month.

Dr. Lawrence commended Mr. Burbank for his efforts and hard work in implementing the halfway house program, Sunrise Manor.

Mrs. Foley, Business Manager:

1. Applications for reimbursement of purchasable services for June through September on Title IVA and VI have been completed and submitted. We have received payment for June, and received telephone confirmation that the applications for July through September looks favorable. This amounts to about \$51,000.00.

2. We received the corrected printout for the month of October on Title XX, and we hope to have this ready to mail this week.

3. Mrs. Nicholson, Mrs. Wooten and I plan to attend an accounting business meeting at the MHMR Regional Center of East Texas in Tyler on April 28.

Mr. Morrison, Director, Program Support Services:

1. All insurance coverage with SAFECO has been cancelled, and we now have coverage on everything with St. Paul's except coverage on the two psychiatrists.

2. Brochures are being prepared on each of our programs, and the one on Sunrise Manor will be ready for the dedication and open house.

3. Open House at the Angelina County Outpatient Clinic is being planned for May 23.

Dr. Peebles, Clinical Director - Dr. Lawrence reported for Dr. Peebles in his absence. Dr. Lawrence said that we have been approached by some members of the Angelina County Medical Society regarding the possibility of Dr. Hamill serving as Chief of Psychiatric Services at the Memorial Hospital. Dr. Lawrence said the matter is under consideration, and he will report on this further at the next Board meeting.

COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

BUDGET AND FINANCE COMMITTEE - Mr. V. B. Woods, Chairman

Treasurer's Report: On a motion by Mr. Woods, seconded by Judge Mann, the Board approved the Operating Statement for the month of March, 1976 (see Attachments 1, 2, and 3 to these Minutes) and certain budget overexpenditures for the third quarter of FY 1976 by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Operating Statement for the month of March, 1976, be approved as submitted, and that the Executive Director be authorized to approve budgetary overexpenditures in excess of 30% for the third quarter of FY 1976 in the following budget categories:

<u>Budget Category</u>	<u>Percentage</u>
Travel	50%
Drugs	50%
Equipmen/Rental	40%
Vehicle/Purchase	40%
Contracts	55%
Utilities/Postage/Telephone	45%
Contract Materials	*
Miscellaneous	75%
Concessions Expense	*

* - Contract materials have no budgeted amount and approximately \$900 is anticipated in expenditures for the third quarter. Concessions expense has no budgeted amount and expenditures are anticipated to be approximately \$750 for the third quarter.

Title I Grant: On motion by Mr. Woods, seconded by Judge Mann, the Board authorized the Executive Director to apply for supplemental funds under Title I in the amount of \$8,855 from the Texas Education Agency to be allocated as described in Attachment 4 to these Minutes.

Consideration of Bids for Mobile Evaluation Unit and Day Treatment Program Vehicle: On a motion by Mr. Woods, seconded by Judge Mann, the Board authorized the staff to purchase the vehicle for the Mobile Evaluation Unit by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the bid from Sam's Cabinet Shop in Lufkin in the amount of \$22,000 be accepted (only bid received), and that the Executive Director be authorized to sign and issue the Purchase Order.

On motion by Judge Mann, seconded by Mr. Woods, the Board authorized the purchase of a 12-passenger van for the Day Treatment Program by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the bid of \$6,045.00 from Ogden Chevrolet, Inc. of Colmesneil (lowest bid of six received) for a 12-passenger van for the Day Treatment Program, and that the Executive Director be authorized to sign and issue the Purchase Order.

Discussion of Proposed Computer Utilization: Dr. Lawrence said that as authorized by the Board at its March meeting, the employee and client payrolls will be put on the computer system of the Region VII Education Service Center. In communicating with Mr. Robert Cochran, Coordinator of Data Processing, the cost involved in putting our entire financial system on computer would be about \$15,760 for FY 1977 (see Attachments 5, 6, and 7 to these Minutes). A breakdown is as follows:

Development Charge \$5,800. This will pay for their staff time in developing the program system as well as the staff time necessary to monitor the system. Mr. Cochran has notified the Executive Director by telephone that this \$5,800 can be paid in qual quarterly payments during FY 1977, and that if we are not satisfied with the system we can stop utilization at any time and also stop these payments.

