

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

September 27, 1977

BOARD MEMBERS PRESENT:

Mr. Tom D. Mann, Vice Chairman
Mr. R. B. Hille, Secretary
Mr. V. B. Woods, Treasurer
Mr. George Gee
Mrs. Agnes Rhoder (left early)
Rev. Jerry Self
Judge Allen Sturrock

BOARD MEMBERS ABSENT:

Ward R. Burke, Chairman
Judge Emmett Lack

OTHERS PRESENT:

Dr. Wayne Lawrence, DETRMHMS
Mr. Russ Burbank "
Mrs. Betty Ecker "
Mrs. Linda Foley "
Dr. Jane N. Higbee "
Mr. Jim McDermott "
Dr. Jack G. Martin "
Dr. Felix Peebles, Jr. "
Mrs. Lee Mayberry "
Mr. Byron Crawford "
Ms. Sue Jasper, R.N. "
Mr. Allen Micheletti "
Mr. Howard Williams "
Dr. Jon D. Hannum, Community Services, TDMHMR, Austin
Mr. E. Hartley Sappington "
Representative Roy Blake, Nacogdoches
Margaret B. Graham "
Bruce E. Bailey, SFASU "
R. L. Eastman, SFASU "
Gary Selman, SFASU "
Rev. J. B. Mark, Nacogdoches, Regional Professional Adv. Committee
James Duncan, Newton, Regional Professional Advisory Committee
Addie Williams, Huntington, Angelina County Advisory Council
Bessie Sanders, R.N., Shepherd, San Jacinto County Advisory Council
Alice Jones, Zavalla

OTHERS PRESENT - Continued:

Mr. Harvey Westerholm, Lufkin City Manager
Mr. W. W. Beaver, Superintendent, Lufkin State School
Mrs. Ward Burke, Lufkin
Mrs. Patsy Lawrence, Lufkin
Mrs. Cynthia McDermott, Lufkin
Mrs. Mae Peebles, Lufkin
Mr. Fred Walker, Lufkin
Mrs. Lois Gee, Jasper

The 48th meeting of the Board of Trustees was held in the Harvest Room of Lufkin Federal Savings & Loan Association, 211 Shepherd, Lufkin, on Tuesday, September 27, 1977, at 5:00 p.m.

Vice Chairman Tom D. Mann presided at the meeting in the absence of Chairman Ward R. Burke.

INVOCATION: Rev. Charles McIlveene, Pastor of the First Baptist Church of Lufkin, gave the Invocation.

CALL TO ORDER AND RECOGNITION OF GUESTS: There being a quorum present, Vice Chairman Mann called the meeting to order at 5:05 p.m., and recognized guests present previously listed. Mr. Mann asked if Representative Blake would like to make any comments.

Mr. Blake said that he was pleased to have the opportunity to be at the meeting, and this was a fine example of cooperation between local and State government. He said he is aware of the tremendous job that the Center is doing in working with the people in trying to keep them out of crowded institutions. In reading statistics about mental health, mental retardation, and alcohol/drug abuse, he is glad to work with the Center on this problem and will continue to do so.

APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING: There being no additions or corrections to the Minutes of the July Board Meeting, on a motion by Mr. Mann, seconded by Mr. Woods, the Board approved the Minutes of the August 23, 1977 Board Meeting.

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

1. Presented several charts giving statistics on: Funding Sources for FY 1977; FY 1977 Expenditures by Program Category; and Comparison of Years 1975 through 1977 on Program Expenditures, New Clients Served, and Number of Employees.

2. Discussed accomplishments during FY 1977 (see Appendix I).
3. Called on Division Directors for program reports.

Mrs. Foley, Business Division:

1. All local match pledged for FY 1977 by participating counties has been collected.
2. The telephone number for Central Administration has been changed to 639-1141. This was done now so that the number of the new building could be listed in this year's telephone directory.
3. Staff in the Business Division increased from 5 to 10 during FY 1977. One significant addition was that of a Program Director, the Director of Accounting.
4. The following action has been taken in the five areas the auditors felt improvements could be made:
 - a. Changing to accrual basis on a monthly basis for reporting expenditures. Effective September 1, 1977, this system will be used for expenditures as well as anticipated revenue from grant funds.
 - b. The TPERF contracted amount was exceeded prior to a contract amendment. During FY 1977, this occurred once again. Additional monitoring devices have been initiated to prevent over-expenditures on any contracts in the future.
 - c. The auditors recommended use of a receiving report to have written documentation with check vouchers that items were received by OU personnel. Verbal communications were sometimes used to verify receipt of goods before payment was made. A receiving report has been devised and is now being used.
 - d. Although a physical inventory of numbered property was taken in FY 1976, property records were not adequately documented to allow a good audit trail. This discrepancy has been corrected and property cards are typed on each item of property purchased. Also, each OU has been furnished a listing of property charged to that unit. A physical inventory was taken during FY 1977 and reconciled to the general ledger.
 - e. The client accounts receivable showed a number of accounts with delinquent balances. A listing of accounts past due at least 18 months is being compiled. This listing will be submitted to the Board at the October Board Meeting, asking for authority to write them off. Also,

effective this month, letters will be written on all accounts at least 60 days past due, with follow-up letters to be sent as directed by the Board.

5. The FY 1978 Operating Budget was completed and has been approved.

6. During FY 1977, 1,543 Purchase Requisitions were filled as compared to 950 for FY 1976. Also, 801 Purchase Orders were typed as compared to 240 during FY 1976.

7. Computer utilization for the financial system was not fully implemented during the year as we had anticipated. We did upload September 1976 through March 1977 before the possibility came up of purchasing our own computer. At that point, we discontinued use of Region VII computer services except for payroll. We are now in the process of preparing FY 1978 budget information to upload into the computer. We will then begin entering financial data on individual transaction basis beginning September 1. This is necessary to have adequate audit trails. Our goal is to have manual and computer records in 100% agreement by the end of the third quarter.

8. Discussed the following reports for FY 1977 (see Appendix II): Projected Revenue Compared to Actual Receipts, Projected Expenditures Compared to Actual Disbursements, Service Contract Expenditures, and Title XX Data.

Dr. Martin, Director, Mental Health Division:

1. Called on Dr. Peebles to introduce Jane Nash Higbee, M.D., new psychiatrist, and Sue Jasper, R.N., new nurse for MH programs.

2. Presented statistics on clients including projected goals and actual number served. Also a summary comparing FY 1976 and FY 1977 statistics of clients served. (See Appendix III.)

3. Discussed organizational changes in the MH Division.

4. The MH Division has undergone many changes and we anticipate serving more clients during FY 1978.

Mr. Burbank, Director, Mental Retardation Division:

1. There are 20 MR programs including 10 Developmental Centers providing daytime pre-academic and academic classes to

230 individuals on a daily basis. The largest area of growth last fiscal year was in the Sheltered Workshops, and they had 33 active contracts.

2. Several programs were moved to new facilities and we are planning a new Sheltered Workshop in Nacogdoches.

3. The Pineywoods ARC voted to submit a grant application to the Developmental Disabilities Council for a halfway house for retarded females.

4. Presented statistics on Projected and Actual clients served during FY 1977, MR client movement within MHMR region, Sunrise Manor Halfway House, and Sheltered Workshop statistics (see Appendix IV).

Mr. McDermott, Director, Program Support Services Division:

Presented reports on activities in the Program Support Services Division during FY 1977 including the following (see Appendix V):

1. Overview of Personnel
2. Applicant Breakdown
3. Staff Development
4. Advisory Council and Committees
5. Public Education

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

Mrs. Ecker explained that this is the first annual report as the Program Evaluation & Planning Division was created November 1, 1976, and covers a 10-month period. She reported on the following:

1. Regional Plan - will be completed in November, and will contain Needs Assessment (30% response rate so far) and reflect program plans through FY 1980 as accurately as we are able to determine at this time. The five-year plan has been written.

