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MINUTES

OF

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

August 23, 1977

BOARD MEMBERS PRESENT:

Mr. Ward R. Burke, Chairman
Mr. Tom D. Mann, Vice Chairman
Mr. V. B. Woods, Treasurer
Mr. George Gee
Mrs. Agnes Rhoder
Judge Allen Sturrock

BOARD MEMBERS ABSENT:

Mr. R. B. Hille, Secretary
Judge Emmett Lack
Rev. Jerry M. Self

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMRS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Dr. Jack Martin "
Mr. Jim McDermott "
Mrs. Lee Mayberry "
Mr. Irvin Smith "
Mrs. Lois Gee, Jasper

The 47th meeting of the Board of Trustees was held in the Conference Room of Central Administration, Angelina Building, 106 N. First Street, Lufkin, on Tuesday, August 23, 1977, at 5:00 p.m.

INVOCATION: The Invocation was provided by Mr. V. B. Woods, Board Treasurer.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Chairman Burke called the meeting to order at 5:06 p.m., and recognized Mr. Ken Grace visiting from the HEW Regional Office in Dallas. Mr. Grace did not stay for the Board Meeting.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the July 26, 1977 Board Meeting, on a motion by Mr. Mann, seconded by Mr. Woods, the Board approved the Minutes of the July Board Meeting.

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

1. The FY 1978 contracts have all been sent out to the various service agencies and we are awaiting their return. When they come in, we will mail to TDMHMR for approval. Memorial Hospital in Lufkin may go up on their per day charges, but they would still be in line with the going rate--this is a JCAH approved facility.

2. I attended the JCAH Workshop in Chicago on August 15-18. A recommendation will be made to the Commissioner of TDMHMR that Centers be allowed to use Grant-in-Aid funds to seek accreditation.

3. Mr. Burbank, Dr. Martin, and myself plan to attend the Attorney General's Workshop on the MR Person's Act on October 22 in Dallas.

4. Dr. Walker, Chairman Elect of AAMD, Region V, contacted us and asked that we display the Mobile Evaluation Unit at the meeting in San Antonio in October.

5. We had a poor attendance at the Regional Professional and Medical Advisory Committee meetings held recently. August seems to be a bad month to hold meetings, and these have been rescheduled.

6. The new Psychiatrist, Dr. Jane Nash Higbee, will report for work on September 8.

7. Attended a meeting of several members of the Nacogdoches County Medical Society recently, and they are recruiting a Psychiatrist from Toronto, Canada. There is a possibility that he may want to contract with us for outpatient services a couple of days a week. If so, the Board will be approached about a contract.

8. An article about two clients from Sunrise Manor who are now living independently appeared in the last issue of IMPACT. This article was written by Mr. Jim McDermott and Mr. Phil Hester.

9. We were recently notified of approval of the second year's funding of our HEW Operations Grant application. The announcement was made to the newspaper by Senator Bentson's Office.

10. We also received notice of approval of our Title I grant for FY 1978 from Texas Education Agency.

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11. The State Board of TDMHMR will meet on August 26. Mr. Burke is on the agenda to make a presentation representing the Council of Community MHMR Centers, and I plan to attend. Also, Mr. Hille said he would try to be there. State Grant-in-Aid will also be allocated for the coming fiscal year.

12. Mr. Daryl Dorcy, Management Audit Director of TDMHMR, visited our Center today. They will do a pre-survey of our Center the week of October 25, and do the official audit beginning November 7. The team will probably attend the October Board Meeting.

13. The following counties have pledged local match funds for FY 1978: Trinity, Nacogdoches, Jasper, Polk, San Jacinto, and Shelby. Mr. Mann and I plan to meet with the Sabine and San Augustine Commissioners' Courts and make a presentation.

14. I plan to meet with the Board of the Pecan Valley MHMR Center in Stephenville on September 1.

15. Called on Division Directors for reports:

Dr. Martin, Director, Mental Health Division:

1. All lease agreements for FY 1978 have been written and we are now in the process of contacting the owners of the facilities.

2. We plan to move the Outpatient Clinic from Newton to Jasper County this week-end. No problems associated with this move.

3. The new building for the Nacogdoches County Outpatient Clinic and Community Counseling Center is almost completed, and we plan to move in the first part of next week.

4. Several MH staff members recently visited the Tulsa Psychiatric Center and gained much from this trip. We would like to continue sending staff to other such programs if possible.

5. The Unit Supervisor of the Nacogdoches County Outpatient Clinic received a Court Subpoena recently to testify before the Grand Jury on a client who had drug charges against him.

Dr. Lawrence said we need to move as rapidly as we can toward hiring an Attorney. We have had the need for legal interpretations on several occasions.

Mr. Burbank, Director, Mental Retardation Division:

1. We have been working on the lease agreements for FY 1978 for the MR program facilities, and are in good shape.

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2. The van at the Shelby County Sheltered Workshop was involved in an accident recently resulting in damage to five vehicles. No personal injuries were involved, and the local insurance agent was very prompt in taking care of all involved.