	<u>Monthly</u>	<u>Annually</u>
Payroll	\$130	\$1,560
Financial System	300	3,600
Computer Terminal	<u>400</u>	<u>4,800</u>
Totals	\$830	\$9,960
Development Charge		+ 5,800
Total Annual Cost in FY 1977		= \$15,760

On a motion by Judge Mann, seconded by Mr. Gentry, the Board authorized the Executive Director to purchase computer time for the entire financial system by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to purchase computer time from the Region VII Education Service Center in Kilgore for the entire financial system beginning in September, 1976 according to the terms specified in correspondence dated March 18, March 30, and April 1, 1976, from Mr. Robert Cochran, Coordinator of Data Processing.

Consideration of Proposed Revisions in DDA Grant Application: On a motion by Judge Mann, seconded by Mr. Gentry, the Board authorized

the submission of a Budget Revision Form to the Developmental Disabilities Council in the amount of \$3,619 by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit a Budget Revision Form in the amount of \$3,619 to the Developmental Disabilities Council on Grant #6133 to pay for furnishings for Sunrise Manor, and upon notification of approval of the request that the budget be revised to reflect the additional amount in that category, and that the needed equipment be purchased.

Discussion of FY 1977 and 1978-1979 Biennium Budget Process:

Mrs. Foley said that our 1978-1979 biennium budget hearing before TDMHMR has been set for May 14 in Austin. Dr. Lawrence and I will attend a meeting at TDMHMR on April 26 to get the budget instructions, and then we can begin preparing the budgets. It was suggested that the Board have a special meeting before May 14 to review the proposed budgets.

Chairman Burke suggested that this be discussed later in the meeting under Agenda Item V.

Discussion of Community Program Patient Information System:

Mrs. Liz Nicholson, Data Processing Coordinator, reviewed for the Board the necessary steps and forms involved in the Community Program Patient Information System (CPPIS) to better acquaint the Board with the procedures involved.

Discussion of Lease Agreements for Organizational Units: On motion by Mr. Woods, seconded by Judge Mann, the Board authorized the Executive Director to work with the Board Chairman and the Budget & Finance Committee in revising the existing lease agreement format by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Budget & Finance Committee work with the Board Chairman and the Executive Director to revise the existing lease agreement format and submit to the full Board at a later meeting; and to work with legal counsel on this revision as well as any disagreements concerning existing or future lease agreements.

PERSONNEL AND PUBLIC EDUCATION COMMITTEE - Rev. J. M. Self, Chairman

Discussion of Workmen's Compensation Program: As the Board representative on the Deep East Texas Workmen's Compensation Insurance Fund, Mr. Gee reported that as of March 31, 1976, this agency paid \$2,640.03 to the fund, and had filed two claims. He said claims filed by injured employees have been acted upon rapidly and fairly. He said that if the coverage provided continues to be as valuable as in the past, it is anticipated that the Personnel and Public Education Committee will recommend continued involvement in this program at the next renewal date. Mr. Gee introduced Mr. Danny Newsom, Director of the program, who brought the Board up-to-date on the program's financial status, membership, etc.

Discussion of Affirmative Action Plan: Rev. Self reviewed the quarterly report prepared by the staff on the Affirmative Action Plan which compared very favorably with data supplied by the Governor's Office of Equal Employment Opportunity.

Discussion of Board Policy on Dual Employment: On motion by Mr. Gentry, seconded by Rev. Self, the Board adopted the dual employment policy as presented in the supporting documents by passing the following resolution:

RESOLVED, by the Board of Trustees, that the dual employment policy be approved and incorporated in the Personnel Policies and Procedures Manual.