2. Evaluation - The Peer Review for FY 1977 has been completed and the Board will hear a report on this later on the Agenda. We have had favorable responses from clients on the client satisfaction survey. Peer Review also covered our quality of service, and each time we have a site visit from an outside

agency they study this in depth in the particular area they are reviewing.

3. Standards compliance - The Program and Division Directors now have copies of the JCAH Accreditation Manual. As soon as it is determined if we can use State Grant-in-Aid for accreditation purposes, we will have a better idea of when we want to seek accreditation. We have had site visits from ICF-MR and TRC, and a process has been developed whereby I make an on-site visit one-two weeks prior to the agency site visit noting any deficiencies so these can be corrected prior to the site visit. We have also had TCA and HEW site visits this past fiscal year, and I will periodically visit the units which must comply with HEW standards.

4. Volunteer Services - the Volunteer Services Coordinator position was filled in June. We need to find out quite a bit more about a Volunteer Council before we make a recommendation to the Board. However, we do have an excellent Regional Volunteer Services Advisory Committee which meets bi-monthly. Also, we are currently discussing the possibility of volunteer recognition this spring, and then reverting to a fall schedule next fall. The total number of volunteer hours we have had given during the first three years without an organized volunteer program is 26,787 hours. The dollar value of this time (figured on current minimum wage) is \$61,610.10. Client advocacy will be implemented in the future, but we need to get the basic volunteer program off the ground first.

5. Practicum students - We are growing from a total of 12-15 students over the past three years to 18 students in our programs this fall and will probably add another 5 or 10 soon. We have been working with various departments at Stephen F. Austin State University and Angelina College in developing this program.

6. The Library is growing with several hundred books, journals and periodicals, plus 19 films, 9 filmstrips and one set of 255 slides comprising 7 presentations.

7. We are still cooperating with the Texas Health Facilities Commission.

8. We submitted our plans for this fiscal year to the Greater East Texas Health Systems Agency for inclusion in their annual plan. They are presently doing courtesy review of grants and their approval is not required prior to approval by the funding agencies.

Dr. Lawrence commented that the staff appreciates the dedication of the Board and the support given--all the changes and programs could not have been accomplished without the cooperation of the Board.

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 Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Operating Statement and Budget Summaries of Receipts and Expenditures for the month of August, 1977, be approved as submitted, and that copies of each report be attached to the permanent Minutes of this Board Meeting. Be it further RESOLVED that only items costing in excess of \$250 be explained in the Operating Statement beginning with the September, 1977 Statement.

Discussion of Status of Day Treatment/Administration Facility:

Dr. Lawrence reported on the progress of the new building: the bricking is almost completed; the roofing will be completed this week; the inside wall studs are up and sheet rock going up; Mr. Tom Campbell, Architect, Community Services, TDMHMR, visited the site on September 16, and we should receive \$78,750 about November 1; the building is about 55.72% complete and we should be able to move in December or January. Dr. Lawrence said that President and Mrs. Carter have declined our invitation to be the keynote speaker, and he will contact Congressman Wilson to be present at the dedication ceremony.

Consideration of Fourth Quarter FY 1977 Expenditure Report:

On a motion by Mr. Mann, seconded by Mr. Woods, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the Fourth Quarter Expenditure Report for FY 1977, and that the Chairman be authorized to sign the Transmittal Form, and that the report be submitted to TDMHMR.

Consideration of Voucher for Remainder of First Quarter FY 1978

Grant-in-Aid: On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the Voucher in the amount of \$164,639.50 for State Grant-in-Aid for the months of October and November, 1977. Be it further RESOLVED that the Chairman be authorized to sign this Voucher, and that it be submitted to TDMHMR.

Discussion of FY 1978 Operating Budget: Tabled until the October Board Meeting.

Consideration of Bids for Office Equipment, Office Supplies, and Printing Services:

Part 1: Office Equipment - On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that an annual purchase order for office furniture and equipment be awarded to Story-Wright of Lufkin to run from October 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 budgetary limitations and satisfactory performance on the part of the vendor.

Judge Sturrock commented that although Story-Wright's bid was higher than the other bid received, the other bidder did not meet the specifications listed on the request for quotation.

Part 2: Office Supplies - On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that an annual purchase order for office supplies be awarded to Story-Wright of Lufkin to run from October 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 budgetary limitations and satisfactory performance on the part of the vendor.

Part 3: Office Printing - On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that a purchase order for printing of 2,000 Client Services Manuals be awarded to Lufkin Printing Company. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order for same.

Consideration of Equipment Bids for MR Programs: On a motion by Judge Sturrock, seconded by Mr. Woods, the Board adopted the following motion:

RESOLVED, by the Board of Trustees, that the Board accept the low bid in the amount of \$7,004.42 from the Polk County Motor Company for one 12-passenger van for the Nacogdoches County Sheltered Workshop under the Title I Grant. Be it further RESOLVED that the Executive Director be authorized to sign and issue the purchase order.

Consideration of Proposed Revision in Mobile Evaluation Unit Grant and Third Year Grant Application:

Part 1: Revision in Mobile Evaluation Unit Grant - On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit to the Developmental Disabilities Council the proposed revision in Federal funds for the Mobile Evaluation Unit. Be it further RESOLVED that the staff be authorized to solicit bids, and the Executive Director be authorized to award the bids on the equipment including the construction of a metal carport to protect the Mobile Evaluation Unit.

Part 2: Third Year Grant Application for Mobile Evaluation Unit - On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit the third year Grant application for the Mobile Evaluation Unit to the Developmental Disabilities Council of Texas.

Consideration of Proposed Revisions in Title I Grants and Related Speech and Hearing Contract:

Part 1: Revision in Title I Grant for FY 1977 - On a motion by Mr. Woods, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit the proposed Title I revision for FY 1977 to the Texas Education Agency. Be it further RESOLVED that upon notification of approval by the Texas Education Agency, the staff be authorized to solicit bids for the equipment listed in the revision, and that the Executive Director be authorized to award the best bids, and sign and issue the purchase orders.

Part 2: Addendum to Amendment, Title I Grant for FY 1978 - On a motion by Mr. Woods, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to sign and submit the proposed addendum to the FY 1978 Title I Grant to the Texas Education Agency.

Part 3: Proposed Speech and Hearing Contract - On a motion by Mr. Woods, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the proposed contract with Dr. Bernard-Thomas Hartmann be approved as submitted in the amount of \$5,250 to provide follow-up Speech and Hearing services in the MR programs.

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

Consideration of Proposed Contract for Protective Services and Programs for the Aged: On a motion by Mr. Hille, seconded by Dr. Self, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to negotiate with the Department of Human Resources for funds to provide services to the elderly and to children.

Consideration of Proposed Programmatic Goals for FY 1978: On a motion by Mr. Hille, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the goals for the Center for FY 1978 be approved as submitted. Be it further RESOLVED that regular reports from the staff be submitted to the Board in order to ascertain compliance with stated goals.

Consideration of Peer Review Report for FY 1977: Dr. Bruce Bailey reviewed the Peer Review Report, a copy of which had previously been furnished to the Board. He commented that the Center was taking a risk in allowing outsiders to come in and evaluate services on an objective basis. Dr. Bailey made it clear that the ratings were done by his fellow professionals who were not at all involved with the Center. The raters were on their own and reviewed records and talked with the staff. He said the findings

were good, but more documentation is needed in some areas.