3. We have three new clients at the Sunrise Manor Halfway House. Two clients were admitted from the Lufkin State School and one respite care client, and they are all doing well.

4. Last week, 20 staff members participated in a week long speech and hearing workshop presented by the SFASU Division of Continuing Education. Feedback from the staff was that this was one of the most worthwhile and valuable experiences we have participated in.

Mrs. Ecker, Director, Program Evaluation & Planning Division:

1. Attended the Evaluation Conference in Austin on August 4 and 5, which was the second meeting of this group. They elected Mr. Bob Bennett of Trinity Valley MHMR Center in Fort Worth to be the liaison person to work with the Council of Community MHMR Centers, Inc. We were told that Evaluation is going to be a priority item with TDMHMR this coming biennium so we will have a means of showing Legislators what we are accomplishing with the dollars they are providing.

2. The Volunteer Training Workshop was highly successful, and feedback from the staff was excellent. Nancy Barker, Chief of Volunteer Services, TDMHMR, and her two assistants conducted the workshop. Ms. Barker said that we were the first MHMR Center in the State to ask them to do a training workshop.

3. We have had an 18% return rate to date on the client satisfaction survey, which is lower than what we had hoped for. The results are favorable for the most part, and these will be included in the Peer Review Report .

4. The Regional Plan is nearing completion--the staff felt it would be to our advantage in terms of JCAH compliance and other standards that we give certain groups who are concerned with our services the opportunity to provide input for the coming biennium.

Business Division (Mr. Irvin Smith reported in Mrs. Foley's absence):

1. All local funds have been received from the participating counties with the exception of the last quarterly payment from Nacogdoches County, which we expect to receive soon.

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2. A new procedure has been developed in the requisitioning of supplies. Units will turn in purchase requisitions projecting needs for a month's supplies which will be filled at Staff Development. Emergency requisitions can be turned in for unexpected needs. We hope this will alleviate some of the problems in filling orders.

Mr. McDermott, Director, Program Support Services Division:

1. We are striving to comply with the Section 504 Regulation so that we do not discriminate against any handicapped person. In discussing this with Mr. Tom Campbell, Architect, TDMHMR, he recommended that one each of our different types of programs meet the requirements, which we will do.

2. The workshop for Program and Division Directors is planned for September 9 and 10. Three areas will be discussed at this workshop: Revision of the Operations and Procedures Manual, JCAH standards, and the role of the Program Director.

3. According to the scores of the pre-and post-tests of the Supervisory Management Training Program held recently, this was a success. Unit Supervisors and Program Directors were involved in this training session.

4. Members of the Genetics Screening and Counseling team from Denton will speak to the staff at the August Staff Development session, giving an overview of the Genetics program.

5. All units and Central Administration will be closed to observe the Labor Day Holiday on September 5.

6. Several staff members participated in orientation at several area Teachers Inservice Training including Lufkin ISD (350 present) and Broaddus (45 present).

7. We now have new brochures on all our programs except two which will be developed soon. Packets of these are available for Board Members to take after the 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 Mr. Mann, the Board passed the following motion:

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RESOLVED, by the Board of Trustees, that the Operating Statement and Budget Summaries of Receipts and Expenditures for the month of July, 1977, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting.

Status Report on Day Treatment/Administration Facility: Dr. Lawrence was asked to report on this item. He said that the roof decking is on, and the framing began today. The architect said that they are running a little behind schedule. Dr. Lawrence said that the landscaping was not included in the contract, and that the Board might consider ways of providing for landscaping at a later date.

Consideration of Voucher for First Month Grant-in-Aid for First Quarter of FY 1978: Mr. Woods said that we have been advised by TDMHMR that a new type Voucher will be furnished to submit, but that these forms have not yet been received. When the new forms are received, he said that our request will then be submitted. On a motion by Mr. Woods, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve submission of a Voucher in the amount of $82,194.75 for State Grant-in-Aid for the month of September, 1977, when the new forms are received. Be it further RESOLVED that the Board Chairman be authorized to sign this voucher, and that it be submitted to TDMHMR.

Consideration of Proposed Revisions in Title I Grant: On a motion by Mr. Mann, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revision in the FY 1977 Title I Grant be approved as submitted. Be it further RESOLVED, that the Executive Director be authorized to submit the necessary documents to the Texas Education Agency for review and approval.

Consideration of Proposed Revised Travel Policies: On a motion by Judge Sturrock, seconded by Mr. Mann, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve reimbursement for travel expenses to employees on official Center business at the revised rate of 18¢ per mile, per diem of $30.00 for in-State, and $44.00

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for out-of-State, with the exception of the Executive Director who is reimbursed for actual expenses. Be it further RESOLVED that the Executive Director or his authorized designee be authorized to approve payment of travel vouchers at these revised rates, and that the revised rates be effective September 1, 1977.