Consideration of Utilization of Consultant Services: On motion by Rev. Self, seconded by Mr. Gentry, the Board authorized the staff to utilize the services of Dr. Paul E. Mader, North West Counseling Center in Houston, for a fee of \$300 to conduct the Rational Emotive Therapy Seminar by adopting the following resolution:

RESOLVED, by the Board of Trustees, that Paul E. Mader, Ph.D. be retained as a consultant to train appropriate staff on Rational Emotive Therapy Techniques; and that the staff be authorized to charge a fee of \$10 per person to individuals not on our staff to attend the Rational Emotive Therapy Training Seminar.

Discussion of Public Education Program and Plans: On a motion by Rev. Self, seconded by Mr. Hille, the Board authorized Mr. Morrison to work with the Personnel and Public Education Committee to study the possibility of conducting informal gatherings in each of the three Service Areas and make a recommendation to the Board at the next Board Meeting.

Consideration of Nominees for Advisory Committees: On a motion by Mr. Gentry, seconded by Mr. Gee, the Board approved the nominations of the following individuals for membership in the designated Advisory Councils:

Houston County - Judge W. D. Julian Jr.

San Jacinto County - Betsy Jackson
Clorine Scott
Merthia Jackson

Trinity County - Oma Bush

Consideration of Certificates of Appreciation: On motion by Mr. Gee, seconded by Mr. Gentry, the Board authorized the Chairman and Executive Director to sign and issue Certificates of Appreciation to the Jasper Lions Club and the VFW Women's Auxiliary Post No. 6380 for their significant and very beneficial efforts and gifts.

Consideration of Personnel Matters: On a motion by Rev. Self, seconded by Mr. Gee, the Board authorized the employment of an Alcoholism Counselor for the Western Service Area by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to waive the requirement for a college degree for the Alcoholism Counselor position at the Polk County Community Counseling Center and employ Mr. John William "Bill" Burnett effective April 26, 1976, with the stipulation that Mr. Burnett complete the requirements for his bachelor's degree by January, 1978.

On a motion by Rev. Self, seconded by Mr. Gentry, the Board authorized the employment of a Psychologist for the mental health team by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ Mr. Raymond John Rush to fill the position of MH Psychologist effective April 26, 1976.

PROGRAM COMMITTEE - Mr. R. B. Hille, Chairman

Consideration of DDA Grant Application for Procurement Officer: On a motion by Mr. Hille, seconded by Rev. Self, the Board authorized the submission of a Developmental Disabilities grant application in the amount of \$21,712 by adopting the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit a grant application entitled "Project Continuity" in the amount of \$21,712 to the Developmental Disabilities Council to obtain the services of a Contract Procurement Officer. Upon notification of approval of this grant application, that the Executive Director be authorized to solicit bids on necessary equipment and vehicle according to the terms specified in the grant application.

Discussion of Peer Review Process and Procedure: Dr. Lawrence reported that he had met with Dr. Bruce E. Bailey, Psychology Department of Stephen F. Austin State University, concerning a contractual arrangement with the Psychology Department to conduct our Peer Review. Dr. Bailey is proceeding with investigating the possibilities and costs associated with this program. It is anticipated that a formal presentation will be available for Board review by the May or June Board Meeting.

Discussion of TARC Meeting by Mr. Burke: Chairman Burke provided a report on the major happenings of the TARC convention held in Waco on April 9, 10, and 11, which he and several staff members attended.

Discussion of TPERF Contract: On a motion by Mr. Hille, seconded by Judge Mann, the Board appointed a committee of three Board members to work with the Executive Director to investigate further the TPERF contract before it comes up for renewal by passing the following resolution:

RESOLVED, by the Board of Trustees, that a committee consisting of Mr. George Gee, Mr. Ben Hille, Rev. Jerry Self, and the Executive Director be appointed to work with appropriate staff members and interested pharmacists in the evaluation of the existing TPERF contract.

Chairman Burke recognized Mr. Paul Stringer, participating pharmacists from Groveton. Mr. Stringer said that area pharmacists feel that DETRMHMS is providing a good service, they want to help in any way they can, and they don't want to do anything to harm the program.