On a motion by Mr. Hille, seconded by Judge Sturrock, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the final Peer Review Report for FY 1977 be approved as submitted with the condition that the Executive Director bring this document up for Board review periodically during the coming year. Be it further RESOLVED that the Program Committee work with the Executive Director in making a response to the recommendations of the Peer Review Team.

Consideration of Possible Funding Opportunities: No action taken as none presented.

Consideration of Revised Organization Chart: On a motion by Mr. Hille, seconded by Mr. Gee, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the proposed revised Organization Chart dated September, 1977, be approved as submitted.

Consideration of Acceptance of Donations: On a motion by Mr. Hille, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the donation in the amount of \$257.00 from the American Legion Camilla Post 629 and the donation in the amount of \$1,032.25 from the Polk County Drug Abuse Council be officially accepted by the Board, and that the Executive Director be authorized to sign and issue appropriate purchase orders to comply with the donors' wishes.

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

Consideration of Proposed Certificates of Appreciation: On a motion by Mr. Gee, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board Chairman and Executive Director be authorized to sign and present Certificates of Appreciation to: Mr. Fred Walker of Lufkin, the American Legion Camilla Post 629, and the Polk County Drug Abuse Council.

Mr. Fred Walker was present to accept his Certificate, and thanked the Board.

Consideration of Proposed Board Policies: On a motion by Mr. Gee, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board adopt the proposed Board policies as submitted concerning: Nepotism, Pledging of Securities for Center funds, Private Care Providers, and Conflict of Interest, and that these be incorporated in the Board Policies Manual. Be it further RESOLVED that the Constitution and By-Laws be incorporated in the Board Policies Manual.

Consideration of Format for Annual Report for FY 1977: On a motion by Dr. Self, seconded by Mr. Hille, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to develop the Annual Report for FY 1977 according to the list of contents submitted.

Consideration of Proposed Position Descriptions: On a motion by Dr. Self, seconded by Mr. Hille, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the following new Position Descriptions be approved as submitted, and that they be placed in the MHMR Position Description Manual:

Director, Accounting
Director, MR Education Programs
Unit Supervisor, Developmental Center

Be it further RESOLVED that the proposed revised Position Descriptions as follow be approved as submitted, and that these replace the existing ones in the MHMR Position Description Manual:

Accounting Clerk I
Accounting Clerk II
Accounting Clerk III
Aide, Developmental Center
Client Data Coordinator
Clinical Director
Director, Business Division
Director, Mental Health Division
Director, Mental Retardation Division
Executive Director

Legal Counsel
Psychiatrist
Recreation Therapist
Teacher, Developmental Center
Trainer, Sheltered Workshop
Trustee

Consideration of Soliciting Bids for Employees Group Life and Health Insurance: On a motion by Mr. Gee, seconded by Dr. Self, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Executive Director be authorized to solicit bids for an Employees Group Life and Health Insurance Program.

Consideration of Nominees for Advisory Councils and Committees:
Part 1: Additions to Local Advisory Councils - On a motion by Mr. Gee, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of Arcele Bean of Kirbyville and Sherri Nichols of Jasper to the Jasper County Advisory Council, and Margaret Graham of Nacogdoches to the Nacogdoches County Advisory Council.

Part 2: Deletions from Local Advisory Councils - On a motion by Mr. Gee, seconded by Mr. Hille, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the deletion of Minnie Thomas from the San Jacinto County Advisory Council and from the Regional Volunteer Services Advisory Committee. Be it further RESOLVED that the Board approve the deletion of Martha Thomason and Mary Tubb from the Jasper County Advisory Council.

Part 3: Consideration of Addition to Regional Volunteer Services Advisory Committee - On a motion by Mr. Gee, seconded by Judge Sturrock, the Board passed the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of Bessie Sanders representing San Jacinto County and Rev. Jim Coleman representing Jasper County to the Regional Volunteer Services Advisory Committee.

Conduct Annual Review of Board Policy Manual: On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that after having reviewed the Policies and Procedures Manual of the Board, this Manual be reorganized according to the format presented.

Consideration of Personnel Matters: Mr. Mann said that the Board would consider in Executive Session personnel matters brought before the Board by the Executive Director according to Article 6252-17, Section 2(g) of the Open Meeting Law, and excused guests from the meeting room at 8:00 p.m.

Executive Session

The Vice Chairman reopened the meeting to the public at 8:20 p.m. and asked for Board action on the following items.

Consideration of Addition of two Nurse I Positions and deletion of Administrative Technician I Position: On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of two Nurse I positions effective October 1, 1977, and that the Administrative Technician I position be deleted from the Personal Services Schedule. Be it further RESOLVED that the Board Chairman and Executive Director be authorized to sign the Personnel Action forms and submit to TDMHMR for approval.

Consideration of Addition of Secretary II Position to the Personal Services Schedule: On a motion by Dr. Self, seconded by Mr. Gee, the Board adopted the following resolution:

RESOLVED, by the Board of Trustees, that the Board approve the addition of a Secretary II position to the Personal Services Schedule to become effective October 10, 1977. Be it also RESOLVED that the Chairman and Executive Director be authorized to sign and submit the necessary Personnel Action Forms to TDMHMR for approval. Be it further RESOLVED that the Board approve the purchase of the following equipment necessary for this position, and that the Executive Director be authorized to sign and issue the purchase orders:

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<u>Item</u>	<u>Cost</u>
1 - Secretarial Desk, ALMA	\$525.89
1 - Secretarial Chair, ALMA	111.00
1 - IBM Selectric Typewriter	747.00
2 - File Cabinets @ \$121.74	243.48
	<u>\$1,627.37</u>

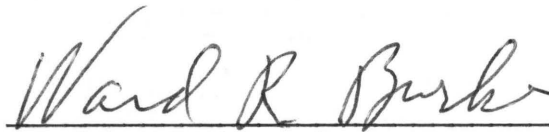
DESIGNATION OF DATE, TIME, AND LOCATION OF NEXT BOARD MEETING:

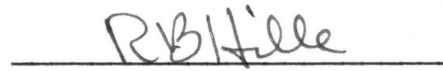
The next Board Meeting was set for Tuesday, October 25, 1977. Mr. Mann commented that the Management Audit Team will be at the Center that week, and will probably attend the Board Meeting. Board Committees will convene at 4:30 p.m., with the Board Meeting starting at 5:00 p.m. The Meeting will be held in Lufkin, and the Board will be advised of the exact location at a later date.

INVITE COMMENTS FROM VISITORS: Mr. Sappington commented that he and Dr. Hannum were glad to have the opportunity to attend the Board Meeting.

ADJOURN: There being no further items for discussion, the meeting was adjourned.