Discussion of First Quarter FY 1977 Cost Estimates: Dr. Lawrence was asked to discuss this item. He reviewed the cost estimates furnished in the supporting documents, commenting that this information was late getting to us as we are not ending the fourth quarter of FY 1977. Six units showed higher costs than the State median, and the staff is doing an analysis of why the costs were higher than the State median for the following:

Shelby County Sheltered Workshop
Newton County Outpatient Clinic
Trinity County Outpatient Clinic
Jasper County Community Counseling Center
Shelby County Halfway House
Nacogdoches Inpatient Center

Consideration of Proposed Equipment and Renovations at Shelby County Halfway House: On a motion by Mr. Woods, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board accept the following bids for renovation and purchase of equipment for the Shelby County Halfway House, and that the Executive Director be authorized to sign and issue the purchase orders on these items:

Item	Dealer	Bid
Carpeting	Fred Hudson, Center	$1,457.11
Drinking Fountains	H & H Plumbing, Center	925.00
Draperies	Joanna Burch, Grand Cane, La.	1,963.40
Fire Alarm System	Lamarco, Jasper	1,084.00
		$5,429.51

Consideration of Participation in Texas Council of Community MHMR Centers, Inc.: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board approved the following resolution:

RESOLVED, by the Board of Trustees, that the Board participate in the Texas Council of Community MHMR Centers, Inc. for FY 1978. Be it further RESOLVED that the Executive Director be authorized to pay the annual membership dues of $3,543.00 to said organization.

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Consideration of Bids for Office Equipment, Office Supplies, Equipment Maintenance, and Printing Services:
Part 1: Office Equipment - Judge Sturrock said that the bids received quoted a list less certain percent, and he thought it would be best to have a quoted price.

> On a motion by Judge Sturrock, seconded by Mr. Mann, the Board tabled this item pending receipt of bids quoting exact prices of items.

Part 2: Office Supplies

> On a motion by Judge Sturrock, seconded by Mr. Woods, the Board tabled this item pending receipt of bids quoting exact prices of items.

Part 3: Equipment Maintenance - On a motion by Judge Sturrock, seconded by Mr. Mann, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board accept the bid in the amount of $1,040.00 from Lufkin Typewriter & Cash Register Co. for the equipment maintenance agreement on 12 Royal electric typewriters, 10 Ricoh calculators, 3 Adler calculators, and 2 Victor calculators, to run from September 1, 1977, through August 31, 1978. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order, and that this purchase order be subject to budgetary limitations and satisfactory performance on the part of the vendor.

Part 4: Printing Services - The Board reviewed the items on the requests for quotations, and took the following action on the different items:

Item 1 - Brochures (5,000 each for 3 brochures): On a motion by Judge Sturrock, seconded by Mr. Mann, the Board approved the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the bid in the amount of $212.52 for each brochure plus $10 per hour for art work to Lufkin Printing Company. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order for same, and that this purchase order be subject to satisfactory performance on the part of the vendor.

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Item 2 - Employee Handbooks (275 copies of 50 pages): On a motion by Judge Sturrock, seconded by Mr. Mann, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the bid in the amount of $312.59 from Kelco Printers. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order for same, and that this purchase order be subject to satisfactory performance on the part of the vendor.

Item 3 - Client Service Manuals (2,000 copies of 20 pages): On a motion by Judge Sturrock, seconded by Mrs. Rhoder, the Board voted to table this item pending further investigation and recommendation of the staff at the September Board Meeting.

Item 4 - Annual Report FY 1977 (1,500 copies of 24 pages): On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board accept the bid in the amount of $1,683.00 from Lufkin Printing Company, and that the Executive Director be authorized to sign and issue the purchase order for same.

Item 5 - DIRECTIONS newsletter (12,000 each, one per month for 12 months): On a motion by Judge Sturrock, seconded by Mr. Woods, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board accept the bid in the amount of $2,016.00 from Lufkin Printing Company to run from September 1, 1977, through August 31, 1978. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order for same, and that this purchase order be subject to satisfactory performance on the part of the vendor.

Items 8 - 16 Forms and stationery: On a motion by Judge Sturrock, seconded by Mr. Mann, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board accept the bid in the amount of $745.70 from Lufkin Printing Company. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order for same to run from September 1, 1977, through August 31, 1978, and that this purchase order be subject to satisfactory performance on the part of the vendor.

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PROGRAM COMMITTEE - Mr. R. B. Hille, Chairman (Mr. Burke presented the following items in Mr. Hille's absence.)

Discussion of Plans of Compliance for Section 504 of Regulations Act of 1973: On a motion by Mr. Burke, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Executive Director be authorized to proceed with plans for the implementation of program accessibility requirements of Section 504, Rehabilitation Act of 1973, as that plan was submitted to the Board on August 2, 1977.