Discussion of Dedication Ceremony for Sunrise Manor: Mr. Hille encouraged the Board to attend the dedication and open house of Sunrise Manor, the halfway house for the mentally retarded located

at 1016 North First Street in Lufkin. The program is scheduled for 10:00 a.m. on April 22, and Congressman Charles Wilson is the main speaker.

Acceptance of Donations: On motion by Mr. Hille, seconded by Judge Mann, the Board authorized the Executive Director to accept donations of household items received from the Lufkin State School Volunteer Services Council for Sunrise Manor.

Consideration of DPW Liaison Worker Proposal: On a motion by Mr. Hille, seconded by Mr. Woods, the Board authorized the employment of DPW liaison workers with 75% of the funding provided by DPW, by adopting the following policy:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to employ three (3) DPW liaison workers and one (1) DPW liaison Secretary during FY 1977, and the designation of the existing MR Caseworker II as DPW liaison worker for the last five months of FY 1976 with the Lufkin State School.

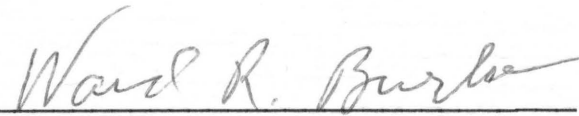
DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING:

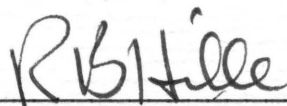
A meeting was set for Monday, May 10, at 5:00 p.m. in the Administration Offices located at 106 North First Street, 303 Angelina Building, Lufkin, for the purpose of reviewing the budgets.

On a motion by Mr. Hille, seconded by Mr. Gee, the Board accepted Judge Mann's invitation to hold the regular May meeting in Woodville, Tyler County, on Tuesday, May 25, at 5:00 p.m. at the Woodville Inn. It was recommended that the Board gather at 4:00 p.m. for Committee meetings and dinner, and that the Board Meeting be called to order at 5:00 p.m.

ADJOURN: There being no further items of business, the meeting was adjourned at 7:00 p.m.

APPROVED:


Ward R. Burke, Chairman


R. B. Hille, Secretary

OPERATING STATEMENT
DEEP EAST TEXAS REGIONAL MHMR SERVICES
MARCH 1976

INCOME

Angelina County	\$ 3,125.00
Jasper County	870.83
San Jacinto County	586.71
Tyler County	7,067.00
Senate Bill 230	34,925.11
Workshop Production	829.59
Donations	16.84
Concessions	273.19
Miscellaneous Income	50.00
Interest Income (\$379.18-Savings Acct. & \$1.29-Sales Tax Savings Acct.)	380.47
Grant-in-Aid	59,488.50
Texas Rehabilitation Commission	480.00
Title I	3,000.00
DDA-Mobile Evaluation Unit	21,237.00
Client Fees	2,536.30
TOTAL	\$134,866.54

EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Salaries	\$ 51,959.69		\$ 51,959.69
FICA	3,039.64		3,039.64
Insurance/Hosp.	2,046.56		2,046.56
Retirement	871.72		871.72
Consultation/Prof.	1,965.00		1,965.00
Consultation/Other	400.00		400.00
Travel	4,258.50		4,258.50
Drugs	3,457.54	22.20	3,479.74
Food	103.56	123.00	226.56
Supplies	1,223.87	1,183.51	2,407.38
Equipment/Purchase	1,795.20	827.77	2,622.97
Equipment/Rental (Xerox)	447.68		447.68
Equipment/Repair	203.20		203.20
Rent/Building	2,437.00	602.00	3,039.00
Repair & Maint./Bldg.	43.95	22.99	66.94
Vehicle/Purchase	-0-	6,100.00	6,100.00
Vehicle/Maint. & Oper.	144.12	13.85	157.97
Contracts	28,759.72		28,759.72
Utilities/Postage/Telephone	3,174.27		3,174.27
Client Training Wages	3,627.24		3,627.24
Client Fringe	171.88		171.88
Contract Materials	215.90	448.71	664.61
Educational Supplies	172.65	48.90	221.55
Miscellaneous	582.82	567.50	1,150.32
Housing	175.00		175.00
Concession Expense	100.50	132.95	233.45
TOTAL	\$111,377.21	\$ 10,093.38	\$121,470.59