APPROVED:


Ward R. Burke, Chairman


R. B. Hille, Secretary

		MONTHLY BUDGET	MONTHLY RECEIPTS	ANNUAL BUDGET	CUMULATIVE RECEIPTS	BALANCE YTD
LOCAL						
1. Tax Funds Appro. to Center						
a. City Government	(010)					
b. County Government	(020)	8,777	8,876.49	105,327*	105,328.93	(1.93)
c. School District	(030)	798	-0-	9,577	9,577.00	-0-
d. Hospital District	(040)					
e. Other	(050)					
2. Patient Fees-Ins.-Reimb.						
a. Direct Patient Fees & Insurance	(070)	2,250	4,624.76	27,000	31,043.08	(4,043.08)
b. Title XX	(071)	7,083	23,150.00	85,000	89,355.84	(4,355.84)
c. ICF-MR	(072)					
d. SB 230	(073)	24,119	5,801.60	289,428	256,424.00	33,004.00
e. TRC	(074)	667	3,012.50	8,000	15,507.86	(7,507.86)
f. DPW-Protective Services	(075)	1,692	-0-	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
3. Other Income & Contributions						
a. Workshop Production	(080)	2,500	2,849.39	30,000	26,687.85	3,312.15
b. Piney Woods ARC	(081)	-0-	-0-	-0-	225.00	(225.00)
c. Donations	(082)	167	-0-	2,000	2,908.15	(908.15)
d. Concessions	(083)	83	319.50	1,000	2,588.11	(1,588.11)
e. Miscellaneous Income	(084)	405	361.67	4,852*	5,924.19	(1,072.19)
f. Jasper-Newton ARC	(085)	2,704	-0-	32,456	38,212.00	(5,756.00)
g. Title XX Extraordinary	(086)	83	-0-	1,000	1,431.21	(431.21)
h. Interest Income	(089)	334	-0-	4,000	5,061.93	(1,061.93)
STATE GRANT-IN-AID & SPECIAL GRANTS THROUGH TDMHMR						
1. Grant-in-Aid	(110)	79,958	-0-	959,490	959,490.00	-0-
2. Supplemental Grant-in-Aid	(120)	3,916	-0-	47,000	47,000.00	-0-
3. Special Grants-TDMHMR	(130)					
OTHER STATE FUNDS						
1. Rusk State Hospital	(160)	3,921	11,763.47	47,054	47,054.00	-0-
2. Texas Commission on Alcohol.	(161)	2,215	(4,788.28)**	26,575	19,829.72	6,745.28
3. BSCHD	(162)	712	-0-	8,540	8,540.00	-0-
4. TRC Est.-Houston	(163)	1,666	-0-	20,000	23,032.48	(3,032.48)
5. TRC Est.-Hardin	(164)	1,955	5,000.00	23,460	23,888.48	(428.48)
6. TRC	(165)	45	-0-	540	540.00	-0-
FEDERAL FUNDS						
1. Grants						
a. Title I	(210)	3,990	34,168.50	47,889	82,057.50	(34,168.50)
b. DDA	(211)	3,985	-0-	47,821	32,145.00	15,676.00
c. MH Oper. Grant (PL94.63)	(216)	26,930	-0-	323,159	323,159.00	-0-
d. HEW(DPW) Liaison Workers	(217)	2,130	17,894.49	25,560	35,903.97	(10,343.97)
e. _____	(218)					
f. _____	(219)					
g. _____	(220)					
GRAND TOTAL						
		183,585	113,034.09	2,203,031	2,213,993.36	(10,962.36)

* Denotes changes in Budget from prior month.

** Unexpended Grant Funds returned.

NAME OF CENTER

SUMMARY
ORGANIZATIONAL UNIT

August 31, 1977
Date

		MONTHLY BUDGET	MONTHLY EXP.	ANNUAL BUDGET	CUMULATIVE EXP.	BALANCE YTD
PERSONNEL						
a. Salaries & Wages	(010)	89,750	102,911.59	1,077,000*	1,076,908.74	91.26
b. Fringe Benefits	(020)	6,366	7,276.54	76,400*	76,302.50	97.50
c. Consultation & Prof. Fees						
1. Direct Patient Services	(030)					
2. Other	(040)	125	482.70	1,500*	1,068.06	431.94
TRAVEL - STAFF & BOARD	(050)	5,092	6,813.83	61,100*	61,002.87	97.13
CONSUMABLE ITEMS						
a. Drugs	(060)	6,916	4,758.08	83,000	82,700.79	299.21
b. Food	(070)	1,250	2,583.41	15,000	14,532.44	467.56
c. Other	(080)	8,750	52,695.39	104,000*	103,873.48	126.52
EQUIPMENT & FURNITURE						
a. Purchase	(090)	9,416	37,519.32	114,000*	113,313.73	686.27
b. Rental	(100)	1,667	2,569.72	20,000*	19,057.20	942.80
c. Repair & Maintenance	(110)	500	76.12	6,000	4,919.56	1,080.44
BUILDING						
a. Rent	(120)	4,941	6,107.00	59,295	64,990.00	(5,695.00)
b. Remodeling & Renovation	(130)	1,500	13,839.19	18,000*	17,932.20	67.80
c. Repair & Maintenance	(140)	417	239.20	5,000	3,414.33	1,585.67
VEHICLE						
a. Purchase	(150)	4,333	32,261.95	52,000*	51,707.95	292.05
b. Rental	(160)	417	632.00	5,000*	4,898.00	102.00
c. Oper. & Maintenance Cost	(170)	1,250	3,098.08	15,000	15,344.32	(344.32)
CONTRACTS WITH SERVICE AGENCIES	(180)	22,383	4,022.00	268,600*	267,813.71	786.29
OTHER						
a. Utilities, Postage & Tele.	(190)	4,416	9,481.59	53,000	55,103.03	(2,103.03)
b. Laboratory Expense	(191)	417	197.46	5,000	4,082.61	917.39
c. Client Transportation	(192)					
d. Annual Audit	(193)	583	7,000.00	7,000	7,400.00	(400.00)
e. Insurance	(194)	6,917	8,825.50	83,000*	85,134.70	(2,134.70)
f. Client Wages	(195)	2,667	3,565.62	32,000	31,255.97	744.03
g. Client Fringe	(196)	167	115.19	2,000	1,235.37	764.63
h. Contract Materials	(197)	500	877.20	6,000	5,377.18	622.82
i. Educational Materials	(198)	250	936.88	3,000	2,296.92	703.08
j. Miscellaneous	(199)	1,886	4,449.24	22,636*	22,801.77	(165.77)
k. Emolument	(200)	350	350.00	4,200	4,200.00	-0-
l. Legal Services	(201)	84	-0-	1,000	1,007.88	(7.88)
m. Therapeutic Recreation	(202)	25	85.82	300	155.02	144.98
n. Concessions	(203)	250	234.66	3,000	2,711.89	288.11
o. _____	(204)					
p. _____	(205)					
GRAND TOTAL						
		183,585	314,005.28	2,203,031	2,202,542.22	488.78

* Denotes changes in Budget from prior month.

OPERATING STATEMENT

August 1977

<u>INCOME</u>	<u>TOTAL</u>
Angelina County	\$ 3,883.16
Jasper County	870.83
Nacogdoches County	4,122.50
Patient Fees	4,624.76
Title XX	23,150.00
Senate Bill 230	5,801.60
Texas Rehabilitation Commission	3,012.50
Workshop Production	2,849.39
Concessions	319.50
Miscellaneous Income	361.67
Rusk State Hospital	11,763.47
Texas Commission on Alcoholism	(4,788.28)*
TRC-Hardin County SWS	5,000.00
Title I	34,168.50
Liaison Contract	17,894.49
TOTAL	<u>\$113,034.09</u>

* Unexpended Grant Funds returned.