Consideration of Proposed Revisions in TCA Grant Application: On a motion by Mr. Burke, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed revisions in the TCA Continuation Grant be approved as submitted, and that the Executive Director be authorized to sign and submit the necessary documents to TCA.

Discussion of Third Quarter FY 1977 Patient Movement Data: Dr. Lawrence reviewed the following reports which were supplied the Board in the supporting documents, comparing the data with that for FY 1976: Patient Movement Report, Characteristics of Patients Served, and Summary of Patient Services by Type of Service. He said the Director of Prescreening and Aftercare is developing a client tracking system. We have been extremely anxious about the information received from the computer, but with a new Client Data Coordinator we hope to be able to develop information we can use. Mr. Burke commented that we need current and accurate information to show Legislators what we are doing in Community Centers.

Consideration of Proposed Developmental Center Calendar: On a motion by Mr. Burke, seconded by Mr. Mann, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that DETRMHMRS' Developmental Center programs will observe the following holiday schedule during the 1977-1978 school year:
> 12-MONTH DEVELOPMENTAL CENTERS will observe the regular DETRMHMRS' holidays. These include Kirbyville, Tyler County, San Jacinto County, and Hardin County.
> 10-MONTH DEVELOPMENTAL CENTERS will observe the following holidays in lieu of regular DETRMHMRS' holidays and vacation time:

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DC	Labor Day	Thanksgiving	Christmas	Spring Break
Jasper	Sept. 5	Nov.23,24,25	Dec.21-Jan.2	March 20-24
Newton	"	Nov. 24,25	Dec.19-Jan.1	"
Excelsior	"	"	"	"
Tenaha	"	"	"	"
Timpson	"	"	"	"
Shelbyville	"	"	"	"

ALL PROGRAMS WILL OBSERVE THE MEMORIAL DAY HOLIDAY, MAY 30.

Consideration of Possible Funding Opportunities: On a motion by Mr. Burke, seconded by Mr. Gee, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the reallocation of $1,898.00 in the Developmental Disabilities Grant entitled "Project Continuity" be approved. Be it further RESOLVED that these funds be transferred from the operating expenses category to the equipment category, and that the Executive Director be authorized to sign and issue purchase orders for the following equipment:
>
5 - Heavy Duty Scales @ $353.00	$1,765.00
4 - Heavy Duty Dollies @ $36.75	147.00
	$1,912.00

Consideration of Proposed Bids and Equipment for MH Programs: On a motion by Mr. Burke, seconded by Mr. Gee, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed revisions in the first year's HEW Operations Grant be approved as submitted, and that the Executive Director be authorized to submit the revisions to HEW for approval. Be it further RESOLVED that the Board accept the following bids for equipment listed:
>
16 mm Sound Projector - Texas Education Aids	$ 675.00
Sony Videotape System - Vidco Electronics	3,732.15

> Be it also RESOLVED that the Board approve the purchase the purchase of the following equipment, and that the Executive Director be authorized to sign and issue the purchase orders on all items:
>
2 - Madison Waiting Room Lounges @ $524.70	1,049.40
1 - Madison Secretarial Desk	650.12
1 - MH Film "One Day at a Time"	595.00
Total	$6,701.67

Consideration of Participation in DETCOG: On a motion by Mr. Burke, seconded by Mr. Gee, the Board passed the following resolution:

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RESOLVED, by the Board of Trustees, that the Board participate in the Deep East Texas Council of Governments for FY 1978, and that the Executive Director be authorized to pay the dues of $100. Be it further RESOLVED that Mr. James A. Best of Kennard continue to represent the Board on DETCOG's Board of Directors.

Consideration of Acceptance of Donations: No donations were received, so no action taken.

Discussion of Board of Trustees Appointments: Chairman Burke said that the terms of office for the Board Members representing the Nacogdoches, Polk, San Jacinto, and Trinity counties expire on August 31, 1977. The County Judges of these counties have all chosen to reappoint these Board Members for two-year terms beginning September 1, 1977, as follows:

Rev. Jerry M. Self, Representing Nacogdoches County
Mr. R. B. Hille, Representing Polk and San Jacinto Counties
Mr. V. B. Woods, Representing Trinity County

PERSONNEL AND PUBLIC EDUCATION COMMITTEE - J. M. Self, Th.D., Chmn.

Discussion of Proposed Employee Handbook and Client Services Handbook:

Part 1: Employee Handbook - On a motion by Mr. Gee, seconded by Mr. Mann, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to develop an Employee Handbook to be used as a guide to employee information, employee benefits, and employee conduct. Be it further RESOLVED that the Employee Handbook replace the existing Personnel Policies and Procedures Manual when completed.

Part 2: Client Services Manual - On a motion by Mr. Gee, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to develop a Client Services Manual, and that this Manual be furnished each client and/or family at the initiation of services from the Deep East Texas Regional MHMR Services.