BREAKDOWN-DISBURSEMENTS: Eq/Pur.: Texas Surplus Property Agency-13 Chests-\$70.20; Three Auto Fire Ext.-\$46.50; Three Typewriters-Mobile Evaluation Unit, Polk Co. CCC, Nacogdoches Co. CCC-1,678.50. Eq/Repair: Typewriter, Angelina Co. OPC-\$17.50; Lanier Maint. Agreement-Mobile Evaluation Unit-\$59.90; TV Repair-Shelby Co. Halfway House-\$78.69; Stereo-Angelina Co. Dev. Center-\$45.48. Rent/Bldg.: Nacogdoches Co. CCC-\$200; Jasper Co. Dev. Cen.-\$235; Jasper Co. CCC-\$75; Trinity Co. OPC-\$200; Tyler Co. OPC-\$267; Tyler Co. Dev. Cen.-\$125; Shelby Co. Halfway House-\$100; San Jacinto Co. Dev. Cen.-\$75; Nacogdoches Co. SWS-\$160; Houston Co. Dev. Cen.-\$200; CA-\$800. Vehicle/Maint. & Oper.: Gasoline & Oil: Polk Co. SWS-\$81.77; San Jacinto Co. Dev. Cen.-\$62.35. Client Fringe: FICA-1st Qtr. 1976. Contract Materials: Shelby Co. SWS-\$107.89--Bandsaw blades, paint, thinner; Polk Co. SWS-\$81.77--Paint, thinner, glue; Nacogdoches Co. SWS-\$26.24--Bandsaw blades, cane. Miscellaneous: Janitorial service-Angelina Co. OPC-\$25.20; MR Offices-\$33.60. Collating newsletter-\$24.84; collating annual report-\$19.02; Texas Health Facilities Commission-\$150--Certificate of Need-CA & Day Care Treatment Project; Lufkin News-\$7.80--Notice of Hearing on Mobile Evaluation Unit; TARC Registration-\$40--Mr. Burbank & Mr. Crawford; Moving expenses-Nacogdoches Co. CCC-\$105; Posting of Board Meeting Notice in Nacogdoches Co.-\$3; Subscription to Newton Co. News-\$5.50; Refreshments for Board Seminar & Meeting-\$42.42; Ads for Sunrise Manor Houseparents-\$17.70 (Tyler & Alto); Printing Directions-\$48.75; Janitorial service-Trinity Co. OPC-\$30.80; Film Development-\$7.80.

BREAKDOWN-ENCUMBRANCES: Supplies: Business cards, stationary, psychological testing material, forms, March office supplies. Eq/Pur.: 2 calculators-MR Secretary & Title XX Clerk; 1 bookcase and 1 sofa--Psychiatrists' office. Rent/Bldg.: March-Angelina Co. OPC. Contract Materials: Nacogdoches Co. SWS-\$175.76--Paint, Staplers, Nails, planter chains, miscellaneous items; Polk Co. SWS-\$254.75-Banding Machine & Banding Materials for planters; Shelby Co. SWS-Saw Blades. Miscellaneous: Printing Annual Report-\$442.50, (2,000 copies); Printing copies of Audit Report-\$125.00 (50 copies).