<u>EXPENDITURES</u>	<u>DISBURSEMENTS</u>	<u>ENCUMBRANCES</u>	<u>TOTAL</u>
Salaries	\$102,911.59		\$102,911.59
FICA	5,473.00		5,473.00
Insurance/Hosp./Life	4,054.29		4,054.29
Retirement	1,803.54		1,803.54
Consultation/Other	482.70		482.70
Travel	6,813.83		6,813.83
Drugs	4,758.08		4,758.08
Food	2,583.41		2,583.41
Supplies	12,791.22	39,904.17	52,695.39
Equipment/Furniture Purchased	4,402.29	33,117.03	37,519.32
Equipment/Furniture Rented	2,569.72		2,569.72
Equipment/Furniture Repair & Maint.	56.12	20.00	76.12
Rent/Buildings	6,107.00		6,107.00
Remodeling & Renovation/Buildings	514.97	13,324.22	13,839.19
Repairs & Maintenance/Buildings	89.20	150.00	239.20
Vehicles/Purchased	32,261.95		32,261.95
Vehicles/Rental	632.00		632.00
Vehicles/Operation & Maint.	374.87	2,723.21	3,098.08
Contracts	1,822.00	2,200.00	4,022.00
Utilities/Postage/Telephone	9,481.59		9,481.59
Laboratory Expense	197.46		197.46
Annual Audit	-0-	7,000.00	7,000.00
Insurance	4,771.21		4,771.21
Client Training Wages	3,565.62		3,565.62
Client Training Fringe	115.19		115.19
Contract Materials	628.44	248.76	877.20
Educational Supplies	788.95	147.93	936.88
Miscellaneous	4,446.24	3.00	4,449.24
Emolument	350.00		350.00
Therapeutic Recreation	85.82		85.82
Concessions Expense	234.66		234.66
	<u>\$215,166.96</u>	<u>\$98,838.32</u>	<u>\$314,005.28</u>

BREAKDOWN OF DISBURSEMENTS:

Consultation/Other: Personnel, Staff Dev. & Training-Development of Employee
Training Materials-\$100.
Drugs: TPERF-\$4,758.08.
Food: Sunrise Manor-\$1,136.85
Shelby County Halfway House-\$1,414.76
Supplies: All Programs-Forms-\$318.85; Letterhead Paper-\$177.40; Xerox Toner-\$641.52;
Pens, Pencils, Tape-\$2,069.22; Liquid Paper, Rubber Bands, Typewriter Ribbons,
Paper Clips, Carbon Paper, etc.-\$5,074.72.
Public Education/Consultation-Brochures-\$1,135.25.
Volunteer Services-Brochures-\$212.52.
Shelby County Halfway House-Kitchen Supplies and Bedding-\$192.00; Lamps, Curtains,
Household Supplies-\$129.73.
Jasper-Newton County SWS-Cleaning and office supplies-\$182.26.

DEEP EAST TEXAS REGIONAL MHMR SERVICES
OPERATING STATEMENT
August, 1977

BREAKDOWN OF DISBURSEMENTS - CONTINUED

Supplies-Continued: MR Programs-Film Strips-\$266.60; Slide Programs-\$226.64.

Equipment/Furniture Purchased: Shelby County Halfway House-Stove-\$220;

Shelby County SWS-Stove and Refrigerator-\$650.83.

Sunrise Manor-Clothes Dryer-\$270.

Polk County CCC-Desk-\$336.66.

San Jacinto Co. Dev. Center-Refrigerator-\$432.10.

CA-5 Chairs-\$693.00; 2 Desks-\$1,080.14; File Cabinet-\$121.74.

Equipment/Furniture Rented: CA-Copier-\$1,160.12 (2 months); Computer Equipment-\$136.

Nacogdoches Co. CCC-OPC-Copier-\$300 (2 months).

Polk County CCC-Copier-\$300 (2 months).

Trinity County OPC-Copier-\$150.

Angelina County OPC-Copier-\$125.

Newton County OPC-Copier-\$150.

Tyler County OPC-Copier-\$150.

Rent/Buildings: CA-\$1,530.

Angelina County OPC-\$1,000.

Tyler County OPC-\$267.

Nacogdoches County CCC-OPC-\$200.

Shelby County Halfway House-\$100.

Jasper County Dev. Center/Jasper-Newton Co. SWS-\$100.

San Jacinto Co. Dev. Center-\$100.

Tyler Co. Dev. Center-\$125.

Sunrise Manor-\$400.

Nacogdoches County SWS-\$160.

Polk County CCC-\$300.

Houston County SWS-\$485.

Newton County OPC-\$265.

Jasper CCC-\$225.

Trinity Co. OPC-\$200.

CA/Day Treatment Land-\$450.

Angelina Co. Day Treatment-\$200.

Remodeling and Renovation/Buildings: Shelby County Halfway House-Wiring for Air Conditioners-\$200.

Vehicles/Purchased: Shelby County Halfway House-Van-\$6,454.23.

Trinity Co. OPC-Van-\$6,452.43.

Newton Co. OPC-Van-\$6,452.43.

Angelina Co. OPC-Van-\$6,452.43.

Tyler Co. OPC-Van-\$6,452.43.

Vehicles/Rental: 4 Lease Cars-\$632.

Vehicles/Operation & Maintenance: All Programs-Credit Card Purchases-\$781.67 (2 months).

Kirbyville Dev. Center-Gasoline-\$100.65.

Sunrise Manor-Repairs-\$100.

Angelina Co. Day Treatment-Gasoline-\$133.87; Tires-\$130.

Jasper-Newton Co. SWS-Gasoline-\$209.13.

Polk Co. SWS-Gasoline-\$233.76.

Contracts: Genetics Screening & Counseling-\$428.

Lufkin Memorial Hospital-\$398.50

Woodlane Heights General Hospital-\$171.

Nacogdoches Treatment Center-\$10.

Lynn Dunlap-\$500.

Utilities/Postage/Telephone: CA-Postage for Meter-\$1,000; Telephone-\$1,674.84 (2 months).

Sunrise Manor-Electricity-\$693.01 (2 months).

Nacogdoches CCC-OPC-Electricity-\$126.41; Telephone-\$329.12 (2 months).

Tyler Co. OPC-Telephone-\$162.22.

Newton Co. OPC-Telephone-\$218.45 (2 months).

Shelby County Halfway House-Telephone-\$728.18 (2 months); Electricity-\$743.79 (2 months);

MR Offices-Telephone-\$277.64.

Trinity Co. OPC-Telephone-\$367.74 (2 months).

Hardin Co. SWS-Gas, Water, Electricity-\$120.77.

Houston Co. SWS-Electricity-\$125.31.

Jasper CCC-Telephone-\$310.66.

Jasper Co. Dev. Center/Jasper-Newton Co. SWS-Electricity-\$275.92.

Angelina Co. OPC-Telephone-\$159.95.

Insurance: Workmen's Compensation-\$548.18; Comprehensive (Vans & Lease Vehicles)-\$4,223.03.

Educational Supplies: San Jacinto, Jasper, Newton & Kirbyville Dev. Centers-Toys & Puzzles-\$264.59.

Miscellaneous: Janitorial Services for MR Offices & Collating Newsletter-\$173.70 (3 Months).

DETCOG Dues-\$100.

Management Seminar-\$302.70.

DEEP EAST TEXAS REGIONAL MHMR SERVICES
 OPERATING STATEMENT
 August, 1977

BREAKDOWN OF ENCUMBRANCES:

Supplies: CA-Statements & Receipts-\$351.60.
 MR Programs-Booklets-\$336.
 Sheltered Workshops-Folders-\$1,343.49.
 MH Programs-Stationary, Pens, Pencils, Carbon, Folders, Typewriter Ribbons, etc.-\$36,490.15.
Equipment/Furniture Purchased: CA-2 Typewriters-\$1,413; Portable Display Board-\$245.
 Project Continuity (SWS)-4 Heavy Duty Dolleys-\$147; 4 Scales (1000 lb.)-\$1,765.
 Shelby County Halfway House-8 Beds, 8 Nightstands, 3 Sofas, 2 Chairs, 6 Tables,
 4 Lamps-\$2,185.30; 2 Water Fountains-\$925; Typewriter-\$585.
 Polk County Sheltered Workshop-Greenhouse Heater & Fan Set-\$488.10; Control Unit
 and Relays-\$269.60; Evaporative Cooler-\$129.
 Newton Co. OPC-Table-\$112.
 CA-MH Secretaries-Bookcase-\$105; 2 Typewriters-\$1,494; Unifiles-\$179.36; Calculator-\$359.10;
 Table-\$174; Typewriter Stand-\$135; Copy Binder-\$156.
 CA/Day Treatment: File Cabinet, Chairs, Credenza, Desk, Tables-\$9,879.17.
 MH Programs-Video Equipment-\$3,732.15; 5 Calculators-\$1,305.50; 12 File Cabinets-\$1,404.96;
 5 Films-\$1,895; 4 Easels-\$322.64; 8 Paper Cutters-\$240.64.
 Personnel, Staff Dev. & Training: Dictating/Transcribing Machine-\$443.
 Prescreening and Aftercare: Portable Recorder-\$179.