Discussion of Insurance and Liability Program: Mr. Jim McDermott, Director of Program Support Services Division, was asked to discuss this item.

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Client Insurance - Through Jim Waters Insurance Agency with United States Fire Insurance Company. The renewal of this policy represents a 20% savings over the previous year. This program provides up to $2,000 medical coverage for our clients while they are participating in the services of this agency.

Pilot Life Insurance - Employee health insurance program. On July 29, 1977, 58 employees were surveyed about the Pilot Life health insurance program. Some staff were dissatisfied with the services received and some with the policy. The results of this survey indicated that a review of the policy is in order. A committee of 13 employees representing a cross section of the organization has been formed to review the health insurance program, and make recommendations for the Board's consideration.

Vehicle Insurance - All vehicles as listed in the supporting documents are insured through Wayne Jones Insurance of Lufkin.

Insurance Renewals - All insurance carriers and renewal dates were listed in the supporting documents. These policies will be reviewed and comparison made to make sure we are getting the best possible coverage for our money.

Discussion of Unemployment Compensation Program: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Deep East Texas Regional MHMR Services begin paying into the Texas Unemployment Compensation Fund beginning January, 1978. Be it further RESOLVED that the Executive Director be authorized to pay one percent on an annual rate of $6,000 per employee.

The staff recommended the Tax System where the employer will submit quarterly reports on individuals in its employment and will pay a tax of one percent for the years 1978 and 1979 on the wages of each of its employees up to a maximum of $6,000 paid to each individual in the calendar year.

Consideration of Proposed Public Information Calendar: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed public information calendar of newspaper articles for September, 1977 through February, 1978, be approved as submitted.

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Consideration of Proposed TDMHMR Annual Report Material: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the proposed article for the TDMHMR Annual Report be approved as submitted, and that it be forwarded to TDMHMR.

Consideration of Proposed Certificate of Appreciation: On a motion by Mr. Mann, seconded by Mrs. Rhoder, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board Chairman and Executive Director be authorized to sign and present a Certificate of Appreciation to Mr. Doyle Watson for his continued support of this agency and its efforts in Shelby County.

Consideration of Proposed Nominees for Councils and Committees: On a motion by Mrs. Rhoder, seconded by Mr. Gee, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the deletion of Rev. George Helton from the Shelby County Advisory Council.

Staff explained that Rev. Helton has moved from Shelby County and will be unable to continue on the Advisory Council.

Consideration of Proposed Position Descriptions: On a motion by Mr. Gee, seconded by Mr. Mann, the Board passed the following resolution:

> RESOLVED, by the Board of Trustees, that the new Position Descriptions as follows be approved as submitted, and that they be placed in the DETRMHMRS' Position Description Manual:
>
> Director, MR Education Programs
> Medical Records Technician
>
> Be it further RESOLVED that the proposed revised Position Descriptions as follows be approved as submitted, and that these replace the existing ones in the DETRMHMRS' Position Description Manual:
>
> Director, Program Support Services Division
> Unit Supervisor, Sheltered Workshop

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Discussion of Texas Association of Mental Health Annual Charity Drive: On a motion by Mr. Gee, seconded by Mr. Mann, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that at least one Board Member, the Executive Director, and the Director of Mental Health Division and their spouses represent the Board at the Annual Texas Association for Mental Health Galaxy Ball to be held September 17, 1977. Be it further RESOLVED that admission tickets for these individuals plus per diem and mileage be provided for the Board Member and two employees.

Mr. Burke commented that the Annual Galaxy Ball is held by the Texas Association for Mental Health to raise money for their programs, the Association has been very cooperative with the Council, and he urged Board Members to attend if possible.

Consideration of Personnel Matters: Chairman Burke said that the Board would go into Executive Session to consider personnel matters brought before the Board by the Executive Director according to Article 6252-17, Section 2(g) of the Open Meetings Law. He excused visitors from the meeting room at 7:30 p.m., stating that no action would be taken until the meeting was reopened.

Executive Session

Mr. Burke reopened the meeting to the public at 8:10 p.m., and asked for Board action on the following items:

Extension of Employment of Mr. Bill Burnett: On a motion by Mrs. Rhoder, seconded by Judge Sturrock, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board approve the extension of the employment of Mr. Bill Burnett as Counselor for the Polk County Community Counseling Center from January of 1978, to May of 1978, subject to his successful completion of his Bachelor's Degree by May of 1978.

Renewal of Executive Director's Contract: On a motion by Mr. Gee, seconded by Mr. Woods, the Board adopted the following resolution:

> RESOLVED, by the Board of Trustees, that the Board renew the contract with Dr. Wayne Lawrence, Executive Director, for a three year period from September 1, 1977, through August 31, 1980.

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DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING: The next Board Meeting was set for Tuesday, September 27, 1977. Board Committees will convene at 4:30 p.m., with the Board Meeting starting at 5:00 p.m. The Meeting will be held in Lufkin, and the Board will be advised of the exact location at a later date.