DETRMHMRS
NAME OF CENTER

Sumner
ORGANIZATIONAL UNIT

March, 1976
DATE

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	55,345	51,959.69	664,143	343,717.28	320,425.72
b. Fringe Benefits	(020)	4,345	3,911.36	52,135	24,214.28	27,920.72
c. Consultation & Prof. Fees						
(1) Direct Patient Serv.	(030)	917	1,965.00	11,000	5,460.00	5,540.00
(2) Other	(040)	375	400.00	4,500	1,890.00	2,610.00
TRAVEL - STAFF & BOARD	(050)	3,202	4,258.50	38,428	24,331.36	14,096.64
CONSUMABLE ITEMS						
a. Drugs	(060)	1,500	3,457.54	18,000	19,445.08	< 1,445.08
b. Food	(070)	1,720	103.56	20,640	1,204.65	19,435.35
c. Other	(080)	1,392	1,223.87	16,700	9,490.65	7,209.35
EQUIPMENT & FURNITURE						
a. Purchase	(090)	1,111	1,795.20	13,330	8,076.75	5,253.25
b. Rental	(100)	350	447.68	4,200	2,858.27	1,341.73
c. Repair & Maintenance	(110)	100	203.20	1,200	1,206.24	< 6.24
BUILDING						
a. Rent	(120)	3,133	2,437.00	37,603	16,957.66	20,645.34
b. Remodeling & Renovation	(130)	225	- -	2,700	40.96	2,659.04
c. Repair & Maintenance	(140)	129	43.95	1,550	528.91	1,021.09
VEHICLE						
a. Purchase	(150)	2,125		25,500		25,500.00
b. Rental	(160)	- -		- -		
c. Oper. & Maintenance Cost	(170)	1,743	144.12	20,910	549.01	20,360.99
CONTRACTS WITH SERVICE AGENCIES	(180)	18,162	28,759.72	217,944	123,402.01	94,541.99
OTHER						
a. Utilities, Postage & Tele.	(190)	2,205	3,174.27	26,465	14,295.84	12,169.16
b. Laboratory Expense	(191)	42	- -	500	99.00	401.00
c. Client Transportation	(192)	- -		- -		- -
d. Annual Audit	(193)	518		6,219		6,219.00
e. Insurance	(194)	3,957	2,046.56	47,486	21,494.96	25,991.04
f. Client Wages	(195)	3,000	3,627.24	36,000	17,300.47	18,699.53
g. Client Fringe	(196)	150	171.88	1,800	1,421.92	378.08
h. Contract Materials	(197)	- -	215.90	- -	1,802.63	< 1,802.63
i. Educational Materials	(198)	271	172.65	3,256	607.99	2,648.01
j. Miscellaneous	(199)	351	582.82	4,210	4062.40	147.60
k. Enolument	(200)	175	175.00	2,100	1,225.00	875.00
l. Legal Services	(201)	375	- -	4,500	498.75	4,001.25
m. Therapeutic Recreation	(202)	50	- -	600	- -	600.00
n. Concessions	(203)		100.50		964.80	< 964.80
o. _____	(204)					
p. _____	(205)					
GRAND TOTAL		106,968	111,377.21	1,223,619	647,146.87	636,472.13

PROPOSED BUDGET FOR SUPPLEMENTAL TITLE I FUNDSHouston County Developmental Center

Washer and Dryer	\$ 500.00
Kiln and Molds	450.00
Stove and Refrigerator	400.00
Training Aides (Ironing Boards, etc.)	650.00
Kitchen Cabinets and Equipment	<u>1,000.00</u>
Total	<u>\$3,000.00</u>

Jasper County

Workshop Equipment	<u>\$1,500.00</u>
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San Jacinto County Developmental Center

Water Fountain	200.00
Training Equipment	<u>600.00</u>
Total	<u>\$ 800.00</u>

Tyler County Developmental Center

Training Equipment	<u>\$ 800.00</u>
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Polk County Sheltered Workshop

Personal and Social Training Supplies	\$ 702.00
Air Compressor	<u>300.00</u>
Total	<u>\$1,002.00</u>

Nacogdoches County Sheltered Workshop

Personal and Social Training Supplies	\$ 702.00
Air Compressor	<u>300.00</u>
Total	<u>\$1,002.00</u>

Shelby County Sheltered Workshop

Personal and Social Training Supplies	<u>\$ 751.00</u>
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GRAND TOTAL

\$8,855.00

region vii education service center

p.o. box 1622

kilgore, texas 75662

March 18, 1976

Dr. Wayne Lawrence, Executive Director
Deep East Texas Regional Mental Health
Mental Retardation Services
303 Angelina Building, 106 N. First Street
Lufkin, Texas 75901

Dear Dr. Lawrence:

As agreed in our meeting on March 16, 1976, we are submitting the price of running your payroll using our present system with minor modifications.