APPENDIX I

For Executive Director's Report at September 27, 1977 Board Meeting.

ACCOMPLISHMENTS DURING FY 1977

1. Show charts
2. Held a total of 12 Board Meetings this past year--all had a quorum with a 69% attendance average (total of 47 meetings now). Thank Board for involvement and support.
3. Hardin County became a participating county.
4. New units begun - modification of existing units:
 - a. Hardin County SWS
 - b. Houston County SWS
 - c. Jasper-Newton SWS
 - d. Genetics Counseling Program
 - e. MH component at Shelby County HWH
 - f. Respite Care at Sunrise Manor
5. New program areas initiated:
 - a. Program Evaluation Division
 - b. Volunteer Program
 - c. Contractural Public Information Program
 - d. Groundwork laid for Regional Emergency/Crisis Line
6. Implemented plan to move to more adequate facilities.
7. Implemented the Program Directors and Unit Supervisors concept.
8. Increased utilization of vans and other vehicles, and now have 22 vehicles.
9. Accomplished a complete turnaround at Shelby County Halfway House - now excellent facility.
10. Recruited third Psychiatrist.
11. Phased two Developmental Centers back into School Districts.
12. Helped form two new ARC groups.
13. Began construction of Day Treatment/Administration Facility.
14. TRC accreditation at SWS and Shelby Co. HWH.
15. Maintained TEA accreditation.
16. ICF-MR certification at Sunrise Manor.

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Accomplishments During FY 1977

9/27/77

17. The following grants were approved:
 - a. Houston County SWS (TRC), 9/30/76
 - b. Hardin County SWS (TRC), 10/5/76
 - c. Mobile Evaluation Unit (DDA), 12/1/76
 - d. Shelby County HWH (TCA), 7/1/77
 - e. Protective Services (DHR), 8/1/77
 - f. Liaison Workers (DHR), 9/1/77
18. Increased utilization of consultants for staff training.
19. Conducted seminars for:
 - a. Ministers
 - b. School Teachers
 - c. Admission Workshop at Lufkin State School

20. S

APPENDIX II

PROJECTED REVENUE COMPARED TO ACTUAL RECEIPTS
FY 1977

	<u>1977</u> <u>Original</u> <u>Budget</u>	<u>1977</u> <u>Receipts</u>	<u>Over</u> <u>or</u> <u>(Under)</u>
Angelina County	27,182	27,182	-0-
Hardin County	11,537	12,970	1,433
Houston County	6,584	6,584	-0-
Jasper County	10,450	10,450	-0-
Nacogdoches County	16,490	16,490	-0-
Newton County	5,678	5,678	-0-
Polk County	9,846	9,846	-0-
Sabine County	4,228	-0-	(4,228)
San Augustine County	4,107	-0-	(4,107)
San Jacinto County	4,107	4,107	-0-
Trinity County	4,953	4,953	-0-
Tyler County	7,067	7,067	-0-
Shelby County School District	9,577	9,577	-0-
Patient Fees	24,000	31,039	7,039
Title XX	195,394	89,356	(106,038)
ICF-MR	6,000	-0-	(6,000)
Senate Bill 230	208,980	256,424	47,444
Texas Rehabilitation Commission	24,000	15,508	(8,492)
Workshop Production	24,000	26,688	2,688
Piney Woods ARC	2,000	225	(1,775)
nations	5,000	2,908	(2,092)
Concessions	3,000	2,588	(412)
Miscellaneous	3,306	5,924	2,618
DPW-Protective Services	20,303	16,890	(3,413)
DETCOG-Status Offender	18,568	540	(18,028)
Jasper-Newton ARC	38,213	38,212	(1)
Title XX Extraordinary	1,000	1,431	431
Interest Income	4,000	5,062	1,062
Grant-in-Aid	959,490	959,490	-0-
Rusk State Hospital	47,054	47,054	-0-
Texas Commission on Alcoholism	26,575	19,830	(6,745)
Beaumont State Center for			
Human Development	8,540	8,540	-0-
Title I	39,163	82,068	42,905
Developmental Disabilities	73,920	32,145	(41,775)
HEW Operations Grant	323,159	323,159	-0-
DPW Liaison Workers	25,560	35,904	10,344
Supplemental Grant-in-Aid	-0-	47,000	47,000
Lufkin State School	-0-	3,649	3,649
TRC Establishment Grant-Hardin			
County	-0-	23,888	23,888
TRC Establishment Grant-			
Houston County	-0-	23,032	23,032
TRC Grant-Jasper County	-0-	540	540
	<u>2,203,031</u>	<u>2,213,998</u>	<u>10,967</u>

PROJECTED EXPENDITURES COMPARED TO ACTUAL DISBURSEMENTS
FY 1977

	<u>1977</u> <u>Original</u> <u>Budget</u>	<u>1977</u> <u>Disbursements</u>	<u>Over</u> <u>or</u> <u>(Under)</u>
Salaries and Wages	1,235,884	1,076,909	158,975
Fringe Benefits	97,017	76,303	20,714
Consultation and Professional Fees/Direct	7,657	-0-	7,657
Consultation and Professional Fees/Other	7,200	1,068	6,132
Travel	80,400	61,003	19,397
Drugs	54,000	82,700	(28,700)
Food	24,750	14,532	10,218
Supplies	45,242	103,873	(58,631)
Equipment/Purchase	38,370	113,314	(74,944)
Equipment/Rental	17,460	19,057	(1,597)
Equipment/Repair & Maintenance	2,735	4,920	(2,185)
Building/Rent	53,820	64,990	(11,170)
Building/Remodeling & Renovation	1,765	17,932	(16,167)
Building/Repair & Maintenance	1,765	3,414	(1,649)
Vehicle/Purchase	-0-	51,708	(51,708)
Vehicle/Rental	-0-	4,898	(4,898)
Vehicle/Operation & Maintenance Costs	20,000	15,344	4,656
Contracts	273,615	267,814	5,801
Utilities/Postage/Telephone	48,953	55,103	(6,150)
Laboratory Expense	3,000	4,083	(1,083)
Annual Audit	7,000	7,400	(400)
Insurance	88,366	85,135	3,231
Client Wages	45,000	31,256	13,744
Client Training Fringe	4,500	1,236	3,264
Contract Materials	7,500	5,377	2,123
Educational Supplies	8,000	2,297	5,703
Miscellaneous	12,532	22,802	(10,270)
Emolument	6,000	4,200	1,800
Legal Services	7,000	1,008	5,992
Therapeutic Supplies	-0-	155	(155)
Concession Expense	3,500	2,712	788
	<u>2,203,031</u>	<u>2,202,543</u>	<u>488</u>