ADJOURN: There being no further items for discussion, the meeting was adjourned at 8:15 p.m.

APPROVED:

Ward R. Burke
Ward R. Burke, Chairman

R B Hille
R. B. Hille, Secretary

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OPERATING STATEMENT

July 1977

INCOME	TOTAL
Jasper County	$ 870.83
Angelina County	3,883.14
Nacogdoches County	4,122.50
Polk County	1,406.57
San Jacinto County	586.71
Patient Fees	2,895.63
Senate Bill 230	6,673.20
Texas Rehabilitation Commission	695.00
DPW-Protective Services	3,180.66
Workshop Production	2,151.16
Donations	230.00
Concessions	209.67
Miscellaneous Income	303.19
Interest Income	670.45
Texas Commission on Alcoholism	4,686.00
TRC-Houston County SWS	4,000.00
HEW Operations Grant	73,159.00
TOTAL	$109,723.71

EXPENDITURES	DISBURSEMENTS	ENCUMBRANCES	TOTAL
Salaries	$102,308.38		$102,308.38
FICA	5,534.24		5,534.24
Insurance/Hospitalization/Life	4,066.78		4,066.78
Retirement	1,786.99		1,786.99
Consultation/Other	200.00	80.00	280.00
Travel	4,776.00		4,776.00
Drugs	15,557.26		15,557.26
Food	1,248.52	755.95	2,004.47
Supplies	10,634.60	3,574.98	14,209.58
Equipment/Furniture Purchased	4,623.36	3,204.16	7,827.52
Equipment/Furniture Rented	1,001.89	300.00	1,301.89
Equipment/Furniture Rep. & Maint.	176.38	4.05	180.43
Rent/Building	6,072.00		6,072.00
Remodeling & Renovation/Building	-0-	350.00	350.00
Repairs & Maintenance/Building	223.30		223.30
Rental/Vehicles	632.00		632.00
Operation & Maintenance/Vehicles	1,693.99	950.08	2,644.07
Contracts	3,702.18		3,702.18
Utilities/Postage/Telephone	3,607.59	935.55	4,543.14
Laboratory Expense	28.90		28.90
Annual Audit	400.00		400.00
Insurance	1,693.91		1,693.91
Client Training Wages	2,652.79		2,652.79
Client Training Fringe	88.90		88.90
Contract Materials	518.47	225.71	744.18
Educational Supplies	21.30		21.30
Miscellaneous	3,634.59	30.41	3,665.00
Emolument	350.00		350.00
Concession Expense	312.76	49.45	362.21
TOTAL	$177,547.08	$10,460.34	$188,007.42

BREAKDOWN OF DISBURSEMENTS:

Consultation/Other: Personnel, Staff Development & Training-Preparation of Manuscript and Clerical Employment Test - $200.

Drugs: TPERF-$15,557.26 (2 Months).

Food: Shelby County Halfway House-$1,077.92.

Supplies: Public Education/Consultation-Brochures and Pamphlets-$1,259.83; Film-$326. All Programs - First Aid Kits - $1,107; Pens - $479.52; Pads - $892.32; Typewriter Ribbons - $1,699.70; Carbon Paper - $1,096.18; Briefcases - $192; Liquid Paper - $418.32; Xerox Paper - $219.50; Forms - $627.21; Letterhead Paper - $157.83; Miscellaneous Office Supplies - $678.65; Cleaning Supplies - $549.52.

Equipment/Furniture Purchased: Sunrise Manor - Fire Alarm System - $615.40.
Program Evaluation & Planning - Dictating/Transcribing Machine - $415.84.
Newton County OPC - 5 Chairs - $309.95; Typewriter - $666.00.
Prescreening and Aftercare - Dictating/Transcribing Machine - $415.84; File Cabinet - $121.74.
Trinity County OPC - Typewriter - $747.
Tyler County OPC - Typewriter - $747.
Hardin County SWS - Calculator - $261.10; Typewriter - $315; File Cabinet - $116.92.

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BREAKDOWN OF DISBURSEMENTS - CONTINUED