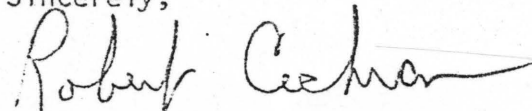
You requested having your May payroll produced using the computer system which can be done; however, we will have to set up the initial meeting between your staff and our payroll interface person during the first part of April to begin master file preparation.

The cost would be \$80 per month which includes producing various reports, checks, FICA report and W2's. This price includes up to 75 active employees on file. A \$.05 charge for each keypunched card is also made in addition to the above, but after the file is created the charge is very small.

All users of our payroll system are responsible for acquiring their check stock forms and providing them to us in a standard format which we require. This needs to be considered in both system cost and the time schedule since several weeks are required for production. We can suggest some possible sources of forms if you desire.

We are looking forward to providing this service and also pursuing the accounting system with you. Please inform us of your decision when possible.

Sincerely,



Robert Cochran, Coordinator
Data Processing

mr

cc: Dr. Von Rhea Beane
Mr. Don Peters

ATTACHMENT #5

*11/9 6:40
Gusant to
Quinn system*

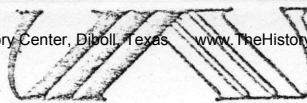
This processing cost would be in effect for one year (September 76 thru August 77).

Sincerely,

Robert Cochran

Robert Cochran, Director
Data Processing

mr



region vii education service center

p.o. box 1622

kilgore, texas 75662

March 30, 1976

Dr. Wayne Lawrence, Executive Director
Deep East Texas Regional Mental Health
Mental Retardation Services
303 Angelina Building, 106 N. First Street
Lufkin, Texas 75901

Dear Dr. Lawrence:

In response to your request by letter on March 29, 1976, concerning the addition of 65 clients to the payroll system, we submit the following response.

The fact these clients are paid twice monthly will require we make an additional processing run for which we have a minimum charge. This charge would be \$50/mo. additional making the total \$130/mo.

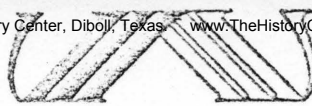
The charge for keypunch and the purchase of check stock remain the same as stated in our letter of March 18th.

Sincerely,

Robert Cochran, Coordinator
Data Processing

mr

Attachment #6



region vii education service center

p.o. box 1622

kilgore, texas 75662

April 1, 1976

Dr. Wayne Lawrence, Executive Director
Deep East Texas Regional Mental Health
Mental Retardation Services
303 Angelina Building, 106 N. First Street
Lufkin, Texas 75901

Dear Dr. Lawrence:

As agreed in our meeting on March 16, 1976, we are submitting the cost of system development and processing your financial accounting by computer.

In order for us to complete the system for operation by September 1, 1976, we will use a three person team on half-time for four months. (May thru August, six man months)

In developing a system of this type one of the problems is communicating what needs to be done and how to do it between your staff and the programmers. We will need to schedule about five meeting dates in which some of your staff's time will be needed for us to be sure we are producing what you need.

We will also need to have someone designated for us to contact by telephone as questions arise.

The system we propose will place a typewriter type device at your location to be used for data entry. This data will be sent to Region VII via telephone for processing.

The cost of developing this system is \$5800. In the event another MHMR Center decided to utilize this system we would charge them \$1000 for development which would be refunded to your Center.

The cost of monthly processing will be \$300/mo. for this accounting system.

The cost of the equipment will depend on what you need and prefer but should be between \$300 and \$500/mo. including telephone line cost.

ATTACHMENT #5