SERVICE CONTRACT EXPENDITURES
FY 1977

	<u>CONTRACT AMOUNT</u>	<u>EXPENDED</u>	<u>UNEXPENDED BALANCE</u>
Region VII Education Service Center	5,075	5,075	-0-
Peer Review	6,900	4,680	2,220
Wilson McKewen Treatment Center	3,500	479	3,021
Nacogdoches Treatment Center	3,500	3,314	186
Lufkin Memorial Hospital	8,500	4,311	4,189
Woodland Heights Hospital	17,500	4,425	13,075
Nacogdoches Memorial Hospital	18,000	9,649	8,351
Shelby General Hospital	5,000	213	4,787
TPERF	83,000	82,383	617
G.T. Grubb, M.D.	8,000	5,860	2,140
L.S. Oates, Sr., M.D.	2,000	70	1,930
Lufkin Workshop & Opportunity Center	83,000	69,167	13,833
Genetics Counseling & Screening	10,000	4,004	5,996
Lynn Dunlap	3,000	3,000	-0-
	<u>256,975</u>	<u>196,630</u>	<u>60,345</u>

TITLE XX DATA
FY 1977

<u>DATE</u>	<u>TOTAL CLIENTS SERVED</u>	<u>UNDUPLICATED CLIENTS</u>	<u>REVENUE COLLECTED</u>
September, 1976	350	318	4,758.24
October, 1976	367	352	4,758.24
November, 1976	369	359	4,758.24
December, 1976	381	359	8,840.00
January, 1977	464	428	8,840.00
February, 1977	474	440	8,840.00
March, 1977	500	463	11,575.00
April, 1977	565	515	11,575.00
May, 1977	503	463	11,575.00
June, 1977	538	477	24,731.00*
July, 1977	Not Available	Not Available	24,731.00*
August, 1977	Not Available	Not Available	24,731.00*
Total FY 1977	<u>4,512</u>	<u>4,174</u>	<u>149,712.72</u>
Total FY 1976	<u>2,694</u>	<u>2,485</u>	<u>87,205.30</u>
Increase of of '76 over '77	1,818	1,689	62,504.42
Total Collections Titles IVA & VI & XX 6/75-8/77			<u>268,919.64</u>

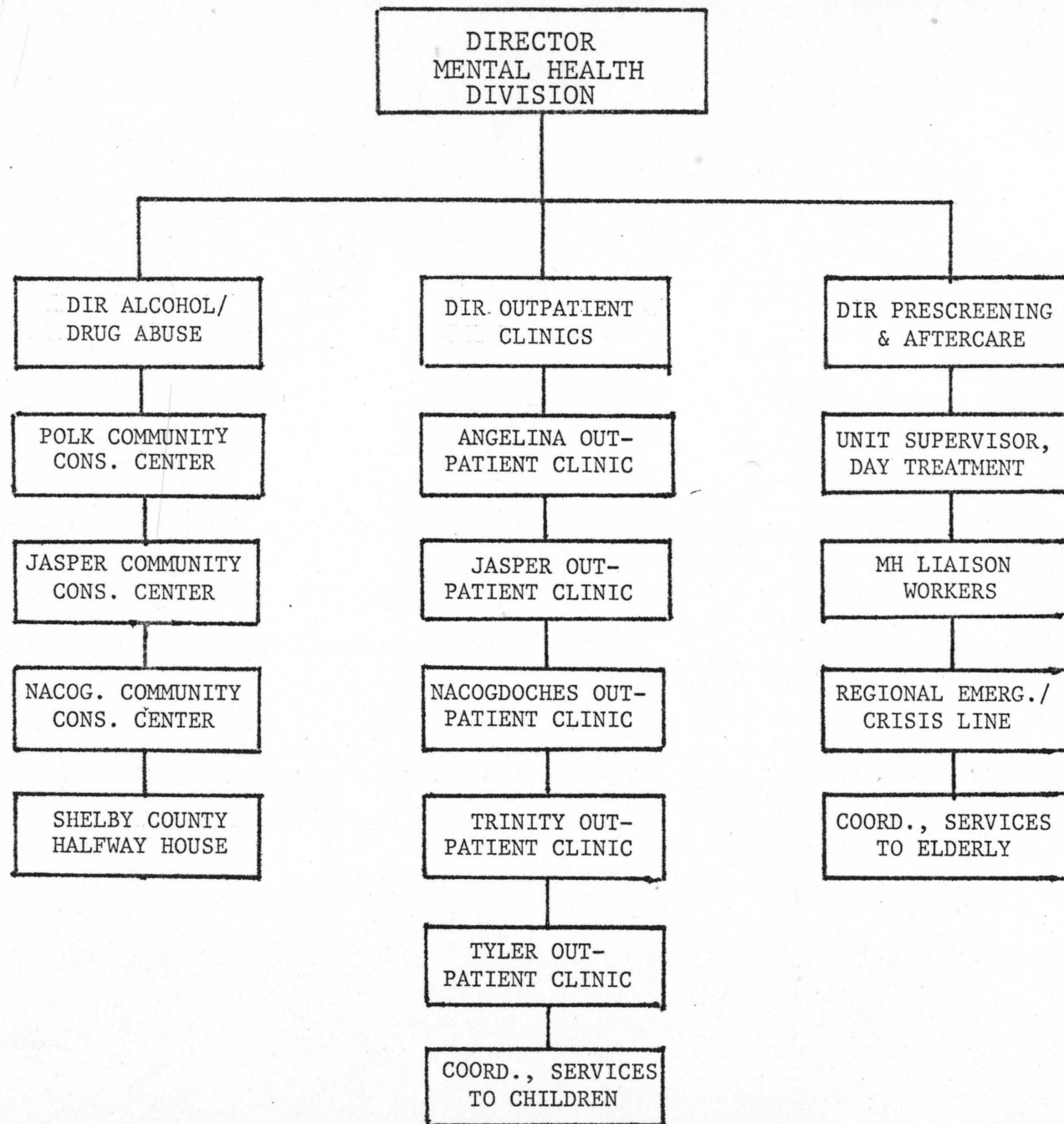
*Not yet collected, but anticipated.

For FY 1976 our Center ranked 14th of 27 Centers in collections of Title XX reimbursements.

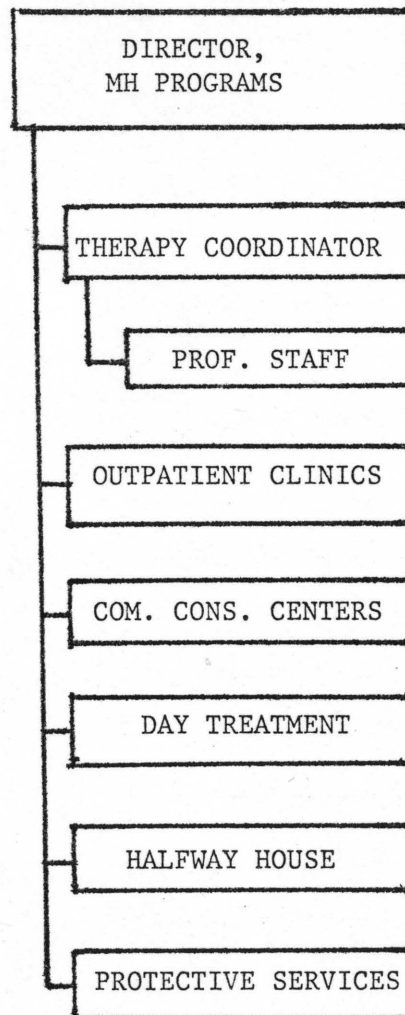
For FY 1977 our Center ranked 8th of 27 Centers in collections of Title XX reimbursements.