Equipment/Furniture Rented: CA - Computer Equipment - $136.
Trinity County OPC - Copier - $150.
Angelina County OPC - Copier - $125.
Tyler County OPC - Copier - $150.
Newton County OPC - $300 (2 Months).
Rent/Building: CA - $1,530.
Angelina County OPC - $1,000.
Tyler County OPC - $267.
Nacogdoches County OPC & CCC - $200.
Shelby County Halfway House - $100.
Jasper County Dev. Center & Jasper-Newton Co. SWS - $100.
San Jacinto County Dev. Center - $100.
Tyler County Dev. Center - $125.
Sunrise Manor - $400.
Nacogdoches County SWS - $160.
Polk County CCC - $300.
Houston County SWS - $485.
Newton County OPC - $265.00
Jasper County CCC - $300.
Trinity County OPC - $200.
CA-Day Treatment Land - $450.
Angelina County Day Treatment Program - $200.
Rental/Vehicle: 4 Lease Cars - $632.
Operation & Maintenance/Vehicles: Shelby County SWS - Gasoline - $101.04.
All Programs - Credit Card Purchases - $261.35.
Jasper-Newton County SWS - Gasoline - $198.22.
Angelina County Day Treatment Program - Gasoline - $121.60.
Trinity, Angelina, Newton & Tyler Co. OPC's - Lettering of Vans - $320.
Contracts: G. T. Grubb, M.D. - $208.33 (April & May).
Lufkin Memorial Hospital - $278.25.
Nacogdoches Treatment Center - $112.
Peer Review - $2,025.
Lynn Dunlap - $1,000 (2 Months).
Utilities/Postage/Telephone: Sunrise Manor - Electricity - $272.87.
CA - Postage - $100.
Houston County SWS - Electricity - $111.56.
MR Offices - Telephone - $243.43.
Jasper Co. Dev. Center & Jasper-Newton Co. SWS - Electricity - $144.83.
Nacogdoches County SWS - Electricity - $153.43.
Angelina County OPC - Telephone - $225.52.
Jasper County CCC - Telephone - $249.41.
Polk County CCC - Telephone - $115.98.
Tyler County OPC - Telephone - $234.33.
Annual Audit: $400 (Use of auditing firm on computer program)
Insurance: Workmen's Compensation Insurance - $433.91
Fire, Accident & Health Policy - $1,260.
Contract Materials: Jasper-Newton Co. SWS - Lawnmower Parts - $125.25.
Miscellaneous: Registration for 6 at Annual Institute of Alcohol Studies - $270.
Shelby, Polk, Hardin & Houston Co. SWS's - Camp Registration - $594.
Shelbyville Dev. Center - Maintenance Agreement under SB 230 Contract - $1,320.
Personnel, Staff Development & Training - Classified Ads - $116.40.

BREAKDOWN OF ENCUMBRANCES:
Food: Shelby County Halfway House - $199.09.
Sunrise Manor - $401.96.
Supplies: All Programs - Forms - $360.25.
Shelby County Halfway House - Kitchen Supplies and Bedding Supplies - $192.
All Programs - Bond Paper - $273; Pamphlets - $126.50; Typewriter Ribbons - $350.04;
Miscellaneous Office Supplies - $737.60.
Equipment/Furniture Purchased: Shelby County Halfway House - Stove - $220; 3 Steel
Storage Cabinets - $435.
Trinity Co. OPC - 3 Rugs - $179.97.
CA - 4 Chairs - $582; Bookcase - $105; Desk - $554.25; Typewriter - $747.
Equipment/Furniture Rented: Nacogdoches County OPC - Copier - $150.
Polk County OPC - Copier - $150.
Remodeling & Renovation/Building: Shelby County Halfway House - Installation of 5 Air
Conditioners - $350.
Operation & Maintenance/Vehicles: All Programs - Credit Card Gasoline - $656.15
Kirbyville Dev. Center - Gasoline - $100.65.
Utilities/Postage/Telephone: Sunrise Manor - Electricity - $340.89.
Angelina County OPC - Telephone - $385.47.

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DETRHMRS — July, 1977

MANAGER REPORT — June

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
OCAL						
. Tax Funds Appro. to Center City Government	(010)					
b. County Government	(020)	9,057	10,869.75	108,679	96,452.44	12,226.56
c. School District	(030)	798	-0-	9,577	9,577.00	-0-
d. Hospital District	(040)					
e. Other	(050)					
. Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	2,250	2,895.63	27,000*	26,418.32	581.68
b. Title XX	(071)	7,083	-0-	85,000	66,205.84	18,794.16
c. ICF-MR	(072)					
d. SB 230	(073)	24,119	6,673.20	289,428	250,622.40	38,805.60
e. TRC	(074)	667	695.00	8,000	12,495.36	(4,495.36)
f. DPW-Protective Services	(075)	1,692	3,180.66	20,303	16,889.76	3,413.24
g. DETCOG-Status Offender	(076)	83	-0-	1,000*	540.00	460.00
h. Lufkin State School	(077)	417	-0-	5,000*	3,648.30	1,351.70
. Other Income & Contributions						
a. Workshop Production	(080)	2,500	2,151.16	30,000	23,838.46	6,161.54
b. Piney Woods ARC	(081)				225.00	(225.00)
c. Donations	(082)	167	230.00	2,000	2,908.15	(908.15)
d. Concessions	(083)	83	209.67	1,000	2,268.61	(1,268.61)
e. Miscellaneous Income	(084)	125	303.19	1,500	5,562.52	(4,062.52)
f. Jasper-Newton ARC	(085)	2,704		32,456	38,212.00	(5,756.00)
g. Title XX Extraordinary	(086)	83		1,000	1,431.21	(431.21)
. Interest Income	(089)	334	670.45	4,000	5,061.93	(1,061.93)
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
. Grant-in-Aid	(110)	79,958		959,490	959,490.00	-0-
. Supplemental Grant-in-Aid	(120)	3,916		47,000*	47,000.00	-0-
. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
. Rusk State Hospital	(160)	3,921		47,054	35,290.53	11,763.47
. Texas Commission on Alcohol.	(161)	2,215	4,686.00	26,575	24,618.00	1,957.00
. BSCHD	(162)	712		8,540	8,540.00	-0-
. TRC Est.-Houston	(163)	1,666	4,000.00	20,000*	23,032.48	(3,032.48)
. TRC Est.-Hardin	(164)	1,955		23,460*	18,888.48	4,571.52
. TRC	(165)	45		540	540.00	-0-
EDERAL FUNDS						
. Grants						
a. Title I *	(210)	3,990		47,889*	47,889.00	-0-
b. DDA	(211)	3,985		47,821*	32,145.00	15,676.00
c. MH Oper. Grant (PL94.63)	(216)	26,930	73,159.00	323,159	323,159.00	-0-
d. HEW(DPW) Liaison Workers	(217)	2,130		25,560	18,009.48	7,550.52
e.	(218)					
f.	(219)					
g.	(220)					
RAND TOTAL		183,585	109,723.71	2,203,031	2,100,959.27	102,071.73