APPENDIX III

9/26/77



FY76



C L I E N T S T A T I S T I C S

F Y ' 7 7

MENTAL HEALTH DIVISION

ORGANIZATIONAL UNIT		PROJECTED	ACTUAL
Angelina Outpatient Clinic	CLIENTS SERVED	600	710
	ADMISSIONS	350	460
Nacogdoches Out- patient Clinic	CLIENTS SERVED	350	377
	ADMISSIONS	240	281
Newton Outpatient Clinic	CLIENTS SERVED	150	221
	ADMISSIONS	100	141
Trinity Outpatient Clinic	CLIENTS SERVED	190	295
	ADMISSIONS	100	169
Tyler Outpatient Clinic	CLIENTS SERVED	190	238
	ADMISSIONS	100	118
Jasper Community Counseling Center	CLIENTS SERVED	115	89
	ADMISSIONS	100	81
Nacogdoches Community Counseling Center	CLIENTS SERVED	65	187
	ADMISSIONS	75	153
Polk Community Counseling Center	CLIENTS SERVED	115	167
	ADMISSIONS	100	111

CLIENT STATISTICS

FY 77

Page 2

ORGANIZATIONAL UNIT		PROJECTED	ACTUAL
Protective Services	CLIENTS SERVED	100	128
	TESTING	25	54
	COUNSELING	75	195
	ADMISSIONS	100	129
Angelina Day Treatment Program	CLIENTS SERVED	100	31
	AVER. DAILY ATTENDANCE	15	7
Shelby Half-way House	CLIENTS SERVED	50	80
	ADMISSIONS	50	78
Lufkin Memorial Hospital	CLIENTS SERVED	10	89
	ADMISSIONS	10	50
Nacogdoches Memorial Hospital	CLIENTS SERVED	40	90
	ADMISSIONS	45	27
Woodland Heights General Hospital	CLIENTS SERVED	70	122
	ADMISSIONS	45	45

Total Projected Clients Served 2145
Total Actual Clients Served 2824

Actually served 679 more clients than projected.

Total Projected Admissions 1415
Total Actual Admissions 1843

Actually admitted 428 more clients than projected.

APPENDIX IV

CLIENT STATISTICS
 FY '77

MENTAL RETARDATION DIVISION

ORGANIZATIONAL UNIT		PROJECTED	ACTUAL
Mobile Evaluation Unit	CLIENTS SERVED	500	512
Alabama-Coushatta Indian Reservation Developmen- tal Center	CLIENTS SERVED	24	19
Angelina County Developmental Center	CLIENTS SERVED	25	17
Excelsior Development Center	CLIENTS SERVED	45	64
Jasper County Developmental Center	CLIENTS SERVED	40	26
Kirbyville Developmen- tal Center	CLIENTS SERVED	25	18
Newton County Develop- mental Center	CLIENTS SERVED	14	14
San Jacinto County Developmental Center	CLIENTS SERVED	25	11
Shelbyville Developmen- tal Center	CLIENTS SERVED	32	30
Tenaha Developmental Center	CLIENTS SERVED	20	37
Timpson Developmental Center	CLIENTS SERVED	40	75
Tyler County Develop- mental Center	CLIENTS SERVED	35	27

CLIENT STATISTICS FY '77

MENTAL RETARDATION DIVISION

ORGANIZATIONAL UNIT		PROJECTED	ACTUAL
Hardin County Workshop	CLIENTS SERVED	23	14
Houston County Workshop	CLIENTS SERVED	23	18
Jasper-Newton Workshop	CLIENTS SERVED	40	24
Lufkin Workshop & Opportunity Center	CLIENTS SERVED	85	96
Nacogdoches County Workshop	CLIENTS SERVED	40	30
Polk County Workshop	CLIENTS SERVED	40	30
Shelby County Workshop	CLIENTS SERVED	32	38
Sunrise Manor Halfway House	CLIENTS SERVED	14	13
<u>TOTAL</u>		1,076	1,113

Original

MR CLIENT MOVEMENT WITHIN MHMR REGION
DURING FY 77

DISCHARGES FROM STATE SCHOOLS

Lufkin State School	19
Mexia State School	1
Austin State School	1
Other State Schools	<u>15</u>
TOTAL DISCHARGES	36

25% (9) of those discharged were admitted to Sunrise Manor Halfway House.

25% (10) served at Shelby Workshop through San Augustine Nursing Facility.

ADMISSIONS TO STATE SCHOOLS

Lufkin State School	0
Brenham State School	4
Other State Schools	<u>0</u>
TOTAL ADMISSIONS	4

SUNRISE MANOR HALFWAY HOUSE

Average Client Income by Source upon Admission:

<u>INCOME</u>	<u>% WAGES</u>	<u>% GOV'T SOURCES</u>
\$126.80/mo.	50	50

Average Client Income by Source 8/31/77:

<u>INCOME</u>	<u>% WAGES</u>	<u>% GOV'T SOURCES</u>
\$314.00/mo.	87	13

Sheltered Workshops

TRC Certification:

Houston County	Level I
Jasper-Newton Counties	Level I
Polk County	Level II
Nacogdoches County	Level II
Shelby County	Level II
Hardin County	Not Applied To-Date

FY 1976

<u>CLIENTS</u>	<u>PRODUCTION</u>	<u>CLIENT WAGES</u>
126	14,886.26	29,745.14

FY 1977

<u>CLIENTS</u>	<u>PRODUCTION</u>	<u>CLIENT WAGES</u>
154	26,687.85	31,255.97

APPENDIX V

F Y 1977

O V E R V I E W P E R S O N N E L

1. HIRED DIRECTOR OF PERSONNEL SERVICES - MR. BILL TYLER
2. TURNOVER RATE - 21%
3. NUMBER OF PERSONS HIRED - 69
4. NUMBER OF PERSONS TERMINATED - 32
5. NUMBER OF INTERVIEWS CONDUCTED - 156
6. HEALTH INSURANCE CLAIMES PAID TO EMPLOYEES - \$10,864
7. HEALTH INSURANCE PREMIUM PAID BY EMPLOYEES + MHMR - \$40,484
8. CURRENT PERSONNEL SITUATION:

POSITIONS - 129

EMPLOYEES - 119

VACANCIES - 10

F Y 1977

A P P L I C A N T B R E A K D O W N

NUMBER OF APPLICANTS: 911

JOB CLASSIFICATION:

1. OFFICIAL/ADMINISTRATION	28
2. PROFESSIONAL	191
3. TECHNICAL	0
4. PARAPROFESSIONAL	282
5. CLERICAL	267
6. SERVICE/MAINTENANCE	14
7. NON-SPECIFIC	120

SEX: MALE - 236 FEMALE - 675

MARITAL STATUS: MARRIED - 482 SINGLE - 364 UNKNOWN - 65

RACE:

BLACK	200
WHITE	646
SPANISH SURNAME	11
OTHER	18
UNKNOWN	36

FY 1977 S T A F F D E V E L O P M E N T

	GOAL	NUMBER SESSIONS HELD	MEMBERS IN ATTENDANCE
1. NEW EMPLOYEE ORIENTATION	10	7	58
2. FORMS ORIENTATION (NEW)	-	5	63
3. STAFF DEVELOPMENT	11	11	870

A T O T A L O F 5,220 C L A S S R O O M H O U R S

F Y 1 9 7 7

A D V I S O R Y C O U N C I L S C O M M I T T E E S

	GOAL	NUMBER OF MEETINGS	NUMBER OF PEOPLE
1. COUNTY ADVISORY COUNCILS	36	34	305
2. REGIONAL PROFESSIONAL ADVISORY COMMITTEE	4	5	36
3. REGIONAL MEDICAL ADVISORY COMMITTEE	2	2	11

PUBLIC EDUCATION

	<u>GOAL</u>	<u>RESULTS</u>	<u>NUMBER OF PEOPLE</u>
1. PUBLIC SPEECHES/LECTURES	30	141	4,873
2. PUBLIC SEMINARS	6	3	100
3. NEWS RELEASES	260	638	-
4. RADIO AND T.V. SLOTS	638	20	-