* - Refunded $10.00 overage on Title I Grant - Paid in June

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DETERMINERS
NAME OF CENTER

SUMMARY
ORGANIZATIONAL UNIT

July, 1977
Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	100,000	102,308.38	1,200,000*	973,997.15	226,002.85
b. Fringe Benefits	(020)	6,667	7,321.23	80,000*	69,025.96	10,974.04
c. Consultation & Prof. Fees						
1. Direct Patient Services	(030)	179	-0-	2,148*	-0-	2,148.00
2. Other	(040)	41	200.00	500*	585.36	(85.36)
TRAVEL - STAFF & BOARD	(050)	5,000	4,776.00	60,000*	54,189.04	5,810.96
CONSUMABLE ITEMS						
a. Drugs	(060)	6,916	15,557.26	83,000*	77,942.71	5,057.29
b. Food	(070)	1,250	1,248.52	15,000*	11,949.03	3,050.97
c. Other	(080)	3,766	10,634.60	45,192*	51,178.09	(5,986.09)
EQUIPMENT & FURNITURE						
a. Purchase	(090)	5,880	4,623.36	70,558*	75,794.41	(5,236.41)
b. Rental	(100)	2,030	1,001.89	24,360	16,487.48	7,872.52
c. Repair & Maintenance	(110)	500	176.38	6,000	4,843.44	1,156.56
BUILDING						
a. Rent	(120)	4,941	6,072.00	59,295	58,883.00	412.00
b. Remodeling & Renovation	(130)	1,074	-0-	12,896*	4,093.01	8,802.99
c. Repair & Maintenance	(140)	417	223.30	5,000*	3,175.13	1,824.87
VEHICLE						
a. Purchase	(150)	3,766	-0-	45,200*	19,446.00	25,754.00
b. Rental	(160)	368	632.00	4,424	4,266.00	158.00
c. Oper. & Maintenance Cost	(170)	1,250	1,693.99	15,000*	12,246.24	2,753.76
CONTRACTS WITH SERVICE AGENCIES	(180)	21,663	3,702.18	259,958	263,791.71	(3,833.71)
OTHER						
a. Utilities, Postage & Tele.	(190)	4,416	3,607.59	53,000*	45,621.44	7,378.56
b. Laboratory Expense	(191)	417	28.90	5,000*	3,885.15	1,114.85
c. Client Transportation	(192)					
d. Annual Audit	(193)	583	400.00	7,000	400.00	6,600.00
e. Insurance	(194)	6,334	5,760.69	76,000*	76,309.20	(309.20)
f. Client Wages	(195)	2,667	2,652.79	32,000	27,690.35	4,309.65
g. Client Fringe	(196)	167	88.90	2,000*	1,120.18	879.82
h. Contract Materials	(197)	500	518.47	6,000*	4,499.98	1,500.02
i. Educational Materials	(198)	250	21.30	3,000	1,360.04	1,639.96
j. Miscellaneous	(199)	1,834	3,634.59	22,000*	18,352.53	3,647.47
k. Emolument	(200)	350	350.00	4,200	3,850.00	350.00
l. Legal Services	(201)	84	-0-	1,000*	1,007.88	(7.88)
m. Therapeutic Recreation	(202)	25	-0-	300	69.20	230.80
n. Concessions	(203)	250	312.76	3,000*	2,477.23	522.77
o. _____	(204)					
_____	(205)					
GRAND TOTAL		183,585	177,547.08	2,203,031	1,888,536.94	314,494.06